

GROVELAND TOWNSHIP

P.O. BOX 217

173 WASHINGTON ST.

GROVLAND, IL. 61535

309-387-6812

GERNERAL AND EMERGENCY ASSISTANCE
GUIDELINES AND POLICY.

1. Contact sheet—an informal written application is taken before the appointment in order to determine the possible eligibility of the applicant.
2. Emergency Assistance—is given out one time per calendar year and is based upon the total number of people in the household. If the applicant is receiving any other type of governmental funds, then the applicant does not qualify for emergency assistance.
3. Job leads—all GA applicants are asked to fill out the 11-14 job lead forms indicating where they have applied, who they spoke with, etc. This information is then verified by the township case worker.
4. Pending SSI---these applicants should supply the township with medical verification of their condition and what they can and cannot do physically. The township should make all efforts to find something worthwhile for the applicant to do to take care of the assistance they are receiving.
5. Work Fare---this program should attempt to involve as many not-for-profit organizations as possible in order to give applicants an opportunity to repay their obligation to the township. Examples could be as follows:
 - a. Township Office
 - b. Library
 - c. Cemetery work
 - d. Monitor debris on the roadways
 - e. Local churches
 - f. Food pantries.

Applicants who fail to appear for their work fare assignments can be sanctioned for up to 90 days. Applicants who receive the \$225.00 General Assistance will be asked to work 25 hours to re-pay their obligation.

6. Appointments---applications who fail to appear for their appointment will have their applications terminated at that time.

7. Items covered---the township will pay for utilities and rental costs. Some prescription costs will be covered as long as the recipient supplies the township with a copy of the prescription. The township will not pay for prescriptions for narcotics and/or psychiatric drugs. Applicants who may need additional medical services are referred to the OSF Clinic or the Heartland Clinic.
8. Most cases will take up to 30 days to process because of the required paperwork and the amount of time needed to verify information provided by the applicant.
9. The Case Worker will provide the Supervisor with a written summary of the case before a decision is made to accept or deny the applicant.
10. No township aid will be given directly to any applicant. Only vendors will receive a check from the township. All applicants will be required to produce all documentation that is included in the township's application process. And anyone receiving any township assistance will have a file on hand indicating that the applicant has met the required criteria.

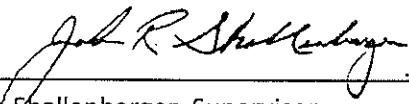
EMERGENCY ASSISTANCE GUIDELINES:

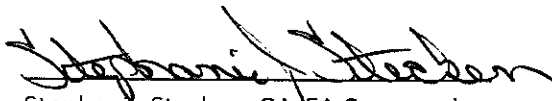
1. Emergency Assistance is given for one time emergencies to help an individual or family sustain self-sufficiency. The Supervisor has the sole authority to set the rules and guidelines for EA. This type of assistance will be granted one time in a twelve month period of time. If other assistance is needed, the applicant must meet the criteria for General Assistance.
2. Like GA, emergency assistance will be given for Rent and utility needs.
3. Any applicant for EA must provide evidence of at least 90 days residency period. Such evidence can be in the following examples: landlord form provided by the township, records from the utility company.
4. The township will not pay for a rental deposit or a deposit for utilities.
5. All amounts paid will be paid to vendor on behalf of the client.
6. Emergency assistance will be approved on the basis of the number of people in the "household." This means the income of all persons living in the household are considered, and the amount approved will be determined by the total number of persons in the household.
7. Emergency Assistance is granted to a household that has had an emergency that is beyond the control of the applicant. Example: persons who quit their jobs or who are fired are not eligible.
8. There must be a "good faith" effort on behalf of the client to pay the emergency bill, and to eliminate the bill. For instance, if the township is going to assist a client with an \$800.00 utility bill by helping with \$300.00 of aid, the applicant must provide the township with evidence that the remainder of the bill will be handled properly by the applicant.
9. No one in the household applying for EA can be receiving income from any other governmental agency such as SSI or the regular Social Security Program.
10. Income Eligibility for Groveland Township are as follows:

<u>#Of Persons in the household</u>	<u>Monthly Income</u>	<u>Assistance Payment</u>
1	\$750.00	\$250.00
2	\$900.00	\$275.00
3	\$1,100.00	\$300.00
4	\$1,300.00	\$350.00 MAX
5	\$1,400.00	\$350.00

Maximum income allowed is \$1,500.00 for all family sizes.

Revised 02/20/2018


John Shallenberger, Supervisor


Stephanie Stecken, GA/EA Case worker.