



# Financial Assistance Requirements

## How to apply:

Please submit last year's income tax returns for all household members. If you have lost your taxes please call the following number for a replacement: (800) 829-1040

If you are age 19+ and are unemployed, you must provide proof of unemployment. All adults over the age of 19 must provide proof of income, full-time student status or provide a letter from DANE COUNTY JOB center stating that they are unemployed and registered for employment through job service.

If you do not need to file taxes provide:

- "About Your Benefits" (most recent) statement to identify gross household income if you receive Dane County Assistance.

Please provide all pages of document.

If you do not need to file taxes or have your "About Your Benefits" statements please provide 2 of the documents from the list below:

- Social Security document (SSI)
- Free School Lunch Program document  
(this can be used for proof of dependants)
- Child Support for dependant documentation if not on their taxes
- Unemployment checks current month  
(4 weeks documentation)
- Official reference letter from an organization that has knowledge of the applicant's income status and situation.
- Government Assistance document (MFIP)
- Disability Government benefit document
- Badger Care document
- Food Share document (Food Stamps)
- Pay stubs (current month)  
(4 weeks documentation)
- Section 8 document from their landlord

This must be on letter head and can not be a relative of the applicant. This is not required unless need for second verification.

Self employed: 1040 line 12 for income on Schedule C.

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