

WATER PROGRAM

Thank you for your interest in Community Action Partnership of Hennepin County's (CAP-HC's) **Water Program**. This packet includes information about the program, eligibility, required application forms and documentation, and instructions for submitting your complete application.

Please review the information in this packet carefully to ensure that you are eligible for the program and your application documents are submitted correctly.

ABOUT THE PROGRAM

The Water Program can help you pay your past-due water bill and related charges. If you are an eligible applicant, you may receive a grant up to \$750 paid directly to your water provider.

PROGRAM ELIGIBILITY

You may only apply every 24 months for CAP-HC's Water Program.

To be eligible for the program, you must:

1. Live in Hennepin County.
2. Pay your water bill to one of the municipal water suppliers in Hennepin County.
3. Have an account with your water supplier in your name or the name of someone who lives in your household.
4. Have household income that is at or below the Federal Income Guidelines in the table on page 2.

INCOME ELIGIBILITY REQUIREMENTS

Household Size	Maximum Monthly Gross Household Income*	Maximum Annual Gross Household Income*
1	\$2,608.33	\$31,300
2	\$3,525.00	\$42,300
3	\$4,441.67	\$53,300
4	\$5,358.33	\$64,300
5	\$6,275.00	\$75,300
6	\$7,191.67	\$86,300
7	\$8,108.33	\$97,300
8	\$9,025.00	\$108,300
9	\$9,941.67	\$119,300
10	\$10,858.33	\$130,300

**Gross income—total earnings before taxes and other deductions*

REQUIRED APPLICATION DOCUMENTS

To apply for the Water Program:

1. Complete the forms in this application packet.
2. Provide proof of the last full calendar month (or the last 30 days) of income for all adults (people over 18 years of age) in the household.
 - This includes all sources of income, such as wages, public benefits, social security, child support, etc.
 - If your household has not received any income for the last full calendar month (or the last 30 days), complete the Verification of Zero Income form on page 8.
3. Provide proof of your household size. Examples include a lease listing all household members, a current tax return, or a benefits statement
4. Provide a copy of your past-due water bill from one of the municipal water suppliers in Hennepin County in your name or the name of someone who lives in your household.



HOW TO SUBMIT YOUR APPLICATION DOCUMENTS

Please Note:

1. Your application is not complete until we receive all required application forms and documentation as specified in the “Required Application Documents” section of this packet. **If your application is submitted without all required documentation, it will be denied.**
2. Applications will be processed in the order that complete applications and documentation are received.
3. Submitting an application does not guarantee approval.

You may submit your application documents in one of the following ways:

- **Email** your documents to: water@caphennepin.org
- **Mail** your documents to: CAP-HC Water Program
7101 Northland Circle N, Suite 123
Brooklyn Park, MN 55428
- **In person:** Drop off your documents at one of CAP-HC's offices during office hours. Locations and hours can be found at caphennepin.org/locations.

AFTER SUBMITTING YOUR WATER PROGRAM APPLICATION

- You will be notified if:
 - Your application is incomplete. We will let you know the reason(s) the application is incomplete, and you may reapply.
 - Your application indicates you are not eligible for the program.
- Grants for eligible households will be paid directly to the water provider.

Still have questions? Email us at water@caphennepin.org.



HENNEPIN COUNTY WATER PROVIDER INFORMATION

First Name: _____ Last Name: _____

What type of home do you live in?

- | | |
|------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Apartment/Condo | <input type="checkbox"/> Duplex |
| <input type="checkbox"/> House | <input type="checkbox"/> Triplex |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Fourplex |
| <input type="checkbox"/> Townhouse | <input type="checkbox"/> Other Residence Type: _____ |

Please select your water provider below. If your water provider is not listed, add your water provider's name next to "Other Supplier."

- | | | |
|------------------------------------------------|--------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Bloomington | <input type="checkbox"/> Edina | <input type="checkbox"/> Minnetonka |
| <input type="checkbox"/> Brooklyn Center | <input type="checkbox"/> Hopkins | <input type="checkbox"/> Richfield |
| <input type="checkbox"/> Brooklyn Park | <input type="checkbox"/> Maple Grove | <input type="checkbox"/> Robbinsdale |
| <input type="checkbox"/> Eden Prairie | <input type="checkbox"/> Minneapolis | <input type="checkbox"/> St. Louis Park |
| <input type="checkbox"/> Other Supplier: _____ | | |

Please provide your account number with your water supplier: _____

I am providing my signature electronically by typing my first and last name below.

Applicant Signature

Date





INTAKE FORM

This Intake Form can be used to apply for Water Assistance, Emergency Rental Assistance, Vehicle Repair, MNsure Application Assistance, and the Employment Readiness Program. **You only need to complete one Intake Form even if you are applying for more than one of these programs. Any additional program-specific forms and/or required documentation will be outlined in each program’s application instructions.**

This Intake Form cannot be used to apply for the Energy Assistance or Energy-Related Repair Programs. For information about how to apply for those programs, visit caphennepin.org/eap.

HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> CAP-HC Staff	<input type="checkbox"/> Internet	<input type="checkbox"/> Newspaper or Magazine Ad
<input type="checkbox"/> CAP-HC Website	<input type="checkbox"/> Mailer, Flyer, or Brochure	<input type="checkbox"/> Partner Agency
<input type="checkbox"/> Friend or Relative	<input type="checkbox"/> Mortgage Lender	<input type="checkbox"/> Other: _____

COMPLETING THIS INTAKE FORM

We need information about you, anyone living in your home, and your household income to determine if you are eligible for services. Our funders require the rest of the information.

YOUR INFORMATION

First Name: _____		Last Name: _____	
Street Address: _____		Apartment/Unit #: _____	
City: _____	State: MN	ZIP Code: _____	County: Hennepin
Phone Number: _____		Email: _____	
Do you live in a rural area?	<input type="radio"/> Yes <input type="radio"/> No	Were you born outside the United States?	<input type="radio"/> Yes <input type="radio"/> No
Are you a CAP-HC employee?	<input type="radio"/> Yes <input type="radio"/> No	Are you a CAP-HC board member?	<input type="radio"/> Yes <input type="radio"/> No
What is your primary or preferred language? _____		Do you want an interpreter? <input type="radio"/> Yes <input type="radio"/> No	

Work Status:

<input type="checkbox"/> Employed Full-Time (at least 30 hours)	<input type="checkbox"/> Unemployed (short-term, 6 months or less)
<input type="checkbox"/> Employed Part-Time (less than 30 hours)	<input type="checkbox"/> Unemployed (long-term, more than 6 months)
<input type="checkbox"/> Migrant Seasonal Farm Worker	<input type="checkbox"/> Unemployed (not seeking employment)
<input type="checkbox"/> Retired	

Marital Status:

<input type="checkbox"/> Single	<input type="checkbox"/> Divorced
<input type="checkbox"/> Married	<input type="checkbox"/> Widowed
<input type="checkbox"/> Domestic Partner	

AUTHORIZED REPRESENTATIVE (Optional)

You may give an authorized representative permission to act on your behalf. Your representative must be an individual person (not a group or organization). Your representative cannot sign your application unless you provide documentation of their legal authorization to do so with your application (e.g. Power of Attorney, Guardian, or Conservator).

First Name: _____	Last Name: _____	Phone Number: _____
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HOUSEHOLD INFORMATION

How many people are in your household? _____

Household Status:

- Single Person
- Two Adults – No Children
- Single Parent
- Two Parents
- Multigenerational (3 or more generations)
- Other: _____

Housing Status:

- Own
- Rent
- Other Permanent Housing
- Homeless
- Other: _____

Use these codes to identify Race, Gender, Education Level, and Health Insurance Status of each person in your household below.

Race: I =American Indian/Alaskan Native, A =Asian, B =Black or African American, P =Native Hawaiian or other Pacific Islander, W =White, IW =American Indian & White, IB =American Indian & Black , AW =Asian & White, BW =Black/African American & White, MR =Multi-Race, O =Other, NR =Choose not to respond

Gender: M =Male, F =Female, N =Non-Conforming

Education Level: 8 =0 - 8th Grade, NG =9-12 Non-Graduate, G =High School Graduate, GED =GED, 12 =12th Grade and some post-secondary, CG =2 or 4 year College Degree, GD =Graduate Degree of other post-secondary school

Health Insurance: N =None, DP =Direct-Purchase, M =Military, MCARE =Medicare, MCAID =Medicaid, SC =State Children, SA =State Adult, E =Employer Based

Name of Household Member	Relationship to Applicant	Date of Birth MM/DD/YYYY	Veteran Yes or No	Active Military Yes or No	Disability Yes or No	Hispanic = Yes Not Hispanic = No	See Codes Above				
							Race	Gender	Education Level	Health Insurance	
Your Name	Self										

HOUSEHOLD NON-CASH BENEFITS

Check any benefit that you or your household currently receives:

- | | | |
|----------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Nutrition Assistance (SNAP) | <input type="checkbox"/> Housing Choice Voucher | <input type="checkbox"/> Affordable Care Act Subsidy |
| <input type="checkbox"/> WIC | <input type="checkbox"/> HUD-VASH | <input type="checkbox"/> Childcare Voucher |
| <input type="checkbox"/> Earned Income Tax Credit (EITC) | <input type="checkbox"/> Permanent Supportive Housing | <input type="checkbox"/> Head Start |
| <input type="checkbox"/> Energy Assistance Program (EAP) | <input type="checkbox"/> Public Housing | |



HOUSEHOLD INCOME

List the monthly amount of each type of income you and all members of your household currently receive. Write the household member's name at the top of each column. Use gross income (what you earn before taxes and deductions).

Source of Income	Your Income	Name: <u>Household Member's</u> Income	Name: <u>Household Member's</u> Income	Name: <u>Household Member's</u> Income
Employment (Adults Only)	\$ _____	\$ _____	\$ _____	\$ _____
Self-Employment (Adults Only) Month and year business started: <u>MM/YYYY</u>	\$ _____	\$ _____	\$ _____	\$ _____
TANF/MFIP/GA	\$ _____	\$ _____	\$ _____	\$ _____
Child Support/Alimony	\$ _____	\$ _____	\$ _____	\$ _____
Social Security Income (SSI)	\$ _____	\$ _____	\$ _____	\$ _____
Social Security Disability Income (SSDI)	\$ _____	\$ _____	\$ _____	\$ _____
Social Security Retirement	\$ _____	\$ _____	\$ _____	\$ _____
VA Disability Compensation	\$ _____	\$ _____	\$ _____	\$ _____
VA Disability Pension	\$ _____	\$ _____	\$ _____	\$ _____
Retirement/Pension	\$ _____	\$ _____	\$ _____	\$ _____
Unemployment Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Worker's Compensation	\$ _____	\$ _____	\$ _____	\$ _____
Private Disability Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____

My household has a financial hardship and has received NO income for the past 30 days.
If checked, Verification of Zero Income form on the next page is required.

ADDITIONAL INFORMATION

Are you enrolled in the Transit Assistance Program or other transit discount programs?	<input type="radio"/> Yes	<input type="radio"/> No
Do you need to update your voter registration information?	<input type="radio"/> Yes	<input type="radio"/> No
Do you need information on how to apply for child support services in Minnesota?	<input type="radio"/> Yes	<input type="radio"/> No

The information I have provided is true and correct. I understand that:

- I must provide documentation to verify my residency, the size of my household, and household income.
- My application will be delayed and may be denied if I do not send all required documentation.
- Completion of this form does not guarantee that I will receive services from CAP-HC.

I am providing my signature electronically by typing my first and last name below.

Applicant Signature

Date

STAFF ONLY

DATE RECEIVED: _____

CAP60 Case #: _____

CMAx Client #: _____

Family ID #: _____/_____

Case #: _____



VERIFICATION OF ZERO INCOME

*** Complete this form if your household has not received any income for the last 30 days. ***

Applicant First and Last Name: _____

On the previous page, you stated that your household has a financial hardship and has not received any income for the past 30 days. Please complete this form to confirm your expenses and verify your income.

HOUSEHOLD EXPENSES

Bill/Expense	Monthly Amount	Bill/Expense	Monthly Amount
Rent/Mortgage	\$ _____	Car Payment/Insurance	\$ _____
Food	\$ _____	Gas	\$ _____
Heat	\$ _____	Cable/Internet	\$ _____
Electric	\$ _____	Personal Items	\$ _____
Phone/Cell	\$ _____	Other Expenses	\$ _____

Please tell us how you have paid your household expenses.

HOUSEHOLD INCOME

During the last 30 days, has anyone living in your home had these sources of income?:
Please check all that apply.

- | | | | |
|-----------------------------------------------|------------------------------------------|-------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Full-Time Job | <input type="checkbox"/> Part Time Job | <input type="checkbox"/> Self-Employment | <input type="checkbox"/> Workers Compensation |
| <input type="checkbox"/> Unemployment | <input type="checkbox"/> Social Security | <input type="checkbox"/> Annuity Payments | <input type="checkbox"/> Pension |
| <input type="checkbox"/> Tribal Payments | <input type="checkbox"/> Rental Income | <input type="checkbox"/> Public Benefits | <input type="checkbox"/> Working for Cash |
| <input type="checkbox"/> Emergency Assistance | <input type="checkbox"/> Child Support | <input type="checkbox"/> Savings | |

REQUIRED: List all members of your household who are over 18 years of age and unemployed:

Name: _____	Last Date of Employment: _____
Name: _____	Last Date of Employment: _____
Name: _____	Last Date of Employment: _____

- By signing this form, I affirm that the information I have provided is true and correct.
- I am providing my signature electronically by typing my first and last name below.

Applicant Signature: _____ Date: _____



TENNESSEN WARNING

Your Privacy Rights

Minnesota law requires that you are informed of your rights regarding the Private Information we collect from you. Personal information is Private Information under Minnesota law. Private Information can only be shared if you give us your permission or if the law requires it.

Why do we ask for this information?

We ask you for the information so we can:

- Decide if you are eligible for services at Community Action Partnership of Hennepin County;
- Assist you in getting medical, mental health, financial, or social services from other agencies;
- Create reports, do research, audits, and evaluate our programs; and
- To tell you apart from other people who have the same or similar name.

Do you have to answer the questions we ask?

The law does not require you to give us your Private Information. However, without some information, we may not be able to provide you service.

Who can we share the information with?

These are examples of agencies we may share your Private Information with. It does not mean that we will share your information. Please note this is not a complete list.

- City of Plymouth
- Hennepin County Human Services and Public Health Department
- MN Department of Human Services
- MN Housing Finance Agency
- Neighbor Works
- US Department of Housing & Urban Development (HUD)
- US Department of Health & Human Services
- West Central Minnesota Community Action
- Other public or private agencies
- Banks, credit bureaus, creditors, or other financial institutions
- Landlords, rental property managers, or shelters
- Social service, mental health, or medical providers
- Agencies under contract with CAP-HC to provide service
- Anyone required by law

Can I review the Private Information you have about me?

You may ask if we have Private Information about you. If we have your Private Information, you can ask for copies. You can give other people approval to have copies of your Private Information. If you have questions about the information, you can ask us to explain it to you. If you think the information is incorrect you can contact us.

How do I exercise my rights or ask questions?

To exercise your rights or ask questions about the information on this notice, you can speak to the program staff assisting you or contact the Department Director at Community Action Partnership of Hennepin County, 7101 Northland Circle N, Suite 123, Brooklyn Park, MN 55428 or call 952-697-1375.

- I understand my rights and have been given a copy of this form.
- I am providing my signature electronically by typing my first and last name below.

Print Full Name

Applicant Signature

Date



HOW TO FILE A COMPLAINT

Community Action Partnership of Hennepin County (CAP-HC) wants to provide you with the best service.

If you are unhappy with the service or do not agree with the decision about your eligibility for a service, start by talking to the program staff.

If this does not help, you can contact the department director at 952-697-1375. The department director will work with you and the staff to try to resolve your concern.

I am providing my signature electronically by typing my first and last name below.

Applicant Signature

Date