

INCOME SUPPORTS INSTRUCTIONS

**HOW YOU CAN PROVIDE DOCUMENTATION TO STAFF DURING THIS TIME OF NO CONTACT?**

Please **ENSURE TO COMPLETE Signature page:**

**\*THIS IS REQUIRED BY THE STATE PRIOR TO COMPLETING AN APPLICATION.**

**Return all required documentation via one of the following:**

1. Fax: 309-828-8811
2. Email: [ceo.oca@illinois.gov](mailto:ceo.oca@illinois.gov); [receptionist@mccainc.org](mailto:receptionist@mccainc.org);  
[laurag@mccainc.org](mailto:laurag@mccainc.org)
3. Drop off at Bloomington MCCA – 1301 W. Washington Street  
**Drop box at Front Door.**
4. Call for Appointment with Staff to copy documentation at location by providing under agency door or through safe exchange method.

**If you are unable to print Signature page or other documents:**

- You may pick it up at our Bloomington Office Location: 1301 W. Washington Street.
- You may provide a fax number for MCCA Staff to fax the form to you.
- You may ask staff to mail you a package of required documentation to your home.
- You may ask staff to email you the form.

1. **FAX-Submit Completed Signature Form and all required documents for all household members via fax to 309-828-8811**  
**Attn: INCOME SUPPORTS**
2. **EMAIL \_Submit required documents for all household members via the Illinois.gov secure link: <https://filet.illinois.gov/filet/pimupload.asp>**
  - a. Checkmark the acknowledgment box at the top left of the screen
  - b. Place in Recipient email addresses: [ceo.oca@illinois.gov](mailto:ceo.oca@illinois.gov); [laurag@mccainc.org](mailto:laurag@mccainc.org);  
[receptionist@mccainc.org](mailto:receptionist@mccainc.org)
  - c. Your Email address: Customer will enter their personal email address here
  - d. File Transfer Email Subject line: **INTER- OFFICE FILE Transfer – INCOME SUPPORT DOCS**
3. **DROP OFF-** Drop off materials in a sealed envelope in secure drop box outside of 1301 W Washington Street Bloomington, IL 61701
4. **Documentation Assist Copying** – you must make appointment with [jerria@mccainc.org](mailto:jerria@mccainc.org) or [laurag@mccainc.org](mailto:laurag@mccainc.org) to meet at agency and either documentation under door or leave in box till copied and staff can provide back to you original documentation through safe exchange method at door.

**SEE BACK OF PAGE**

## **Basic Required Documents Listed Below**

*\*For some resources additional documentation may be required. Speak with Income Support Staff about your specific situation.*

- 1. Universal Signature Page**
- 2. Verification of Gross Income** (before taxes) for **ALL HOUSEHOLD MEMBERS** for the 90 days prior to the date of application. (Wages, Child Support, Social Security Income, Proof of DHS assistance (SNAP, TANF, AABD), Unemployment, Self-Employment income, etc.)
- 3. Statement of Emergency due to COVID19 Form\***
- 4. Social Security Cards** for all household members, including any children.
- 5. Photo IDs** for all household members 18 and older.
- 6. Birthdate verification for all children in house**
- 7. All required documentation listed in your packet for any specific resources.**

**“ YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL DOCUMENTATION IS RECEIVED**

**SEE BACK OF PAGE**