

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 Program may provide past-due rent assistance or security deposit/1<sup>st</sup> month's rent assistance for individuals and families who are in imminent danger of eviction or homelessness, or who are currently homeless. These services are provided in an effort to stabilize families in their existing homes, shorten the amount of time that individuals and families stay in shelters, and assist individuals and families with securing affordable housing.

**The households must document to the provider a temporary economic crisis beyond household control, by giving 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 which constitutes a hardship comparable to the other conditions enumerated above.

**The households must also be able to demonstrate an ability to meet prospective rental obligations after the assistance has been granted**, based on current income or on verifiable, anticipated income. Program availability depends on funding availability, and eligibility is limited to one-time in any 24 month period. Applicants must prove continuous McHenry County residency for all of the past 90 days. Rents must fall within fair market payment standards. Those who do not meet all of the guidelines listed above will not be eligible for assistance.

**These documents are required for all 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.) *Please note that there are income limits for some programs.*

**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 at risk of homelessness. 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 "Five-Days' Notice"** or other acceptable written late notice

**Landlord's proof of ownership** (copy of property tax bill for the rental unit. This is not required if it is already on file with MCHA, nor is it required at the time of intake, but funds will not be released to landlords until the proof of ownership is received) .

**Security Deposit/ First Month Rent Assistance:** Note: applicants must be able to prove that they are homeless or at-risk of homelessness if the assistance is not given.

**Lease** or Approval letter (must have a current year-to-year lease; month-to-month or verbal agreements will not be accepted. In the case of approval letters, no funds will be distributed until the signed lease is received).

**Landlord's proof of ownership** (copy of property tax bill for the rental unit. This is not required if it is already on file with MCHA, nor is it required at the time of intake, but no funds will be released to landlords until the proof of ownership is received).