

Greenwood Township

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GENERAL ASSISTANCE OFFICE (Effective 9/1/24)

ATTENTION: PLEASE READ COMPLETELY

If you are requesting financial assistance (Emergency Assistance), there are a few things you need to understand before you begin the application process.

- Must reside within Greenwood Township Boundaries (a minimum of 6 months)
- Must have an emergency to be eligible (determined by our office not the applicant)
- Must be able to demonstrate ongoing ability to pay after EA is granted
- Must not be a recipient of any subsidized housing benefits (for rental assistance)
- The lifetime maximum for the receipt of EA is five (5) times. Eligibility is limited to one (1) time in a (12) month period to an individual, family for household. You cannot receive assistance for the same emergency more than once every 2 years.
- You must be **ineligible** for GA (General Assistance) to be considered for EA.
- If you are currently receiving GA (from another township) or Categorical Assistance (TANF, SSI, Refugee, or Repatriation Assistance) you are NOT eligible to receive GA or EA Assistance
- You MUST apply for ALL benefits you may be entitled to this includes TANF (cash assistance), SNAP (food assistance), child support (if this applies to you) etc.
- Income, assets, residency, and cooperation with program and need can affect the amount paid
- Payment is for your need or the maximum, whichever is less.
- Township financial aid must be sufficient to eliminate the life-threatening situation. If the EA amount will not eliminate the life-threatening situation, when combined with other resources, payment cannot be issued.
- Documents on the verification request form are required by the state of Illinois Emergency Assistance Handbook and are required to make a determination of eligibility
- Funds will not be immediately available as applications must be reviewed and verified (up to 30 days)
- **RENT**: MUST BE at least 5 days past due, have a 5-day notice, or a lease that is ending requiring the tenant to vacate the apartment, and client's portion of the remaining balance **must be paid first** before the township can pay its portion. The landlord must be willing to accept our payment. The Township will not cover any late fees or other penalties imposed by the landlord.
- **MORTGAGE**: MUST have missed a mortgage payment. The Township will not assist with taxes or insurance—even when included in the mortgage payment.
- **UTILITIES**: MUST HAVE a disconnect notice for service only, not because of non-payment of deposit. No phone. No Auto repairs. No late fees. No cable/internet. Utility assistance under the EA program is limited to water, gas and electricity. The Township will not pay for utility fees incurred outside of the Township the applicant currently lives in.
- Grants issued through this program are sent directly to vendors (landlords, Mortgage Co., utility company) to alleviate the life-threatening circumstances of the applicant.