

****NOTICE****

Misrepresentation of information on your application is fraud. The Family Services Department will pursue legal action against anyone found to be fraudulently providing inaccurate information on any application.

PLEASE NOTE:

Applications for financial assistance from the Family Services Department will be subject to internal PCI audits to ensure compliance with the General Welfare guidelines. **This does not apply to services such as In-Home Care, Homemaker Services, DV, or Child Care.**

Signature

Date



POARCH BAND OF CREEK INDIANS

FAMILY SERVICES DEPARTMENT

5811 Jack Springs Rd.

Atmore, AL 36502

Phone: (251)-368-9136, Ext. 2600

Fax: (251) -368-0828

App #: _____

Family Services Intake / Application

Date: _____

Personal Information

(Tribal Member) First Name:		MI:	Last Name:	Tribal Roll Number:
Address of Primary Residence:			City/State/Zip	
Contact Information: Phone: _____ Other: _____ Email: _____		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Cohabiting <input type="checkbox"/> Widowed		Household member that is: <input type="checkbox"/> Senior Citizen (55 & older) <input type="checkbox"/> Receiving SSI / Social Security Disability <input type="checkbox"/> Receiving Veteran's Benefits <input type="checkbox"/> Receiving Unemployment Benefits <input type="checkbox"/> Receiving Food Stamps or TANF

Household Information: (A TERRO referral will be provided to any unemployed adult.)

Name (include self):	TM#:	DOB:	Age:	SS #:	Employment or Income Source(s):	Gross Income Amount:
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Total Household Gross Income:						

LOAN INFORMATION:

1. This is a low interest loan for Tribal Members who are in a severe financial crisis due to a loss of income through no fault of their own or unexpected, necessary expenses related to a severe medical event.
2. During your initial appointment, an individualized case plan will be developed to address your financial crisis. Other solutions to your crisis will be explored.
3. Drug screening is required at the time of application.
4. Ongoing Financial Coaching is required and is an important part of the program. Failure to participate in your Financial Coaching sessions will result in your case being closed.
5. Once you have provided all of the required documentation you need to supply regarding your crisis situation **and** you have complied with your case plan goals, you will receive an awards letter indicating whether your case has been approved or denied. The assessment and verification process can take up to two weeks or more.
6. If your case is approved, it will take a **minimum** of 2 weeks or more before payment to vendors is rendered per your case plan.

Crisis Assessment Program Questionnaire

Name: _____

TM#: _____

(1) To qualify you must have a loss of income through no fault of your own. Do you have a loss of income or a major expense due to a medical event? Please explain and list dates.

(2) How was your General Welfare disbursed? monthly or lump sum?

If you cashed out your GWA, date you cashed out? _____

(3) How did you spend your general welfare disbursement(s)? Items and amounts.

Items:	Amounts:	Items:	Amounts:

(4) How did you spend your Per Capita Disbursement? Items and amounts.

Items:	Amounts:	Items:	Amounts:

(5) What is your request for assistance? Only basic living necessities are considered.

CLIENT'S STATEMENT OF UNDERSTANDING, RIGHTS, AND RESPONSIBILITIES Revised: 6/17/2020

Consent for Services: I do hereby voluntarily request assistance from the Poarch Band of Creek Indians' Family Services Department. I understand my application for services will be evaluated for eligibility of services based on program guidelines. I authorize the Family Services Department to make any necessary investigation to obtain information relating to my eligibility for program services, including, but not limited to, my financial situation, household composition, work-related information, and need for assistance.

I understand that I have ten (10) business days to submit all necessary documentation to complete my application; otherwise the application will be denied. After furnishing all necessary documentation for the completion of my application, I understand that I will be notified in writing of the status of my application within ten (10) business days.

Authorization for Release of Information: I hereby authorize the release of applicable information from my employer, PBCI Departments, CIE Enterprises, service providers, assistance programs, and state/federal government agencies as deemed necessary, to assist in the determination of eligibility for services. I understand the contents to be released are for the purpose of gathering information to receive services, and that there are regulations and rules protecting this information. I hereby acknowledge that my consent for release of information is voluntary and is valid until such request for information is fulfilled. I further understand that I may revoke this consent at any time, except to the extent that information has already been released before my consent is revoked. I further understand that I may withdraw my application or request for services at any time.

Grievances/Appeals: I understand that if there is any disagreement about a denial of assistance or regarding the amount of assistance provided, I must initiate the grievance process by submitting a letter in writing to the Family Services Department within ten (10) business days of the denial or adverse decision. A written response will be provided to me within ten (10) business days. The complete grievance process is outlined in the applicable program policies and procedures document and must be followed. If I do not agree with the decision rendered at the departmental level after exhausting all administrative remedies, I understand that I may seek to appeal the decision by filing a written notice of appeal with the Tribal Grievance Board in the Regulatory Affairs Division Office within fourteen (14) calendar days of the receipt of the final departmental decision. The Appeal Notice shall set forth the specific issues and reason(s) for the request, along with any other relevant statements or documents that I wish to include. Any decision made by the Tribal Grievance Board is considered final and no other administrative action is available.

Penalty Warning: To receive program services, I understand that I must follow the application guidelines and provide complete and accurate information. I have been informed that any person who knowingly, willingly, and fraudulently provides false information for the purpose of obtaining benefits for which he/she is not eligible to receive, he/she may be subject to prosecution to the fullest extent of the appropriate tribal, state, or federal law. The penalty for misrepresentation of information may include a fine, imprisonment, or both.

Confidentiality: The information provided to the Family Services Department is considered confidential. The use or disclosure of information will be made only for certain limited purposes. After the application process, no information will be released to an employer, agency, family member, or anyone else unless it has been requested by you and we get permission from you to send the information.

There are rare situations in which releasing information without prior permission is legally permissible. In these situations, we would document in your record what has been released and why. The situations in which releasing information without your permission could occur may include the following:

1. If the health or safety of you or someone else in your household is in serious danger.
2. If the Court orders that we release information in a legal action brought against you.
3. If you bring legal action that in some way connects our information to your treatment.
4. If you have been assigned a legal guardian or if you have authorized someone with a power of attorney.
5. If our client records must be reviewed or audited to follow government regulations.
6. Government reviewers sometimes require the use of non-identifying client information for planning purposes.

I declare that I have read or had read to me all the information on the application. All forms have been filled out to the best of my ability. By signing this application, I am stating that everything I have provided is true and correct to the best of my knowledge.

Signature of Applicant/Authorized Representative

Date

FSD Worker

Date