**Housing Services Assistance**

**Assistant Eligibility:**

* **You must reside within ICA’s service areas**; Hopkins, Minnetonka, Excelsior,

**Shorewood,** Deephaven, Greenwood, and Woodland.

* You must provide proof of the emergency (ex. hospital bill, car repair bill, etc.)
* Denial letter from Hennepin County Emergency Assistance or Community Action Partnership of Hennepin County **BEFORE** applying to ICA.
* **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.

**Guidelines:**

* 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 requirements are met, the application can be printed from the ICA website ([www.icafoodshelf.org](http://www.icafoodshelf.org)) or by clicking on this link: <https://www.icafoodshelf.org/housing> or can be found on the website under “Get Help” and “Housing”.
* Once the application is complete, please either mail it to ICA at 11588 K-Tel Drive, Minnetonka, MN 55343, hand deliver it to ICA’s K-Tel location, or email it to application@icafoodshelf.org.
* ICA will not accept applications via phone.
* If the application is not complete, the application will be denied. You will have 10 days to supply the required information. If it is not received within 10 days, your file will be closed and you will have to start the application process over again.

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

YOU HAVE TO APPLY THOUGH ICA WEBSITE FOR ASSISTANCE

\*Rental applications available 1-time every 24 months.

\*\*Rental Deposit & Utility Assistance available 1-time every 12 months