

Emergency & Transitional Shelter Rules & Document List

Revised 10/3/07

McHenry County Housing Authority
1108 N. Seminary (Rte 47)
Woodstock, IL 60098
(815) 338-7752
By Appointment Only

McHenry County Housing Authority (MCHA) may offer shelter to homeless McHenry County residents when the applicants are not appropriate for the PADS emergency shelter sites or when the PADS sites are closed for the season. Shelter is only offered to those who are income eligible, meet the 90-day residency requirement, and who have the required documentation listed below. Shelter applicants must also be in one or more of the following categories:

- Elderly (age 62 or older)
- Disabled
- Have minor children living in the household
- Currently attending a professional day treatment program for mental illness and/or substance abuse issues
- Currently employed for at least 25 hours per week (no "cash jobs") with employment duration of one month minimum
- Recently unemployed and can show strong long-term employment history of at least 30 hours per week (no "cash jobs")

MCHA's emergency shelter is given in one week increments. All who are given shelter will also be given goals to achieve in order to receive additional weeks of shelter. Goals are designed to eliminate the reasons for the homelessness. The goals must be achieved before additional weeks of shelter are given. *Those who do not achieve their goals will be denied additional weeks of shelter.*

MCHA utilizes local motels for emergency shelter. Anyone who is asked to leave the motel due to behavior issues will not be offered shelter elsewhere. Those who were dismissed from a motel in any previous shelter season due to behavior issues will not be eligible for shelter from MCHA. Anyone who is asked to leave a PADS site or any other shelter due to behavior issues will not be eligible for shelter from MCHA.

These documents are required for all household members applying for shelter:

- 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 the shelter 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.
- Proof of homelessness** (such as: eviction papers, verifiable letters from agencies, counselors, family, etc.)
- Proof of McHenry County residency for at least the past 90-days.** (Must have at least two forms of identification showing continuous past 90 days residency in McHenry County such as: Driver's License or State ID, Medicaid Cards, lease, check stubs, school registration, etc.) Note: mail received at a McHenry County address is NOT a proof of residency.