

## ADA COUNTY GENERAL ASSISTANCE APPLICATION

### PLEASE READ THIS BEFORE FILLING OUT AN APPLICATION

#### GENERAL INFORMATION

- ✦ Residents of Ada County may apply for only “*Temporary*” non-medical assistance from the county.
- ✦ The county will consider such applications only when *no other alternative is available to the applicant.*
- ✦ The county may offer assistance with payment for the following services:
  - \* Rent
  - \*Utilities
  - \*Cremation

#### LIMITATIONS – YOU MUST:

- ✦ Be an Ada County resident by legal definition
- ✦ Complete and file application on an approved form, appear for an interview and produce required documents.

#### THE COUNTY:

- ✦ Will not provide more than one month’s assistance in any 12-month aggregate time period (assistance received by another county in Idaho will count in this calculation)
- ✦ Will not pay your first month’s rent
- ✦ Will not provide continuing or long-term assistance
- ✦ Will not make payments to relatives or other household members
- ✦ Will not pay for reconnection fees, late fees or interest charges
- ✦ Will not pay for irrigation fees, cable TV, any other good or service that is unnecessary to living or maintain a home
- ✦ Will not pay for sewage or garbage collection fees

#### THINGS TO CONSIDER BEFORE APPLYING:

- In reviewing all applications, the county will investigate your ability to work, as well as the income and ability of other adults in your household to work.
- You will be required to reimburse the county for any funds expended on your behalf
- If federal, state or other programs or assistance are available to meet the needs of a household, an eligible applicant must apply for those programs before the county may provide non-medical assistance. If denied such other assistance the applicant must pursue available administrative appeals for those programs to the final administrative level.
- Applicants must prove they are actively seeking employment; or produce a physician’s statement that applicant is medically unable to work. If you voluntarily remove yourself from the workforce without good cause, your application will be denied.
- If you withhold or give false information on an application or during the interview for the purpose of obtaining county aid to which you are not otherwise entitled, you shall be guilty of a misdemeanor.
- If you divest yourself of assets or resources within three (3) months prior to applying for county assistance in order to become eligible, your application will be denied.
- If unemployed, you must prove you are actively seeking employment; or produce a physician’s statement that you are medically unable to work. If you quit your job without good cause, or were terminated for excessive absences or violating employer policies, your application will be denied.

#### HOW DO I APPLY FOR NON-MEDICAL ASSISTANCE?

**STEP 1:** You must file and sign an application for assistance on an approved application form. **PLEASE COMPLETE FORM IN BLACK OR BLUE INK ONLY.** Applications will not be taken over the phone and only applications submitted on the approved application form will be considered. Once you have completed your application, *state law requires that you appear for an interview.* Interviews are conducted at Ada County Indigent Services at the address listed below. *No appointments are necessary or scheduled for interviews.*

**STEP 2:** You must bring your completed application with you to the interview. An interview will not be conducted unless you have the **completed** application with you at the time of the interview. You will not be allowed to use the interview time to complete your application.

**Interview Location:** Ada County Indigent Services - 252 E. Front Street, Suite 199 - Boise, Idaho

**Interview Times:** Rent and Utilities interviews are conducted Monday – Friday Starting at: 8:30 a.m. - 3:00 p.m. (*No interviews will be started after 3:00 p.m.*).

Cremation Interviews are conducted Monday-Friday between 8:00 a.m. – 3:30 p.m.

***A limited number of interviews will be conducted in the morning and afternoon and are offered on a first come first served basis.***

Parking is available on the East side of the County Courthouse in a Public Parking lot with a cost of \$1.00 per hour, first hour is free parking. Please enter this facility from Front Street.

**DOCUMENTATION THAT WILL NEED TO BE SUBMITTED AT THE TIME OF YOUR  
INTERVIEW FOR NON-MEDICAL ASSISTANCE**

Please bring these items with you to your scheduled interview:

1. Proof of identity, such as your driver's license or photo identification card.
2. Social Security card and immigration card.
3. Copies of your lease or rental agreements for the house, apartment or dwelling where you live. Your name must be listed on lease or rental agreement.
4. Proof of all household income from all sources for the last three (3) months for you, your spouse and any other adult member of your household, including but not limited to:

Wage Stubs	Employer earning Statement	Settlements
Veteran Benefits	Social Security / SSI	Unemployment
Child Support	Alimony	Retirement / Pension

5. The last three (3) months of bank statements including checking, savings, escrow and credit union accounts for you, your spouse, and any other adult member of your household. Also, please provide source documentation of all deposits and/or transfer of funds from you accounts.
6. If self-employed, the year-to-date bookkeeping records including sales and expense records, & 1099's.
7. Proof of filed applications or documents from agency showing current benefit amount or eligibility, including but not limited to:

Unemployment benefits	Worker's Compensation	Social Security
Medicare	Medicaid	Food Stamps
TAFI	AABD	Housing
Rental / Energy Assistance	Crime Victims Compensation	

8. Proof of the monthly expenses (including balances/arrears owed) for you, your spouse and any adult member of your household, including:

Current months' rent	Land / House Payment	Space Rent
Child Support	Childcare	Medical Expenses
Auto Insurance	Alimony	All Insurance
Utility Bill	Auto Payments	other monthly expenses

(Your name or spouse's name  
must appear on bill)