



LAKESHORE CAP, INC.

Supportive Housing Program Application

MANITOWOC County	SHEBOYGAN County	DOOR/KEWAUNEE Co
<p>BRING your application to our office at: 702 State Street- 2nd floor (corner of State and 7th streets)</p> <p>MAIL to PO Box 2315, Manitowoc, WI 54221-2315</p> <p>FAX to 920.686.8700</p> <p>EMAIL to info@lakeshorecap.org</p> <p>CALL 920.682.3737</p>	<p>BRING/MAIL your application to our office inside the <u>Sheboygan County Job Center</u> at 3620 Wilgus Avenue, PO Box 896, Sheboygan, WI 53082-0896</p> <p>FAX to 920.694.0291</p> <p>EMAIL to info@lakeshorecap.org</p> <p>CALL 920.803.6991</p>	<p>BRING to 131 S. 3rd Ave., Sturgeon Bay (limited open office hours)</p> <p>MAIL to PO Box 791, Sturgeon Bay, WI 54235-0791</p> <p>FAX to 920.746.0142</p> <p>EMAIL to info@lakeshorecap.org</p> <p>CALL 920.743.0192</p> <p><i>*May also send to Manitowoc office</i></p>

- Your application will be reviewed by a Case Manager in the order in which it was received. Because we receive many applications, it may be a week or two before you will be notified of your eligibility.
- You will be notified IN WRITING (by mail, if possible) of the outcome of your decision within 14 days.
- Be sure to fill out **EVERY** answer in the application packet. Failure to do so will result in a delay of the decision.
- Once your application is reviewed, it will either be **Pending** or **Not Eligible**.
 - If you are Not Eligible, your case will be closed.
 - If your circumstances change, you will need to re-apply.
 - If you are Pending, you will receive a request to provide us some additional information, including:
 - Income from the previous 30 days prior to your application;
 - Proof of any benefits that you receive, such as Food Share or Badgercare;
 - Documentation of your checking or savings account balances from the last 30 days;
 - Eviction notice;
 - Valid, written lease;
 - Copy of ID's for all adults.
 - You will have 14 days to provide the requested information or your application will automatically close.

1. *Our application is lengthy and requires a lot of information up front. This is due to the funding that we receive. Each question is important and helps us determine your eligibility. We also need the information to report back to our funders the demographics about those requesting our assistance.*
2. *If you are eligible, it will take several weeks to go through our entire process.*
3. *You may also Appeal the decision or file a Grievance if you feel that you were treated unfairly. The information to do so is attached to this application and you should keep it.*
4. *Feel free to call our office with any questions.*

Thank you for taking the time to apply for our assistance. We will make every effort to direct you to resources that may be helpful to you and your family.

Client Copy — Please Keep