



Dear Resident,

Thank you for your interest in applying for Emergency Assistance at DuPage Township. Emergency assistance is meant to help alleviate “life-threatening” situations such as rental eviction, utility disconnection or car repair for those employed or seeking employment. Please note that only a certain amount can be given for assistance. Depending on your situation, other resources may be available. Emergency Assistance can only be utilized once during a 12-month period. To begin the application process, follow the following steps. **Please be sure to read everything that is being asked.**

-Vicente Fernandez, General Assistance Administrator
630-759-1317 ext. 203
GA@dupagetownship.com

STEP 1—FILL OUT THE APPLICATION

Be sure to fill out as much as possible and try not to leave any areas blank unless they do not pertain to you. Please be sure to fill out both the General Assistance Application and Emergency Assistance Application Questions. **ONLY** fill out the Zero Income Affidavit if you or anyone over the age of 18 in the household has not had **ANY** income in the last 30 days. If you have any questions, please call the General Assistance Office at the township.

STEP 2—GATHER THE NECESSARY DOCUMENTATION

- Photo ID for the applicant and social security cards for the applicant and everyone in the household
- Current lease or mortgage statement
- Proof of all household income for the last 30 days of application
- Recent bank statement(s) from the last 30 days (including from apps like Cash App, Chime, Apple Pay, etc.)
- Proof of any IDHS benefits such as SNAP or Medicaid, **if receiving**
- Anyone over the age of 18 and not in High School with no income will need to provide proof of no income from either IDHS (UI Finding Letter) or IDHS (most recent redetermination letter)
- Completed “Zero Income Affidavit” for those in the household over the age of 18 with no income
- **Proof of financial hardship, for example: proof of last day of work, proof of reduction in hours at work, unexpected expenses, etc.**
- *If requesting rental assistance*, you must have 5-day, 30-day or eviction notice (**NOT A PAST DUE NOTICE**)
- *If requesting utility assistance*, you must have a red shut-off/disconnect notice (**NOT A PAST DUE BILL**)
- *If requesting car repair assistance*, you must be employed or seeking employment **AND** must have a repair estimate along with **proof of registration and insurance**

DEPENDING ON YOUR SITUATION, YOU MAY BE ASKED TO SUBMIT ADDITIONAL DOCUMENTATION

STEP 3—MAKE AN APPOINTMENT

Once completed, call the General Assistance Office at DuPage Township for an appointment or go online at: <https://tinyurl.com/GAEAmeeting> to make an appointment. The reason for the appointment is to submit the application, documentation and to sign on some additional documentation. **YOU MUST MAKE AN APPOINTMENT OR YOUR APPLICATION WILL NOT BE COMPLETE.** Dropping off or e-mailing documentation without an appointment may result in a denial of assistance. By law, a determination must be made within 30 days of submitting an application.



APPLICATION FOR GENERAL ASSISTANCE

Township: DuPage

County: Will Date Returned: _____

Information required in this application applies to the head of the family and all dependents for whom the application is made.

1. General Information

Last Name: _____ First Name and Middle Initial: _____

Phone: _____ E-mail: _____

Address: _____ Date Moved In: _____

Address 1: _____ Date Moved In: _____

Address 2: _____ Date Moved In: _____

Address 3: _____ Date Moved In: _____

I am now asking for assistance for myself and the following members of my family, who reside with me.

Name			Date of Birth			Birthplace		Relationship	Social Security Number
First	Middle	Last	Month	Day	Year	City	State		
								Self/Applicant	

In addition to those listed above, the following relatives, boarders, lodgers and other persons, for whom I am not seeking assistance, are living in the same house.

Name			Age	Relationship	Present Means of Support	Amount Paid Monthly for Board, Lodging or Share of Household Expenses
First	Middle	Last				



APPLICATION FOR GENERAL ASSISTANCE

2. Personal and Occupational Information

Marital Status: Married Single Widowed Divorced Separated Deserted

Is there a court order for child support? Yes No

Living Arrangement: Rent Own

If rent, Landlord's Name: _____ Landlord's Address: _____

Related to the Landlord? Yes No If related, relationship to landlord: _____

Military Service: Does any member of your family have current or previous military service? Yes No

If "Yes," who has current or previous military service? _____

Received adjusted compensation Did not receive adjusted compensation Receives pension or other income from such service Does not receive pension or other income from such service

Past Employment: List last employer and two longest term employers for applicant and any other family member with work history

Family Member	Name and Address of Employer	Monthly Wage	Start Date	End Date	Reason for Leaving

Present Income and Other Financial Information:

Sources	Person Receiving	Employer's Name	Monthly Wage
Employment: Salary			
Employment: Commissions			
Profits from: Business			
Profits from: Employment in Home			
Profits from: Sales			
Other: (specify)			

Public Assistance and Related Public Benefits

Source	Person Receiving	Monthly Amount	Source	Person Receiving	Monthly Amount
TANF			RSDI		
AABD			Other		
General Assistance			Other		



APPLICATION FOR GENERAL ASSISTANCE

Other Cash Resources

Sources	Family Member	Amount	Sources	Family Member	Amount
Cash on Hand			Lodges/Unions		
Savings			Annuities		
Bank Accounts			Alimony/Child Support		
Unemployment Benefits			Estates/Court Orders		
Worker's Compensation			Friends/Relatives		
Veteran's Benefits			Government Bonds		
Other Income			Other Income		

Bank Accounts Held By Any Family Member

Family Member Holding Account	Name of Bank	Amount of Deposit or Date of Last Withdrawal

Safety Deposit Boxes Held by Any Family Member

Family Member Holding Box	Location of Box	Contents

Personal Property (i.e., securities, stocks, bonds, jewelry, livestock) Held by Any Family Member

Owned By	Description	Present Sale Value

Real Estate Owned, in Whole or Part, by Any Family Member

Recorded Owner	Address	Description	Present Value	Date Purchased	Date Last Taxes Paid	Amount Last Taxes Paid	Present Monthly Income

Vehicles and Farm Equipment Owned by Any Family Member

Owner	Year	Make	Model	Date Purchased	License Plate Number	Year Issued	Present Sale Value



APPLICATION FOR GENERAL ASSISTANCE

Life Insurance Policies, Current of Lapsed, Held by Any Family Member

Person Insured	Name of Company	Type of Policy	Amount	Monthly Premium	Date Last Premium Paid	Loans Made	
						Date	Amount

Medical, Hospital, Surgical or Other Health Benefits Available to Any Family Member

Name of Company	Type of Coverage	Annual Premium

I understand that if I want someone else to apply for General Assistance for me, and I am mentally and physically able to apply, I must provide a written statement that gives the person permission to apply on my behalf. The statement must include the full name, address and telephone number of the person applying for me. The statement must say that I am still responsible for the information that the person applying for me gives to the local General Assistance office. The statement must also say that I am liable for repaying benefits that were received due to incorrect or incomplete information provided by an approved representative.

This application must be signed by the applicant, however, if the person is too ill, or otherwise mentally or physically unable to complete an application, this application may be filed by the spouse, parent, child, adult sibling, or other relative. If there are no relatives this application may be signed by any other person able to furnish necessary information with reasonable competence.

I have read this application for General Assistance and declare under penalties of perjury that, to the best of my knowledge and belief, the information supplied in this application and all accompanying statements is true and correct, and that it is a complete statement of all income, assets, or resources belonging to me or to any member of my immediate family.

I agree to notify the Supervisor of General Assistance of any change whatsoever in need, or in the resources listed herein, or any new or additional income or resources. Further, I hereby authorize any person, bank, firm, corporation, transfer agent, agency, institution or the Department of Human Services to furnish the Supervisor of General Assistance whatever information that may be requested relative to accounts, deposits, investments, securities, Railroad System Disability Income benefits, or business of any kind whatsoever.

Applicant Signature: _____

Date: _____



EMERGENCY ASSISTANCE APPLICATION QUESTIONS

1. What type of assistance are you requesting?

- Rent Nicor and/or ComEd Water Bill Assistance Car Repair

2. Are you or any in your household, receiving Supplemental Security Income (SSI) or Temporary Assistance for Needy Families (TANF)?

- Yes No

3. How much is your monthly rent/mortgage? _____

4. How much total rent do you currently owe (do no include future rent)? _____

5. Approximately, how much do you owe in utilities?

Nicor: _____ ComEd: _____ Water: _____

6. Have you applied for LIHEAP during this current program year? (October 2023-August 2024

- Yes No

7. Is there anyone in the household (including yourself), over the age of 18, unemployed and have no income?

- Yes No

8. Do you have a bank account (this includes apps such as Cash App, Chime, Apply Pay, etc.)?

- Yes No

9. What occurred that caused the financial emergency? (Please be brief but specific)

10. If you receive assistance, how will you be able to continue meeting your financial needs?

I understand that if I have any questions or concerns about this application, it is my responsibility to discuss this with the General Assistance Office and by signing below I acknowledge that I have provided information to the best of my knowledge.

Applicant Signature: _____

Date: _____



ZERO INCOME AFFIDAVIT

This form is to be filled out by the head of household for the member(s) of the household, over the age of 18, are not in high school and have had no income in the last 30 days.

Applicant: _____

Adult Household Member(s) with No Income:

Those household members listed must show proof of no income from either the Illinois Department of Employment Security (IDES) via the UI Finding letter or through the Illinois Department of Human Services via the most recent determination letter.

I hereby certify that the above adult member(s) of my household did not individually receive income for the last 30 days from any of the following sources:

- Wages from employment (including commissions, tips, bonuses, fees, etc.).
- Income from operation of a business.
- Rental income from real or personal property.
- Interest or dividends from assets.
- Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits.
- Unemployment or disability payments.
- Public assistance payments.
- Periodic allowances such as alimony, child support, or gifts received from persons living in my household.
- Sales from self-employed resources (Avon, Uber, DoorDash, etc.)
- Any other source not named above.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. False, misleading, or incomplete information may result in the denial of my application for assistance.

Applicant Signature: _____

Date: _____