



# ICA Housing Services Assistance Requirements

## Assistance Eligibility:

- **You must reside within ICA's service area:** Hopkins, Minnetonka, Excelsior, Shorewood, Deephaven, Greenwood and Woodland.
- **BEFORE you apply to ICA, you must have applied for AND been denied assistance** from Hennepin County Emergency Assistance or Community Action Partnership of Hennepin County.
- You must provide proof of the emergency (ex. Hospital Bill, car repair bill, etc.).
- **Monthly Rent Payment:** The amount owed must be less than our cap of \$1,800.
- **Rental Deposit:** The amount owed must be less than our cap of \$1,500.
- **Utility Payment:** The amount owed must be less than our cap of \$700.
- Monthly Rent, Deposit and/or Utility Assistance is **available 1 time every 12 months**.

## Note:

- Emergency requests must be due to an unforeseeable and unpreventable crisis.
- Assistance from ICA **MUST** be able to resolve your financial issue.
- You must have income **BEFORE** your application is considered.

## Application Process:

- If eligibility requirements are met, the application form can be printed from:
  - the ICA website: [www.icafoodshelf.org](http://www.icafoodshelf.org) and click on "Get Help" then "Housing"
  - or by clicking this link: <https://www.icafoodshelf.org/housing>.
- Complete the application form.
- Gather all required information as listed in Step 4 of the Instruction Page.
- Once the **application AND required information** are complete, please either:
  - Mail to ICA at 11588 K-Tel Drive, Minnetonka, MN 55343,
  - Hand-deliver to ICA's K-Tel location at 11588 K-Tel Drive, Minnetonka MN 55343, or
  - Email it to [application@icafoodshelf.org](mailto:application@icafoodshelf.org).
- ICA will not accept applications via phone.

**The application process may take up to 60 days due to the high volume of applications.**

**Your request will not be processed until your application AND supporting information IS COMPLETE.**

**You will have 10 days from your initial submission to provide all necessary information. If it is not complete at that point, you will need to start the application process over.**