



Berlin Family Food Pantry

CLIENT INTAKE FORM

CLIENT NAME: _____ DATE: _____

CLIENT ADDRESS: _____

PREFERRED PHONE: _____ EMAIL ADDRESS: _____

TOTAL PEOPLE IN FAMILY: _____ ADULTS? _____ ADULTS OVER 65? _____ CHILDREN? _____

NAMES OF ADULTS: _____

ARE THE ADULTS EMPLOYED? _____ EXPLAIN: _____

NAMES AND AGES OF CHILDREN: _____

Client Intake – Proof of Need

I am applying for temporary assistance. I understand a Food Pantry volunteer will review with me any changes in status after three months of using the Pantry.

NOTE: if you are applying for temporary assistance, you do not need to provide any financial documents.

If you have documentation showing that you are currently entitled to one of these programs, you do not have to use your income as a source. Please bring the necessary documentation on your next visit.

Acceptable documentation: **SNAP** (Food Stamps); **TAFDC** (Temporary Aid to Families with Dependent Children); **WIC** (Women, Infants and Children); **Mass Health** or **Medicaid**; **LIHEAP** (Fuel Assistance); **Workmen’s Compensation**; **WHEAT**.

If you are using your income as proof of your need of assistance, you need to bring your W2 from the previous year or the form from the Social Security Administration stating your new benefit amount, which is mailed to all eligible persons in January, or your bank statement showing the monthly deposit from Social Security. If you are a resident of Northbrook I or II, please bring your residency approval form.