

Employment Readiness Program Information

Thank you for contacting Community Action Partnership of Hennepin County (CAP-HC) about the **Employment Readiness Program**. This packet includes information about program eligibility, required application materials, and instructions for submitting your application materials.

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

PROGRAM ELIGIBILITY

To be eligible for the program, applicants must:

- Live in Hennepin County.
- Have household income at or below the Federal Poverty Income Guidelines—see chart below.

Eligibility at or below 200% of Federal Poverty Income Guidelines		
Household Size	Household Income	
	Monthly	Annual
1	\$2,510	\$30,120
2	\$3,407	\$40,880
3	\$4,303	\$51,640
4	\$5,200	\$62,400
5	\$6,097	\$73,160
6	\$6,993	\$83,920
7	\$7,890	\$94,680
8	\$8,787	\$105,440

REQUIRED APPLICATION MATERIALS

To Apply for the Employment Readiness Program:

- Complete an Intake Form, which can be downloaded at caphennepin.org/applications.
- Provide proof of the last 30 days of income for all adults in the household.
 - This includes all sources of income, such as wages, public benefits, social security, child support, etc.
 - If you have not received any income for the last 30 days, complete the Verification of Zero Income form (page 4 of the Intake Form).
- Provide proof of the household size. Examples include a lease listing all household members, a current tax return, or a benefits statement
- Provide proof of the Hennepin County address. Examples include a utility bill, benefits statement, or current tax return.

HOW TO SUBMIT YOUR APPLICATION MATERIALS

Please Note:

- Your application is not complete until we receive all required application forms and documentation as specified in the “Required Application Materials” section of this packet. **If your application is submitted without all required materials, it will not be processed.**
- Allow up to 30 days to process your application.
- Submitting an application does not guarantee approval.

You may submit your application forms and documentation as specified above in one of the following ways:

- **Email** your materials to: employmentreadiness@caphennepin.org
- **Mail** your materials to: CAP-HC Employment Readiness
7101 Northland Circle N, Suite 123
Brooklyn Park, MN 55428
- **In person:** Drop off your materials at one of CAP-HC's offices (Brooklyn Park, Bloomington, Minneapolis).
Addresses and hours can be found at caphennepin.org/locations.

