



HELPING HANDS OUTREACH CENTER

CLIENT ASSISTANCE GUIDELINES

We reserve the right to refuse service to anyone that is abusing this service

We consider applicants without regard to race, color, religion, creed, gender, national origin, disability, marital status, veteran status or any other legally protected status.

We will conduct an intake/assessment of the applicant request

- _____ Must be able to show acceptable proof of residency.
- _____ Must show picture I.D. with Shelby County Address.
- _____ Proof of income for entire household.
- _____ If you are unemployed, we require you to register with Workforce.
- _____ If unable to work, you must show acceptable proof why you cannot work.
- _____ You will be asked to volunteer one hour, in one of our programs, to help “payback” for any services. This will be at our discretion.
- _____ If receiving food stamps, you must provide proof from Dept. of Human Services.
- _____ Our program is set up to assist an applicant only once per year.

Authorization to furnish information and certification of information provided

I, _____ (Name of Applicant) at _____ (Address) do hereby authorize persons, organization or establishments having information or records concerning me/us or my/our circumstances, to furnish such information to a representative of Helping Hands Outreach Center of Center, TX.

I hereby grant permission to Helping Hands Outreach Center to obtain information which may have a bearing on my/our eligibility for assistance.

Signature of Applicant _____

Date _____

We strive to approach every application for assistance with discernment through an understanding heart.