



Ysleta Del Sur Pueblo – Sacred Connections / Circle of Harmony

9314 Juanchido Lane* El Paso, Texas 79907 * (915) 860-6170 * Fax: (915) 242-6556

General Assistance Requirements

Name: _____ Date: _____ Time: _____

First Step is to go with the following agencies if you are denied we would need a letter from both agencies.

Project Bravo:

Ysleta Center

8908 Old County
El Paso Texas 79907
Phone: (915) 629-7664

Southside Center

4399 Montana Ave.
El Paso, TX 79903
(915) 307-4951

Eastside Center

11206 Montwood
El Paso, TX 79936
(915) 564-1377

Upper Valley Center

7000 5th Street
Canutillo Texas 79835
(915) 877-7694

Northeast Center

8815 Dyer
El Paso, TX 79904
(915) 757-0199/
(915) 757-0299

Central Center

200 Texas Ave.
El Paso, TX 79901
915-307- 4951

EL PASO COUNTY GENERAL ASSISTANCE

9521 Socorro Rd. Suite B 800 E. Overland, 3rd Floor
El Paso TX 79907 El Paso, TX 79901
(915) 859-4101 (915) 546-8150

1. Head of household must be on time and present for interview.
2. Proof of employment registration that shows ACTIVE status within the past 30 days. Register at Texas Workforce Solution, (915) 887-2000 or www.twc.state.tx.us. Applies to everybody in the household who is 18 years and over. (If a member in the household is 18 years old and still attending High School must provide proof of attendance).
3. Notarized and or official letter from employer if recently started working indicating when you began and date of expected 1st paycheck.
4. Verification of all income and benefits received within the past 30 days. This includes, but is not limited to, **2 most current check stubs, unemployment benefits, workman's compensation, child support, SSI Disability, SS, VA, pensions, TANF Per Capita distribution and food stamps. Also bring current bank statements (checking and savings) if you have an account.**
5. If there is no income in the household, you must apply for TANF, child support and food stamps. Bring proof of appointment or receipt of application. If client has no financial means they must complete a declaration of zero income. Please make sure you bring a letter or statement stating how much you are receiving for food stamps and TANF..

- 6. If applying for rent you must provide a current copy of the lease or rental contract even if it is on a month to month basis.
- 7. Must provide all of the following documents: Social Security Cards, Valid updated picture ID/ Driver License, Documentation indication you are a Citizen or Legal Resident Birth Certificates, U.S. Passports, Naturalization Certificate, Etc.), Updated Census Card, for all members in the household, no Exceptions. Anyone who is a student for High schools or Colleges must submit a copy of current class schedules.
- 8. If under doctor's care bring recent medical letter and receipt of out of pocket expenses within the last 30 days if applicable.
- 9. Medical Insurance cards for all members listed on the family composition.
- 10. If applying for utility assistance (electric, gas, water) bring current and last 2 months of bills for that utility, (Bills must be in client's name).
- 11. Updated PRC card for everyone in the household.
- 12. If you are unable to keep appointment please notify our office 24 hours prior to appointment date.
- 13. Most recent income tax 2016.
- 14. Proof of Residence (Rent/Utility Receipt) if living with a relative you need a letter from head of household.
- 15. If denied from El Paso county General Assistance or Project Bravo please bring us a letter of denial.
- 16. Letter to Tribal Council stating why you are requesting assistance.

ACKNOWLEDGEMENT: I understand that failure to provide all required documents is grounds for **IMMEDIATE DENIAL OF ASSISTANCE** and I must wait 30 days from the day of my appointment to reapply.

Client's Signature

Date

Case Worker Signature

Date