



1115 Warner Avenue, Lemont, IL 60439
Phone: (630) 257-2522 Fax: (630) 257-1219
Human Services Department`

General and Emergency Assistance Checklist

NOTICE TO APPLICANT: To help expedite the processing of your application, the following documents must be brought, with your completed General Assistance Application to your scheduled appointment:

- Personal Identification (valid Driver's License or State Identification Card)**
- Social Security Card for all household members**
- Permanent Residency card or naturalization certificate, if born outside of US**
- Birth Certificate for all minor children**
- Proof of marriage / divorce / separation (including child support order)**
- Lease, mortgage statement, Section 8 Housing paperwork, or letter from landlord**
- Utility bills for current month (electric, natural gas, and/or water)**
- Most current, complete 30-day bank statement for all bank accounts (including checking, savings, credit union, 401K etc.) held both individually and jointly**
 - **OR: most recent account statements from any Payment Apps (PayPal, Venmo, Square Cash, Zelle, Google Pay, Facebook Messenger, Cash App, etc.)**
- Proof of all income for the last 30 days including paystubs, child support, Social Security, pension, unemployment benefits, money given from friends/relatives, and cash jobs (including Uber, Grubhub, Instacart, eBay, Lyft, etc.)**
- Verification of Application/Award/Denial to Public Aid and/or other governmental assistance programs: DHS TANF & LINK, Supplemental Security Income, LIHEAP, Medicaid, etc. All benefits must be disclosed**
- PROOF OF CURRENT HARDSHIP (What brought you in for assistance)**

If you are **NOT** working, but are **ABLE** to work, you must also provide these two items:

1. Unemployment Compensation Benefits application; eligibility letter; and/or denial letter
2. Verification of current Illinois JobLink Registration

You may visit your nearest IDES office to obtain these items (or visit www.ides.illinois.gov):

- IDES: 5608 W 75th Place, Burbank, IL 60459
- IDES: 16845 S Halsted Street, Harvey, IL 60426

If you are **UNABLE** to work due to a disability, you must also provide one or more of these items:

1. Social Security Administration receipt indicating application date for Disability and SSI claims
2. Recent medical documentation from your licensed physician detailing diagnosis and work status; supporting inability to work
3. If on a temporary medical leave of absence, a letter from your physician or doctor verifying work status and medical condition