

HENRY COUNTY GENERAL ASSISTANCE

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Bring your completed application and ALL the verification items listed below with you to make an appointment. Once you have provided all requested verifications, and attended an appointment, a decision on your request will be made within 5 (five) working days.

VERIFICATION NEEDED FOR ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18

1. **APPLICATION** – You must complete all blanks.
2. **IDENTIFICATION** – Driver’s License, photo identification or Social Security card for **all household members**. Driver’s License or photo ID must show an Iowa address.
3. **PROOF OF ALL HOUSEHOLD INCOME FOR THE LAST 30 DAYS (6 MONTHS FOR SELF-EMPLOYED)**.
 - a) Pay stubs or a signed statement from employer verifying gross and net wages including pay dates
 - b) Proof of unemployment compensation benefits
 - c) Proof of FIP benefits
 - d) Proof of child support payments
 - e) Proof of SSI, Social Security, SSD or pension benefits
 - f) Self-employment financial records for the last 6 months
 - g) Personal income record if income is from baby-sitting, mowing, shoveling, handyman repair, mechanical repair, collecting scrap metal, odd jobs, etc.
 - h) **ANY** other source of income
4. **BANK STATEMENTS FOR ALL ACCOUNTS** – most recent checking statement, most recent savings statement or updated savings book, signed statement from the bank or financial institution for any and all other types of bank accounts **for all household members**.
5. **PROOF OF LAST 30 DAYS OF FOOD STAMPS** - if you report no food stamp benefit you must provide a Notice of Decision from the Department of Human Services showing denial of benefit or an appointment letter if no decision has been made by the time of your interview.
6. **JOB SEARCHES** - all household members age 18 or older not employed full-time (37.5 hours/week) need 2 (two) current job searches. A valid job search is a statement from a business written on their business card or letterhead and states you (**your name must be included in the statement**) have applied for work at the business and they need to sign and date the statement. Completed and signed employment applications will also be accepted as valid job searches. Any job search that is not exactly as described above will not be accepted. If you are receiving SSI, SSD or are over the age of 65 there is no need for job searches.
7. **PROOF OF REGISTRATION WITH WORKFORCE DEVELOPMENT** - for **EVERY** household member over the age of 18 who is not employed full-time. If you are receiving SSI, SSD or are over the age of 65, there is no need for registration.
8. **A WRITTEN DOCTOR’S, P.A.’S OR A.R.N.P. STATEMENT** - that you are unable to do any type of work on a full time basis (If you have this statement, there is no need to do 2 job searches or register with Workforce)
9. **BILLS YOU ARE REQUESTING ASSISTANCE WITH** – for rental assistance bring a copy of your lease agreement or a landlord verification form (**attached**). Our agency does not pay rent to family members or household members. For utility assistance you must bring a copy of your current utility bill and the utility must be in the name of the applicant or a household member. **OUR AGENCY DOES NOT COVER DEPOSITS.**

**FAILURE TO BE ON TIME & FAILURE TO BRING THE ABOVE ITEMS
MAY RESULT IN AN AUTOMATIC RESCHEDULING OF YOUR
APPOINTMENT AND DELAYED ASSISTANCE**