

## **HOW TO APPLY**

**To receive the back-to-school program, families must:**

- 1.) Be a resident of Monroe County
- 2.) Have at least one MINOR child residing in the home who is enrolled in K through 12<sup>th</sup> grade (no pre-school)
- 3.) Meet income guidelines.

**\*\*\*NEW FOR 2025\*\*\***

### **IF YOU WERE IN RECEIPT OF SNAP (Food assistance) BENEFITS IN MAY 2025:**

YOU MUST COMPLETE AN APPLICATION WITH ALL RELEVANT INFORMATION AND IT MUST BE COMPLETE, SIGNED AND DATED.

BE SURE TO MARK "YES" TO THE QUESTION ON THE APPLICATION ASKING IF YOU WERE RECEIVING SNAP (Food assistance) IN MAY 2025.

INCOME VERIFICATION **IS NOT** REQUIRED. DO NOT INCLUDE INCOME VERIFICATIONS WITH YOUR APPLICATION.

### **IF YOU WERE NOT IN RECEIPT OF SNAP (Food assistance) IN MAY 2025:**

YOU MUST COMPLETE AN APPLICATION WITH ALL RELEVANT INFORMATION AND IT MUST BE COMPLETE, SIGNED AND DATED.

BE SURE TO MARK "NO" TO THE QUESTION ON THE APPLICATION ASKING IF YOU WERE RECEIVING SNAP (Food assistance) IN MAY 2025.

INCOME VERIFICATION **IS** REQUIRED. INCLUDE COPIES OF ALL HOUSEHOLD INCOME RECEIVED from May 1, 2025, TO THE DATE YOUR APPLICATION IS RECEIVED.

**\*\*\*Bank statements will not be an acceptable form of income verification (including SSI, SSD)**

## **OPTIONS FOR OBTAINING AN APPLICATION:**

1. USE THE LINK [www.monroecountyjfs.com](http://www.monroecountyjfs.com) TO PRINT AN APPLICATION. (AVAILABLE JUNE 1-JUNE 30)
2. PICK UP AN APPLICATION AT 100 HOME AVENUE, WOODSFIELD (APPLICATIONS WILL BE POSTED ON THE DOOR; EVEN ON WEEKENDS JUNE 1-JUNE 30)

## **OPTIONS FOR TURNING IN YOUR APPLICATION:**

1. DROPPING OFF COMPLETED APPLICATION:

Place your completed application and all supporting documents (if required) in a sealed envelope and write “BACK TO SCHOOL PROGRAM” on the outside.

Drop the envelope off at the JFS building to the receptionist OR into the slot on the front door if after business hours. Do this on or before 6/30/25 at midnight.

2. MAIL COMPLETED APPLICATION:

This method is the least preferred due to unpredictability of delivery time and the need to be sure that mail is postmarked on or before 6/30/25.

If you MUST use the mail, send the completed application to:

Monroe County JFS  
100 Home Avenue  
Woodsfield, OH 43793  
ATTENTION: BACK-TO-SCHOOL PROGRAM

3. EMAIL YOUR APPLICATION AND SUPPORTING DOCUMENTS (IF REQUIRED) TO:

[jeanette.schwall@jfs.ohio.gov](mailto:jeanette.schwall@jfs.ohio.gov) Please put BACK TO SCHOOL PROGRAM in the subject line. Please make sure that screen shots are clear before sending. Use a scanner or a scanner app if possible, to submit your documents.

## **WHAT TO EXPECT ONCE YOU APPLY**

If you apply via email, you WILL receive a quick confirmation email response letting you know that your application was received.

If your application is incomplete, you will be contacted ONCE and told what is still needed and be given a deadline to get it in. If we are unable to reach you and must leave a message, this will serve as the one time follow up. If you do not have a voicemail set up, you will need to provide us with a number where we can leave a message. If not, we will note that we were unable to leave a message, and no further contact will be made.

Applications will be processed in the order they are received. Approval and denial letters will be sent as applications are processed. In most cases, this takes just a few days.

If you have not received an approval or denial letter by July 15, 2025, please call the agency and leave a message stating that you have not received it. Your call will be returned.