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CLERK



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In these certainly unprecedented times, I hope this letter finds you and your family doing well. As a result of the Covid-19 pandemic, Lemont Township and our two local food pantries, Bethany Lutheran Church and Lemont United Methodist Church, have agreed to work together to transition the food pantry certifications to be done electronically moving forward. *There will be **no physical cards** signed by Township staff needed in order to access the pantries.*

For each person or household seeking pantry assistance, the following documentation is required:

- Driver's License, State ID, School ID, or other photo ID.
- Documentation that provides proof of current residency for every member of household.
- Proof of 30 days income for ALL members of household, requesting pantry assistance.
- Current lease, receipt, or signed/dated letter if renting a home, room, or apartment.
- Copy of current utility bill (gas, electric, phone, water).
- Proof of SNAP (LINK card) benefits - if you receive them.
- Copy of Medical Card (if on State Medicaid insurance).

For those on a *fixed income* such as Social Security, SSI, or Disability, your certification will be processed less frequently. For others, it will be determined on a case by case basis, but will average every 3-4 months.

**** You are welcome to visit each food pantry once per month, unless a restriction has been applied. * ***

Upon re-certification, the current list of above documentation will be required, if not already on file.

You will be informed of your food pantry certification status by either checking at the food pantries when you go there, by emailing: Human-services@lemonttownship.org, or calling 630-257-2522 x 19.

In order to receive Food Pantry assistance, you must complete a food pantry application and email to Human Services with the required documentation. Certifications will not approved on incomplete applications or those missing required documentation.

If you need help submitting documents electronically, stop in at the Township office on Warner Avenue, during regular office hours, and staff there will be happy to assist you.

Make sure to check out the Lemont Township Facebook page, as well as the Township website at www.lemonttownship.org, to stay informed of updated news, information, and events.

Sincerely,

Deborah L. Schmitt – Director of Human Services

LEMONT TOWNSHIP—1115 Warner Avenue, Lemont, IL 60439

Phone: 630-257-2522 Fax: 630-257-1219 Web: www.lemonttownship.org