Heart and Hands

Eligibility Documentation

Any person or family requesting assistance from Heart and Hands must reside within the Eaton Rapids Public School District and meet the United States Department of Agriculture (USDA) Income Eligibility Guidelines.  **Proof of residency and income is required for all members of the household.** One item of documentation from each of the four categories is required to establish eligibility for services.

1. **Valid Photo Identification for Each Adult in Household**
	1. Michigan Driver’s License with current address, or
	2. Michigan State Identification card with current address
2. **Proof of Residency within Service Area**
	1. Rent receipt, lease agreement, or mortgage contract that includes:
		1. Client name
		2. Address of property
		3. Landlord or mortgage holder’s name and phone number

**OR**

* 1. Current utility bill that includes:
		1. Client name
		2. Address of property
1. **Proof of Any and All Income for Each Adult in Household**
	1. Check stub from employer(s), or
	2. Benefit letter or record of direct deposit of Social Security Income, or
	3. Benefit letter or record of direct deposit of Social Security Disability, or
	4. Unemployment Compensation, or
	5. Child support statement from Friend of the Court, or
	6. Decision notice from Department of Human Services (DHS), or
	7. Pension Benefits
2. **Proof of Each Child Residing in the Household**
	1. Ages 0-5
		1. Birth Certificate, or
		2. WIC Card, or
		3. Decision Notice from DHS listing child in household
	2. Ages 5-17
		1. Documentation of Reduced or Free Lunch issued by Eaton Rapids School District, or
		2. Decision Notice from DHS listing child in household, or
		3. Report card, or
		4. School ID card, or
		5. Valid Michigan Driver’s License with current address, or
		6. State Identification Card with current address

LOSS OF SERVICES MAY OCCUR IF ANY OF THE FOLLOWING: 1) Any false information is given; 2) You are found using more than one food pantry; 3) You misrepresent your emergency need.

Client Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_