



Lincolnwood Harice Leavitt Memorial Fund
Assist-a-Family Program Application
6900 N Lincoln Avenue, Lincolnwood, IL 60712
Village Manager's Office

Completion and submittal of this form does not guarantee assistance for you and your family.

Today's Date: _____ *Please complete form as clearly as possible*

Applicant's Name: _____

Address: _____

Phone: _____ Email Address: _____

Please complete this application return to the Village Manager's Office, along with a copy of your most recent utility bill (ComEd or Nicor) with the application.

To qualify for the Assist-a-Family Program, your household income must be reported and would be no greater than 200% of the Federal Poverty Line (FPL).

Monthly Gross Income (Before Taxes): _____

Household Members (Please list all adults and children who live with you full time).

Last Name	First Name	Adult or Minor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If more room is needed, please use the second page)

By my signature below, I certify that the information I provided on and in connection with the form is true and correct to the best of my knowledge. I also understand that any false statements or deliberate omissions on this form may disqualify me for all future Harice Leavitt Memorial Fund benefits.

Once approved, a letter will be sent to the above address with guidance on the next steps of the program.

Signature

Date

	<p>Administrative Protocol</p> <p>Harice Leavitt Memorial Fund</p>	<p>Effective Date: March, 19, 2024</p>
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Administrative Protocol for Harice Leavitt Memorial Fund

The Village desires to provide a mechanism to support residents that have difficulties with the payment of their utilities. Illinois residents with financial difficulties have mechanisms available through Nicor and ComEd, but an opportunity exists for the Village to support residents who have difficulties with their water and sewer bills. The purpose of this document is to create a Policy that guides the Village and residents in terms of how this program operates.

Eligibility

The Harice Leavitt Memorial Fund program is available to all Lincolnwood residents who meet the eligibility requirements in this document. To be eligible for participation in the program, the following factors must occur:

- A qualifying family completes the Village’s application to participate in the Assist-a-Family program.
- Qualifying families must have a household income of no greater than 200% of the Federal Poverty Line (FPL).
- Signature by applicant on application who is authorized to sign on behalf of family.

Once a resident submits an application to the Village, it will be reviewed to ensure the family qualifies in line with this Policy. The Assistant Village Manager will be responsible for reviewing and then approving or denying applicants based on the criteria in this Policy. The Assistant Village Manager will notify residents of their application status and staff members if a new applicant has been added to the Harice Leavitt Memorial Fund program.

Procedure

This procedure has been adopted to ensure that families who participate in the Harice Leavitt Memorial Fund program are treated fairly and ensure funds are providing equitably to residents.

Qualified residents will be placed on a list maintained by the Finance Department in the order in which applications are received. Residents are placed in numerical order from which they apply. Once a resident receives a benefit, they will be re-added to the list at the bottom of the eligibility list and monies will be applied to the next person on the list.

A qualifying resident may receive no more than \$100 to supplement their payment to the Village in any one instance. An instance would be defined as the application of money from the Assist-a-Family program used towards an outstanding water and sewer bill in an amount to exceed \$100. If a qualifying resident receives a subsidy and then move to the end of the queue, than is considered an instance. No qualifying resident would be able to receive more than \$200 in a Calendar Year.

The Village will solicit and collect funds from the community to provide support to this program. Residents will donate funds to the Village that will be held in reserve for the purpose of subsidizing water and sewer bills through the Finance Department. If no monies are donated, then the qualifying residents would stay in their current spot in the eligibility list until monies are received.

The staff members involved in this program include:

- Assistant Village Manager oversees this Policy's administration.
 - Assistant Village Manager is responsible for approving any program applicants
 - The Village Manager's Office will advertise the program to solicit donations and to encourage qualifying residents to apply.
- The Police Social Worker provides support by sharing this program's existence to qualifying families.
- The Finance Department collects and disperses funds as it relates to this program.

Concerns about the Policy's administration can be submitted to the Village Manager for their review.