



Village of Morton Grove

Department of Family & Senior Services

EMERGENCY FINANCIAL ASSISTANCE PROGRAM

Program Philosophy: The **Department of Family and Senior Services** works with the Salvation Army and area agencies to assist residents who are experiencing a financial crisis. This is not an entitlement program. A thorough assessment is performed by a social worker to determine eligibility. The social worker will assist the resident in exploring all options. After a resident/family is determined to be eligible for assistance, the following policies apply:

- Assistance may be given only to Morton Grove residents. Assistance is not guaranteed.
- Each request is handled individually.
- Each household is eligible to receive assistance one time within a calendar year.
- Assistance may be provided for utility bills, solid waste pick-up fees, rent/mortgage payment, and medical expenses. Other expenses, i.e., school supplies, clothing, will be considered on a case-by-case basis.
- The maximum amount of assistance is limited to \$300 per household per year.
- Other resources may be explored to help address the needs of the household. As a result, applicants will be asked to sign release form for the purpose of sharing information with other agencies that provide financial assistance.

Assessment Process

During the assessment process, information will be gathered regarding the household's income and expenses. The social worker will explore options with the resident including contacts with other agencies. In addition, the social worker will assist the resident to determine a plan for addressing his/her situation. The information you share regarding your financial circumstances is held **strictly confidential (740 ILCS 110/3)**. You may be asked similar questions to the following:

- What are your sources of current income and how much?
- Are you receiving any governmental assistance?
- Have you been in this situation in the past?
- Have you contacted any other agencies regarding this situation?
- What services are you requesting?

Financial Assistance Criteria

Every client must set up an appointment with a social worker and bring the following information:

1. Current lease, mortgage coupon, or real estate tax with the name listed as resident.
2. Income proof for all members of the household receiving income. Income documentation must cover 30-day period prior to the date of application, and should include last year's tax return (if filed).
3. Most recent utility bills in their entirety, which shows the name, address and account number.
4. Documentation of any other monthly bills, i.e. credit card, child care, loans, car payment, car insurance, Groot bill, medical bills, etc. If you do not have a bill, bring a cancelled check or copy of money order showing the amount paid.

5. **“Acceptable Monthly Expenses”** include:

Rent, Mortgage, Condo Assessment Fees	Food
Utility Payments	Telephone (limit \$30)
Car Payment	Child Care
Car Insurance	Prescription Medication
Medical/dental Bill	Health Insurance
Transportation costs (bus/train, gasoline)	Solid Waste Collection Fee

6. **“Unacceptable Monthly Expenses”** include:

Cable/Satellite TV	Long Distance Phone Charges
Vacation Expenses	Telephone Enhancement Features

7. **“Seasonal Expenses”** include:

School supplies
Clothing

Village of Morton Grove
Department of Family & Senior Services

INTAKE-APPLICATION FORM

Date: _____

Referred by: _____

Identification

Last Name	First Name
Address	Phone
Morton Grove, Illinois 60053	Employer:
Spouse/Partner Last Name:	First Name:
Employer:	

Tell us about us about members of your household/family:

First Name	Last Name	Date of Birth	Gender	School/Work

What is your monthly household income?

Employment :	Gross \$	Net\$
Public Aid:		
General Assistance:		
Unemployment:		
Social Security:		
SSI:		
WIC:		
Food Stamps:		
Other:		

Client: _____

What are your monthly expenses?

EXPENSE		MONTHLY COST	CURRENTLY OWED	*NOTICE	NOTES
HOUSING	Rent/Mortgage				
Name of Landlord					
Address/Phone					
	Upkeep/Repairs				
	Assessments				
	Second Mortgage				
Subtotal					
UTILITIES	Gas				
	Electricity				
	Phone				
	Water				
	Sewage				
	Garbage				
	Heating Oil				
Subtotal					
FOOD	Groceries				
	Restaurant				
	Other				
Subtotal					
INSURANCE	Health				
	Life				
	Disability				
	Car				
	Home				
	Other				
Subtotal					
HEALTH	Medical/Dental				
	Prescription meds				
Subtotal					
TRANSPORTATION	Bus/Train/Taxi				
	Car Payment				
	Gasoline/Oil				
	Plates/Stickers				
	Parking/Tolls				
	Other				
Subtotal					
TOTAL					

Client: _____

MONTHLY EXPENSES:

EXPENSE		MONTHLY COST	CURRENTLY OWED	*NOTICE	NOTES
<u>FAMILY SUPPORT</u>	Child Care				
	Elder Care				
	Child Support				
	School Tuition				
	School Supplies				
	Religious				
Subtotal					
<u>PERSONAL/WORK</u>	Laundry/Dry Clean				
	Barber/Beauty Shop				
	Clothing				
	Toiletries				
	Dues				
	Newspaper/Mags.				
Subtotal					
<u>MISCELLANEOUS</u>	Entertainment				
	Cable/Movies				
	Liquor				
	Cigarettes				
	Health Club				
	Gifts				
	Pets				
	Others				
Subtotal					
<u>LOANS</u>					
Subtotal					
<u>CREDIT CARDS</u>					
Subtotal					
TOTAL					

I declare under penalty of perjury that, to the best of my knowledge and belief, the information supplied in this application and all accompanying statements or documents is true and correct, and that it is a complete statement of all income and expenses belonging to me or my spouse and other members of my household.

Signature of Applicant Date

Signature of Spouse Date

Community Agencies

Organization	Service	Phone Number	Date Called	Contact Person	Result
Maine Township 1700 Ballard Rd Park Ridge, Il (Reside West of Harlem Ave.)	General Assistance, financial, food pantry, medical	847-297-2150			
Niles Township 5255 Main St. Skokie, Il (Reside East of Harlem Ave)	Emergency Assistance, General Assistance, Food Pantry	847-673-9300			
Catholic Charities North/Northwest Sub. 1717 Rand Rd Des Plaines, Il	Rent, utilities, food pantry	847-376-2100			
CEDA Neighbors at Work 1229 Emerson Evanston, Il	LIHEAP energy assistance, crisis rent, mortgage assistance	847-328-5166			
CEDA Northwest 1300 W. Northwest Hwy Mt. Prospect, Il (Maine Twp)	Rent, Security deposit, first month's rent, mortgage assistance, WIC	847-392-2332			
Center of Concern 1580 Northwest Hwy Suite 310 Park Ridge, Il	Rent, utilities, food, shared housing	847-823-0453			
Connections for the Homeless 2010 Dewey St Evanston, Il	Shelter, rent/mortgage assistance	847-475-7070			
JCFS 5150 Golf Rd 2 nd Flr Skokie, Il	Financial Assistance	847-676-0078			
Public Aid/Dept. of Human Services 8020 St. Louis St Skokie, Il	Food Stamps, Medicaid, TANF	847-745-3200 800-972-5829			
Cook Cty Dept of Public Health 2121 Euclid Ave. Rolling Meadows, Il	WIC, dental, medical, immunization	847-818-2860			
S.O.C.K.S Weber Leisure Ctr Gross Pt. & Church St Skokie, Il	Kids clothing MUST HAVE A REFERRAL	847-677-0111 847-677-9497			

Village of Morton Grove
Family & Senior Services
American Legion Memorial Civic Center
6140 Dempster St.
Morton Grove, IL 60053

CONSENT FOR RELEASE OF INFORMATION

I, _____, authorize the Department of Family and Senior Services to
Name of Applicant

release or obtain the confidential information from:

Name and address of agency/individual

Including the following information:

for the purpose of coordinating services.

This information is not to be exchanged with any other agency/individual without my signed consent.

I understand that my refusal to consent may hamper or prevent the Village's Department of Family and Senior Services ability to provide financial assistance services.

I understand that I have the right to inspect and copy the information to be disclosed.

I understand that I may revoke this consent in writing at any time. **This consent is valid until**
___/___/___.

Applicant

Date

Spouse/Domestic Partner

Date

Witness

Date

If the signature is not of the recipient, indicate legal relationship to recipient and legal basis on which consent is given for recipient. A carbon copy or photocopy of this release shall have the same force and effect as the original.