



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 18, 2022.

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 2021 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, limited to items in stock, once a month to qualified residents.
- You must call 440 899-3544 xt. 6002 two business days prior to receiving your items. Pickups are Tues or Thurs 8:30-4:30. Shopping times, when available, are Tues or Thurs 9-12; appointments for shopping are required.
- Holiday baskets are available for Easter, Thanksgiving, and Christmas -please request on page 2 of Client Information Form.