

ATTENTION!

All applicants **MUST READ AND FOLLOW THESE INSTRUCTIONS**, if any part of the application is not complete, **WE WILL DENY YOU.**

- **READ** your “**List of Documents Needed from Client for Assistance**” list and follow directions.
- **FILL OUT** the application with as much information as needed to understand the reason why you need assistance.
 - You may take the application home if you need help filling it out.
 - If you do not have check stubs, ask your employer for a letter, if you have not worked and do not have check stubs, write down the name, address and telephone number of your ex-employer.
- **SUBMIT IT** in the black mailbox labeled “Completed Applications”.

Applications will take 5-WORKING DAYS to process.

YOU MUST INCLUDE ALL REQUESTED DOCUMENTS, OTHERWISE, YOUR APPLICATION WILL BE DENIED.

Drop off your application at the front office.
Office Hrs are 8:00am to 12:00pm and from 1:00pm to 5:00pm.

HAYS COUNTY RESIDENTS ONLY

List of Documents Needed from Client for Assistance

Please be Legible

1. Proof of Who Lives in Household:

* We will need social security cards from everyone that lives in the household and picture ID's/DL of all adult applicants. If you do not have social security cards please go to the Social Security Office and apply for one and bring us the letter to show that you have done so.

2. Proof of Residence:

* We will need another piece of mail to verify that you live at this address, Example: Gas, Electric or Telephone Bill. It needs to be in your name or spouse.

3. Proof of income:

* Last 2 current pay stubs for anyone that lives in the household.

* If you receive any other supplemental income- AFDC, SS, SSI Food Stamps, Child Support, Unemployment or other we will need document from showing the amount you receive.

* If you are self-employed, you will need 2 bank statements showing the name of the business.

4. Assistance If Given for The Following:

* **Rental:** We need a letter from the landlord on letterhead with his/her name, Address and phone number so that we can contact them. Letter must also state how much you pay each month or how much you are past due. **You must have proof** that your balance is not more than \$200.00.

* **Utilities:** Electric, Gas, Propane or Water (we will need the actual bill)

* **Lot/House Payment:** Letter from the lender or bank in which the note needs to be paid to (same as rental).

YOU ARE RESPONSIBLE FOR MAKING THE NECESSARY COPIES NEEDED FOR YOUR APPLICATION

If approved we will pay \$100 towards rental or \$50 towards utilities it's one or the other.

Other people living with you and is paying room and board to you? Yes or No

Is there a Disabled person in the household? Yes or No

Are you Employed? Yes or No

Place of Employment _____ **Salary \$** _____

Other _____ **(circle one) Weekly, Bi-weekly, Monthly.**

If you are unemployed, for how long have you been _____

Have you applied at Texas Workforce Commission? _____ **Date:** _____

What type of job can you perform? _____

Is your Spouse employed? Yes or No

Place of Employment _____ **Salary \$** _____

Other _____ **(circle one) Weekly, Bi-weekly, Monthly.**

If Spouse is unemployed, for how long? _____

Has He/She applied at Texas Workforce Commission? _____ **Date:**

What type of job can He/She perform? _____

Do you receive any of the following?

Food Stamps \$ _____ SS \$ _____ Other \$ _____

Child Support \$ _____ SSI \$ _____ AFDC \$ _____

What is the total income that you expect to receive this month \$ _____

How did you meet your expenses before?

Reason assistance needed for this month: _____
