

First Name:  
Last Name:  
Case #:



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

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## Palatine Township Resident Assistance Programs Documentation List

Some items on the documentation list may not apply to you, so please read the list carefully. Please contact Palatine Township at (847)358-6700 if you have any questions about any of the items listed below. An email address is required. If you need assistance creating one, please see the front desk.

- Valid Driver's License, State ID, Matricula ID, Passport, etc. for the main applicant (**MUST** have current address)
- Social Security Cards for all household members or Individual Taxpayer Identification Number (ITIN) (if applicable, **MUST** be original)
- Birth Certificates for all household members (if birth dates not listed on Medicaid Card)
- Medical Insurance Card for all household members
- All record of checking and savings bank accounts for last 60 days (unless a more extensive record is requested by Palatine Township), trust funds and safety deposit boxes, etc.
- Current rental lease, Section 8 Housing Paperwork, or Proof of Mortgage
- Current Utility bills (for ComEd Bill- if allowable, the Electric Supplier Choice should be ComEd)
- Proof of income for the last 60 days (unless a more extensive record is requested by Palatine Township) including, but not limited to Paycheck stubs, Unemployment Compensation Benefits, Monetary Gifts, Loans, Other \_\_\_\_\_
- List of all Stocks or Bonds (if applicable)
- Government Benefits (if applicable): Medicaid, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Temporary Assistance for Needy Families (TANF), etc. All benefits must be disclosed.
- All records of other income including, but not limited to Child Support, Pension or Annuities, Workmen's Compensation, Retirement Benefits, Old-Age, Survivors and Disability Insurance (OASDI), etc. OR current record of filing for Child Support, Pension or Annuities, Workmen's Compensation, Retirement Benefits, Old-Age, Survivors and Disability Insurance (OASDI), etc.
- Disclosure and records relating to legal actions, both civil and criminal, during the past 5 years including, but not limited to criminal charges and punishment, evictions, bankruptcy, etc.
- DHS Link Card/SNAP Award Letter (must apply for SNAP if not already receiving)
- Documents relating to client's unexpected setback (i.e. medical bills, auto repairs, etc.)
- Previous year's tax return
- Other: \_\_\_\_\_
- Email (required): \_\_\_\_\_

**All clients are subject to a Public Records check, through Check Illinois. Final determination of your application for assistance is to be made by the Palatine Township Supervisor.**



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## **Palatine Township Resident Assistance Programs Documentation List**

**If you are a Resident interested in applying for Emergency Assistance or Needy Family Fund, the following documents are required:**

- Palatine Township 5-Day Notice – Notary Required
- Landlord Statement or current mortgage statement – Notary Required
- W-9 form to be completed by the Landlord (if applicable)
- Payment receipt for client's portion of the bill/rent if client owes more than the Emergency Assistance/Needy Family Fund payout level (to be determined)

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**If you are a Resident interested in applying for General Assistance, the following documents are required:**

- Landlord statement or current mortgage statement – Notary Required
- W-9 form to be completed by the Landlord (if applicable)

**If you are eligible to work, you must also provide these items:**

- Unemployment Compensation Benefits eligibility letter or denial letter, dated within the last 30 days (see Yellow IDES form)
- Verification of current Illinois JobLink registration

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

- Proof of application for SSI and SSDI; if denied, proof of denial and appeal.
- Letter from physician stating limitations for employment, dated within 30 days of your application date.

**Please contact your caseworker or program coordinator for any questions on the above items.**

**All clients are subject to a Public Records check, through Check Illinois. Final determination of your application for assistance is to be made by the Palatine Township Supervisor.**