



Palatine Township
721 South Quentin Road
Palatine, Illinois 60067
Phone (847) 358 – 6700
Fax (847) 358 – 2888

How to Apply for Financial Assistance

To better serve you, we ask that you read the following instructions carefully and contact your Caseworker at (847)358-6110 if you have any questions regarding any of the information listed on either side of this document.

1. Gather ALL the required documents listed on the reverse side. In order to determine eligibility for any of our financial assistance programs, we ask that you submit all applicable documents for you and your household.
2. Complete the Application for General Assistance, which was included with this document.
3. Once you have gathered ALL the required documents, contact your Caseworker for an appointment to bring in the documents. At that time, your Caseworker will review the document list with you to ensure ALL required documents have been gathered prior to scheduling the appointment. **WALK-INS WILL NOT BE ACCEPTED.**
4. **IF YOU ARE APPLYING FOR RENTAL ASSISTANCE** – there will be documents for your landlord/leasing office to complete and return to the Township after we have received your required documents, along with the completed Application for General Assistance.
5. The completed Application for General Assistance, the landlord documents, and your documents will be submitted to the Township Supervisor for a final determination.
6. You will be notified of a decision regarding your application for assistance within 30 calendar days of the Township Supervisor receiving your completed application and ALL required documents.

The Palatine Township Resident Assistance Programs Documentation List and the Application for General Assistance were issued on _____ by General Assistance Caseworker, _____.

DISCLAIMER: ADDITIONAL DOCUMENTATION MAY BE REQUESTED AT ANY TIME AT THE DISCRETION OF PALATINE TOWNSHIP. ALL CLIENTS ARE SUBJECT TO A PUBLIC RECORDS CHECK THROUGH *CHECK ILLINOIS*.



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Palatine Township Resident Financial Assistance Programs Documentation List

PLEASE READ THE LIST CAREFULLY AS SOME ITEMS ON THE LIST MAY NOT APPLY TO YOU. IN ORDER TO DETERMINE ELIGIBILITY FOR ANY OF OUR PROGRAMS, PLEASE SUBMIT ALL APPLICABLE DOCUMENTS.

- Current photo ID for all household members 18 and over
- Social Security Cards OR Individual Taxpayer Identification Number (ITIN) document for all household members
- Birth certificates OR medical insurance cards with dates of birth listed for all household members under 18
- Current rental lease, subsidized housing paperwork, or proof of mortgage
- Current utility bill(s) (i.e. ComEd, Nicor, AUM, etc.)
- Proof of income for the last 30 days (**UNLESS A MORE EXTENSIVE RECORD IS REQUESTED BY PALATINE TOWNSHIP**) including, but not limited to paycheck stubs, unemployment compensation, Social Security Administration (SSA), monetary gifts, loans, tax return, etc.
- All records of bank accounts for the last 30 days (**UNLESS A MORE EXTENSIVE RECORD IS REQUESTED BY PALATINE TOWNSHIP**) including, but not limited to checking and savings accounts, CashApp, Zelle, Chime, Venmo, trust funds, safety deposit boxes, stocks or bonds, etc.
- All records of other income including, but not limited to Child Support, Alimony, Retirement, Survivors and Disability Insurance (RSDI), Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Pension or Annuities, Workmen’s Compensation, etc. OR current record of applying
- DHS Notice of Decision for all assistance received OR current record of applying
- Documents relating to client’s emergency (i.e. paid medical bills, paid auto repairs, etc.)
- Receipt(s) for portion of the expense the client is responsible for paying
- Other: _____

RESIDENTS SPECIFICALLY APPLYING FOR GENERAL ASSISTANCE, THE FOLLOWING ADDITIONAL DOCUMENTATION IS REQUIRED:

If you are eligible to work, you must also provide:

- Illinois Department of Employment Security letter of determination (MUST be dated within the last 30 days)
- Verification of current Illinois JobLink registration

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

- Letter of determination and any supporting documents pertaining to your application for SSI and SSDI (MUST be dated within the last 30 days)
- Letter from physician stating limitations for employment (MUST be dated within the last 30 days)