

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:

- 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 the Intake Form in this packet.
- 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 6 of this packet).
- 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.



INTAKE FORM

This Intake Form can be used to apply for 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 documentation required 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"/> CAP-HC Website	<input type="checkbox"/> Mailer, Flyer, or Brochure
<input type="checkbox"/> Friend or Relative	<input type="checkbox"/> Mortgage Lender
	<input type="checkbox"/> Newspaper or Magazine Ad
	<input type="checkbox"/> Partner Agency
	<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: _____
Address: _____	
City: _____	State: MN ZIP Code: _____ County: Hennepin
Phone Number: _____	Email: _____
Do you live in a rural area? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you born outside the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a CAP-HC employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a CAP-HC board member? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your primary or preferred language? _____	Do you want an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> 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	



HOUSEHOLD INFORMATION

How many people are in your household?: _____

<p>Household Status:</p> <p><input type="checkbox"/> Single Person</p> <p><input type="checkbox"/> Two Adults – No Children</p> <p><input type="checkbox"/> Single Parent</p> <p><input type="checkbox"/> Two Parents</p> <p><input type="checkbox"/> Multigenerational (3 or more generations)</p> <p><input type="checkbox"/> Other: _____</p>	<p>Housing Status:</p> <p><input type="checkbox"/> Own</p> <p><input type="checkbox"/> Rent</p> <p><input type="checkbox"/> Other Permanent Housing</p> <p><input type="checkbox"/> Homeless</p> <p><input type="checkbox"/> Other: _____</p>
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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 any income that you or your household currently receives. Please use gross income. Gross income is what you earn before taxes and deductions.

Source of Income	Applicant	Additional Household Member	Additional Household Member	Additional Household Member
Employment (Adults Only)	\$ _____	\$ _____	\$ _____	\$ _____
Self-Employment (Adults Only)	\$ _____	\$ _____	\$ _____	\$ _____
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 90 days.

ADDITIONAL INFORMATION

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

The information I have provided is true and correct. If needed I will provide documentation to verify my residency, the size of my household and income. I understand completion of this form does not guarantee that I will receive services from Community Action.

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

Applicant Signature

Date

STAFF ONLY

DATE RECEIVED: _____

FORM VERSION: 9/2022

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 your Intake Form you stated that your household has a financial hardship and has received NO 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, did anyone living in your home have 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 | |

For 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: _____



Tennessee 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 952-697-1363.

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

Signature

Date

This notice is available in other languages or formats upon request.



HOW TO FILE A COMPLAINT

Community Action Partnership of Hennepin County 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 952-697-1303. 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

Staff Signature

Date

