

## **Guidelines for the Poverty Application**

**1. Read the Guidelines provided. This explains the Asset Test and the guidelines your township or city will be using to process your application. INCOMPLETE APPLICATIONS COULD RESULT IN YOUR APPLICATION BEING DENIED.**

- 1. Fill out the application, please be complete and provide all the information.**
- 2. YOU MUST ATTACH A COPY OF YOUR FEDERAL or STATE INCOME TAX RETURN, OR A COPY OF YOUR STATEMENT FROM SOCIAL SECURITY FOR YOUR SSA OR SOCIAL SECURITY BENEFITS. IF YOU ARE NOT REQUIRED TO FILE A FEDERAL OR STATE INCOME TAX RETURN YOU MUST FILL OUT FORM 4988 AND YOU MUST PROVIDE US WITH YOUR INCOME IN A VERIFIED FORM.**
- 3. You will need to provide us with a Bank Statement's.**
- 4. Form 5739 will also need to be filled out.**
- 5. Please remember you must give us a copy of your State I.D. or Driver's license and proof of ownership of your house.**
- 6. You must include the income for all adults that reside in your home!!!**

