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; receptionist@mccainc.org; 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](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; laurag@mccainc.org; 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 or 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.
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**