

HOWARD COUNTY CPC / GENERAL ASSISTANCE

Chalsea Carroll, LBSW, Administrator

205 Second Street East, Cresco, IA 52136

Phone: 563-547-3599 Fax: 563-547-3117 E-Mail: ccarroll@co.howard.ia.us

MEMORANDUM

TO: General Assistance Applicants

FROM:
Chalsea Carroll, LBSW

APPOINTMENT DATE: TIME:

RE: Documents Needed For General Assistance Appointment

Please acquire all necessary documents **BEFORE** coming into scheduled appointment. If **ALL** documents are not in applicant's possession at time of appointment the appointment will be cancelled. General Assistance Director must have all documents in order to determine your income eligible for Howard County assistance. The following documents must be brought with to appointment:

- 1) Last 3 months paystubs or last year's tax return
- 2) If needing help with Rent, a letter from the landlord stating what amount is due, address of whom payment needs to be sent to, phone number and for what month the payment is due.
- 3) The bills that you need assistance with. For utility bills it cannot be just the disconnect notice. It has to be an actual bill and include usage.
- 4) **Completed** General Assistance Application.

If required documentation is not brought the appointment will be cancelled. The appointment will not be rescheduled until documentation is received.

General Assistance is available by appointment only!!

If you are a veteran please contact Dee Hosek at 563-547-3681 at the Veterans Services Office. Please provide a denial from her if you are ineligible for veterans assistance.