

Skagit TANF Satellite Office 2021 East College Way Suite 210 Mount Vernon, WA 98273 877.848.1758 360.848.1756 Fax

vate:
Required Documents
Tribal verification for all in household requesting assistance
Copy of Driver's License or State I.D. & Copy of vehicle registration(s)
Birth Certificates for all children requesting assistance
Immunization Record for all children requesting assistance
Proof of household income (paycheck stubs, employer statements, award letter, etc.) Other sources of income: All unearned income such as Social Security, SSI, VA, Child Support, Unemployment Benefits, etc. must be verified by receipts or award letters. (if applicable)
Assets (checking, savings, stocks, bonds, etc.) (if applicable)
Proof of Residency: Rental Agreement, Utility Verification, or Copy of Mortgage
Marriage License and/or Divorce Decree (if applicable)
Guardianship or custody papers for non-parent care givers
Student- Children on TANF must be attending school (registration or report card)
Required TANF Forms
Application filled out completely, signed & dated by each adult in household
Completed Release of Information Form, signed & dated by each adult in household
Completed Explanation of Rights & Responsibilities, signed & dated by each adult in household
Completed Orientation Agreement, signed and dated by each adult in household
Work Participation Agreement, signed and dated by each adult in household
Jpon Approval
Completed Agreement to cooperate with the Child Support Agency (if applicable)
Complete a Substance Abuse Assessment at Genesis II
Attend Orientation Workshop

YOU MUST PROVIDE ALL THE INFORMATION REQUESTED ABOVE WITHIN 10 (TEN) DAYS OF MAKING APPLICATION OR YOU WILL HAVE TO RE-APPLY



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### Your Rights & Responsibilities

### YOU HAVE THE RIGHT TO:

- A) Be served efficiently, courteously and with respect as an applicant or client of the Nooksack Indian Tribal TANF Program by all staff members.
- B) An interpreter if one is needed.
- C) Discuss any action taken on your application or case with your case worker or the Case Manager if you do not agree with decisions made regarding your services.
- D) 10 Days notice of any action taken by the Nooksack Indian Tribal TANF Program that effects any change to your services.
- E) Complete and total confidentiality of any and all information provided to the Nooksack Indian Tribal TANF Program for determining initial and ongoing eligibility.

### RESPONSIBILITIES

Clients are responsible for providing complete, accurate and truthful information to Nooksack Indian Tribal TANF Program staff. All information given for the purpose of determining eligibility for any and all Nooksack Indian Tribal TANF Programs will be subject to verification.

For new applications, the required information and verification must be returned to Nooksack Indian Tribal TANF offices within **10** days of receipt of the application package or it will be deemed ineligible and the application will have to submit a new application for services.

Changes in circumstances are required to be reported within 10 days of the date of any changes that occurs in the household including, but not limited to, household members, income and expenses.

If you receive assistance from any other sources (i.e. food stamps, SSI, Child Support, VA benefits, Unemployment benefits, etc.) the amounts must be reported within 10 days of the date of changes.

Clients are responsible for completing their Mandatory Monthly Eligibility Reports (MERF) at their Monthly Review appointments. This appointment and MERF must be completed by the **20**<sup>th</sup> of each month in order to avoid a delay in benefits for the following month.

### **GRIEVANCE & FAIR HEARING PROCESS:**

An opportunity for a fair hearing is available to any applicant/client of the Nooksack Tribal TANF Program who is dissatisfied with actions taken by program staff, provided it is requested within 10 days of receiving a Notice of Adverse Action. The TANF Director shall attempt to resolve disputes or issues informally. If such resolution is not practical, the TANF Director shall issue a decision on the matter within 20 days of its presentation to him/her, in writing, and supply a copy of the same to the appellant.

Within 20 days after issuance of a decision, any affected person may file a written appeal to the Nooksack Tribal Court, which shall review and hear the matter, and if no appeal to the Nooksack Tribal Court, which shall review and hear the matter, and if no appeal to the Nooksack Tribal Court is made within the time allowed, the decision of the TANF Director shall be final and shall not be subject to appeal.

Client Signature:	Date:	
2 <sup>nd</sup> Adult Signature:	Date:	٨
Caseworker Signature	Date:	



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### **Confidentiality Policy Statement**

protection of the Nooksack Indian Tr	_ agree that due to the nature of my position and for the ibe and client(s),that all nature at all times and will not be mentioned by me or any
and/or removed without the written	ocumentation shall not be transferred, written, copied, loaned, consent of the Nooksack Indian Tribe and affected clientele, or ithin my normal job duties and responsibilities.
All confidential information shall be premoved without supervision and the	processed only during normal working hours and will not be appropriate approval of the Supervisor.
employees will learn information, whe Employees whose job requires them information with the utmost secrecy information about individuals, specifications.	or their presence at a Tribal Government organization many ich should be kept confidential and not discussed or disclosed. to learn the confidences or secrets of others must treat that Other information, which may include confidential or sensitive c information about the operations of the Tribal Government or other sensitive or potentially controversial information, also
Employees should consult their superabout whether that information is co	visor before enclosing any information if there is any question nfidential.
I HAVE READ AND UNDERSTAND THE A	BOVE POLICIES REGARDING CONFIDENTIALITY.
Client Signature:	Date:
2 <sup>nd</sup> Adult Signature:	Date:
Caseworker Signature	Date:

Form will be maintained in the clients file.



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### **AUTHORIZATION FOR RELEASE INFORMATION**

I authorize the release of information requested by the NOOKSACK TRIBAL TANF AGENCY or its agents. The requested information will only be used in the administration of the Nooksack Tribal TANF Programs, and will not be released to any other person or agency outside of the Nooksack Tribal TANF Program. This release of information will be in effect while I am an applicant or recipient of Nooksack Tribal TANF, and for any later investigations of my eligibility and other receipt of benefits.

Persons or organizations that may be contacted include, but are not limited to: the Department of Law, the Department of Public Safety, the Department of Fish and Game, the Department of Labor, the Department of Military & Veterans Affairs, the Department of Revenue, the Bureau of Citizenship and Immigration Services, Nooksack Tribal & Bellingham Housing Authority, Social Security Administration, local governments, public assistance program contractors and grantees, tax assessors, financial institutions, Native corporations, stock brokerage firms, landlords, employers, Public School Districts, Private Schools, Nooksack Education Department, Genesis II, Youth and Family Services, Indian Child Welfare, Social Services Departments, Elders Programs, State and Tribal Division of Child Support, State and Tribal TANF Programs and the Nooksack Legal Department.

I further understand that I may have to sign consent for Release of Information with any agency to which I have been referred.

### A COPY OF THIS RELEASE IS AS VALID AS THE ORIGINAL

Client Signature:	Date:	_
2 <sup>nd</sup> Adult Signature:	Date:	
Caseworker Signature	Date:	



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Persons or organizations that may be contacted include, but are not limited to: the Department of Law, the Department of Public Safety, the Department of Fish and Game, the Department of Labor, the Department of Military & Veterans Affairs, the Department of Revenue, the Bureau of Citizenship and Immigration Services, Nooksack Tribal & Bellingham Housing Authority, Social Security Administration, local governments, public assistance program contractors and grantees, tax assessors, financial institutions, Native corporations, stock brokerage firms, landlords, employers, Public School Districts, Private Schools, Nooksack Education Department, Genesis II, Youth and Family Services, Indian Child Welfare, Social Services Departments, Elders Programs, State and Tribal Division of Child Support, State and Tribal TANF Programs and the Nooksack Legal Department.

I further understand that I may have to sign consent for Release of Information with any agency to which I have been referred.

### A COPY OF THIS RELEASE IS AS VALID AS THE ORIGINAL

Parent/Guardian Signature	Student Name(s)
Printed Name	School
Phone Number	Grade
Date	



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### **Work Participation Agreement**

I understand that the Nooksack Tribal TANF places the emphasis on the child in its Temporary Assistance to Needy Families (TANF) Program. As an adult, I understand and agree that I must become employable and seek to be employed so that my child(ren) and family can grow up in a world that is not dependent on welfare and for my family to become self-sufficient.

I understand and agree that as a single parent family, I will fulfill the Nooksack Tribal TANF requirement of 20 hours per week of approved Work Participation activities. A two-parent family must complete 30 hours per week of approved Work Participation activities, in order to receive TANF assistance.

I understand and agree that my (our) 20/30 hours per week will include a Nooksack TANF Orientation, Family Service and Child Development Plan, Work Preparation and Assessment and other options that will be explained at orientation and available during my progress to self-sufficiency.

I understand that failure to fulfill my Work Participation Hours weekly; my case can be placed in sanction, which will reduce my grant amount and continued noncompliance my case may be close.

By signing below, I understand all requirements and procedures expected of me for work participation while receiving TANF services.

Client Signature:	Date:	_
2 <sup>nd</sup> Adult Signature:	Date:	
Caseworker Signature	Date:	



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### **Orientation Attendance Agreement**

I understand and agree that I am responsible for the well-being of my family and myself. I understand that Nooksack Tribal TANF requires 20 hours of participation for a single parent household and 30 hours of participation for a two parent household, in keeping with federal regulations. I understand working is the best way to provide for my family. Nooksack Tribal TANF may help me find and keep a job to meet my responsibilities.

I agree to attend Nooksack Tribal TANF's Orientation Workshop that explains my rights and responsibilities and the requirements to remain compliant with the Nooksack Tribal TANF Program.

In preparing myself for job readiness and self-sufficiency, I agree to attend all Life Skills classes, GED classes, Fatherhood Program classes and classes or Programs

I am referred to.

Orientation will include the explanation of my participation requirements. I will develop my Family Service Plan and Child Development Plan (FSP/CDP).

Based upon my Family Service Plan, (FSP) I will be referred to the Employment and Training Coordinator to work on my strengths and interests that will assist me in declaring my goals.

I understand if I fail to attend the Orientation Workshop my case can be placed in Sanction, which will reduce my grant.

By signing below, I understand all requirements and procedures expected of me while receiving Nooksack Tribal TANF.

Client Signature:	Date:	
2 <sup>nd</sup> Adult Signature:	Date:	
Caseworker Signature	Date:	

Nooksack Tribal TANF PO Box 157 5061 Deming Rd. Deming, WA 98244 360 592-3219 360 306-5099 FAX



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### Landlord Statement

Property Owner or Authorized Manager: Complete all sections below with only the information you know to be true. Write "unknown" to questions you cannot answer. Do not leave any box blank.	The Nooksack Tribal TANF is in the process of determining this client's eligibility. Please provide the information requested below.	
	Case Worker's Signature:	
Rental or leased unit tenant information:	Names of all Adults and Children living at this address	
Street Address:	Adults:	
City, State and Zip Code:		
Tenants Name:	Children:	
Date Moved in:	Attach more pages if needed.	
Rent Information:	<u> </u>	
Renter's Name:Current rent amount \$:	Date This amount started:	
Yes No		
Do they pay by check? If yes	, name of bank:	
Does the tenant pay only by a portion of the rent? If yes,	how much is their portion? \$	
Is this subsidized housing? Agend	sys	
Is someone else paying part or all of the rent? Name	s\$	
Does the tenant work for a portion of the rent? How n	nuch? \$	
Utilities Information: Mark the box (es) that apply.	25	
The main source of heating for residence is:	Are utilities included in the rent? Yes No	
Electric Wood Gas Propane Other(specify)	If NO, mark the box(es) the tenant pays for:	
Yes No	ElectricWater/SewerGas	
Is there a separate meter for gas and electric?	Telephone PropaneGarbage	
Does the tenant pay for air conditioning?	WoodOther (specify)	
Landlord's name:	Property owner's name: ( if different from landlord )	
Street/address or PO box number:		
City, State & ZIP Code:		
Work telephone number:	Contact number:	
Home telephone number:		
Landlord signature:Date:		



Effective Date:

### Tribal TANF Child Support Assignment (Agreement, Consent and Limited Power of Attorney)

Applicant:	SSN:	Birthda	ate.			
Please list all children in your legal custody.						
Name	Soc	cial Security Number Bi	rthdate			
	3-20					
n						
the support payments to rein amount of TANF assistance payments.  By assigning your support pay Nooksack Child Support Prograceptable reason not to) by:	nburse the assistance paid to y aid to you, your TANF cash ber yments, you agree to cooperat ram and/or the Washington St	n. This means that Nooksack Tri your family. If and when the sup nefits will be closed and you will be with the Nooksack Tribal TAN ate Division of Child Support (un	port payments exceed the receive the support  F Program and/or the nless you provide an			
<ol> <li>Helping to establish or me</li> <li>Sending all support paym</li> </ol>	odify your support order. ents you receive to the Nooks:	ack Child Support Registry, PO E				
	ments directly to the Nooksack Child Support Program and/or	9	ram to accept and endorse			
<ol> <li>Appointing the Nooksack Child Support Program and/or the Nooksack Tribal TANF Program to accept and endorse all child, spousal and medical support payments received for you.</li> </ol>						
5. Telling the Nooksack Tribal TANF Program in writing when you no longer want child support enforcement services.						
When you stop receiving a TANF grant, child support will continue to be enforced, unless you notify us in writing.						
I have read and understand the requirements above and have had my rights and responsibilities explained to me. I also understand that fraud, falsifying information, or intentionally hiding information may result in me being terminated from receiving TANF benefits and/or lead to criminal prosecution under applicable federal, state and/or tribal laws.						
Signature:		Date:				
	Du					
Nooksack TANF Case#	CSO AU#	DCS IV-D#	NCSP Case #			

### CHILD SUPPORT REFERRAL- Nooksack

The Nooksack Child Support Program and/or Division of Child Support will use your social security number for child support enforcement purposes as defined in Title IV-D of the Social Security Act. A. INFORMATION ABOUT THE GHILDREN'S PARENTS MOTHER OF CHILDREN FATHER OF CHILDREN Name: (First/Middle/Last): Name: (First/Middle/Last): Other Names Used: Other Names Used: P.O. Box or Street Address: P.O. Box or Street Address: City: State: Zip Code: City: State: Zip Code: Home Telephone Number: Message Telephone Number: Home Telephone Number: Message Telephone Number: ) Social Security Number: D.O.B: (Month, Day, Year): Social Security Number: D.O.B: (Month/Day, Year): Place of Birth: (City/County/State/Country): Place of Birth: (City/County, State/Country): Race: Height: Hair Color: Hair Color: Eye Color: Weight: Eye Color: Race: Height: Weight: Native Language: (if correspondence needed in other than English): Native Language: (If correspondence needed in other than English): If enrolled in an Indian Tribe, name of the Tribe: If enrolled in an Indian Tribe, name of the Tribe: Lives on an Indian Reservation? ☐ No ☐ Yes Lives on an Indian Reservation? ☐ No ☐ Yes Last-Known Employer's Name: Last-Known Employer's Name: Employer's P.O. Box or Street Address: Employer's P.O. Box or Street Address: Employer's City: State: Zip Code: Employer's City: State: Zip Code: Employer's Telephone Number: Employer's Telephone Number: Mother's Father's Name: Mother's Mother's Maiden Name: Father's Father's Name: Father's Mother's Maiden Name: **B. THE CHILDREN'S RESIDENCE** The Children listed on page 2 live with: 

Mother 
Father 
Other (specify): C. IF THE CHILDREN DO NOT LIVE WITH THE MOTHER OR FATHER COMPLETE THIS SECTION Your Name: Your P.O. Box or Street Address: Your Social Security Number: Your State: Your Zip Code: Your City: Your Telephone Number: Your Relationship to the Children:

D. INFORMAT	ION ABO	UT TH	E CHIL	DREN FOR WHOM	1 YOU	WANT CHILD SUPPORT
List only the children of th	e parents	listed	on page			. Use a continuation sheet if needed.
Child's Name: (First/Middle/Last):			Sex:	Social Security Num	ber:	Did the father sign a paternity affidavit?
Date of Birth: (Month/Day/Year):	··	Place	Place of Birth: (City/County/State/Country):			
Did the mother become pregnant wit in Washington State?   No  Yes	h this chil	d		If no, then wi	nere: (	Country/State):
Is there a support order for this child?   No  Yes	If yes, d	ate of o	order: (r	month/Day/Year):	If ye	s, place order entered: (county/state/Tribe):
Child's Name: (First/Middle/Last):			Sex:	Social Security Num	ber:	Did the father sign a paternity affidavit?  ☐ No ☐ Yes
Date of Birth: (Manth/Day/Year): Place of B			of Birt	h: (City/County/State/C	ountry):	
Did the mother become pregnant wit in Washington State? ☐ No ☐ Yes	h this chile	d		If no, then wi	nere: (	Country/State):
Is there a support order for this child? I No I Yes	If yes, da	te of o	rder: (M	lonth/Day/Year):	If ye	s, place order entered: (County/State/Tribe):
Child's Name: (First/Middle/Last):			Sex:	Social Security Nur	nber:	Did the father sign a paternity affidavit? □ No □ Yes
Date of Birth: (Manth/Day/Year): Place of Birth: (City/County/State/Country):					:	
Did the mother become pregnant with in Washington State? ☐ No ☐ Yes	h this child	d		If no, then w	here:	(Country/State):
	•			onth/Day/Year):	1 '	s, place order entered: (County/State/Tribe):
this child?   No   Yes  E. MARRIAG	EINFORM	IATION	IFOR T	HE PARENTS OF TH	E CHIL	DRENÍLISTED ABOVE:
Date Married: (Month/Day/Year):				nty/State):		
Date Divorced: (Month/Day/Year):	Place	Divor	ed: (Cou	inty/State):		
Date Separated: (Month/Day/Year):	Place	Separa	ated: (Co	ounty/State):		
F. PUB	LIC ASSIST	ANCE	AND CI	IILD SUPPORT PAY	MENT	INFORMATION
Have you or the children listed above						
If yes, where: (Counties/States/Tribe):				If yes, when: (Month	(Years)	:
If there is a child support order(s) for the total amount you received? \$	he childre P	n liste lease a	d above attach o	and you ever recei copies of all suppor	ved cl t orde	nild support payments for the children, what is rs.
The state of the s				ECLARATION	e-attack	TO THE PERSON OF
I agree to tell Division of Child Support support from the parent responsible for				, of any new or cha	nged i	nformation that relates to collecting child
I certify or declare under penalty of pe				s true and correct.		
Signed at:	, Wa	shingte	on.			
Signature:				Date:		
No person because of race, color, national origin program's activities.	, creed, relig	gion, sex	, or disab	ility, shall be discriminat	ed agai	nst in employment, services, or any aspect of the



# Nooksack Indian Tribe

## Tribal TANF Program Application

If you are eligible, Temporary Assistance, Benefits will start the day your file is complete. Your application will be denied if we do not receive a completed application and if you do not have an interview within 30 days.

### Please Print:

LICASC I IIII.				
Name: Last First	MI		Other Names Used	Sed
Home Address:		City	State	Zip
Mailing Address:		City	State	Zip
Sign Here:	Date	Home/message phone #	# of months res	# of months residing in country

For C	ite: Case #	Received: Initials:	Prior TANF Months:	Verification Source:
	CIF Site:	Date Received:	Prior TANF	Verification

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						Name Last	nformatio
						First	n About
						MI	You And The
					Self	Relation To You If not related write NR.	Information About You And The People Who Live With You (Pl
						Birth Date	Vith You (Please
						Sex M/F	lease Print)
						Social Security Number	
Yes No	U.S Citizen Or National						
		L				l	_

\*Fill out both forms.

Yes

N<sub>o</sub>

Yes

N<sub>o</sub>

Yes

N<sub>O</sub>

d (Please Print)	
id The People Who Live With You Continued (Please Print)	
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Status S-single Race:  Married Name Name Last First MI  Midowed With White Inschool  Special Separated With White Inschool With With Inschool With White Inschool With			·			
	First	Marital Status S- single Married D- Divorced Sp- Separated W-	Race: Select one or more: AN- Alaskan Native AI- American Indian CA- Canadian AS- Asian BL- Black/African American PI- Native Hawaiian/ Pacific Islander WH- White	Enrollment	Education Level Write in highest grade completed in school	Name of School Attending or Attended
*Fill Out both torm						*Fill out both forms

Note: If more space is needed, please write information on page 6 in "notes" section or attach another piece of paper.

	Owner	5. List all			Owner	4. List any household.	<del>to</del>	5	Cash	3. List h	Owner	2. List an					Person Employed	1. Are yo
		vehicles ov			type of property/asset	y land or bud.	4	-65	Bank/Credit Union	ow much n		<b>ny other m</b> mple: SSI, `					ployed	ou or anyo
	Type of vehicle/model	vned by you			erty/asset	ildings, fish			t Union	noney your		t any other money or income you or an Example: SSI, VA, UIB, Child Support, etc.						ne in your l
	icle/model	or anyone	₩.	49	value	ing permi			Account Holder	househo	S	come you ld Support					Employer	househol
	Year	e in your l			Owner	ts, stocks				ld has in	Source	or anyon					/er	d workin
	How is vehicle used?	5. List all vehicles owned by you or anyone in your household (cars, trucks, mo			type of property/asset	4. List any land or buildings, fishing permits, stocks, bonds, or other items of value owned by you or anyone in your household.			Bank/Credit Union Name	3. List how much money your household has in cash or bank/credit union accounts.		<ol><li>List any other money or income you or anyone in your household receives (not including income listed above). Example: SSI, VA, UIB, Child Support, etc.</li></ol>					# (	1. Are you or anyone in your household working and/or self employed?
₩		motorcycle	₩.	₩.	value	f value owr				nion accou		eceives (n	/week	/week	/week	/week	# Of hours worked	d? □ Yes
<del>V1</del>	Value	s, boats,			Owner to	ned by yo			Account Number	unts.	An	ot includ	<b>*</b>	ek	EK.	be k	$\downarrow$	O
		torcycles, boats, RVs, snowmobiles, etc.)			Owner type of property/asset	u or anyone			Number		Amount	ling income					Hourly wage	yes, complete
₩.	Amount Owed	obiles, etc.)	<del>0</del>	₩.	ty/asset value	in your			Account Type			e listed above).					How often Paid?	If yes, complete the information below.

Note: If more space is needed, please write information on page 6 in "notes" section or attach another piece of paper.

Are you A HUD Housing Participant?   INIHA	☐ BHA Yes / No If so, how long?			₩
S		ng?		
7. Does anyone in your household pay for child ca	child care or dependent care expenses?	care expenses? Yes / No	o Amount \$	₩.
8. Does anyone in your household pay child support? If yes, who?	d support? Yes / No	Amount \$		
9. Are you requesting assistance for anyone in yo If yes, who?	ur hous	sehold who is pregnant? Yes / No When is the baby due?	No	
10. Has or is anyone in your household received or receiving public assistance (Temporary Assistance, cash, food stamps Medicaid) in Washington or any other state? Yes / No If yes, who, when and where?	eived or receiving publi state? Yes / No If yes, w	r receiving public assistance (Temporar Yes / No If yes, who, when and where?	y Assistance, cash, f	ood stamps
11. Is anyone in your household fleeing from prosecution, custody, or confinement for a felony or class A misdemeanor?  If yes, who?	om prosecution, custody	, or confinement for a fo	elony or class A misd	lemeanor? Yes / No
12. Have you or anyone in your household been convicted of a drug-related felony for an offense that ocurred on or after August 22, 1996?  If yes, who?	been convicted of a drug If yes, who?	g-related felony for an o	offense that	Yes / No
13. Does anyone in your household have medical		problems or medical costs due to an accident?	ident? Yes / No	0
If yes, who?	Date of the accident:			
Authorized Representative I have asked this person to help with my public assistance case.	assistance case.			
Name of person:		Phone/Message Number:	Number:	
<b>Statement of Truth</b> Under the penalty of perjury or unsworn falsification, I certify that the statements made on the application and during my interview for assistance regarding the persons in my home, income, resources, property, and all other items that pertain to my possible eligibility for benefits are true and correct to the best of my knowledge. I have read (or had read to me) and understand my rights and responsibilities as described in the "Your Rights and Responsibilities" page that is included in this application. I must report any changes in my household regarding income, expenses, and number of people residing in my home within 10 days of any change.	ify that the statements made on t t pertain to my possible eligibility and responsibilities as described i e, expenses, and number of peop	he application and during my int for benefits are true and correct n the "Your Rights and Responsile residing in my home within 10	erview for assistance regard to the best of my knowledge bilities" page that is included days of any change.	ing the persons in π e. I in this application.
Signature of Applicant	Date	Signature of Other Adult Applicant	Adult Applicant	Date
Signature of Helper or Representative	Date	Signature of Witness	SS	Date
	7 Of A	14		

NOTES: If you are reporting zero income, please explain how you are meeting
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