



1259 Industrial Drive, Saline, MI, 48176  
SalineSocialService.com  
Phone: 734.429.4570  
Fax: 734.429.9500

**Michael Sartori**  
Client Services Manager  
msartori@salinesocialservice.com

**Glenna Rehder**  
Chief Operations Officer  
grehder@salinesocialservice.com

### **2023 CLIENT REGISTRATION**

Deadline: 2:30 p.m. April 20, 2023

Dear Clients,

Registration and requalification for SASS services for the 2023 calendar year is now open. Even if you have completed registration recently, SASS is requiring all paperwork to be submitted again to qualify for SASS programs during the 2023 calendar year through April 18, 2024.

SASS provides a limited supply of food to anyone in need of help, regardless of household income. If your household income exceeds 185% of the federal poverty level, you are eligible to receive a to-go bag of food each week.

SASS client aid programs available to households with income below 185% of the federal poverty level include: full pantry, toiletries, paper products, cleaning supplies, 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, birthday gifts, and more.

#### **Required Paperwork:**

- 2022 federal 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, pension, annuities)
- Proof of residency in the Saline School District or proof of School of Choice (accepted documentation includes lease, water bill, DTE bill, school of choice letter, or most recent student report card)
- Photo identification for ALL adults in the household
- Completed Client Registration Form

Please note that failure to submit all paperwork by **2:30 p.m. on April 20, 2023**, will reduce services until all paperwork is provided. If you have questions, please give us a call at 734-429-4570 during office hours.

Sincerely,

Mike and Glenna



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**2023 CLIENT REGISTRATION FORM**

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

Primary Contact: \_\_\_\_\_

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

Is there a veteran in your household? Yes No Do you own or rent your home? \_\_\_\_\_

How did you hear about SASS? \_\_\_\_\_

*Examples of sources of income:*

Employment Wages	Child Support	Supplemental Security Income
Pension	Social Security (Retirement/Survivors)	Social Security Disability Insurance
Unemployment	Disability/Worker's Compensation	Other
Cash	Earned Income Tax Credit	

**HOUSEHOLD MEMBERS**

*(Please list all, including yourself.)*

**Head of Household Name:** \_\_\_\_\_

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

Marital Status: \_\_\_\_\_ Employed? *Full-time Part-time Not employed*

Income Source: \_\_\_\_\_

Receive SNAP benefits? \_\_\_\_\_ Medicare / Medicaid? \_\_\_\_\_

Type(s) of Social Security (if applicable): *Supplemental Disability Retirement Survivors*

Do you have a disability? Yes No Is English your first language? Yes No

Level of Education: \_\_\_\_\_ Degree (if applicable): \_\_\_\_\_

**Name:** \_\_\_\_\_ Relationship to HOH: \_\_\_\_\_

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

Marital Status: \_\_\_\_\_ Employed? *Full-time Part-time Not employed*

Income Source: \_\_\_\_\_

Receive SNAP benefits? \_\_\_\_\_ Medicare / Medicaid? \_\_\_\_\_

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**Name:** \_\_\_\_\_ **Relationship to HOH:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Race/ethnicity:** \_\_\_\_\_  
**Marital Status:** \_\_\_\_\_ **Employed?** *Full-time* *Part-time* *Not employed*  
**Income Source:** \_\_\_\_\_  
**Receive SNAP benefits?** \_\_\_\_\_ **Medicare / Medicaid?** \_\_\_\_\_  
**Type(s) of Social Security (if applicable):** *Supplemental* *Disability* *Retirement* *Survivors*  
**Do you have a disability?** *Yes* *No* **Is English your first language?** *Yes* *No*  
**Level of Education:** \_\_\_\_\_ **Degree (if applicable):** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to HOH:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Race/ethnicity:** \_\_\_\_\_  
**Marital Status:** \_\_\_\_\_ **Employed?** *Full-time* *Part-time* *Not employed*  
**Income Source:** \_\_\_\_\_  
**Receive SNAP benefits?** \_\_\_\_\_ **Medicare / Medicaid?** \_\_\_\_\_  
**Type(s) of Social Security (if applicable):** *Supplemental* *Disability* *Retirement* *Survivors*  
**Do you have a disability?** *Yes* *No* **Is English your first language?** *Yes* *No*  
**Level of Education:** \_\_\_\_\_ **Degree (if applicable):** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to HOH:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Race/ethnicity:** \_\_\_\_\_  
**Marital Status:** \_\_\_\_\_ **Employed?** *Full-time* *Part-time* *Not employed*  
**Income Source:** \_\_\_\_\_  
**Receive SNAP benefits?** \_\_\_\_\_ **Medicare / Medicaid?** \_\_\_\_\_  
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**Level of Education:** \_\_\_\_\_ **Degree (if applicable):** \_\_\_\_\_



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Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race/ethnicity: \_\_\_\_\_  
Marital Status: \_\_\_\_\_ Employed? *Full-time* *Part-time* *Not employed*  
Income Source: \_\_\_\_\_  
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Do you have a disability? Yes No Is English your first language? Yes No  
Level of Education: \_\_\_\_\_ Degree (if applicable): \_\_\_\_\_

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Type(s) of Social Security (if applicable): *Supplemental* *Disability* *Retirement* *Survivors*  
Do you have a disability? Yes No Is English your first language? Yes No  
Level of Education: \_\_\_\_\_ Degree (if applicable): \_\_\_\_\_

**Name:** \_\_\_\_\_ Relationship to HOH: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race/ethnicity: \_\_\_\_\_  
Marital Status: \_\_\_\_\_ Employed? *Full-time* *Part-time* *Not employed*  
Income Source: \_\_\_\_\_  
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Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race/ethnicity: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Employed? *Full-time* *Part-time* *Not employed*

Income Source: \_\_\_\_\_

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

Marital Status: \_\_\_\_\_ Employed? *Full-time* *Part-time* *Not employed*

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Receive SNAP benefits? \_\_\_\_\_ Medicare / Medicaid? \_\_\_\_\_

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Do you have a disability? *Yes* *No* Is English your first language? *Yes* *No*

Level of Education: \_\_\_\_\_ Degree (if applicable): \_\_\_\_\_

Anything else we should know?

**FAQs**

**How do I know if I qualify?**

To qualify for SASS’s services beyond food assistance, your household income must not exceed 185% of the national poverty level (see table) and you must either live within the boundaries of the Saline Area School District or have a child that attends Saline Area Schools.

Household Size	Annual	Monthly
1	\$26,973	\$2,248
2	\$36,482	\$3,040
3	\$45,991	\$3,833
4	\$55,500	\$4,625
5	\$65,009	\$5,417
6	\$74,518	\$6,210
7	\$84,027	\$7,002
8	\$93,536	\$7,795
Add for each additional person	\$9,509	\$729

*Note: Saline Area Social Service, Inc. utilizes the Department of Health & Human Services Poverty Guidelines to determine financial eligibility for services. The Agency utilizes 185% 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 185% of the national poverty level?**

Yes, SASS provides a limited supply of food to anyone in need of help; however, you will not be eligible for the rest of our programs or our full pantry privileges.

**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 2022 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 if my household income changes after registering for 2023?**

Please report any significant changes in your household income so we may reevaluate your file to determine program eligibility.



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**What if I have court-ordered deductions from my income, such as garnishments, child support, alimony, etc.?**

Please report and provide documentation of any court-ordered deductions from your income, if applicable. SASS takes special circumstances into consideration when accessing program eligibility.

**What are the SASS programs that my household would be eligible for once I have submitted all the required paperwork and my income falls below 185% of the federal poverty level?**

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, birthday gifts and more.

**Can I receive aid from SASS if I do not submit my paperwork by April 20, 2023?**

Yes, SASS provides food to anyone in need of help, however, your household will only be eligible for a limited supply of groceries and will not be eligible for full pantry privileges or income-based programs until all your paperwork is submitted.

**I just turned in my paperwork in 2022 – do I need to submit all my paperwork again?**

Yes. SASS is requiring every household to re-register with SASS in 2023, meaning that all paperwork, including your 2022 income tax form 1040, must be submitted again to qualify for all the 2023 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 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. – 2:30 p.m.

Wednesday 10:00 a.m. – 2:30 p.m.

Thursday 10:00 a.m. – 2:30 p.m.

Friday, Saturday, Sunday Closed