



**Applying for Wisconsin Rental Assistance Program
W.R.A.P.**

Please read all information carefully before submitting a W.R.A.P. pre-screening

Only one screening may be submitted for each household

This pre-screening will assist CAI staff in determining eligibility and the specific documentation needed to complete the W.R.A.P application.

Step 1: Submit a pre-screening

<u>Electronic</u> *preferred	<u>Phone / In Person</u> *if you do not have internet access	
www.community-action.org	<u>Rock County</u> 20 Eclipse Center, Beloit 608-313-1337	<u>Walworth County</u> 1545 Hobbs Drive, Delavan 262-728-8297

Step 2: Community Action Staff will process your pre-screening and **notify you by phone or e-mail** what **additional information** must be provided to proceed with your W.R.A.P application.

PLEASE HAVE THE FOLLOWING INFORMATION READY TO PROVIDE

- ***Photo ID** for the primary applicant
- ***Copy of lease / renter verification form**
- ***Verification of all income for all members** of the household for the full **month prior to applying**
- ***Proof of financial loss due to COVID-19**; layoff notice, unemployment application, reduced hours etc.

Additional information can be provided via e-mail, over the phone, or in person

Step 3: If you are determined eligible and your landlord is not already an approved vendor with the State of Wisconsin he/she must provide a completed Vendor/Landlord Agreement.

Step 4: If approved payment is mailed directly to your landlord.

You are NOT eligible for W.R.A.P. if

- your rent is not past due
- You are receiving a rent subsidy from another Federal source such as Section 8
- your monthly household income is over 80% of the County Median Income
- your income was not adversely affected by COVID-19
- you own your home

Rock County Office
 20 Eclipse Center, Beloit WI 53511
 tel: (608) 313-1300 fax: (608) 364-0513



Walworth County Office
 1545 Hobbs Drive, Delavan, WI 53115
 tel: (262) 728-8296 fax: (262) 728-8294

-you do not complete a full application and provide required documents

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