

Atlantic County Department of Family & Community Development
SOCIAL SERVICES FOR THE HOMELESS (SSH) Formerly known as CEAS

ALL DOCUMENTS LISTED ARE REQUIRED TO COMPLETE AN APPLICATION

***Written proof of hardship statement is required!**
Must be signed, dated and proof supportive documents*

- a. **Social Security Award Letter/s** (Social Security Retirement, Social Security Disability, and Survivors Benefits) SSI Recipient are not eligible for this grant.
- b. Child Support Court Order and 3 months of transaction history printouts (Paid out and/or received) and Current Dispersion sheet of deposits.
- c. Unemployment stub and 3 months printout of statements (see back of card for instructions)
- d. Last (4) consecutive weekly pay stubs or if paid bi-weekly last (2) (for each HH member employed)
 - a. Employee Verification letter, if newly employed (start date, hours, rate of pay required and 1st full paystub)
 - b. If self-employed; must provide 2 years of tax returns
- e. Section 8 FINAL portion letter or other housing voucher portion letter
- f. Other income; Pension letter/statement, Veterans statement of income, alimony
- g. **CURRENT SIGNED LEASE** or Mortgage statement or paid Deed with Tax Bill All adult household members must be on lease *Do NOT Move in Before Approval of Security Deposit Assistance*
- h. Identification (MUST be Valid Atlantic County, New Jersey DMV ID), Social Security Card, Birth certificate, for ALL Household members required.
- i. ALL household expenses (Car payment, Car Title (if NO loan), Car Insurance, Water Bill, Sewer Bill, Gas Bill, Cable Bill, Electric Bill, Cell Phone Bill, and ALL other monthly debt payments, including credit cards and cash apps)
- j. Certificate of Occupancy and Fire Certificate Required (Atlantic City req. both C/o and Fire) (REQUIREMENT FOR SECURITY DEPOSIT)
- k. Eviction Court Summons/Settlement or Stipulation Court Agreement/Warrant of Removal
- l. Rent Ledger from Landlord. Breakdown of months of rent owed, late and/or legal fees owed
- m. Foreclosure/Default Letter (Mortgage Statement & Taxes)
- n. Shut off notice (Electric, Gas, Water) and most recent month utility statement/s required.
- o. Receipt for applicant's portion of payment \$ _____ Rent (late & legal fees) /Electric/Gas/Mortgage
- p. Liquid Resources (401K, 3 current month's bank statements; checking, savings, cash apps & employer debit cards (REQUIREMENT FOR ALL APPLICATIONS)
- q. 3 months of ALL Cash app statements
- r. Proof of children/s residence (School records, report card with current address. If college student, must provide semester schedule) If all children are included on the lease, not necessary to bring school/med. documents.

250% Federal Poverty Level for Calendar Year (2024)

Persons in family	Monthly Gross Income
1	\$ No Limitation
2	\$ 4,258
3	\$ 5,379
4	\$ 6,500
5	\$ 7,620
6	\$ 8,741
7	\$ 9,862
8	\$ 10,983
Additional Family Members	+ \$1233 per person