

South Shore Community Action Council, Inc.

DANIEL SHANNON
PRESIDENT

PATRICIA A. DALY
EXECUTIVE DIRECTOR

Thank you for your interest in the Lend A Hand program. Each year, South Shore Community Action Council (SSCAC) partners with the Patriot Ledger newspaper to raise funds and to provide one-time assistance to “Ledger Land” residents with emergency needs.

Please use the checklist below to make sure that you have completed all steps and provided all paperwork to complete your Lend A Hand application. **Only completed applications will be considered**, so be sure to do the following:

- You must first apply for Fuel Assistance at SSCAC or one of its outreach sites.** To apply for Fuel Assistance and to check on the status of your Fuel Assistance application, please call (508) 746-6707.
- Complete and sign your Lend A Hand Application.
- Include a copy of your current lease, if you are requesting rent assistance at your current apartment.
- Include a copy of your new lease, if you are requesting assistance with first or last month’s rent on a new apartment.
- Include a copy of your most recent mortgage statement, if you are requesting mortgage assistance. *Note: the Lend A Hand program does not pay mortgage interest or penalty fees. Many mortgage companies/banks will not accept separate payments for principle and interest. Before applying, please check with your mortgage company/bank to find out if they will accept separate payments for principle and interest.*
- Include a copy of your most recent utility bill, if you are requesting utility assistance.
- Include paperwork verifying the amount of assistance requested (e.g., bill, invoice, etc.).

Applications may be dropped off or mailed to:

LEND A HAND
South Shore Community Action Council, Inc.
265 South Meadow Road
Plymouth, MA 02360

If you have any questions, please refer to the enclosed “Frequently Asked Questions” or call (508) 747-7575.

265 SOUTH MEADOW ROAD PLYMOUTH, MASSACHUSETTS 02360
TELEPHONE: 508-747-7575 FAX: 508-747-1250
WWW.SSCAC.ORG

**SOUTH SHORE COMMUNITY ACTION COUNCIL, INC.
2011 LEND A HAND**

Important Note: You must apply for SSCAC's Fuel Assistance in order to be considered for the Lend A Hand program. To apply or check on the status of your Fuel Assistance application, contact SSCAC at 508-746-6707.

Name: _____ Date: _____

Current Address: _____

If Moving, New Address: _____

Phone: _____ Cell: _____ Email: _____

Social Security Number: _____ Date of Birth: _____

Have you applied for Fuel Assistance from SSCAC for 2011?

- Yes..... 2011 Fuel Assistance Number: _____
 No.....

(STOP! YOU MUST APPLY FOR FUEL ASSISTANCE TO BE ELIGIBLE FOR LEND A HAND. CONTACT SSCAC TO APPLY OR TO CHECK ON THE STATUS OF YOUR FUEL APPLICATION: 508-746-6707.)

Household Members

<u>First Name/Last Name</u>	<u>Date of Birth</u>	<u>Relationship to Applicant</u>

Assistance Requested

Please check one and submit required documentation

- Rent: Current \$ _____ Monthly rent -- *Submit a copy of your current lease.*
 Rent: First or Last \$ _____ Monthly rent -- *Submit a copy of your new lease.*
 Mortgage \$ _____ Monthly principle -- *Submit a copy of most recent mortgage statement.*
 Utility \$ _____ Amount due -- *Submit a copy of your most recent utility bill.*
 Other \$ _____ Amount due -- *Submit documentation of need/amount/vendor (e.g., bill)*

(Specify) _____

Household Income Source(s)

Please check all income sources for all household members

- | | | | | |
|--|--|----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Wages | <input type="checkbox"/> Unemployment | <input type="checkbox"/> TAFDC | <input type="checkbox"/> Social Security | <input type="checkbox"/> No Income |
| <input type="checkbox"/> Self Employment | <input type="checkbox"/> Child Support | <input type="checkbox"/> Pension | <input type="checkbox"/> SSDI | <input type="checkbox"/> Other |

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Reason for Emergency

Please check all that apply

- Unemployed: how long? _____
What was your last job? _____
How long were you at that job? _____
- Eviction
- Medical
- Change or loss of income
- Domestic Violence
- Other _____

Please describe circumstances in detail (Attach additional sheet if required)

Landlord/Mortgage Lender Contact Information

Renters: Please provide information about your landlord.
Homeowners: Please provide information about your mortgage lender.

 (Landlord or Mortgage Lender Name) (Landlord or Mortgage Lender Phone Number)

 (Landlord or Mortgage Lender Mailing Address) State Zip Code

Permission for Release of Information

To provide assistance to you, South Shore Community Action Council needs your permission to obtain and release information relating to your situation. This release expires one year from the date of signing.

I, _____, give South Shore Community Action Council, Inc. permission to discuss my application and/or obtain written documentation from:

- Fuel Assistance and other SSCAC programs
- Landlord or Mortgage Company
- Utility Company _____
- Patriot Ledger
- Other (specify) _____

To help raise funds for the Lend A Hand program, the Patriot Ledger newspaper publishes stories about the people that we help through the Lend A Hand program. If you are interested in sharing your story with the Patriot Ledger as part of the newspaper's fundraising efforts, please check below. *Please note that this is not a requirement and does not guarantee assistance.*

- Yes - I am interested in sharing my story with the Patriot Ledger for publication.
- No - I am not interested in sharing my story with the Patriot Ledger for publication.

APPLICANT SIGNATURE

DATE

2011 Lend A Hand Frequently Asked Questions

1. How does the Lend A Hand program work?

The Patriot Ledger newspaper collects reader donations during late November and December. These donations are distributed to several South Shore service providers to assist individuals and families with emergency needs. Completed applications are processed on a first-completed, first-served basis until funding runs out, typically by February. Payments are made on the applicant's behalf to the appropriate vendor (e.g., landlord, mortgage lender, utility company, etc.). Submission of a Lend A Hand application does not guarantee payment.

2. I have received assistance from Lend A Hand in the past. Can I receive assistance again?

Lend A Hand provides one-time assistance.

3. Does the Lend A Hand program have a residency requirement?

Yes, you must live in the Patriot Ledger's circulation area. SSCAC's Lend A Hand program serves residents of the following towns: Cohasset, Scituate, Hull, Hingham, Norwell, Hanover, Marshfield, Pembroke, Duxbury, Kingston, Halifax, Carver, and Plymouth.

If you live in Sharon, Stoughton, Canton, Randolph, Milton, Quincy, Holbrook, Abington, Whitman, Hanson, Rockland, Weymouth, or Braintree, please contact the Lend A Hand program at Quincy Community Action at 617-479-8181.

4. Why do I have to apply for Fuel Assistance first?

The Lend A Hand program verifies household income through information collected by the Fuel Assistance program. To ensure that your Lend A Hand application is processed as quickly as possible, you should complete your Fuel Assistance application first.

5. How much rent/mortgage assistance can I receive?

The Lend A Hand program may pay up to 1 month's rent or up to 1 month's arrearage. If you need assistance with a new apartment, Lend A Hand may pay first or last month's rent.

*The Lend A Hand program may pay up to 1 month's mortgage principle. The program does not pay interest or penalty fees. Many mortgage companies/banks will not accept separate payments for principle and interest. Please check with your mortgage company/bank **BEFORE** you submit your Lend A Hand application to see if they will accept an SSCAC check for the principle and a separate payment from you for the interest and any applicable fees.*

6. How long does it take for a payment to be made on my behalf?

Payments are often delayed because the applicant has not applied for Fuel Assistance or has not submitted all of the required documentation to complete their Lend A Hand application. Once your Lend A Hand application is fully completed, processing takes at least 3 weeks. If you are seeking rent assistance, the payment process can be delayed if we are unable to reach your landlord or if your landlord is late in returning paperwork to us.