

CSBG New Beds for the Formerly Homeless - DOCUMENT LIST

McHenry County Housing Authority

1108 N. Seminary Ave. (Rte 47)

Woodstock, IL 60098

Revised 3/10/15

BY APPOINTMENT ONLY (815) 338-7752

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

The CSBG New Beds for the Formerly Homeless program purchases new beds for McHenry County residents who are transitioning from a homeless situation in McHenry County into a permanent residence that is also located in McHenry County. Household income must be at or below 125% of poverty for the past 90-days. Applicants must have resided in McHenry County for at least all of the past 90 days. Please note that this program has very limited funding.

Required documents:

- Current Illinois Driver's License or Illinois State ID** for all adult household members.
- Social Security cards** (no copies) 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).
- Documentation from a homeless shelter provider agency in McHenry County confirming the dates of stay in their shelter.** These dates must be immediately prior to the date that the applicant moved into the permanent residence located in McHenry County. Applicants must have resided in McHenry County for at least 90 days prior to applying for this program.
- Lease containing the applicant's name, for the new permanent residence located in McHenry County**

Please see other side for important program information



McHenry County Housing Authority is an Equal Opportunity Provider and Employer

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Community Service Programs

Introduction

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.
- This community service program requires documented proof of at least 90 days of *current* McHenry County residency. It also requires proof that the applicant has recently transitioned from homelessness to a permanent residence (or is about to transition into a permanent residence). Mail and letters from friends are not considered to be proof of residency or homelessness. Applicants to this program must provide documentation that they have been recently sheltered by an agency that is located in McHenry County. Applicants must also provide proof that they have transitioned from the shelter (or are about to transition) into a permanent residence that is located in McHenry County.
- 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.

Please see other side for the list of required documents



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