

## GRAFTON TOWNSHIP ASSISTANCE

### Instructions to Applicant

**You MUST call for an appointment to return your application and documents**

**10109 Vine St. Huntley, IL. 60142 847-669-3328**

**YOU MUST MAKE APPLICATION (IF APPLICABLE) AT THE FOLLOWING AGENCIES PRIOR TO YOUR APPOINTMENT, AND PROVIDE PROOF OF APPLICATION WHEN YOU COME IN FOR YOUR INTERVIEW.**

- Illinois Department of Human Services, 512 Clay St. Woodstock, IL. 60098: (815)338-0234 or apply online [www.abe.illinois.gov](http://www.abe.illinois.gov) Apply for TANF, SNAP (Food Stamps) & Medical
- Social Security Adm., 2450 Lake Shore Dr., Woodstock, IL. 60098: (815)338-3751
- Veteran's Assistance Commission, 667 Ware Rd., Woodstock, IL. 60098: (815)334-4229
- Unemployment Compensation Board, 500 Russell Ct., Woodstock, IL. 60098: (815)338-7100  
**If you are unemployed - You MUST register with IDES, McHenry County Workforce Network, and provide a Resume or proof of registration.**
- Illinois Employment Training Center, 500 Russell Ct., Woodstock, IL. 60098: (815)338-7100

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#### **You must bring the following documents (if applicable) along with this application**

- Valid Driver's License or State I.D. for all persons 16 years of age or older
- Social Security Cards for all persons listed on the application
- Birth Certificates for all persons listed on the application
- Divorce/Separation Papers (Settlement, Alimony, Child Support Payments, etc.)
- Lease, Rental Agreement, Section 8 info, Mortgage Statement
- **Eviction Notice or Letter from your landlord stating the following** - You are behind on your rent payments and will be evicted if not paid, how much you owe and to whom the check should be written, where the check should be sent, the landlord will accept partial payment and will work on the balance with the client, and he/she will not start eviction proceedings for at least 30 days after assistance is paid.
- All Utility Bills you want considered for payment (Current and Final Notices)
- Prison and/or Probation Records
- Verification of any household income for the last **30 days**. Includes pay stubs, child support, pensions, unemployment, Social Security, or any other income, i.e. gifts or loans from family or friends
- Last **2** Bank Statements for **ALL** Checking & Savings accounts, and your current balances, Including Stocks, bonds, retirement accounts, and trust funds.
- Medical Inquiry Form, Link card, or Medical Card. Private insurance card if applicable
- Check or award letter for Social Security, Veterans Benefits, Worker's Compensation, Unemployment Insurance, Retirement Benefits, or other income
- If you are unable to work, a statement from your doctor stating that you cannot work, for what reason, and how long.

**If you are currently receiving SSI or TANF you will not qualify for General or Emergency Assistance.**