HOMELESS PREVENTION ASSISTANCE - DOCUMENT LIST

McHenry County Housing Authority

1108 N. Seminary Ave. (Rte 47), Woodstock, IL 60098

BY APPOINTMENT ONLY (815) 338-7752

Fax: (815) 338-1217 (Please do not fax documents unless requested to do so)

Purpose and Terminology: The Homeless Prevention Assistance program may provide one-time rent assistance for those who have been McHenry County residents for at least all of the past 90 days, and who are in danger of homelessness or who are currently homeless. This program does not assist with mortgages. This service is provided in an effort to stabilize families in their existing homes, to shorten the amount of time that individuals and families stay in shelters, and to assist individuals and families with securing affordable housing.

The need for the assistance must have been caused by a recent economic crisis that was _beyond the household's control_. To verify the economic crisis, all applicants _must_ provide documents that give evidence of at least one of the following conditions: loss of employment, medical disability or emergency, loss or delay of some form of public benefit, natural disaster, substantial change in household composition, victimization by criminal activity, illegal action by a landlord, displacement by a government or private action, or some other condition that was beyond the household's control and constitutes a hardship comparable to the other conditions enumerated above.

The household must also be able to demonstrate the ability to meet prospective rental obligations after the assistance has been granted, based on current income or on verifiable, anticipated income. Household income limit is 125% of poverty level for the past 90 days. Program availability depends on funding availability, and eligibility is limited to one-time in any 24-month period. Rents must fall within the local rent standards for the household's size.

Check List of Required Documents:

☐ **Current Illinois Driver's License or Illinois State ID** for all adult household members.

☐ **Social Security cards** for **all** household members (written verification from the Social Security Administration will also be accepted).

☐ **All documentation of gross income** (before taxes and other deductions) for **all** household members **_for all of the entire past 90 days._** (This includes wages from employment, income from "cash jobs," TANF, Social Security, SSI, SSD, insurance compensation, unemployment compensation, child support, disability payments, pensions, etc.)

☐ **Bank statements for the past 3 months for all household members that have any type of bank accounts**

☐ **Documentation of assistance from other sources** (such as: Medicaid card, Link card, WIC, food pantry use, letters from family and/or friends listing type of help and amount of money given, etc. Letters must be verifiable and they must contain the name, address and phone number (if applicable) of the letter-writer; and they must be signed and dated).

This documentation is also required for these programs:

☐ **Past due Rent Assistance:** Note: applicants must be able to prove that they would be homeless if the assistance is not given. This program is meant to prevent homelessness, not to delay homelessness. Funds will not be given unless the landlord agrees to halt eviction proceedings.
   - **Lease** (must have a current year-to-year lease in applicant's name. Month-to-month, weekly, or verbal agreements will not be accepted)
   - **Current and valid "Landlord's 5-Days Notice" or court summons for eviction**

☐ **Security Deposit/ First Month Rent Assistance:** Note: applicants must be able to prove that they would be homeless if the assistance is not given.
   - **Unsigned lease or letter from the landlord approving you for the rental unit**. Do not sign the lease until you are approved for assistance. If you are approved for assistance, funds will be sent to your landlord after the signed year-to-year lease is received (month-to-month or verbal agreements will not be accepted.)

All landlords are required to provide proof that they own the property. This is not required at the time of intake, nor is it required if it is already on file with MCHA, but funds will not be released to the landlord until after the proof of ownership is received. No funds will be distributed to landlords who are losing the property to foreclosure.

Please see other side for important information

McHenry County Housing Authority

Community Service Programs

<mark>Introduction</mark>

When preparing for your appointment to apply for a community service program, here are some important points to remember:

- Program availability depends on funding availability.

- Document lists are starting points and additional info may be needed to demonstrate each individual's situation. Assistance is offered on a case-by-case basis and some applicants may not be eligible to receive the assistance even if they have submitted all of the required documentation.

- Documentation is required from *each* household member. Eligibility is determined by the household's situation and income, so *all* household members must provide supporting documentation, even if the program is meant to help an individual in the household, such as in the dental program.

- All documents must be originals – please do not copy your documents for us, we will copy them for you and we will return your originals to you.

- All community service programs require documented proof of at least 90 days of *current* McHenry County residency. Mail and letters from friends are not considered to be proof of residency. Staying in a shelter, halfway house or other temporary residence that is located in McHenry County will not be considered as McHenry County residency unless the applicant has documented proof of residing in McHenry County for at least 90 days immediately prior to entry into the temporary residence.

- All Community Service Programs require that applicants are documented (legal) U.S. residents.

- Appointments are always needed – we do not accept drop-in applicants.

- Appointments will only be given after you have gathered all of the documents that are needed for your application.

<mark>**Please see other side for the list of required documents**</mark>