



# Emergency Services Required Documentation Needed

Appointment Line 513.970.6737 Phone: 513-695-2238 Fax: 513.932.0502

**CSBG application** must be returned via email to **HELP @ WCCSINC.ORG** or **fax 513.932.0502** or dropped off to 645 Oak Street, Lebanon 45036 **Drop Box** with applicable documentation listed below to determine eligibility and to process request for assistance.

## **Income** (for anyone in the household over 18yrs of age)

- Wages** (most recent 30-days)
- Social Security/SSI/Pension**
- Worker's Compensation**
- Unemployment**
- Utility Reimbursement**
- Seasonal Employees-** (ex. Landscapers, school employees, etc)– paystubs, printout or Seasonal Employment Verification form-**pick up form prior** to your appointment or go to our website at [www.wccsi.org](http://www.wccsi.org) (**past 12 months**)
- Self-employed** – Self-Employment Income Form or go to our website at [www.wccsi.org](http://www.wccsi.org) and an IRS 1040 (**past 12 months**)
- Zero income –Required:** If someone has given you money for rent, bills, *(Including your rent/mortgage, food, utilities, medical and any assistance received)*. A **statement letter** from the gift giver with the amounts given and frequency and their name, address & phone number. Households reporting ZERO income for the entire household are required to obtain a tax transcript or non-filing status. You can call-if filed-1-800-908-9946; if not filed call 1-800-829-1040 or online at <https://www.irs.gov/Individuals/Get-Transcript>

## **If receiving Food Stamps (SNAP), TANF/OWF or Child Support:**

- Food Stamps/Medicaid** printout from agency
- Court Ordered Child Support** printout from agency
- TANF/OWF benefits** printout from agency

## **Citizenship (for all household members)**

- Proof of Citizenship**-birth certificate, social security cards, U.S. Passport etc.

## **If requesting Utility Assistance: **current** Utility bill stating disconnect**

- Duke       DPL       City of Lebanon       Other \_\_\_\_\_
- OTHER (name of utility \_\_\_\_\_)

## **If requesting Rental Assistance: **proof of residency & eviction notice****

- Landlord Eviction Notice
- Copy of **lease** or statement from the Landlord
- Landlord Statement** and **Landlord W-9** (forms available upon request)
- Metropolitan / HUD / Section 8 **housing worksheet** (if applicable)

**\*\*Please note after reviewing your documents, we may request additional information to complete your application\*\***