



MARTIN LUTHER KING JR. COMMUNITY CENTER SOCIAL SERVICES PROGRAM

The Social Services program has caseworkers who offer case management to clients needing assistance with various social challenges. The caseworker will help the client in developing a plan of action with specific goals in order to assist them in becoming self-sufficient. Bi-lingual staff is available. If you have any questions please call (214) 670-8442.

We can assist with:

- Electric Bills (TXU only)
- Food Assistance – Showers of Blessing- Tuesday and Thursday from 9:30am – 11:00am
- Rental Assistance – Case management
- HOPWA
- Counseling (Budgeting, Benefit Counseling, etc.)
- Information and Referral

Special Programs:

- ❖ Summer Fan Project
- ❖ Thanksgiving Food Project
- ❖ Christmas Toy Project

REQUIREMENTS NEEDED TO QUALIFY FOR AN ASSESSMENT

- **TEXAS DRIVER'S LICENSE OR TEXAS IDENTIFICATION CARD FOR EVERYONE 18 YRS OLD OR OLDER IN THE HOUSEHOLD.**
- **SOCIAL SECURITY CARD OR PRINTOUT FROM SOCIAL SECURITY ADMINISTRATION FOR EVERYONE IN THE HOUSEHOLD.**
- **PROOF OF INCOME AND BENEFITS FOR LAST 30 DAYS** (Paycheck stubs, letter from employer. Award letters for benefits such as SSI, Disability, Unemployment, VA, TANF, Food Stamps, Child Support, etc.) **FOR EVERYONE 18 YRS OLD OR OLDER IN THE HOUSEHOLD.**
- **IF YOU OR ANYONE OVER THE AGE OF 18 IN THE HOUSEHOLD IS NOT WORKING THEN YOU MUST BRING A PRINTOUT FROM THE TEXAS WORKFORCE STATING THAT YOU ARE REGISTERED AS A JOB SEEKER.**
- **RECEIPT OF EXPENSES FOR THE PAST 30 DAYS** – Only those things that you were able to pay over the last 30 days such as Rent, other utilities, car note, medical bills, car insurance or cell phone bill. You must bring either your receipts or bank statement showing those things you were able to pay over the last 30 days. **HANDWRITTEN DOCUMENTS LISTING BILLS YOU PAID ARE NOT ACCEPTABLE.**
- **LEASE AGREEMENT, DEED, MORTGAGE OR TAX STATEMENT FOR THE LAST 30 DAYS**
- **TERMINATION NOTICE OR PAST DUE BILL FOR UTILITY ASSISTANCE**

Mandatory in-house Budget Class required

**YOUR TOTAL HOUSEHOLD INCOME MUST MEET INCOME GUIDELINES SET BELOW
IN ORDER TO QUALIFY FOR RENTAL CASE MANAGEMENT**

FAMILY SIZE	INCOME LIMIT FOR ELIGIBLE PERSON
1	\$15,400
2	\$17,600
3	\$19,800
4	\$22,000
5	\$23,800
6	\$25,500
7	\$27,300
8+	\$29,050

**FOR RENTAL ASSISTANCE THE FOLLOWING
ADDITIONAL INFORMATION IS NEEDED**

- Eviction Notice or Letter to Vacate
- Current Lease Agreement – Must be current and complete with all occupants listed. All pages are required.
- Apartment Complex must be a registered vendor for the City of Dallas

ALL APPLICANTS MUST CALL THE APPOINTMENT LINE AT **(214) 670- 8416 TO SCHEDULE AN APPOINTMENT**

THE APPOINTMENT LINE IS OPEN EVERY MONDAY AND WEDNESDAY FROM **9:00 AM TO 11:00 AM**

For Rental Case Management if your apartment complex or the person you are renting from is not a registered vendor below is the information needed for them to register as a City of Dallas Vendor.

HOW TO REGISTER AS A VENDOR

1. ACCESS VENDOR INFORMATION AT WEBSITE:

www.bids.dallascityhall.com

2. Click on Quick Links on the right side of the page:

✓ BECOMING A VENDOR

3. WELCOME TO THE CITY OF DALLAS VENDOR SELF SERVICE

✓ NEW USERS

✓ REGISTER

4. REGISTRATION REQUIREMENTS