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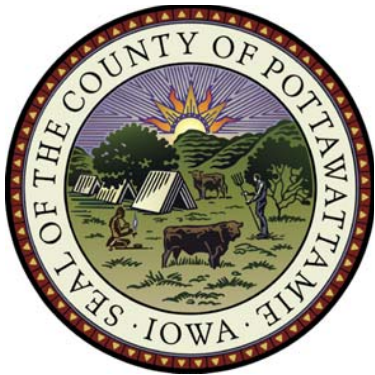
POTTAWATTAMIE  
COUNTY  
GENERAL ASSISTANCE

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*Back-To-Work Program*

*One-Time Needy Program*

*Poor Program*



Pottawattamie County General Assistance

515 5<sup>th</sup> Ave.  
Council Bluffs, IA 51501  
Phone (712) 328-5867  
Fax (712) 328-5888

**One-Time Needy Program:**

- Applicant is only eligible for assistance once (1) within a Fiscal Year with the amount of assistance not to exceed \$350.00.
- Program contingent upon availability of funds

Requirements of the One-Time Needy Program:

1. Household income must be at or below the 100% Federal Poverty guideline.
2. All family members 18 years or older and who are not needed in the home to care for pre-school age children or a disabled person must be registered with Iowa Workforce Development
3. Must sign a repayment agreement.
3. Must have a plan in place to ensure future bills will be paid by the applicant or another source.
4. If the need exceeds \$350.00 then the applicant will need to bring in verification that the remaining amount will be covered by another source.
5. Evidence of bills that have been paid in the last month.
6. Last two (2) pay stubs from everyone in household.
7. If need is due to atypical expenses or situation (illness, accident, robbery) then proof will be required, i.e. doctor's note, police report.

**Poor Program:**

- Rental/utility assistance up to \$350 per month for a person who has no income or resources. Personal and household resources must be valued below guidelines.
- Inability to work as deemed by their doctor due to a mental or physical illness.
- Person must apply for Social Security prior to approval.

This brochure is not an exhaustive description of the program policies and regulations. Detailed information can be examined in the General Assistance Manual. For further information on qualification please contact the General Assistance office at 328-5867.

**The General Assistance Program is to be considered the agency of last resort. All callers will be directed to contact other assistance agencies prior to funding consideration.**

What GA provides assistance for:

- Current Rent
- Current Utility bill: gas, electric, water, fuel oil
- Propane tank
- Medications (up to \$100 in a one (1) month period)

GA does NOT provide assistance for:

- Utility or rental deposits
- Reconnect or disconnect charges
- Telephone service
- Cable television
- Late payment fees
- Past bills
- Rent paid to relatives
- Over the counter medications, narcotics or other addictive meds

Stipulations for ALL GA Programs:

1. All other community agencies have been accessed for assistance – GA programs are to be last resort.
2. Pottawattamie County Legal Settlement – living in Pottawattamie County for one (1) year or longer without mental health/substance abuse services or incarceration.
3. Sign a contract which states that the recipient understands the requirement and expectation of the program, including repayment for funding provided.
4. Assistance can only be provided for the current month's rent or utility bill. Any previous month's bills are

not considered and must have proof that they are paid prior to GA providing assistance for the current month's bill.

5. Pottawattamie County does not help establish residency (transient, person who moves from one place to another frequently, or does not have a permanent residence) or if the person is moving for convenience.
6. Family members of applicant may be held legally responsible for financial assistance.
7. Students are not eligible for GA.
8. Applicant must apply for and comply with all Federal, State and Local program that they are eligible for. Noncompliance of any program is grounds for denial.

#### **Back-To-Work Program:**

- Program contingent upon availability of funds
- Rental assistance for up to three (3) months not to exceed \$350.00 for a one month period.
- Assistance will not be approved until after successfully completing two (2) weeks of the program, i.e. four (4) employment contacts, twenty (20) hours of community service, budgeting class (if within that time period).
- Recipient must treat volunteer time as a job, i.e. calling in when sick with no more than twice in the 3 month period otherwise a doctor's note will be required. Any missed volunteer hours will need to be made up.

- If the person does not complete all the community service they may be prorated based upon minimum wage for the number of hours they finished and are at risk of being disqualified for future assistance. Attempts to make job contacts or to attend the budgeting are needed for approval.

Requirements of the Back-to-Work Program:

1. Household must be at or below the 100% Federal Poverty Guidelines
2. Apply at Vocational Rehabilitation or Workforce Development.
3. Must actively seek employment by filling out at least 8 employment applications in one month.
4. Attend the financial/budgeting class offered by Family Housing Advisory (once a month).
5. Must engage in forty (40) hours of community service in one month.
6. Meet with GA Specialist at least twice a month to ensure program requirements are being met.
7. Comply with treatment recommended by either a physician or GA specialist (i.e. AA meetings, mental health counseling, etc.)