



# Southwest Michigan Community Action Agency

SERVING BERRIEN, CASS, AND VAN BUREN COUNTIES

*Helping People. Changing Lives.*



185 E. Main St., Suite 303  
Benton Harbor, MI 49022

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contact@smcaa.com  
www.smcaa.com

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## Required Application Documents

The following are documents you **must include** with your application for the any services from SMCAA. Please read the list carefully. If you do not include all required documents, your application will not be processed. Please send copies and not original documents.

- 1. Proof of Identification:** Social Security cards for all members in the household and : Birth certificates for infants under the age of 12 months. Document for all foster children in the household. (A copy of letter from MDHHS or other Social Service agency). Copy I.D. of head of household and a picture of head of household holding their I.D.
- 2. Proof of Income:** All earned income information for everyone 18 years and older who resides in the household. (Please include all documentation which apply to member of your household) All documentation below if applicable. Unearned income is counted for every member of the household.

### Examples of Earned and Unearned Income

- a. If paid weekly submit paystubs for the last 4 consecutive weeks. If paid twice a month or every two weeks include 2 consecutive paystubs.
- b. If self-employed a copy of the latest federal income tax statement or last 4 consecutive paystubs.
- c. Pension, veteran and disability, Soc. Sec. or SSI benefits benefit award letter.
- d. Unemployment benefits: Copy of award statement.
- e. Child Support/ Alimony: Statement of total monthly support.
- f. TANF or General Assistance award letter or printout.
- g. Unemployed household members age 18 and over must have the following documentation. Zero Income statement not notarized. If full time student a letter which must be on school letterhead.

### 3. Proof of Emergency:

- a. **Utility Assistance:** Copy of Utility bill
- b. **Rent/Mortgage:** Copy of current lease and letter from Landlord with total amount you are behind on rent.

You can send the completed application and supporting documents to the following:

Email: [lmills@smcaa.com](mailto:lmills@smcaa.com)  
Fax: 269-934-8242 Att: L-Mills  
Address: 185 E. Main St. Ste. 303  
Attn: L- Mills  
Benton Harbor, MI 49022



Southwest Michigan Community Action Agency (SMCAA) is dedicated to empowering diverse people in need and supporting their journey towards economic security.

