

DOUBLE MOUNTAIN OUTREACH SERVICES
ASPERMONT SMALL BUSINESS DEVELOPMENT CENTER, INC.
9660 U.S. 83 SOUTH ASPERMONT, TX 79502
(940) 989-3538 (800) 722-0137

WEBSITE: www.doublamountainservices.com

Dear Applicant:

Enclosed you will find an application for assistance from the Aspermont Small Business Dev. Center, Inc. **(Double Mountain Outreach Services.)** Complete this application and return it to the address above:

MAKE SURE THIS APPLICATION:

1. Is signed and dated.
2. Provides a working phone number.
3. Includes copies of items below: PLEASE don't send originals that you might need later.
4. Is filled out completely. **Do not leave blanks. Answer each and every question.**

Failure to complete the application for failure to submit the items in the box below will cause delays in the eligibility determination process. If you do not have all the items needed for applying, please call DMOS at (940) 989-3538 so that we can help you **before** you return the application.

PLEASE PROVIDE:

- 1. Picture ID for everyone age 18 and over in the household.** (Driver's License, Government Issued Identification Card, etc.)
- 2. Proof of U.S. Citizenship for everyone in the household:** (Birth Certificates, USA Passport, Green Card, Naturalization Certification, Asylum Seeker Certificate)
- 3. Social Security cards for everyone in the household.**
- 4. Proof of any & all household income for the previous 30 days for each adult (age 18 and older.)** Paycheck stubs or payroll printouts are required for the employed. Award statements/letters are required for Social Security, SSI, TANF, retirement pensions, unemployment benefits, veteran's payments (any & all types of income proof is needed).
- 5. CHILD SUPPORT PROOF FROM THE TEXAS ATTORNEY GENERAL:** DO NOT send divorce or child custody hearing papers. Send a statement from the OAG (you get them online). **CASH CHILD SUPPORT:** If you receive cash payments directly from your child's parent, you have to declare it using a statement we will provide. Call us for one if one was not included with this application.
- 6. COPY OF MONTHLY ELECTRIC, GAS OR PROPANE BILLS (all pages, front & back).** If you have a disconnect notice, send it also, but a disconnect notice is NOT a substitute for a monthly bill. **SENDING US A COPY OF YOUR MONTHLY PAST DUE/CURRENT BILLS IS NOT AN OPTION—IT IS REQUIRED.** If you are on 'paperless billing,' you are STILL required to provide a copy of your monthly bill to us (you can email it). Applications that do not contain copies of the current/past due utility bill/statement/invoice will be automatically regarded as 'incomplete.'

If there is anyone living in the household that is 18 years of age or older who has NO INCOME, you must call ASBDC/DMOS and request that a **DECLARATION OF INCOME FORM** be mailed/faxed/mailed to you, if one is not already enclosed here.

ASPERMONT SMALL BUSINESS DEVELOPMENT CENTER, INC.
DOUBLE MOUNTAIN OUTREACH
CLIENT INTAKE

HEAD OF HOUSEHOLD IDENTIFICATION Email: _____

Applicant: _____ Date of Birth: _____
First Last MI

Social Security Number: _____

Phone: Cell Home _____ Work Phone: _____

HOUSEHOLD DEMOGRAPHICS

Household Type: Single Person Two Adults/No Children Single Parent/Female
 Single Parent/Male Two Parent Household Non-related Adults w/children
 Multi-generational (3 or more generations together or grandparents raising grandchildren)
 Other (Please describe) _____ Homeless

HOUSING TYPE

Do you own your home? Yes No If yes: private home mobile home/trailer
Do you rent your home? Yes No
If yes: **Public/Subsidized Housing:** apartment (low rent) house (low rent)
Private Housing: house mobile home apartment rented room
Other (Explain): _____
Amount of rent: \$ _____ per month Are electric or gas utilities included? Yes No
Are water utilities included? Yes No
Name of Landlord: _____ Phone: _____
Landlord's Address: _____

Residential Address: _____
Street City State Zip Code

Mailing Address (if different from above): _____

Circle the name of the county where you live: Haskell Jones Kent Knox Stonewall Throckmorton

MEDICAL EQUIPMENT: Do you have life-sustaining medical equipment (electric) in your home? Some examples would be kidney dialysis machines, oxygen concentrators or cardiac monitors, etc. **Circle your answer: YES or NO**

REGARDING SOMEONE LIVING IN YOUR HOME WITH A MEDICAL CONDITION: Has a medical professional prescribed that the temperature/climate in your home be maintained at a certain level, due to the medical condition? **Circle your answer: YES or NO**

Date Mailed by Staff: _____ Purpose: _____

Return Info: _____

INDIVIDUAL DEMOGRAPHIC INFORMATION: List everyone (including yourself) who lives in the household and answer each question about them. NO BLANKS.

HOUSEHOLD MEMBER NAME + Relationship to Applicant (self, spouse, partner, child, grandchild, stepchild, foster child, cousin, sibling, niece, nephew, uncle, aunt, parent, boyfriend, girlfriend, fiancé, or whatever term applies) SEE NOTE BELOW	Social Security Number:	Date of Birth:	GENDER	Race: **1. Amer Indian or Alaska Native or Eskimo/Aleut 2. Asian 3. Black or African American 4. Native Hawaiian or Pacific Islander 5. White 6. Other 7. Multi-Race	Ethnicity: 1. Hispanic, Latino or Spanish Origin 2. NOT Hispanic, Latino or Spanish Origin	Education: 1. Grade 0-8 2. Grade 9-12 3. HS Grad 4. 12 th grade + some Post Sec 5. 2 or 4 yr college 6. Grad school	Military Status: Active OR Veteran OR No	Disabled: Yes or No	Please list all the kinds of health insurance each member has. <u>If there is none, write "none."</u> Medicaid, Medicare, CHIPS, State Health Ins. For Adults, Military, Direct-purchased by you or Employer – purchased for you

*For federal government reporting purposes, if choosing to identify as "American Indian/Alaska Native," this refers to a person who actively "maintains tribal affiliation and/or tribal community involvement." Regarding RELATIONSHIPS: If you need guidance, please call DMOS for other examples of household relationships. (There isn't room here to list all of the possibilities that could apply.)

WORK STATUS AND INCOME INFORMATION FOR ADULTS (AGE 18+)

ANSWER ALL QUESTIONS ABOUT EVERY ADULT (no blanks.)

<p>Household member name:</p> <p><input type="checkbox"/> Full time (30 hr/week) <input type="checkbox"/> Part-time (less than 30 hrs/wk)</p> <p><input type="checkbox"/> Unemployed less than 6 mo. <input type="checkbox"/> Seasonal Farm Worker</p> <p><input type="checkbox"/> Unemployed more than 6 mo. <input type="checkbox"/> Retired</p> <p><input type="checkbox"/> Not in Labor Force <input type="checkbox"/> Disabled</p> <p><input type="checkbox"/> Other: Explain _____</p>	<p>Household member name:</p> <p><input type="checkbox"/> Full time (30 hr/week) <input type="checkbox"/> Part-time (less than 30 hrs/wk)</p> <p><input type="checkbox"/> Unemployed less than 6 mo. <input type="checkbox"/> Seasonal Farm Worker</p> <p><input type="checkbox"/> Unemployed more than 6 mo. <input type="checkbox"/> Retired</p> <p><input type="checkbox"/> Not in Labor Force <input type="checkbox"/> Disabled</p> <p><input type="checkbox"/> Other: Explain _____</p>
<p>Income Type:</p> <p><input type="checkbox"/> TANF <input type="checkbox"/> Retirement Pension</p> <p><input type="checkbox"/> SS <input type="checkbox"/> Child Support</p> <p><input type="checkbox"/> SSI <input type="checkbox"/> Alimony Spousal Support</p> <p><input type="checkbox"/> SSDI <input type="checkbox"/> Cash Child Support (amount \$ _____)</p> <p><input type="checkbox"/> VA Disability <input type="checkbox"/> Att. Gen. Child Support</p> <p><input type="checkbox"/> VA Pension <input type="checkbox"/> Unemployment Insurance</p> <p><input type="checkbox"/> Worker's Comp</p> <p><input type="checkbox"/> Retired Income from Social Security</p> <p>Other: Explain _____</p>	<p>Income Type:</p> <p><input type="checkbox"/> TANF <input type="checkbox"/> Retirement Pension</p> <p><input type="checkbox"/> SS <input type="checkbox"/> Child Support</p> <p><input type="checkbox"/> SSI <input type="checkbox"/> Alimony Spousal Support</p> <p><input type="checkbox"/> SSDI <input type="checkbox"/> Cash Child Support (amount \$ _____)</p> <p><input type="checkbox"/> VA Disability <input type="checkbox"/> Att. Gen. Child Support</p> <p><input type="checkbox"/> VA Pension <input type="checkbox"/> Unemployment Insurance</p> <p><input type="checkbox"/> Worker's Comp</p> <p><input type="checkbox"/> Retired Income from Social Security</p> <p>Other: Explain _____</p>
<p>Non-Cash Benefits:</p> <p><input type="checkbox"/> SNAP (food Stamps) <input type="checkbox"/> Affordable Care Act Subsidy</p> <p><input type="checkbox"/> WIC</p> <p><input type="checkbox"/> Energy Bill Assistance (from this agency)</p> <p><input type="checkbox"/> Public Housing (from Housing Authority)</p> <p><input type="checkbox"/> Other Housing Assistance</p> <p>Explain: _____</p> <p><input type="checkbox"/> Other Explain: _____</p> <p><input type="checkbox"/> Childcare/Daycare Subsidy</p>	<p>Non-Cash Benefits:</p> <p><input type="checkbox"/> SNAP (food Stamps) <input type="checkbox"/> Affordable Care Act Subsidy</p> <p><input type="checkbox"/> WIC</p> <p><input type="checkbox"/> Energy Bill Assistance (from this agency)</p> <p><input type="checkbox"/> Public Housing (from Housing Authority)</p> <p><input type="checkbox"/> Other Housing Assistance</p> <p>Explain: _____</p> <p><input type="checkbox"/> Other Explain: _____</p> <p><input type="checkbox"/> Childcare/Daycare Subsidy</p>
<p>Descriptions for Work Status: "Retired" typically means an older person whose work career is over & they usually receive a private pension, Social Security & so forth. "Not in Labor Force" means someone who is not working for any period of time and is not looking for work, such as a student, homemaker, unpaid family work, etc. "Unemployed Long-Term or Short-Term" means someone who is actively seeking work. Call DMOS if you have questions about work status, income, or anything above.</p>	
<p>ADULT PAYEE INFORMATION: Is there an adult in the household that receives income on behalf of a child in the household? yes no If yes, for which child and which kind of income? Examples could be SSI, SS death benefits for a deceased parent/disability & so forth. Be detailed in the blank below.</p>	

WORK STATUS AND INCOME INFORMATION FOR ADULTS (AGE 18+)

ANSWER ALL QUESTIONS ABOUT EVERY ADULT (no blanks.)

<p>Household member name:</p> <p><input type="checkbox"/> Full time (30 hr/week) <input type="checkbox"/> Part-time (less than 30 hrs/wk)</p> <p><input type="checkbox"/> Unemployed less than 6 mo. <input type="checkbox"/> Seasonal Farm Worker</p> <p><input type="checkbox"/> Unemployed more than 6 mo. <input type="checkbox"/> Retired</p> <p><input type="checkbox"/> Not in Labor Force <input type="checkbox"/> Disabled</p> <p><input type="checkbox"/> Other: Explain _____</p>	<p>Household member name:</p> <p><input type="checkbox"/> Full time (30 hr/week) <input type="checkbox"/> Part-time (less than 30 hrs/wk)</p> <p><input type="checkbox"/> Unemployed less than 6 mo. <input type="checkbox"/> Seasonal Farm Worker</p> <p><input type="checkbox"/> Unemployed more than 6 mo. <input type="checkbox"/> Retired</p> <p><input type="checkbox"/> Not in Labor Force <input type="checkbox"/> Disabled</p> <p><input type="checkbox"/> Other: Explain _____</p>
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<p>Non-Cash Benefits:</p> <p><input type="checkbox"/> SNAP (food Stamps) <input type="checkbox"/> Affordable Care Act Subsidy</p> <p><input type="checkbox"/> WIC</p> <p><input type="checkbox"/> Energy Bill Assistance (from this agency)</p> <p><input type="checkbox"/> Public Housing (from Housing Authority)</p> <p><input type="checkbox"/> Other Housing Assistance</p> <p>Explain: _____</p> <p><input type="checkbox"/> Other Explain: _____</p> <p><input type="checkbox"/> Childcare/Daycare Subsidy</p>	<p>Non-Cash Benefits:</p> <p><input type="checkbox"/> SNAP (food Stamps) <input type="checkbox"/> Affordable Care Act Subsidy</p> <p><input type="checkbox"/> WIC</p> <p><input type="checkbox"/> Energy Bill Assistance (from this agency)</p> <p><input type="checkbox"/> Public Housing (from Housing Authority)</p> <p><input type="checkbox"/> Other Housing Assistance</p> <p>Explain: _____</p> <p><input type="checkbox"/> Other Explain: _____</p> <p><input type="checkbox"/> Childcare/Daycare Subsidy</p>
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<p>ADULT PAYEE INFORMATION: Is there an adult in the household that receives income on behalf of a child in the household? ____yes ____no If yes, for which child and which kind of income? Examples could be SSI, SS death benefits for a deceased parent/disability & so forth. Be detailed in the blank below.</p>	

UTILITY INFORMATION

Electric Service Vendor: _____ Acct #: _____ Heat/Cool/Both/None

Name on Account/Relationship: _____

Natural Gas Vendor: _____ Acct #: _____ Heat/Cool/Both/None

Name on Account/Relationship: _____

Do you pay your own Water bill? Yes No If yes, Water Service Vendor: _____ Acct #: _____

Name on Account/Relationship: _____

AIR CONDITIONING INFORMATION (If you use more than one method, select each and every method you use.)

What type of air conditioners do you use at this time? Central unit Evaporative ("swamp") cooler Window Unit

How many air conditioners do you use? _____ **Does air conditioning work?** _____ **How old is your air conditioner?** _____

HEATING INFORMATION (If you use more than one method, select each and every method you use.)

What type of heating do you use at this time?

Electric Central Heat (no gas) Central Heat (does use both gas & electricity)

Electric Space Heaters Gas Wall Heater (mounted on wall)

Wood Burning Stove or Fireplace Gas Space Heater

(if fireplace, is it for wood or gas?)

Please explain any other methods of heating: _____ **How old is your heater?** _____ **Does heating work?** _____

This next section is ONLY for propane users. If you do not use propane, go on to the next page.

These questions refer to a large tank permanently set in your yard. (We are not asking about 'bbq bottles.')

Propane Company: _____ **Do you own the tank?** Yes _____ No _____

What is your propane gauge reading at the time of this application? _____%

What is the gallon size of your propane tank? (Circle one) 100 150 250 500

Do you use propane for cooking? yes _____ no _____ **For water heater?** yes _____ no _____

Do you heat your home with propane? If yes, please circle below HOW you heat your home.

Propane Space heater Propane Wall heater Central unit uses both propane and electricity

CERTIFICATION/CERTIFICACION

1. The information provided is true and correct to the best of my knowledge and belief.
1. *La informacion proveida en esa forma es correcta segun mi mayor enendimiento.*
2. My household income has been annualized, at the time of my application, according to pre-established agency procedures.
2. *Los ingresos de mi hogar han sido calculados anualmente segun los regulamentos preescritos por la agencia.*
3. I understand I may request a hearing to appeal a denial of eligibility, amount of assistance received, or delay of service delivery.
3. *Comprendo que puedo solicitar una audiencia para apelar decicion que me afectan, tales, como:el eligibilidad al programa, asistencia recibida o tardanze de asistencia.*
4. I authorize the Texas Department of Housing and Community Affairs and its contracted agencies to solicity/verify information on my utility and/or fuel bills, both past and future, to the extent the information is used only to provide data.
4. *Utorizo al "Texas department of Housing and Community Affairs" y sus agencias contratadas a solicator y verificar informacion sobre mis cuentas pasadas y futures para luz y gas cuando la informacion se usa para reporter data estadistica.*

CLIENT’S PERMISSION FOR RELEASE OF INFORMATION: I give permission to the Double Mountain Outreach Services, to share and/or secure any information necessary. I also grant permission to Double Mountain Outreach Services to contact other individuals or organizations in order to provide services, and resources on my behalf. I understand that this information will be shared or secured on a professional basis only while protecting my right to confidentiality. I am authorizing this agency to contact any person, state or government organization, assistance agency, employer, landlord, or utility provider required to process my application and to secure information in my case record, including educational and student records.

By signing below, I understand that Double Mountain Outreach Services/ASBDC staff and referral resources will have access to my records.

I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULENT INFORMATION.

COMPRENDO QUE ESTOY SUJETO A SER PROCESADO SI LA INFORMACION ES FALSO O INCORRECTA.

* _____
Applicant’s Signature / Firma de Solicitante

* _____
Date / Fecha

Needs Assessment Questionnaire

The following survey lets us know what most important needs your family is currently experiencing. The information will be used to better identify what resources to connect you to based on your responses. In addition, the information will be collected for future use in a Community Needs Assessment report that will be available to the public. Your name and personal information will not be connected to the responses you provide in this survey. Thank you in advance for your participation!

Place an X in the box that reflects your family’s needs for each item:

Domain/ Category	Needs	Not Needed	Sometimes Needed	Very Needed	Office Use/Referral
<i>Employment</i>	Help finding a job				
	Job skills and job training in order to earn better wages				
<i>Education</i>	GED classes				
	Assistance to attend trade or technical school or college (ex: TSTC, college, etc.) tuition, text books, etc.				
	Childcare so that parent can attend school/work				
<i>Income & Asset Building</i>	Help with applying for Social Security, disability (SSDI), TANF, SNAP, etc.				
	Assistance with financial goals and self-sufficiency				
	Financial education/budgeting classes/credit repair				
<i>Housing</i>	Help paying rent or mortgage (eviction notice)				
	Low Income Housing				
	Help with utility bills (electric, propane, gas)				
	Help with a water bill disconnect notice				
	Help with repairs or replacement for heating/cooling appliances				
	Help to make my home more energy efficient such as to prevent air from escaping or entering the home (weatherization—sealing air leaks, etc.)				
<i>Health and Social Behavioral Development</i>	Help with obtaining vision exam/glasses				
	Help with obtaining dental exam/services				
	Prescription assistance				

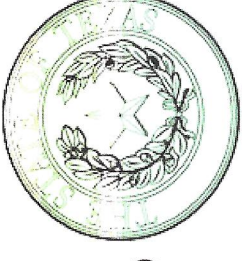
	Needs	Not Needed	Sometimes Needed	Very Needed	Office Use/Referral
	Help with immunizations				
	Mental Health Services				
	Nutrition education/healthy eating workshops (ex: diabetes, high blood pressure)				
	Meals delivered to your home (ages 55+)				
	Food for your family (ex: food pantry)				
	Information about alcohol/drug addiction programs				
<i>Other Needs</i>	Transportation to work or medical appointments				
	Help getting referred to the Attorney General for child support assistance (800-252-8014)				
	Help with legal needs such as criminal, civil, other				
	Veteran's needs: Medical, training, other				
<i>Emergency Assistance</i>	Help finding resources in the community				

Other Needs Not Listed Above:

Signature

Date

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Household Status Verification Form



Systematic Alien Verification for Entitlements (SAVE) System and US Citizenship/US National
Applicant Certification Form for CEAP, DOE-WAP, LIHEAP-WAP Subrecipients, and SHTF, ESG, HHSP, EH (political subdivision only)

The program for which you are applying requires verification that you are a U.S. citizen, a non-citizen national, or a legal resident of the United States. Documentation of your status is required. This agency uses the Systematic Alien Verification for Entitlements (SAVE) System to verify the status of non-citizens.

Household Member Name	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Qualified Alien (Yes/No)	Documentation Provided for:	
			Citizenship/Qualified Alien	Identification

To add additional household members, use another copy of this form.

I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULANT INFORMATION.

Applicant's Signature _____ Date _____

Signature of agency staff certifying they verified the above documents _____ Date _____

Print Staff Name _____ Date _____

SAVE and US Citizenship Certification Form Instructions

Household Member - All members of the household listed on the application must be accounted for.

US Citizen (Born or Naturalized) or U.S. National - Must provide acceptable primary or secondary forms of documentation. Reference the SAVE webinar on the TDHCA website for details on acceptable documentation.

Persons born in Puerto Rico, Guam, the US Virgin Islands, American Samoa, Swains Island (or their descendants) are considered citizens.

For Household members who select yes to this question with valid supporting documentation, no SAVE verification is required.

Qualified Alien - All household members answering YES to this question must provide documentation to be verified through SAVE. Reference SAVE tutorials and guides for information on acceptable documents to use.

Documentation Provided - List out documentation collected for each member of the household supporting their selected status. List document(s) used for citizenship **AND** identification on this form.

The SAVE Certification Form is not valid without applicant signature AND printed name and signature of agency staff person who certifies that they verified all documents.

Household members who answer "no" to the "US Citizen (Born or Naturalized) or U.S. National" or "Qualified Alien" box or who cannot provide supporting documentation are considered ineligible for CEAP and WAP.