



**Elk Grove Township
General Assistance
2400 S. Arlington Heights Road
Arlington Heights, IL 60005
(847) 437-0300 Fax (847) 437-0434**

In order to serve you better, please read the information listed below and, as always, feel free to contact the General Assistance Office if you have any questions.

HOW TO APPLY

1. **Obtain ALL verifications listed on the reverse side of this sheet.** If you have questions or problems regarding your verifications, contact the office for help. In order to process your application, it important that you obtain all of the required verification within 30 days.
2. **Once you have ALL of your documentation, PLEASE CALL FOR AN APPOINTMENT.** Because of the time it takes to complete each application, we can do eligibility determination interviews by appointment only. We are open Monday through Friday 9:00 a.m. – 4:00 p.m. The application process takes about an hour.
3. If you and your spouse share a residence, it is recommended that your spouse accompany you to the interview. Your spouse's participation will assist the township in verifying your eligibility and arriving at a decision on your application as quickly as possible.
4. You will be notified in writing, of the decision which has been reached regarding your eligibility for assistance.
5. The purpose of Emergency Assistance is to alleviate a life-threatening circumstance like eviction or utility disconnection. You may be asked to provide not only proof of the emergency, but also written verification of its cause.
6. If you will be late or need to cancel your appointment, please give us the courtesy of a phone call so that we can use that time to assist others in need. If you are more than 10 minutes late, we may need to reschedule you.



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Required Documentation and Verification

In order to process your application, the following verifications are required:

1. Driver's license or state ID for each adult
2. Social Security cards for all household members
3. Birth certificates for all household members
4. Permanent Residency card or naturalization certificate if born outside of U.S.
5. Marriage certificate or divorce decree including child support order
6. Lease, mortgage statement, or letter from landlord
7. Utility bills for current month
8. Proof of all income for the last 30 days, including paystubs, child support, Social Security, pension, gifts from friends/relatives, etc.
9. Current statements for all bank accounts, including checking, savings, credit union, 401K, etc. held both individually and jointly
10. Medical insurance card
11. Life insurance policy
12. Car title or payment book
13. Car Insurance
14. Criminal history
15. Written receipt from DHS, or completed public aid application

If you are able to work, you must also provide these items:

1. Unemployment Compensation Benefits eligibility letter or print out, dated within the last 30 days
 2. Verification of current Illinois Job Service registration
- Both of the above items can be obtained from the Illinois Employment & Training Center located at 723 W. Algonquin Road in Arlington Heights

If you are unable to work due to a disability, you must also provide these items:

1. Social Security Administration receipt indicating application date for Disability and/or SSI
2. Completed Elk Grove Township medical form or DHS Report of Incapacity completed by your physician
3. If on a medical leave of absence, a letter from your employer to verify status.

This is list of general requirements. Accordingly, some items may not apply to you or additional items may be requested from you.