



**YOU NEED TO BRING THE FOLLOWING DOCUMENTS WHEN YOU APPLY FOR  
2023 FRANCHISE FEE CREDITS:**

**Applicant will be REQUIRED to show proof of address, income, **KS Driver's license** or I.D., and Social Security cards for every individual in household in order to meet the requirements.**

**HOUSE-HOLD INCOME FOR 2022 CAN NOT BE MORE THAN \$34,450.00.** Must provide 2022 IRS 1040 form or if not required to file taxes, all W2's for 2022, SSI/SSDI 1099A OR SSI/SSDI Annual Statement Letter FOR 2022. ALL annual income in the household is required (no pay stubs).

Applicant seeking to qualify under the disability provision **MUST** provide SSI/SSDI card OR Current SSI/SSDI disability Letter.

Applicant qualifying due to age must be 55 years of age and **MUST** provide government issued identification showing date of birth.

A parent qualifying due to dependent child(ren) who are under 18 years of age **MUST** provide all Birth Certificates or Hospital Letters and Social Security Cards for all children in a household.

Qualified applicants must bring a recent utility bill from Kansas Gas, Evergy, and the City Water Division to receive the credit amount for each utility applied for.

Applications and supporting documents will be accepted starting February 2<sup>nd</sup> until December 16<sup>th</sup>, 2023, or until all funds are assigned (whichever comes first).

**WE WILL NOT ACCEPT ANY APPLICATION WITH  
OUT ALL OF THE ABOVE DOCUMENTATION**

**Walk-in's on Wednesday and Thursday from 9:00 am to 3:00 pm at  
CRC CARE CENTER @ Avondale East to process your application.  
Starting in April walk-ins are Monday-Thursday from 9:00 am - 3:00 pm.**

**CITY OF TOPEKA FRANCHISE FEE UTILITY CREDIT PROGRAM  
Managed by Community Resources Council  
CRC CARE Center @ Avondale East  
455 SE Golf Park Blvd.  
Topeka, Kansas 66605  
785-233-1365**