

# 2016-2017 Winter Crisis Program

**If you are eligible, you may walk in on Monday, Wednesday or Friday—Our office opens at 7:30 a.m. on these days only!**

**The walk-in appointments are first-come, first-served.  
We will accept clients until all the slots are filled for the day.**

**You MUST have ALL of the following information with you or you will NOT be seen:**

- Photo ID (driver's license) for primary applicant
- Birth certificates for all household members (or U.S. Passport, Voter Registration Card, baptism record if it shows place and date of birth).
- Social security cards for EVERY MEMBER OF THE HOUSEHOLD
- Proof of income for the past 3 months (90 days)
  - All clients with no income will need a tax transcript from the IRS: Can be obtained by calling 1-800-829-1040
  - ALL pay stubs for the past 3 months
  - CURRENT STATEMENT of child support, unemployment, social security, pension, ADC/OWF, 401-IRA withdrawals, utility reimbursements. If someone gives you money, a statement from that person is REQUIRED. This statement must include the amount given per month for the past three months, plus, name, address and phone number of the person giving the money.
  - Last year's tax forms if self-employed. If taxes were not filed, a quarterly statement is required.
- Current gas and electric bills (all pages—must be in the name of a household member).
- IF UTILITY IS SHUT OFF, you MUST have:
  - PENDING ACCOUNT # from utility Company
  - Painesville City Utility customers MUST have an authorization release on file at the Painesville City Utilities Office
- IF RENTING: Landlord information: Name, address, phone number and monthly amount of rent.

## WCP Income Guidelines

Family Size	175% Monthly	175% Annual
1	\$ 1,732.50	\$ 20,790
2	\$ 2,336.25	\$ 28,035
3	\$ 2,940.00	\$ 35,280
4	\$ 3,543.75	\$ 42,525
5	\$ 4,147.50	\$ 49,770
6	\$ 4,751.25	\$ 57,015
7	\$5,356.46	\$ 64,277.50
8	\$ 5,963.13	\$ 71,557.50