

Please fill out all paperwork and gather required documentation.

Please call the Township office at 815.648.2994 to schedule an interview.

Nancy Lech

Hebron Township Supervisor

**INFORMATION NEEDED FOR GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE PROGRAMS:**

- Driver's License or State I.D. with current address. Picture I.D.
- Green Card or Naturalization papers – if applicable
- Social Security cards for everyone in family.
- Birth Certificates for everyone in family.
- Documentation from the Illinois Department of Human Services or Social Security Administration if receiving any assistance from them or proof of application.
- Printout of past 30-day transactions for checking and savings account. If you do not have a bank account, copies of receipts or money orders that you used to pay your bills for the past 30 days.
- Pay stubs for the past 30 days.
- If receiving Unemployment Compensation, documentation from this agency or proof of application. Documentation stating that benefits have been exhausted.
- Lease with landlord's name, address, and phone number or mortgage statement or property tax bill.
- Utility bills – gas, electric, water, sewer, disposal service
- If applying for Emergency Assistance, please provide documentation on expenditures for the past 30 days, which put you in financial trouble.
- Most recent tax return.
- If disabled – doctor's note stating that you cannot work. Medical and doctor's records stating your medical condition. Proof that you have applied for either SSI or SSD.
- Marriage or divorce papers.

## **REFERRALS FOR UTILITY & RENTAL ASSISTANCE**

### **Salvation Army**

McHenry Township  
3703 N. Richmond Road, Johnsburg, IL  
815.385.5605

### **Catholic Charities**

5141 W. Bull Valley Road, McHenry, IL  
815.344.6956

### **McHenry County Housing Authority - LIHEAP**

1108 Seminary Road (Route 47), Woodstock, IL  
815.338.7752

### **NICOR Sharing**

Dorr Township  
815.338.0125

### **St. Vincent De Paul**

If you live West of Route 47 – call St. Mary @ Woodstock – 815.334.7711  
If you live East of Route 47 – call St. Peter @ Spring Grove – 815.675.2288

## NOTICE OF BENEFITS AVAILABLE UNDER THE EMERGENCY ASSISTANCE PROGRAM

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**Emergency Assistance provides financial aid for two (2) purposes and two (2) purposes only:** (1) **to help alleviate a life-threatening circumstance**, or (2) **to help pay a work related expense necessary to obtain or maintain employment**. A life-threatening circumstance is a condition which poses an imminent peril to health and safety because of a lack of or the jeopardizing of the availability of shelter, food, utility service, medication, transportation or other basic necessity. You may also receive Emergency Assistance to help pay for a work related expense, but only if payment of the expense is necessary for you to get or keep a job. In order to help you pay such expenses, the General Assistance Office may also refer you to other agencies or programs or for other services.

**You may receive Emergency Assistance only once in any twelve (12) month period.** Assistance up to the amount of the Payment Level is disbursed by means of disbursing orders (requests to a vendor to provide goods and services in return for payment by the General Assistance Office) or by payment directly to a provider of goods and services. **You will not receive cash.** The personnel of the General Assistance Office will tell you what the appropriate Payment Level is for the size of your household.

You may receive Emergency Assistance even though you have applied for and been approved to receive monthly welfare assistance (such as Temporary Assistance to Needy Families (TANF), Aid to the Aged, Blind and Disabled (AABD), Refugee and Repatriate Assistance (RRA) or Supplemental Security Income (SSI)) as long as you have not yet begun to receive monthly payments of such assistance. However, if you have already begun receiving monthly payments of cash welfare assistance you cannot receive Emergency Assistance.

If you have any questions about Emergency Assistance or the program requirements or particulars, you should ask the personnel of the General Assistance Office. In addition, you may inspect the General Assistance Office's Emergency Assistance Handbook during regular office hours.

I acknowledge receipt of a copy of the foregoing Notice of Benefits Available Under The Emergency Assistance Program this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.

\_\_\_\_\_  
*Applicant*

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Hebron Township  
10206 Seaman Road  
Hebron, IL 60034

**LANDLORD / OWNER STATEMENT**

Date: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Tenant's address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Tenant's home phone #: \_\_\_\_\_ work: \_\_\_\_\_

Amount of one month's rent: \_\_\_\_\_

Amount currently due for rent: \_\_\_\_\_

Are utilities included? \_\_\_\_\_

**I/We will accept \$ \_\_\_\_\_ for tenant to remain in the house/apartment/room.  
I/We further understand that if the amount accepted is less than the amount in  
arrears, that a payment plan has been worked out for the tenant.**

Landlord / Owner's name: \_\_\_\_\_

Landlord / Owner's address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact phone #: \_\_\_\_\_

Landlord / Owner's social security number: \_\_\_\_\_  
(required for IRS form 1099)

By signing below, I certify that all information on this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Landlord / Owner's Signature

\_\_\_\_\_  
Date