



## INTERCONGREGATION COMMUNITIES ASSOCIATION

Food Shelf  
11588 K-Tel Drive  
Minnetonka, MN 55343  
Phone: (952) 938-0729  
Fax: (952) 938-0729

[www.icafoodshelf.org](http://www.icafoodshelf.org)  
Monday 10-6:30pm  
Tuesday 10-3  
Wednesday 10-3  
Thursday 10-3

### Utility Assistance

**The attached ICA application needs to be completed and returned with the following items:**

- € Copy of driver's license or state ID card for the head of the household
- € The last 30 days of ALL income for ALL household members  
(Examples: paystubs, UIMN, SSI/SSDI, MAP, Child Support)
- € Utility Bill (Most current)
- € Disconnection notice

Please return completed application and supporting documents via email (see below), drop off at ICA during open business hours or fax (see above). We will work as quickly as possible to process your request, but it could take up to 7-14 days at this time.

Take Care,

\*If you have questions about your rights as a tenant or concerns about your landlord, please contact HOMEline at 612-728-5767.

**If you need food, please call the ICA appointment line at 952-938-0729.**

**CONFIDENTIAL**  
ICA EMERGENCY FINANCIAL REQUEST

Name (First, Middle, Last) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Name	Date of Birth	Race / Ethnicity	Relationship
1.			
2.			
3.			
4.			
5.			
6.			

Email \_\_\_\_\_

**Apartment Name:** \_\_\_\_\_ **Monthly Rent:** \_\_\_\_\_

Owner/Property Manager Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

How long have you lived here? \_\_\_\_\_ Do you have a rent subsidy? No/ Yes- Type: \_\_\_\_\_

Income: Wages for the last 30 days \_\_\_\_\_ Other Income: \_\_\_\_\_

Type (please circle): Job Unemployment Child Support MFIP GA SSI/SSDI Retirement/Pension Other

Additional info/notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify that this information is true and accurate to the best of my abilities. If you have a concern regarding ICA staff; volunteers, services, or procedures, please contact the Executive Director at 952-279-0291.*

⇒ **Client Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Date	Service	Fund	Initials

ICA STAFF ONLY

**Notice of Data Privacy Practices/ Covid 19 Verification**

**I am applying for emergency assistance.**

**My situation is directly related to Covid-19. (Circle One)      YES      NO**

**Please explain your situation:**

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**\* All information you provide about yourself and your household is considered private data as defined by the Minnesota Government Data Practices Act.**

**Why do we ask for this information?**

- To tell you apart from other people with same or similar name.
- To help you get financial or social services from ICA or other community resources.
- To make reports as required by your funders.

**Do you have to answer the questions we ask?**

- We encourage you to answer all of the questions on the application. Your answers determine your eligibility for services provided by this agency.
- If you do not provide the information requested, we might not be able to determine your eligibility for the services you request.

**With whom may we share information?**

- Employees of other state, county, local, federal, collaborative and non-profit agencies in order to provide requested services or comply with financial audits.
- Other agencies in order to collect reimbursement for financial services through ICA.
- Other staff members or volunteers at ICA.

**Exceptions to Data Privacy Rights:**

- Information that mandates reporting to Child or Adult Protection
- Information may be released to protect the health and safety of others or yourself
- Your file is subpoenaed by a court of law

**Client Grievance Procedure:**

If you have a complaint regarding ICA staff, volunteers or services please direct your concerns to the Executive Director- 952-938-0291. You have the right to review info and revoke consent at any time.

**I have reviewed this data privacy notice.**

⇒ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# INTERCONGREGATION COMMUNITIES ASSOCIATION

Administration: 12990 St. Davids Road, Minnetonka, MN 55305

Food Shelf: 11588 K-Tel Drive, Minnetonka, MN 55343

Phone: 952.938.0729/ fax: 952.938.7822

## RELEASE OF INFORMATION

ICA is requesting permission to release information you have given us and to obtain information from agencies or persons listed on this form. This information will allow us to serve you better.

### **I understand that:**

- This information cannot be released without my consent.
- I have the right to look at and have copies of all written information the agency releases.
- This consent for release of information will expire one year after I have signed it.
- I can withdraw my consent at any time. Withdrawing my consent will not affect information the agency has already released.
- This information may be shared with ICA staff to assist in providing services to me. Aggregate data (without my identification) may also be shared with funders and partners of ICA.

I authorize ICA to release my name, address, phone number, and/or obtain information from the following entities. Please Initial all of the following:

<u>Contact Info</u>	<u>Purpose</u>	<u>Initials</u>
US Federal Aid / state of MN / MN Housing ajg	Funding/Reimbursement	
Hennepin County / Case# ajg	Emergency Assistance Information	
Property Manager	Rental Housing Information	
EFSP (FEMA) ajg	Reporting/Reimbursement	
CDBG ajg	Reimbursement	
City of Minnetonka / Hopkins ajg	Funding/Reimbursement	
Utility / Acct # Centerpoint energy #10620098-3	Funding/Reimbursement	
Other		

I understand that I am not required to agree to this release of information. However, without this information, ICA may not be able to provide the services I am requesting or obtain other assistance for me.

⇒ **Participant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
⇒ **Participant Address:** \_\_\_\_\_  
⇒ **Participant Signature:** \_\_\_\_\_  
**ICA Case Manager:** \_\_\_\_\_



# ICA Services & Area Resources

ICA Food Shelf is a nonprofit social services agency that serves the communities of Hopkins, Minnetonka, Excelsior, Shorewood, Deephaven, Greenwood, and Woodland.

## MAKING A FOOD APPOINTMENT WITH ICA FOOD SHELF

★ To make a food shelf appointment (including mobile food shelf) call 952-938-0729.

Phones are answered between 9:30 a.m. and 3:30 p.m. Monday through Friday (except holidays). ★

Emergency food is available without an appointment during operating hours.

### ICA Food Shelf at K-Tel

11588 K-Tel Drive, Minnetonka, MN 55343

#### Hours:

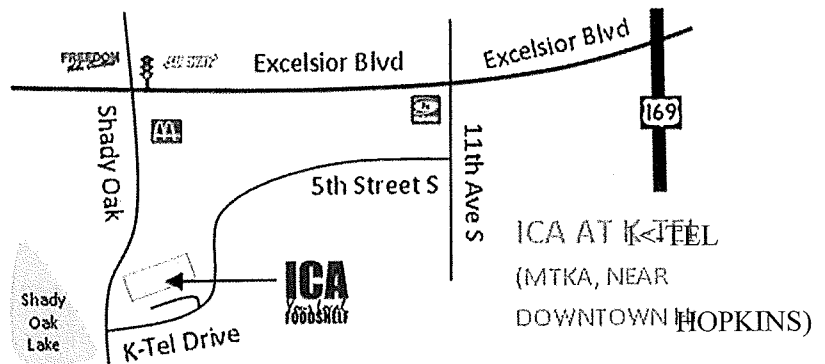
Monday — 10:00 a.m. — 6:30 p.m.

Tuesday — 10:00 a.m. — 3:00 p.m.

Wednesday — 9:00 a.m. — 3:00 p.m.

Thursday — 10:00 a.m. — 3:00 p.m.

Friday\* — Closed



\*Fridays: Emergency bags available at our St. David's location 9:30am-3:30pm: 12990 St Davids Road, Minnetonka.

## SERVICES OFFERED THROUGH ICA

### Food Services:

- ICA provides nutritious, well-balanced food for the families we serve. Each family is required to schedule a food appointment. ICA cannot accommodate walk-ins for full food service.
- If you need to cancel your food appointment, please call ICA to let us know. This will open the appointment for someone else.

### Financial Assistance and Referrals Services:

Case Managers – Felicia 952-279-0285 or Charmaine 952-279-0295

- ICA provides financial assistance on a case-by-case basis for rent and utilities as well as provides referrals to area service agencies.
- If you are in need of a bus pass, please contact an ICA Case Manager.
- Relate Counseling at ICA: Call or text Relate at 612-440-6460 to schedule an ICA appointment on Wednesdays 9:00 - 11:00am.

### Employment Services:

Employment Consultant - Kerri 952-279-0286

- ICA provides job support services, including resumes and cover letters, interview skills, identifying employment interests and skills, developing networking skills, and identifying resources to find available positions.

# Area Resources

## GENERAL ASSISTANCE

- 2-1-1 United Way First Call For Help 651-291-0211 or 211
- ResourceWest - 1011 1<sup>st</sup> St. S., Ste 109, Hopkins (Wells Fargo Bank Building) 952-933-3860
- Social Security Administration 1-800-772-1213

## ECONOMIC ASSISTANCE AND/OR EMERGENCY ASSISTANCE - HENNEPIN COUNTY

- Hopkins, 1011 1<sup>st</sup> St S (Wells Fargo Bank Building) 612-596-1300 or [www.mnbenefis.mn.gov](http://www.mnbenefis.mn.gov)

## ECONOMIC ASSISTANCE AND/OR ENERGY ASSISTANCE

- Community Action Partnership of Hennepin County (CAP-HC) 952-930-3541  
[www.caphennepin.org](http://www.caphennepin.org)

## FINANCIAL COUNSELING

- Lutheran Social Services (LSS) 1-888-577-2227  
Free budget counseling, debt management plans, and financial education

## FOOD ASSISTANCE

- Fare for All 763-450-3880  
Low cost monthly food packages, various locations
- Women, Infants and Children (WIC) 612-348-6100  
Food and nutrition for pregnant & breastfeeding women, infants & children up to five years old
- Nutrition Assistance Program for Seniors (NAPS) 651-484-8241  
Nutrition program for income eligible adults 60 years or older
- Hennepin County Food Support (SNAP) 612-596-1300  
Monthly food support [www.mnbenefits.mn.gov](http://www.mnbenefits.mn.gov)
- MN Food Help Line 1-888-711-1151 or [www.mnfoodhelpline.org](http://www.mnfoodhelpline.org)  
Providing solutions for household food needs

## TRANSPORTATION

- Metro Mobility 651-602-1111  
Call Metro Mobility to apply for eligibility
- Transit Link 651-602-5465  
Contact Transit Link for ride availability in your area. Assistance  
For your return fare from ICA is available. Inquire at ICA's front desk.
- Transportation Assistance Program (TAP)  
ICA Case Managers can register TAP cards to those who are income eligible for \$1 bus rides.

## HOUSING

- Housing Link - An internet housing search with subsidized housing list [www.housinglink.org](http://www.housinglink.org)
- Home Line - Tenants' rights organization 612-728-5767

## EMERGENCY HOTLINES

- Sojourner Project Inc. 952-933-7422 Provides women & children experiencing domestic violence with support, temporary crisis housing, legal, medical and other assistance. Domestic Violence hotline open 24 hours a day.
- COPE 612-596-1223  
Hennepin County mental health crisis hotline
- Metro KeepSafe Suicide Prevention / Crisis Team text: \*\* 274747 (must use stars)
- National Suicide Prevention 24/7 Lifeline 1-800-273-TALK (8255)