

# Requirements for Economic Assistance

The Brown County Welfare Office does **Not** do walk-ins, applications are by **Appointment Only**

**County Assistance is a Resource of LAST RESORT** - available only after ALL Other Programs (government and private) have been utilized and exhausted, *Examples of, but not exclusive to: The Salvation Army, The Journey Home, local Churches, Aberdeen Housing Authority, GROW SD, CASSP (if applicable), Safe Harbor (if applicable) and family/relatives* **BEFORE** applying for assistance with Brown County (these Programs may be contacted to verify you have applied/accepted their assistance before county assistance is approved).

**You Must be a resident of Brown County** for a minimum of 30 days, providing proof of residency. Staying with family and/or friends in their home does not qualify you as a Brown County resident.

**BROWN COUNTY DOES NOT PAY DEPOSITS, LATE FEES, RECONNECT FEES OR PRIOR BALANCES**  
A signed Lease Agreement must be provided and the Deposit must be secured before assistance will be given.

**Brown County bases Assistance on Federal Poverty Guidelines by Gross Income, not take home pay.**

**Existing Liens** If you or any adult living in the household have an existing lien with Brown County and you have not made sufficient progress in repayment, you are not eligible for assistance.

**Warrants** If you or any adult living in the household have existing warrants, you are not eligible for assistance.

**Employment** – Applicants who leave their job without good cause are not eligible for county assistance until they find a job that is equal in pay to the job they left. Good cause for refusing or quitting employment is limited to the reasons found in SDCL 61-6-9.1. **We will check previous employment before awarding assistance.** Applicants who are unemployed for more than one month must have a medical reason and a note from their doctor stating why they are not able to work any job for a specific amount of time or the applicant will not be eligible for county assistance; you will be considered indigent by design. If there are medical reasons you are not able to work for an extended period of time, you should file for disability and State Assistance.

## **THE FOLLOWING INFORMATION MUST BE PRESENTED AT THE TIME OF APPOINTMENT FOR ALL ECONOMIC ASSISTANCE:**

- A Completed Brown County Application for Assistance
- Driver's License or a picture I.D.
- Social Security Card(s) for everyone in the household
- Signed Lease Agreement
- Current utility (electric/water) bill(s)
- Income Verification – ALL income/money received in the **MONTH PRIOR** to the month you are requesting assistance. i.e.: requesting assistance for May rent, you must provide verification for the month of April.
  - Income verification includes: check stubs, company payroll printout or a letter from your employer stating GROSS INCOME earned. If receiving Social Security and/or Disability, the award letter stating the amount received monthly. If receiving child support, the court letter stating the amount you receive monthly or weekly. Tips must also be reported.
- Most recent/current bank statement of all checking and/or savings accounts owned.  
If on-line banking, a current printout from your account(s).

**Utility Shutoff Notice:** The Shutoff Notice **MUST** be provided at the appointment. If you cannot find the notice, contact the Electric / Water Company to get a copy of the Notice.

**Notice of Eviction:** The Eviction Notice **MUST** be provided at the appointment.

**IF APPROVED FOR ASSISTANCE BROWN COUNTY WILL FILE A LIEN AGAINST YOU FOR THE AMOUNT OF THE ASSISTANCE. YOU MUST REIMBURSE THE COUNTY FOR ALL ASSISTANCE PROVIDED TO YOU. IF NOT, BROWN COUNTY WILL PURSUE COLLECTION.**