



PLEASE KEEP THIS SHEET FOR YOUR RECORDS

Westlake Senior & Community Services
Social Service Program Application

Application Instructions

RENEWAL APPLICATIONS FOR ALL CURRENT RECIPIENTS MUST BE RECEIVED BY MONDAY, MARCH 4, 2019.

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 2018 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.
- 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 by 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 a large summer distribution for families with children.