



# POCKET CHANGE APPLICATION GUIDELINES

**APPLICATION PERIOD: October 1st through September 30<sup>th</sup>.**

**\*\*Applicants/Households may utilize Pocket Change funds once every two years.**

These are agency guidelines for filling out the Pocket Change application. Applicant information is confidential and used only for evaluation of application.

1. Eligible households are at or below 175% of the current year Federal Poverty Level Guidelines.  
The Federal Poverty Guidelines used for **the entire application period of every two years.**  
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 Pocket Change Program assists clients towards self-sufficiency.
3. Only one application **per family** and the maximum dollar amount of any benefit award is **\$300.**
4. Documentation of need must be included with the application including a **cost estimate** for The amount of 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 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 submitted.

### **POCKET CHANGE CAN BE USED FOR THE FOLLOWING SERVICES:**

Vehicle Payments	Vehicle Registration	Vehicle Insurance	Vehicle Titles	Vehicle Repairs
Birth Certificate Copies	Bus Passes	Appliances	Child Care	Rent Assistance
Medical/Dental Expenses	Property Taxes	Pay Day Loans	Rent to Own Debt	Education Tests
Education Tuition & Fees	Education Books/Materials	Work Clothing	Work Equipment	

### **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 Pocket Change benefit, Operation Threshold will notify the applicant by mail.
- Incomplete applications not considered for funding.
- Applicant is required to complete a Release of Information form to allow Operation Threshold to provide monies for services/items needed.
- Pocket Change money is **not** to assist families with purchasing motor vehicles due to liability reasons. (This does not prohibit vehicle repairs.)