



224 W. Michigan Ave., Saline, MI, 48176  
www.salinesocialservice.com  
Phone: 734.429.4570  
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Michael Sartori  
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Chief Operations Officer  
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## 2022 CLIENT REGISTRATION

Deadline, April 21, 2022

Dear Clients,

Registration and requalification for SASS services beyond food assistance during the 2022 calendar year is now open. Even if you have already completed registration prior to this year, SASS is requiring all paperwork to be submitted again to qualify for SASS programs during the 2022 calendar year through April 15, 2023.

SASS client aid programs that require registration include: emergency rent assistance, utility assistance, car repair and transportation costs, prescription co-pays, December adopt-a-family program, holiday meal programs, youth backpacks, shoes, school supplies, financial aid towards summer camps and after school sports, music and enrichment programs, youth winter gear including boots, snow pants, hats and gloves, toiletries, paper products, cleaning supplies, birthday gifts and more.

To register or requalify in 2022, please submit all of the following documentation before the deadline (April 21, 2022):

- 2021 income tax return for all adults in the household
- Current lease
- Any of the following documentation for all members of your household (SSI, SSDI, Child support, unemployment, foster child monthly stipend)
- Proof of residency in the Saline School District, proof of School of Choice, or proof of employment in the City of Saline (accepted documentation includes lease, water bill, DTE bill, school of choice letter or most recent student report card, or paystub from employer)
- Driver's license for all adults in the household
- Completed Client Registration Form

Please note that a failure to submit all paperwork will result in a reduction of services until all paperwork is provided. If you have any questions, please give us a call during office hours at 734-429-4570.

Sincerely,  
Mike and Glenna





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# 2022 CLIENT INFORMATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Is there a veteran in your household? \_\_\_\_\_

Email: \_\_\_\_\_

What are your current sources of income? Please check all that apply to you and anyone else that brings in an income in your home.

- Employment Wages
- Earned Income Tax Credit
- Disability/Worker's Compensation
- Pension
- Social Security
- SSI/SSDI (Supplemental Security Income)
- Unemployment
- Child Support
- Other

### HOUSEHOLD MEMBERS (Please list all, including yourself.)

Name \_\_\_\_\_ Relationship to head of household \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race/ethnicity \_\_\_\_\_

Marital Status \_\_\_\_\_ Current Employment Type \_\_\_\_\_

Name \_\_\_\_\_ Relationship to head of household \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race/ethnicity \_\_\_\_\_

Marital Status \_\_\_\_\_ Current Employment Type \_\_\_\_\_

Name \_\_\_\_\_ Relationship to head of household \_\_\_\_\_

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Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race/ethnicity \_\_\_\_\_

Marital Status \_\_\_\_\_ Current Employment Type \_\_\_\_\_

Name \_\_\_\_\_ Relationship to head of household \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race/ethnicity \_\_\_\_\_

Marital Status \_\_\_\_\_ Current Employment Type \_\_\_\_\_

Name \_\_\_\_\_ Relationship to head of household \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race/ethnicity \_\_\_\_\_

Marital Status \_\_\_\_\_ Current Employment Type \_\_\_\_\_

Name \_\_\_\_\_ Relationship to head of household \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race/ethnicity \_\_\_\_\_

Marital Status \_\_\_\_\_ Current Employment Type \_\_\_\_\_

Anything else we should know?

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Required Documentation:

- 2021 income tax return for each adult in the household
- Current lease
- One for each member of the household: SSI, SSDI, Child support, unemployment, OR foster child monthly stipend
- Proof of residency in the Saline School District, proof of School of Choice, OR proof of employment in the City of Saline
- Driver's license for all adults in the household

**\*\*Please note that a failure to submit all paperwork will result in a reduction of services until all paperwork is provided.\*\***



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## FAQs

### How do I know if I qualify?

To qualify for SASS's services, your household income must not exceed 200% of the national poverty level (outlined below) and you must either live within the boundaries of the Saline Area School District, work in Saline, or have a child that attends Saline Area Schools.

Household Size	Annual	Monthly	Weekly
1	\$25,760	\$2,147	\$495
2	\$34,840	\$2,903	\$670
3	\$43,920	\$3,660	\$845
4	\$53,000	\$4,417	\$1,019
5	\$62,080	\$5,173	\$1,194
6	\$71,160	\$5,930	\$1,368
7	\$80,240	\$6,687	\$1,543
8	\$89,320	\$7,443	\$1,710
Add for each additional person	\$9,080	\$757	\$175

Note: Saline Area Social Service, Inc. utilizes the Department of Health & Human Services Poverty Guidelines to determine financial eligibility for services. The Agency utilizes 200% of the poverty guidelines, which is the amount used by the Saline Area Schools to determine a family's eligibility for free or reduced price on meals.

### Can I still receive aid if I do not meet SASS's qualifications and my income exceeds 200% of the national poverty level?

Yes, SASS provides food to anyone in need of help; however, you will not be eligible for the rest of our programs.

### I do not have all the required paperwork. Can I still qualify?

SASS will not accept incomplete paperwork. If you have questions, please call the SASS office at 734-429-4570.

### My 2021 income tax form 1040 does not reflect my current financial situation. Do I still need to include this in my paperwork submission?

Yes. SASS still requires this documentation as part of our registration process.

**What are the SASS programs that my household would be eligible for once I have submitted all the required paperwork?**

In addition to weekly food assistance, your household will also qualify for emergency rent assistance, utility assistance, car repair and transportation costs, prescription co-pays, December adopt-a-family program, holiday meal programs, youth backpacks, shoes, school supplies, financial aid towards summer camps and after school sports, music and enrichment programs, youth winter gear including boots, snow pants, hats and gloves, toiletries, paper products, cleaning supplies, birthday gifts and more.

**Can I receive aid from SASS if I do not submit my paperwork by April 21, 2022?**

Yes, SASS provides food to anyone in need of help and your household will still be eligible for a weekly supply of groceries; however, you will not be eligible for the rest of our programs until all your paperwork is submitted.

**I just turned in my paperwork in 2021 – do I need to submit all my paperwork again?**

Yes. SASS is requiring every household to re-register with SASS in 2022, meaning that all paperwork, including your 2021 income tax form 1040, must be submitted again by April 21<sup>st</sup> to qualify for all the 2022 SASS programs.

**If I have an emergency need, such as rent, utility assistance or car repair, is additional paperwork needed?**

Yes. Please contact SASS at 734-429-4570 and ask to talk with Mike or Glenna to discuss the additional requirements that are needed to help us provide further aid.

**I have additional questions. What do I do?**

Call 734-429-4570 during SASS business hours and ask to speak to Mike or Glenna:

Monday 10:00 a.m. – 6:00 p.m.

Tuesday 10:00 a.m. – 12:00 p.m.

Wednesday 10:00 a.m. – 12:00 p.m.

Thursday 10:00 a.m. – 2:30 p.m.



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## 2022 REGISTRATION CHECKLIST

2022 Client Registration Deadline April 21, 2021

- 2021 income tax return for each adult in the household
- Current lease
- One for each member of the household: SSI, SSDI, Child support, unemployment, OR foster child monthly stipend
- Proof of residency in the Saline School District, proof of School of Choice, OR proof of employment in the City of Saline
- Driver's license for all adults in the household
- Completed Client Information Form

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\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*SASS Staff Member Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*