

**Community Action Coalition for South Central
Wisconsin, Inc. (CAC)
CSBG-ARRA Division**

**Emergency Assistance Program
Program Description & Eligibility Requirements**

Community Action Coalition for South Central Wisconsin, Inc. (CAC) is offering short-term emergency assistance to eligible applicants in Dane, Jefferson, and Waukesha Counties. To be eligible for assistance, applicants must 1) reside in Dane, Jefferson, or Waukesha County, 2) have a household income at or below 200% of the Federal Poverty Level, 3) complete a CAC Emergency Assistance Application form, and 4) complete an ARRA Participant Information Sheet.

Through the Emergency Assistance Program, which is funded by Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA), CAC can offer the following to eligible households:

Utility Assistance: CAC can assist eligible applicants who have past due utility bills with payments up to a maximum amount of \$225. The payment will go directly to the utility company (gas, electric, oil, propane, water or sewer). The following documentation is required from applicants for this assistance:

- Copy of lease.
- Copy of utility bill (with past due amount).

Household Items (Dane County only): CAC can provide personal care and home cleaning products to eligible individuals or households. Toothpaste, deodorant, bath soap, toilet paper, laundry detergent, bleach, cleaning supplies, and other household items will be distributed. Diapers and vacuum cleaners will also be available for applicants who need them. Applicants must show proof that they are enrolled in Food Share (for example, a copy of a letter from Food Share) to be considered eligible for this assistance from CAC.

Moving Expense Assistance (Dane County only): CAC can assist eligible applicants in Dane County who need help with moving expenses. Applicants must put down a \$75 deposit; the deposit is paid to Two Men and A Truck and may be refundable. Applicants must do their own packing, and the payment will go directly to the moving company. The following documentation is required from applicants for this assistance:

- Copy of new lease.
- Copy of invoice from moving company (with total amount due).

Car Repair Assistance: (Jefferson and Waukesha Counties only): CAC can assist eligible applicants in Jefferson and Waukesha Counties who need help with car repair bills with payments up to a maximum amount of \$500. The payment will go directly to the auto repair company. The following documentation is required from applicants for this assistance:

- Copy of current vehicle registration.
- Copies of two estimates from legitimate auto repair companies.
- Proof that the repair is critical to the operation of the vehicle.

Applying for Emergency Assistance

To apply for Emergency Assistance, the applicant must:

- Complete the CAC Emergency Assistance Application form. This includes signing and dating the application form.
- Complete the ARRA Participant Information Sheet.
- Collect all required documentation (see below).
- Contact the CAC Emergency Assistance Specialist to set up an appointment.
- At the meeting, the Emergency Assistance Specialist will discuss the applicant's need for assistance and suggest other services which might be appropriate.
- After ensuring that the application is complete with all documentation, the Emergency Assistance Specialist will submit the file to the Supervisor for review. No commitments can be made to the applicant until the file has been approved by the Supervisor.
- The applicant will be advised of the status of the file after the Supervisor's review. If the file is approved, payment will be made to the appropriate company or companies (utility, moving, car repair) and/or the household items will be provided. If the file is not approved and the applicant is not given adequate reasons for the refusal, the applicant may appeal the decision by completing a Participant Complaint/Appeal Form available at the front desk at CAC.

All applications for emergency assistance from CAC require verification of identity for all members of the household, household income, government benefits received, copy of a lease, and may also require additional documentation depending on specific circumstances. Failure to provide documentation in a timely manner may result in the applicant's not receiving emergency assistance. Incomplete applications will be void 30 days after they are mailed – or if they are not returned within 30 days after receipt.

Required Documentation

Dane, Jefferson, and Waukesha Counties

1. **The CAC Emergency Assistance Application, completed, signed and dated.**
2. **The ARRA Participant Information Sheet, completed.**
3. **Identification of all members of the household:**
 - Adults: Photo ID **and** Social Security number.
 - Minor children: Social Security card **or** Medical Assistance card **or** birth certificate **or** other ID.
4. **Evidence of all household sources of income for the past three (3) months:**
 - Regular wages: Please provide payroll stubs, copies of paychecks, or a letter from the employer on company letterhead stating the gross and net pay, hours worked per week, and length of employment. A letter from the employer or a CAC Employment Verification

Form can also be used to verify new employment when a paycheck has not yet been received.

- Other employment (money earned in addition to or other than regular wages, such as child care, housekeeping, etc.): Please provide either copies of checks or a letter from the employer indicating hours worked per week, hourly rate, and length of employment.
- Self-Employment: Please provide a copy of previous year's signed federal tax return **or** other evidence of income received for at least the past month.
- Tips: Signed, self-declared estimate.
- Income from benefits: Please provide official/government letter(s) indicating benefits received such as W-2, SSI, SSDI, Food Stamps, pension, etc. If these letters are not available, a signed letter from a caseworker indicating the grant type and amount or direct deposit statements from the bank are acceptable.
- Child Support: Please provide proof of court-awarded support payments.
- Education Grant or Loan: Please provide a copy of the grant letter of acceptance, loan approval papers, or check stubs.

5. Copy of lease (to prove residence in Dane, Jefferson, or Waukesha County).

Dane County

Utility Assistance:

- Copy of utility bill with past due amount.

Household Items:

- Proof that the applicant is registered with Food Share.

Moving Expense Assistance:

- Copy of new lease or Intent to Rent agreement or a letter from the landlord/owner on letterhead signed by both tenant and landlord.

Jefferson and Waukesha Counties

Utility Assistance:

- Copy of utility bill with past due amount.

Car Repair Assistance:

- Copy of current vehicle registration.
- Copies of two estimates from legitimate auto repair companies.
- Proof that the repair is critical to the operation of the vehicle.