



APPLICATION FOR ASSISTANCE: DOCUMENTS REQUIRED

In order to complete your application and determine eligibility to receive services, the following documentation is required for a complete application. Documents can be scanned using a desk scanner, or by taking clear pictures of the documents with a phone or tablet. Photocopies are also acceptable.

If your application is incomplete due to missing one of the following required documents, your application is considered pending until the required documentation is provided.

ALL DOCUMENTS MUST BE SIGNED.

PLEASE INCLUDE COPIES OF THE FOLLOWING:

1. Picture ID for everyone age 16 and over (Driver's License, Identification Card, School Photo ID, etc.)
2. Proof of any 2020 income earned/received in the last thirty (30) days for all household members 18 years and older, such as:
 - Checks stubs: 4 stubs if paid weekly, 2-3 stubs if paid bi-weekly, 2 stubs if paid twice a month or 1 stub if paid monthly. Do not submit W2 Tax forms.
 - 2020 Award Letter(s) (Social Security, SSD, VA, TANF, SSI, etc.)
 - Pension Statements
 - Royalty statements
 - Receipt Book if paid in cash
 - Child Support Statement
 - Unemployment Income Statement
3. Current utility bills (front and backside) and any disconnection notices for: Electric, Gas, Water. If seeking help for late rent, please include landlord name and phone number and any notices you have received regarding your past due rent.

Within 2-3 business days after you submit your application, you will be contacted by telephone. Please be sure your voice mail box is set up and able to accept messages.

Please note: an application for assistance is not a guarantee of assistance.



Application for Assistance

Name: _____ Phone Number: _____

Email: _____

An application for assistance does not guarantee any payments will be made on your behalf.

1. Are you a US military veteran? Yes No
2. Are you homeless? Yes No

RENT/ SECURITY DEPOSIT

3. Are you applying for a security deposit? Yes No
4. Are you applying for rental assistance? Yes No
5. Is your rent already past due? Yes No
 - a. How many months behind are you? _____
6. Are you being evicted? Yes No
 - a. Did you receive written notice? Yes No
7. Do you have a written lease? Yes No
8. Please answer the following:
 - a. Landlord Name: _____
 - b. Phone Number: _____
 - c. What is your monthly rent payment? _____
 - d. Number of bedrooms: _____
 - e. Is this your primary residence? Yes No
9. Have you applied for Emergency Rent Bridge? Yes No
 - a. If no, and your rent is past due, please apply by going to this link:
<https://portalapps.nd.gov/dhsps/emergency-rent/>.
 - b. If yes, when did you submit your application? _____
 - c. Status of application: Denied Approved Pending

UTILITIES/WATER BILLS

10. Are you applying for utility assistance? Yes No
11. Are your utilities past due? Yes No
 - a. How many months behind are you? _____

Utility Company/Water Bill Information	Account Number	Amount Due



Application for Assistance

COVID FINANCIAL IMPACT

12. Were you financially impacted by COVID-19? Yes No
- a. Business Closed? Yes No
- b. Job loss? Yes No
- c. Furloughed or Reduced hours? Yes No
- d. Last Date Worked: _____
- e. Other? _____

OTHER BENEFITS

13. Have you been approved for Unemployment? Yes No
- a. Start date: _____
- b. Amount per week: _____
- c. For how many weeks? _____
14. Have you been approved for any of the following?
- a. LIHEAP (heating assistance) Yes No
- b. Medicaid/Medicaid Expansion Yes No
- c. SNAP (food stamps) Yes No
- d. WIC Yes No

15. Please describe your situation including any additional information that you think will help us review your application. If you currently do not have income, explain how you are meeting your daily basic needs (food, gas for car, etc.).

Application for Assistance

___ I understand that in consideration of agency's assistance with my situation, I agree to hold harmless Community Action Partnership and its agent and/or its employees from all claims or causes of actions arising, or which may arise from mistakes, errors, or omissions in regards to said assistance.

___ I understand that Community Action Partnership may not be able to make payment in full and I may be required to make a copayment towards the outstanding debt.

___ I understand that if I am requesting housing assistance the property may be required to pass a safety inspection and all paperwork must be completed before approval of the security deposit payment.

___ I understand that if I sign the lease or move in prior to the inspection or approval of the housing assistance, the housing assistance application will be voided.

 Signature

 Date

Community Action has other programs you may find helpful. If you are interested in any of the below programs, please check the box and a case manager will send you additional information:

Program	Brief Description	Interested
Supportive Services for Veterans Families (SSVF)	Helping veteran's meet their primary need of housing.	
Senior Commodities	Distributes non-perishable food items to age 60 plus and income qualifying homes.	
Voluntary Income Tax Assistance	Free tax preparation service for low-income individuals, veterans, individuals with disabilities and elderly.	
Representative Payee	Assistance to persons with disabilities who receive a monthly Social Security benefit to establish a monthly budget and ensure basic needs are met.	
Weatherization	Helps low-income households reduce their energy consumptions and make the home safe and comfortable	
Head Start/Early Head Start Dickinson Region Only	Ensures Kindergarten readiness for income eligible children ages birth to 5 years.	
Prairie Rose Recovery Center Dickinson Region Only	Provides wide range of services for adults with mental illness function in the community and achieve individual potential.	

DICKINSON OFFICE: 202 EAST VILLARD, DICKINSON, NORTH DAKOTA 58601

Phone (701) 227 - 0131 • Fax (701) 227 - 4750

WILLISTON OFFICE: 120 WASHINGTON AVENUE, WILLISTON, NORTH DAKOTA 58801

Phone (701) 572 - 8191 • Fax (701) 572 - 8192



Head of Household Information						
First Name	MI	Last Name	Birth Date	Social Security Number	Gender	Phone Number
			/ /	- -	<input type="checkbox"/> M <input type="checkbox"/> F	
Education		Disabled	Race			Ethnicity
<input type="checkbox"/> 0-8 th <input type="checkbox"/> 9 th -12 th non-grad <input type="checkbox"/> GED <input type="checkbox"/> HS grad <input type="checkbox"/> 12 th grade + some Post-Secondary <input type="checkbox"/> 2- or 4-years College Graduate <input type="checkbox"/> Graduate of other Post-Secondary		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black / African American <input type="checkbox"/> Native Hawaiian / Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other: _____ <input type="checkbox"/> Multi-race (two or more of the above)			<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
Work Status		Health Coverage			Military Status	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Retired <input type="checkbox"/> Migrant Seasonal Farm Worker <input type="checkbox"/> Unemployed (6 months or less) <input type="checkbox"/> Unemployed (6 months +) <input type="checkbox"/> Unemployed (Not in labor force)		<input type="checkbox"/> Medicaid <input type="checkbox"/> State Children <input type="checkbox"/> Medicare <input type="checkbox"/> State Adult <input type="checkbox"/> Military Health Care <input type="checkbox"/> Other: _____ <input type="checkbox"/> Employment Based <input type="checkbox"/> None <input type="checkbox"/> Direct Purchase			<input type="checkbox"/> Active <input type="checkbox"/> No Affiliation <input type="checkbox"/> Veteran	
Housing Information						
Address			City / State / Zip		County	
<input type="checkbox"/> This is also my mailing address						
# in Household	Family Type			Housing Status		
	<input type="checkbox"/> Single Person <input type="checkbox"/> Two Adults - No Children <input type="checkbox"/> Single Parent Female <input type="checkbox"/> Multigenerational Household <input type="checkbox"/> Single Parent Male <input type="checkbox"/> Two Parent Household <input type="checkbox"/> Non-related Adults with Children <input type="checkbox"/> Other: _____			<input type="checkbox"/> Own <input type="checkbox"/> Homeless <input type="checkbox"/> Rent <input type="checkbox"/> Other <input type="checkbox"/> Other Permanent housing		
Contact Preference		<input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Email: _____				
Income Information						
What income do <u>you</u> receive?	How much?	How often?	What benefits do <u>you</u> receive?	How much?	How often?	
<input type="checkbox"/> Employment	\$		<input type="checkbox"/> SNAP	\$		
<input type="checkbox"/> Social Security <input type="checkbox"/> SSI <input type="checkbox"/> SSDI	\$		<input type="checkbox"/> WIC	\$		
<input type="checkbox"/> VA <input type="checkbox"/> Service-Connected <input type="checkbox"/> Non-Service Connected	\$		<input type="checkbox"/> LIHEAP	\$		
<input type="checkbox"/> Child Support	\$		<input type="checkbox"/> Housing Choice Voucher (Section 8)	\$		
<input type="checkbox"/> Alimony / Spousal Support	\$		<input type="checkbox"/> Public Housing	\$		
<input type="checkbox"/> TANF	\$		<input type="checkbox"/> Permanent Supportive Housing	\$		
<input type="checkbox"/> Private Disability Insurance	\$		<input type="checkbox"/> HUD-VASH	\$		
<input type="checkbox"/> Pension / Retirement	\$		<input type="checkbox"/> Childcare Voucher	\$		
<input type="checkbox"/> Worker's Compensation	\$		<input type="checkbox"/> Affordable Care Act Subsidy	\$		
<input type="checkbox"/> Unemployment	\$		<input type="checkbox"/> Other: _____	\$		
<input type="checkbox"/> Other: _____	\$		<input type="checkbox"/> I have no income at this time (initial here): _____ CAP Staff Initial: _____			



Additional Household Members

First Name	
Last Name	
Relationship to Head of Household	
Birth Date	/ /
Social Security #	- -
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Highest Level of Education	
Disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Race	
Ethnicity	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
Work Status	
Medical Coverage	
Income Type	
Income Amount	
Initial here if you have no income.	

First Name	
Last Name	
Relationship to Head of Household	
Birth Date	/ /
Social Security #	- -
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Highest Level of Education	
Disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Race	
Ethnicity	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
Work Status	
Medical Coverage	
Income Type	
Income Amount	
Initial here if you have no income.	

First Name	
Last Name	
Relationship to Head of Household	
Birth Date	/ /
Social Security #	- -
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Highest Level of Education	
Disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Race	
Ethnicity	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
Work Status	
Medical Coverage	
Income Type	
Income Amount	
Initial here if you have no income.	

First Name	
Last Name	
Relationship to Head of Household	
Birth Date	/ /
Social Security #	- -
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Highest Level of Education	
Disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Race	
Ethnicity	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
Work Status	
Medical Coverage	
Income Type	
Income Amount	
Initial here if you have no income.	

Client Certification: My signature below signifies that the information provided by me to establish household eligibility is true and accurate to the best of my knowledge; I consent to the independent verification of the information by the authorized agent of the agency or its government funding source; and I consent to the review of my files by the authorized agent of the agency or its governing funding source.

Client Signature

Date



**AUTHORIZATION FOR RELEASE OF INFORMATION – CLIENT SERVICES/PAYEE SERVICES
COMMUNITY ACTION PARTNERSHIP REGIONS I & VIII**

120 Washington Ave, Williston, ND, 58801 P: (701) 572-8191 F: (701) 572-8192
202 E. Villard, Dickinson, ND 58601 P: (701) 227-0131 F: (701) 227-4750

Client Name:	Social Security Number:	Date of Birth:
Street Address:	City/State/Zip Code:	

CHOOSE ONE OPTION BELOW:

By marking this box, I hereby authorize Community Action Partnership to release information to or obtain information from all those listed below.

OR

I hereby authorize Community Action Partnership to release information to or obtain information ONLY for the agencies/organizations that I have marked below.

- | | | |
|---|---|---|
| <input type="checkbox"/> CAP Client Data System | <input type="checkbox"/> Child Support Division | <input type="checkbox"/> Courts and Post Offices |
| <input type="checkbox"/> Credit Providers/Bureaus | <input type="checkbox"/> Employers | <input type="checkbox"/> Enforcement Agencies |
| <input type="checkbox"/> Financial Institutions | <input type="checkbox"/> Health Insurance Providers | <input type="checkbox"/> Human Service Center |
| <input type="checkbox"/> Landlords/PHAs | <input type="checkbox"/> Legal Assistance | <input type="checkbox"/> Lodging (hotels, motels, shelters) |
| <input type="checkbox"/> Medical Providers | <input type="checkbox"/> Military & VA | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Retirement Systems | <input type="checkbox"/> Schools & Colleges | <input type="checkbox"/> Social Security Administration |
| <input type="checkbox"/> Social Services | <input type="checkbox"/> Unemployment/Job Service | <input type="checkbox"/> Utility Companies |
| <input type="checkbox"/> Workforce Safety | <input type="checkbox"/> Hospital/Clinic: _____ | |
| <input type="checkbox"/> Other/Family Member: _____ | | |

The following information is to be released or requested: verification of income, employment verification, asset verification, bank statements, verification of benefits, rent payment amount, security deposit amount, rental lease. Other: _____

Intake Form: The following information will be requested: social security number, name, birth date, sex, disabled, marital status, sex/age of family/household members, race, ethnicity, veteran status, education, employment, income status, housing information, health coverage, services currently receiving, unmet needs.

This authorization is voluntary and remains in effect for twelve (12) months from the date it is signed, unless specifically revoked by written notice to the agency or person, as indicated below (Specific event terminating the Release of Information or date to terminate the agreement.): _____

Client Consent: Any information release prior to the written revocation of this authorization shall not be a breach of confidentiality. A photocopy of this release is as effective as the original.

Signature of Client Date

Signature of Staff Date