

WHERE DO I APPLY?

At the
Essex County Division of Welfare Office nearest
you. The addresses and telephone numbers are as
follows:

Military Park Citizen Service Center
18 Rector Street, 1st fl.
Newark, NJ
(973) 733-2468/2440

Westside Citizen Service Center
18 Rector Street, 3rd fl.
Newark, NJ
(973) 733-3183

Downtown Citizen Service Center
18 Rector Street, 7th fl.
Newark, NJ
(973) 733-2360

Food Stamp Program
50 South Clinton St., 1st fl.
East Orange, NJ
(973) 395-8000



COUNTY OF ESSEX
DEPARTMENT OF CITIZEN SERVICES
DIVISION OF WELFARE

Putting Essex County First

Joseph N. DiVincenzo, Jr.
County Executive

Anibal Ramos, Jr.
Director
Department of Citizen Services

Bruce Nigro
Division Director
Division of Welfare



HOW TO OBTAIN HELP
FOR
EMERGENCY ASSISTANCE PROGRAM

Benefits In Essex County

WHAT IS THE EMERGENCY ASSISTANCE PROGRAM?

Emergency Assistance is a program granted to meet an emergent need of a Work First New Jersey/Temporary Assistance for Needy Families (TANF), General Assistance (GA), or Supplemental Social Security (SSI) recipients. The emergent need is generally the result of circumstances beyond the control of the applicant or others in the eligible assistance unit.

An emergent need may include, but is not limited to, a natural disaster, an eviction through no fault of the EA assistance unit, and victims of family violence. Emergency Assistance can include Food, Clothing, Shelter, Retroactive payment of rent/mortgage, utilities in arrears, Security Deposit, Moving Expenses, Furniture, etc.

As a condition of receipt of Emergency Assistance, a person shall be required to take all reasonable steps to end his/her dependency on emergency assistance and take all other actions, as required to maintain eligibility.

Temporary Rental Assistance (TRA) is a separate payment given to an applicant/recipient landlord in order to prevent homelessness, when the recipient is facing eviction and needs help to stay in his/her current residence.

WHAT DO I NEED TO APPLY FOR EMERGENCY ASSISTANCE?

When applying for Emergency Assistance, you will be asked to provide documents concerning your situation. If you have any of the documents listed below, please bring them with you when you come to the office. If you do not have them the worker will help you obtain the ones you need.

- PROOF THAT YOU AND/OR YOUR FAMILY ARE RECEIVING OR ELIGIBLE TO RECEIVE TANF AND/OR SSI.
- PROOF THAT YOU ARE HOMELESS OR ABOUT TO BECOME HOMELESS AND THE REASON WHY.
- PROOF THAT THE REASON FOR YOUR HOMELESSNESS IN A SITUATION OVER WHICH YOU HAD NO CONTROL OR OPPORTUNITY TO PLAN FOR IN ADVANCE.
- EVICTION OR EJECTION NOTICE
- LETTER FROM PERSON YOU LIVE WITH PROVING YOUR LIVING ARRANGEMENTS.
- STATEMENT OF BACK RENT, MORTGAGE OR TAXES DUE
- PROOF OF OVERDUE UTILITIES OR THAT UTILITIES WERE SUSPENDED OR ABOUT TO BE
- FIRE REPORT
- STATEMENT/LETTER FROM BOARD OF HEALTH

WHAT ARE MY RESPONSIBILITIES?

- To help the welfare agency obtain information needed to determine your eligibility and amount of benefits.
- To notify the welfare agency when you or any family member moves, gets a job or experiences any change in income, resources or circumstances.

NOT MEETING ANY OF THESE RESPONSIBILITIES COULD MEAN THAT YOUR EMERGENCY ASSISTANCE WILL BE DENIED, REDUCED OR STOPPED.