

**A RESOLUTION APPROVING THE CREATION OF AN IN-HOUSE EMERGENCY FINANCIAL ASSISTANCE PROGRAM**

**WHEREAS**, the City of Rolling Meadows (the “City”) is a home-rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such section, it may exercise any power and perform any function pertaining to its government and affairs;

**WHEREAS**, the City desires to create an in-house emergency financial assistance program that is administered by the City’s Department of Human Services, to provide emergency funds and case management services for residents of the City of Rolling Meadows; and

**WHEREAS**, the RMPD Hope Fund (“Hope Fund”) is an established, reputable, and fiscally responsible entity managed by the City which has the capabilities to serve as the fiscal agent of the Emergency Financial Assistance Program (“Program”); and

**WHEREAS**, the Department of Human Services staff have the experience, expertise, and capabilities to perform the professional services desired by the City including administration of the Program; and

**WHEREAS**, the City Council has determined that it is in the public interest that the City establish the Program to provide emergency financial assistance to residents of the City in accordance with Program guidelines.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rolling Meadows, Illinois, as follows:

**Section 1.** The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

**Section 2.** The corporate authorities hereby approve the establishment of the Program and the guidelines for the Program which guidelines are attached hereto as Exhibit A and incorporated herein.

**Section 3.** The City Manager be and is hereby authorized and directed to take steps necessary for the implementation and ongoing operation of the Program utilizing the Hope Fund as fiscal agent for the Program.

**Section 4.** The officials, officers, employees, and agents of the City are authorized to take such actions and execute such documents as are necessary to carry out the purpose and intent of this Resolution and the Program.

**Section 5.** This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

PASSED this 26<sup>th</sup> day of March, 2024, pursuant to a roll call vote as follows:

AYES: O'Brien, Vinezeano, Boucher, Reyez, Koehler, McHale, Budmats

NAYS: 0

ABSENT: 0

APPROVED this 26<sup>th</sup> day of March, 2024.

  
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Lara Sanoica, Mayor

ATTEST:

  
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Judith Brose, Deputy City Clerk

EXHIBIT A

**City of Rolling Meadows  
Department of Human Services**

Policy Name: **Emergency Financial Assistance Guidelines**

Purpose:

To establish uniform guidelines for the assessment of need and financial assistance rendered to residents of Rolling Meadows seeking emergency financial assistance through the Human Services Department.

Policy:

1. Emergency financial assistance is available to residents of Rolling Meadows who meet eligibility guidelines. Eligibility is determined through an assessment process conducted by a Department of Human Services Social Worker. An appointment is scheduled with a Department Social Worker and residents must provide the required documents, which include proof of residency, identification, the last thirty days of income, and a copy of the most recent bank statement. Clients will also be required to provide information regarding regular monthly expenses. Electronic verification of required documents is acceptable. Birth certificates are required for all children in the household. If a client does not have certain documents, the Social Worker should assess other options, which may suffice in order to complete the assessment. The assessment process includes evaluating the current hardship, assessing income versus expenses, and ensuring that the assistance will help to stabilize the resident's current situation. The resident must provide proof of a crisis that resulted in the need for financial assistance.
2. Residents may be eligible for emergency financial assistance once every 24 months. Assistance for rent or mortgage payments are not to exceed \$1,700.00. Residents may be eligible for emergency financial assistance for utilities not to exceed \$500. If a resident is requesting assistance in excess of above stated amounts, a case review with the Human Services Department Director is required. Exceptions can be considered and should be approved by the Human Services Department Director. This amount is subject to change based on the availability of funds or events that cause unusual hardships. Financial assistance is limited and intended to alleviate financial hardship and not for a chronic situation. Residents are also eligible to apply for assistance up to \$600 through Salvation Army funds once every 12 months, pending the availability of such funding.
3. Emergency financial assistance is available to prevent eviction, disconnection of utilities, assistance with medication, and other emergency situations deemed appropriate by the Human Services Department Director. 5-day notices and disconnection notices are not required to apply for assistance.

4. If a resident is requesting assistance with other types of expenses, such as a medical bill, car payment, or cell phone bill, their situation will be consulted with the Human Services Department Director, who will be able to determine if they qualify for an exception.
5. Residents who request emergency financial assistance will be required to work with the Department of Human Services Community Social Worker (CSW). The CSW will conduct a comprehensive biopsychosocial assessment that will capture strengths, areas of growth, and unique client needs. The CSW will then work with the resident and establish goals for case management to focus on finding long-term solutions to avoid financial hardships.
6. A full assessment is required for all clients applying for any of the Emergency Assistance programs (emergency financial assistance).
7. For residents whose applications are approved, the Human Services Department staff will mail payment directly to the payee (landlord, Mortgage Company, or utility bill).
8. Benefit eligibility will not be affected for residents whose parents participated in the program when the resident was a child.
9. Residents who fail two appointments without prior cancellation will not be eligible for assistance and should be referred to other local agencies for assistance.
10. Residents applying for emergency financial assistance must sign the Emergency Financial Assistance Policy Acknowledgement form.
11. Approval of each application will be required in writing by signature from three City staff members: first, the Department of Human Services Director or designee; second by the City Finance Director or designee; and third by City Manager or designee.
12. The Human Services Department will provide a monthly report to the City Council on the balance of the funds and how much funds were distributed in each month and year to date.