

**HENRY COUNTY GENERAL ASSISTANCE**

*Sarah Berndt, Director, 106 N. Jackson, Mt. Pleasant, IA 52641, 319-385-0790, Fax: 319-385-1948*

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 10 (ten) business days.

**VERIFICATION NEEDED FOR ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18**

1. **APPLICATION** – You must complete all blanks.
2. **IDENTIFICATION** – **Current Driver’s License or photo ID for all adults.** Social Security card for all minors in household.
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 child support payments
  - d) Self-employment financial records for the last 6 months
  - e) Personal income record if income is from baby-sitting, mowing, shoveling, handyman repair, mechanical repair, collecting scrap metal, odd jobs, etc.
  - f) **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. **PRINTED VERIFICATION OF NOTICE OF DECISION FROM DEPARTMENT OF HUMAN SERVICES** for **entire household** showing benefits or denial of **food stamps** benefits or appointment letter if no decision has been made to date.
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 over the age of 66 there is no need for job searches.
7. **WRITTEN VERIFICATION OF REGISTRATION WITH WORKFORCE DEVELOPMENT** - for **EVERY** household member over the age of 18 who is not employed full-time. If you are over the age of 66, there is no need for registration.
8. **VERIFICATION THAT YOU HAVE APPLIED FOR UNEMPLOYMENT BENEFITS.**
9. **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)
10. **WRITTEN VERIFICATION THAT YOU HAVE APPLIED FOR DISABILITY.** (if applicable)
11. **CURRENT BILLS YOU ARE REQUESTING ASSISTANCE WITH** – for rental assistance bring a copy of your lease agreement or a landlord verification form (**attached**). 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. If behind on utility bill, must provide proof that back bill will be paid in full before assistance is approved.