



# CRISIS APPLICATION GUIDELINES

**These are agency guidelines for filling out the Crisis Funds application. Applicant information is confidential and used only for evaluation of application.**

1. Eligible households are **at or below 200%** of the current year Federal Poverty Level Guidelines.  
**Note:** The client signature on the application verifies that the information is factual **and** that they are unable to access funds through any other program or source.
2. The Crisis Fund Program assists clients with an emergency or immediate need.
3. Only one application **per family**. Funds to cover **one month's bill OR the disconnection amount** for the household.
4. Documentation is **required** and **MUST** be included with the application including a **bill, invoice, or estimate** amount for service needed.
5. If applying for vehicle related benefits, client **MUST** include proof of vehicle insurance, a valid driver's license, and a valid vehicle registration with application.
6. Checks are issued to the vendor/agency for the service or item on behalf of the approved applicant.
7. All inquiries regarding the status of your application should be directed to the Operation Threshold County office where the application is submitted.

### **CRISIS FUND CAN BE USED FOR THE FOLLOWING SERVICES:**

Education Books/Materials	Employment-Clothing	Employment-Equipment	Work Related Expenses
Medical/Dental Expense	Vehicle Registration	Household Items	Personal Hygiene
Rent/Deposit	Mortgage	Utilities	Water Bills (cycle/month)
Internet Bill	Phone Bills	Food	Personal Protection Equipment (PPE)
Homeless Assistance	Bus Pass	Child Care	School Clothing/Uniforms
Other Crisis:			

### **Additional Operation Threshold guidelines:**

- Applicant **will** have been approved for LIHEAP (Low Income Home Energy Assistance Program) the most recent year  
**OR**
- Provide their most recent 30 days of income for **ALL** members of the household  
**\*Income Types:** Employment Wages, Self-Employment, Social Security/Retirement Pension, SSI, Veteran's Benefits, Unemployment, Child Support, FIP, etc.
- If denied the Crisis Funds benefit, Operation Threshold will notify the applicant by mail.
- Incomplete applications are not considered and will result in **denial** for funding.
- Applicant is required to complete a Release of Information form to allow Operation Threshold to provide payment for services/items.
- Crisis Funds money is **not** to assist families with purchasing motor vehicles due to liability reasons. (This does not prohibit vehicle repairs.)
- Payments are normally issued within 30 days of an **approved** application. Some exceptions may apply.