



# ZION TOWNSHIP

LEADERSHIP • ADVOCACY • RESOURCES

Cheri L. Neal - Supervisor

## Client Checklist for Emergency Assistance Program

You **must** bring the following to your appointment:

- Completed Application
- Current Picture ID Card (for Applicant and Spouse, if applicable)
- Social Security Card (for all members of household)
- DHS Medical Card (if applicable)
- SNAP award letter (if applicable)
- All utility and other bills
- Birth Certificate for proof of Citizenship if not born in US (or Naturalization cert. or 5-year alien card)
- Mortgage Statement or Lease with Landlord Contact Information to prove Zion Residency
- Housing assistance verification (if applicable)
- Most recent bank statements for all checking and savings accounts
- Proof of hardship (reason why you are unable to pay rent/utility)**
- Proof of Income (all records of income)
  - \_\_\_ Employment (Last 90 days of paycheck stubs, print-outs or direct deposit slip)
  - \_\_\_ Unemployment award letter or direct deposit slip
  - \_\_\_ Statement for Direct Deposit Debit Card
  - \_\_\_ SSDI or SSA award letter/statement
  - \_\_\_ Verification of child support
- Receipt for payments to bills in excess of Zion Township assistance amount

*Clients at risk of eviction:*

- 5-day Eviction Notice

*Clients at risk of disconnection:*

- Disconnection Notice (for one of utilities listed below)
  - \_\_\_ Gas      \_\_\_ Electric      \_\_\_ Water

**Appointment Date and Time:** \_\_\_\_\_ @ \_\_\_\_\_ a.m./p.m.

**Emergency Assistance and Budget session appointments must be honored**

**Late clients may be required to reschedule their appointment**

**If you need to reschedule your appointment, please call 15 minutes prior to your appointment time.**

**847-872-2811**