



**PLEASE KEEP THIS SHEET FOR FOOD REQUEST INSTRUCTIONS**

**Westlake Community Services  
Social Service Program**

**Application Instructions**

RENEWAL APPLICATIONS FOR CURRENT RECIPIENTS MUST BE RECEIVED BY FRIDAY, MARCH 5, 2021.

The Adopt-a-Family program serves only those who are regularly in need of our food program.

**Your application will not be considered without the following (check when included):**

- \_\_\_ 1. Completed and signed application.
- \_\_\_ 2. Copies of PROOF OF WESTLAKE RESIDENCY
  - a. Valid State of Ohio Driver's License or picture ID for all persons over the age of 18; AND
  - b. Current utility bill showing name and address of applicant.
- \_\_\_ 3. Copies of PROOF OF QUALIFYING HOUSEHOLD INCOME
  - a. Page 1 and 2 only of 2020 Federal income tax return (page 1 of EZ form) with W-2s, and Schedule C for business owners, for ALL PERSONS OVER THE AGE OF 18 living in the household; OR
  - b. Social security income statement or unemployment letter only if you do NOT file income tax returns and/or are not working.

If you need help making copies, we will be happy to assist you.

**Food Request Instructions**

- We provide a three-day emergency supply of non-perishable items once a month to qualified residents and are limited to items in stock. Content of food basket is based upon items in stock.
- Baskets are available for pick up on Tuesday and Thursday, 8:30 am-4:30 pm.
- You must call us at 440 899-3544 xt. 6002 on Friday to request a basket for Tuesday and Tuesday to request a basket for Thursday.
- Holiday baskets are provided for Easter, Thanksgiving, and Christmas, along with other programs here and in our community.