



El Paso County

General Assistance

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General Assistance Manager**

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1. Applicants must complete, sign, and submit the application to the best of their ability.
2. Applicants must provide information needed to verify income, citizenship or immigration status, identity and any existing financial resources and any other documentation needed to determine eligibility.
3. False information by applicant is a cause for the denial of the application.
4. You must have had a documented emergency that has taken place within the last 3 months in order to receive assistance.
5. If you do not receive utility subsidies, you must bring page 3 (tenant detail page) of your current HAP (housing assistance program) contract
6. The assistance given by the Department of General Assistance is limited to three time in a life time.
7. The sum of the documented emergency must be equal to or meet the 30% threshold of the household's monthly income.
8. Qualifications:
 - a. At least one member of the household must be either a U. S. citizen or have legal permanent residency status
 - b. Household gross monthly income must be at or below the 100% Area Median Income Limits (AMI) as set by HUD – See attached Income Guidelines
 - c. If there is no income client must be registered for work with the Texas Workforce Commission or show proof of inability to work. If there is no income. This applies to every member of the household 18 years and above.
 - d. You must have a SNAP case open or have applied thru DHS (Department of Human Services) to qualify for our program. Proof of case denial must be provided.
 - e. Client must apply for Temporary Aid to Needy Families (TANF) if there has been no income in the last 30 days.
 - f. Child support case must be open thru the Attorney General and provide proof to qualify for our program.
 - g. If you need rental assistance because you are needing to avoid eviction, you cannot be living in a rent subsidized unit, such as Section 8 or public housing, and you must have a lease in your name and provide the lease in its entirety.
 - h. Must live within the County of El Paso.

9. The Applicant must provide proof of the following:

- a. Identity of head of household and any household member age 18 and over
- b. Provide proof of U. S. citizenship or legal permanent residency for all members of the household
- c. Social Security cards for all family members
- d. Income for the last 30 days
- e. Current Texas Workforce Commission (TWC) Registration for employable adults not currently working or enrolled in high school.
- f. Official letter or other documentation from employer if recently started working indicating when employment began and expected first pay.
- g. Proof of unemployment benefits, if applicable.
- h. Most recent statement(s), if client (applicant) or other adult in the Household has a bank or other financial institution account.
- i. Proof of benefits.
- j. Recent medical letter or documentation if anyone in Household is under medical care and/or disabled.
- k. Documentation of paid unforeseen expenses or extenuating circumstance.
- l. Eligibility Officer may request additional information
- m. If you are applying for the utility bills (Light, Gas, Water) you need to provide the most current bill and last two bills
- n. You will be given a packet that the owner/landlord of the property will need to complete, which includes the following:
 - i. Statement from Owner/Landlord
 - ii. W-9 from Owner
 - iii. Eviction/Notice to vacate
 - iv. Complete lease

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