Louisa County Community Services
General Assistance Program
Instructions for Application

Your application for General Assistance will be complete when you have provided all the requested information, as well as the necessary documentation and verification, and signed the application. Please read the application carefully, and complete each item. When you turn in the application to Community Services, or have your General Assistance appointment, you will be asked to provide:

1) Picture identification
2) Proof of Social Security numbers for everyone in your household
3) Proof/verification of all pending applications/benefits regarding Disability, Social Security, Food Stamps, Medicaid, unemployment, Worker's Compensation, etc.
4) Statement from Doctor regarding medical leave/inability to work
5) Proof of gross income from all sources for all household members for the month of application:
   - For fixed benefits, such as Social Security, SSI and pensions: your most recent check, or benefit letter, or a recent bank statement if your check is automatically deposited
   - For wage earners: check stubs (from each job) for the three month period preceding the date you apply, or your most recent federal income tax return
   - For self-employed: a copy of your most recent federal income tax return
   - For FIP, child support and/or alimony: bring proof of payments

The office staff will be able to make copies of these documents here in the office. Your application will be considered complete when all information, documentation, and verification is provided. Once a complete application is received, it will be reviewed and a determination made, and a Notice of Decision issued.

Please call the office, 319-523-5125, with any questions and/or to request an appointment. Please note that "walk-in" for General Assistance is encouraged 8:00 a.m. through 12:00 p.m. Monday-Friday; with other times reserved for appointments and scheduled work.

Your attention to the information on this sheet will help make your application process quick and easy.