



## **General and Emergency Assistance Checklist**

**NOTICE TO APPLICANT:** *All documentation if required to ensure your application is properly reviewed turn in the following along with the General Assistance Application Failing to turn in the listed documentation may cause for a delay in processing. Please note, this is an initial list of documents required. Lemont Township reserves the right to request additional documentation for verification purposes.*

- ☐ **Personal Identification (valid Driver's License or State Identification Card)**
- ☐ **Social Security Card for all household members**
- ☐ **Permanent Residency card or naturalization certificate, if born outside of US**
- ☐ **Birth Certificate for all minor children**
- ☐ **Proof of marriage / divorce / separation (including child support order)**
- ☐ **Lease, mortgage statement, Section 8 Housing paperwork, or letter from landlord**
- ☐ **Utility bills for current month (electric, natural gas, and/or water)**
- ☐ **Most current, complete 90-day bank statement for all bank accounts (including checking, savings, credit union, 401K etc.) held both individually and jointly**
  - **OR:** *most recent account statements from any Payment Apps (PayPal, Venmo, Square Cash, Zelle, Google Pay, Facebook Messenger, Cash App, etc.)*
- ☐ **Proof of all income for the last 90 days including paystubs, child support, Social Security, pension, unemployment benefits, money given from friends/relatives, and cash jobs (including Uber, Grubhub, Instacart, eBay, Lyft, etc.)**
- ☐ **Verification of Application/Award/Denial to Public Aid and/or other governmental assistance programs: DHS TANF & LINK, Supplemental Security Income, LIHEAP, Medicaid, etc. All benefits must be disclosed**
- ☐ **PROOF OF CURRENT HARDSHIP (What brought you in for assistance?)**

If you are **NOT** working, but are **ABLE** to work, you must also provide these two items:

1. Unemployment Compensation Benefits application; eligibility letter; and/or denial letter
2. Verification of current Illinois JobLink Registration

*You may visit your nearest IDES office to obtain these items (or visit [www.ides.illinois.gov](http://www.ides.illinois.gov)):*

- IDES: 5608 W 75<sup>th</sup> Place, Burbank, IL 60459
- IDES: 16845 S Halsted Street, Harvey, IL 60426

If you are **UNABLE** to work due to a disability, you must also provide one or more of these items:

1. Social Security Administration receipt indicating application date for Disability and SSI claims
2. Recent medical documentation from your licensed physician detailing diagnosis and work status; supporting inability to work
3. If on a temporary medical leave of absence, a letter from your physician or doctor verifying work status and medical condition