



Aleutian Pribilof Islands Association, Inc.
 Department of Family & Community Development
Weaving Traditional Knowledge with Western Education
Employment, Training & Related Services Division
 1131 East International Airport Road
 Anchorage, AK 99518
 907.276.2700 or 1.800.478.2742
 Fax 907.222.9711

Application for Services

revised 07.25.2019

1. Please Select ALL Services You are Requesting (Check ALL that apply to your immediate needs.)

Direct Assistance Programs

- Energy Assistance Cash Assistance Emergency Assistance
 Child Care Assistance Adult Care Assistance

To Process your application for Direct Assistance, please include the following:

- ✓ A completed *Application for Services* including signatures and all questions answered
- ✓ Release of Information section signed and dated
- ✓ Tribal Card
- ✓ Proof of wages for the last 30 days or attached *Section 9* of this application completed by your employer.
- ✓ Proof of Residency
- ✓ W-9 (ALL Programs **EXCEPT Energy Assistance**)
- * **Child Care Assistance:** Please fill out ONLY Sections 1, 2 & 3 of this application

Employment and Training Programs

- AANG Program – Tribal Vocational Rehabilitation Post-Secondary Education
 Youth Employment Services Adult Employment Services Employment Support Services
 Training Assistance

To Process your Employment & Training application, please include the following:

- ✓ A completed *Application for Services* including signatures and all questions answered
- ✓ Release of Information section signed and dated
- ✓ Tribal Card
- ✓ Proof of wages for the last 30 days or attached *Section 9* of this application completed by your employer.
- ✓ W-9
- * **Higher Education:** Enrollment Verification, Class Schedule, Budget Forecast from Financial Aid Office, Proof of FAFSA Application
- * **Higher Education:** Applications are **DUE December 15** for Spring Semester courses & **June 15** for Fall Semester courses

To report FRAUD or ABUSE of Energy Assistance funds, please call APIA's Department of Family and Community Development, ETR Division at 907.276.2700 or toll free at 1.800.478.2742

Where Can I apply?

Completed applications and all supporting documents need to be mailed, faxed or dropped off at the following locations:

All Other

Communities:

APIA
 1131 E. International
 Airport Rd.
 Anchorage, AK 99518
 Fax: 907.222.9711

Unalaska

APIA
 59 Broadway Avenue
 P.O. Box 588
 Unalaska, AK 99685
 Fax: 907.581.6473

Sand Point

APIA
 (City Building, #9)
 P.O. Box 464
 Sand Point, AK 99661
 Fax: 907.383.5832

King Cove

ATC
 249 Uptown Loop
 P.O. Box 249
 King Cove, AK 99612
 Fax: 907.497.2803

King Cove

Belkofski
 Belkofski Tribal Office
 P.O. Box 57
 King Cove, AK 99612
 Fax: 907.497.3123

When Can I apply?

Completed applications including all supporting documents for Energy Assistance will be accepted beginning November 1. Higher Education applications are due by December 15th for the Spring Semester and June 15th for the Fall Semester. Applications for **ALL** other services can be turned in year-round.

How long will my application take to process?

It may take up to 30 days to process your application. Incomplete applications will be notified of missing information. Incomplete applications will be returned by mail if there is no contact 7 days after notification.

2. It is important that you tell us about your situation, needs, and how we may assist you.

| |
|--|
| |
|--|

3. Required Information for ALL Services

| | | | |
|---|-------------|---------------------|------------------------|
| First Name | Middle Name | Last Name | Social Security Number |
| Physical Address | City | State | Zip |
| Mailing Address (If Different) | | Email Address | |
| Tribal Affiliation <input type="checkbox"/> Agdaagux <input type="checkbox"/> Nelson Lagoon <input type="checkbox"/> St. George <input type="checkbox"/> Atka <input type="checkbox"/> Nikolski <input type="checkbox"/> St. Paul <input type="checkbox"/> Akutan <input type="checkbox"/> Pauloff Harbor <input type="checkbox"/> Unga <input type="checkbox"/> Belkofski <input type="checkbox"/> Qagan Tayagungin <input type="checkbox"/> Other: _____ <input type="checkbox"/> False Pass <input type="checkbox"/> Qawalangin | | | Home/Message Phone |
| | | | Cell Phone |
| Who can we contact if we cannot reach you at the number above? | | | |
| Name: _____ | | Phone Number: _____ | |

4. Other Household Members - List all persons living in your household at time of application

| Name (First, M.I., Last) | Relation to Applicant | Date of Birth | Alaska Native or American Indian | Social Security Number |
|--------------------------|-----------------------|---------------|--|------------------------|
| | SELF | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Do you or does anyone in your household have a physical or mental condition that limits a person's movements, senses or activities of daily living*? Yes No

*Examples include **but are not limited to**: alcoholism, mental and emotional conditions, learning disabilities, orthopedic and hearing impairments, cardiovascular disease, hypertension, and chronic pulmonary disease.

Is anyone in your household a single parent? Yes No

Is there a child in your household between the ages of 3 and 5? Yes No

IF YES to any questions, would you be interested in learning more about potential services? Yes No

5. Applicant Information

Highest Level of Education Completed:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> 8 th Grade or Below | <input type="checkbox"/> 11 th Grade | <input type="checkbox"/> Vocation/Technical | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> 9 th Grade | <input type="checkbox"/> 12 th Grade | <input type="checkbox"/> Some College | <input type="checkbox"/> Masters Degree |
| <input type="checkbox"/> 10 th Grade | <input type="checkbox"/> GED | <input type="checkbox"/> Associates Degree | |

Military Experience:

- | | | |
|--|---|---|
| <input type="checkbox"/> Current Active Duty | <input type="checkbox"/> Veteran | <input type="checkbox"/> National Guard |
| <input type="checkbox"/> Reserves | <input type="checkbox"/> Disabled Veteran | <input type="checkbox"/> None |

Have you registered for selective service?

- Yes No

Do you hold a valid driver's license? Yes No

_____ State and License Number

Are you currently employed? (If yes, please explain below): Yes No

Current or Last Employer _____ Job Title _____ Full Time Part Time

How long have/were you with the employer? ____ Years ____ Months What is/was the pay? \$_____ per hour

Have you ever been convicted of a crime (If yes, please explain below): Yes No

Date _____ Offense _____

Additional Information _____

6. Household or Shelter Expenses (Last 30 Days)

| | | | |
|---------------------------------------|----|--------------------------------------|----|
| Rent | \$ | Water | \$ |
| Mortgage (Payment/Taxes/Insurance) | \$ | Sewer | \$ |
| Electricity | \$ | Heating (Household Oil/Fuel/Wood) | \$ |
| Telephone (Cell) | \$ | Other: | \$ |
| Telephone (Landline) | \$ | Other: | \$ |

6a. Other Monthly Expenses (last 30 days)

| | | | |
|------------------------------|----|--|----|
| Vehicle Payment | \$ | Medical/Dental | \$ |
| Gas for Vehicle | \$ | Legal Dues (Fines, Fees, Court Costs, etc.) | \$ |
| Vehicle Insurance | \$ | Prior Tax Payments | \$ |
| Child Support/Alimony | \$ | Student Loans | \$ |
| Food (Groceries, Dining Out) | \$ | Entertainment (Movies, Bingo, etc.) | \$ |
| Personal Hygiene | \$ | Cable TV/Internet | \$ |
| Clothing | \$ | Other: | \$ |
| Other: | \$ | Other: | \$ |

7. Asset Information

| | | | |
|---------------------------------------|----|--------------------------------------|----|
| Checking Account (current balance) | \$ | Savings Account (current balance) | \$ |
|---------------------------------------|----|--------------------------------------|----|

8. Entire Household Income

- Provide **ALL NET** income (after taxes and business expenses) and **ALL** income received in the last **30 days** for your **ENTIRE HOUSEHOLD**. This is required for energy assistance.
- **You must provide proof of income and attach it to the application.**
- If you are applying for Burial Assistance, please fill out household income for the deceased.
- Without proof of income, your application may be **delayed** or **denied**. Acceptable proof includes wage stubs showing check date, net and gross income, year-to-date figures, an employer statement (Page 5) or signed letter from your employer. Year-end statements or award letters are required for Social Security and retirement benefits. <http://www.ssa.gov/> | 1.800.772.1213 | TTY 1.800.325.0778

8a. Types of Household Income

| | | |
|------------------------------|-----------------------------|---------------------------------|
| Wages | TANF | Dividends |
| Seasonal Employment | Child Support/Alimony | Rental Income |
| Self-Employment Earnings | Alaska Temporary Assistance | Adult Public Assistance Program |
| Unemployment | General Assistance | Retirement/Pension |
| Social Security | Fishing Wages & Crew Shares | Veteran's Benefits |
| Supplemental Security Income | Food Stamps | Survivor's Benefits |
| Bingo/Pull Tab Winnings | Tips and Gratuities | Senior Benefits |
| General Relief | Foster Care Payments | Worker's Compensation |
| Student Loan/Grants | Pension (other) | Other |

| Household Member Name (First, MI, Last) | Income Type (from list above) | Monthly Net Income (after taxes from past 30 days) |
|--|----------------------------------|---|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

8b. No Income Statements

Each member of your household age 18 and over without income must provide a written statement as to how they support themselves. Please be as detailed as possible. Attach additional statements if necessary.

| Household Member Name and Signature (First, MI, Last) | No Income Statement |
|--|---------------------|
| <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Printed Name</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Signature Date </div> | |
| <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Printed Name</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Signature Date </div> | |
| <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Printed Name</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Signature Date </div> | |

8. Entire Household Income – continued

8c. Fishing, Self-Employment, and Other Income

Did anyone in your household have fishing income in the past 12 months?

Yes No **IF YES:**

Option A (PREFERRED): have your employer (ship captain or fish processing plant) complete Form A which is attached to the back of this application, for each ticket season worked in the last 12 months.

Option B: include proof by attaching detailed fishing settlement statements for all ticket seasons worked in the last 12 months. **WARNING:** Processing time may be delayed while staff verify fishing settlement income.

I understand that my application may take longer than normal to process by choosing Option B. _____
Initial

Did anyone in your household have self-employment or wages without supporting documentation?

Yes No **IF YES,** your employer will need to fill out the next section.

8d. Self-Employment and Other Seasonal Income Statement

Examples of Other Seasonal Work:

construction, fish processing, logging, mining, trapping, tourism related, firefighting, and oil field occupations.

Employee Name: _____ Employee Signature: _____

Employer: _____ Occupation: _____

For Employer Use (those self-employed may fill in this section for themselves)

Name of Employer: _____

Date Employment Ended (if employee is no longer working for you): _____

Please provide the paycheck information for the **last 30 days** issued or attach a copy of a computer printout.

For self-employed: please provide the information for the **last 12 months**.

| Net Pay <small>(income after tax and business expenses)</small> | Issue Date | Pay Period <small>(time period of work that the paycheck covers)</small> |
|--|------------|---|
| \$ | | |
| \$ | | |
| \$ | | |
| \$ | | |

Employer Signature: _____ Date: _____

Payroll Contact Number: _____ ***Note: The Employer Must Sign this Statement***

9. Energy Assistance

- **APIA will begin accepting Energy Assistance Program applications on November 1.**
- **A household may only receive ONE heating benefit per year.**

The Employment, Training & Related Services Division will process applications in the following priority order:

1. **Crisis (requires a shut off notice or out-of-fuel statement from your vendor)**
2. Households with elderly over 60 years of age, disabled, or children 5 years of age or under
3. All other households

Eligibility is based on a point system that takes into account several factors including the community you reside in, the type of dwelling you live in, the household size, combined household net income, and whether or not the household contains a member who is over 60 years of age, 5 years of age or under, or is disabled. Each of these items has a point value.

How long will my application take to process?

It may take up to 30 days to process your application. Continue to pay your bills while you are waiting for a decision on your application. If your bills are overdue or you are in danger of running out of fuel, contact your heat or utility company to set up a payment arrangement. Remember, awards are subject to the availability of energy assistance specific funds.

Incomplete applications will be notified of missing information. Incomplete applications will then be returned by mail if there is no contact 7 days after notification.

In case of emergency or if you need crisis energy assistance:

If you are in danger of running out of fuel or have a notice from your energy vendor stating that you will be disconnected within 48 hours, contact your heat or utility company immediately to see if you can make payment arrangements. **Send in a complete application to APIA with all required attachments including your disconnect or shut-off notice, utility bills, and proof of income. Your application will be reviewed for emergency processing.**

APIA reserves the right to review further documentation as needed.

9a. Crisis Processing

Is your household in a CRISIS situation? Yes No

IF YES, please include a disconnect notice, a shut-off notice, or have your energy vendor representative sign the statement below: Crisis applications will be processed in 18 business hours or less, from time of complete application.

This applicant is out of energy or will be out of energy within the next 48 hours.

| | | | |
|--|------|---------------|----------------------------|
| Energy Vendor Representative Signature | Date | Energy Vendor | Vendor Contact Information |
|--|------|---------------|----------------------------|

9b. Residence Information

Please mark the dwelling type that best matches your residence:

- | | |
|---|--|
| <input type="checkbox"/> One-room dwelling such as a studio apartment, hotel or boarding home <input type="checkbox"/> One-bedroom dwelling, or a one-room house or cabin without bedrooms <input type="checkbox"/> Two-or-more-bedroom unit in an apartment building of four or more attached units <input type="checkbox"/> Two-bedroom single family home <input type="checkbox"/> Three-or-more-bedroom single family, duplex or triplex home | <input type="checkbox"/> Mobile home with less than 980 square feet of heated living space, regardless of the number of bedrooms <input type="checkbox"/> Mobile home with more than 980 square feet of heated living space <input type="checkbox"/> Recreational vehicle, tent, or pickup camper <input type="checkbox"/> Boat with heated living space less than 980 square feet <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Do you own or rent? <input type="checkbox"/> Own <input type="checkbox"/> Rent</p> <p>If you rent, are utilities included in your rent? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div> |
|---|--|

9c. Household Members

Are you, or is anyone in your household: Legally Disabled? Yes No **IF YES**, please attach documentation of proof, **OR** a signature from your provider.

Age 5 or Under? Yes No

Age 60 or Over? Yes No

Provider Signature

Have you or any of the adults in your household applied for Heating Assistance with any other organization?
 Yes No

9. Energy Assistance - continued

9d. Fuel and Electric Information

What is your primary heating source? Fuel Oil #1 Diesel Fuel #2 Other (Explain): _____

Who pays for your home heat? Self Landlord Other (Explain): _____

Who pays for your home electricity? Self Landlord Other (Explain): _____

Name of Fuel Company: _____ Account Number: _____

Name on Account: _____ Do you have credit on your account? Yes No

Name of Electric Company: _____ Account Number: _____

Name on Account: _____ Do you have credit on your account? Yes No

*****You must attach your current utility bill to your Energy Assistance Application*****

If your fuel or electric account is under another name, please explain why: _____

If you are granted an Energy Assistance award, how would you like it distributed between the vendors you have listed?

Fuel: _____% Electricity: _____%

9e. Signature

- Energy Assistance awards are **ONLY** for the applicant's household, and cannot be sold, reissued, traded, or shared with family/friends outside of the household.
- Fuel purchased with an Energy Assistance award is **ONLY** for the applicant's household, and cannot be sold, reissued, traded, or shared with family/friends outside of the household.
- Improper use of an award is considered **FRAUD** and could result in loss of the award, suspension from APIA services, or garnishment of future awards.

Should I be found eligible, I agree to use the award for its intended purpose.

Applicant Signature

10. Statement of Truth

To receive assistance, you must agree to all of the statements below and sign and date this form.

- I am requesting services from the Aleutian Pribilof Islands Association's Employment, Training & Related Services Division.
- I understand that information on this application will be used for determination of eligibility for programs in APIA's Employment, Training & Related Services Division.
- I understand that I must currently live in the home for which I am requesting energy assistance.
- I understand that I must notify APIA if I move, my household members change, or if there are changes to my income including assistance received from other agencies.
- I understand that an APIA representative may call my home and may contact other people in order to verify the information I have provided.
- I understand that information I give may be verified by computer cross-matching with other agencies.
- I understand that intentionally providing false information constitutes fraud and will result, at a minimum, in termination from any APIA programs for which I have been found eligible. As a result of fraud, I understand that I will be required to reimburse APIA for any funding it has provided to (or on behalf of) me.
- I understand that the following will be explained to me at the time of intake: eligibility requirements of the programs, the services available, my rights and responsibilities, confidentiality, and how to appeal a decision by the program.
- I authorize the Alaska Department of Labor to release information about my eligibility for Unemployment Insurance and work history to APIA.
- I authorize APIA to communicate with my vendor(s) and other agencies on my behalf as it relates to the Energy Assistance Program.
- I also understand that knowingly and willingly providing APIA with false, fictitious, or fraudulent information is subject to prosecution under 18 U.S.C. 1001, which is punishable by fine, imprisonment or both.

I certify, under perjury, or of unsworn falsification in violation of AS11.56.210, that the statements made regarding the persons in my home and the income and all other items that pertain to my possible eligibility for benefits are true and correct to the best of my knowledge.

I understand that awards are distributed for an individual or household. Trading or selling an award is fraud.

Signature of Applicant

Date

11. Release of Information

Your signature on this application gives the Aleutian Pribilof Islands Association, Inc. permission to ask for:

- Information about your finances and benefits
- Information about your utility/heating costs and usage and billing history with your utility or heating vendor
- Information about your citizenship and personal history

This information is only used in the administration of services within the Department of Family & Community Development's Employment, Training & Related Services Division at the Aleutian Pribilof Islands Association and will not be released to any other person or agency outside of the Employment, Training & Related Services Division, unless it directly relates to your application for services and benefits. This Release expires one year from signature date.

I have read the Release of Information section of the application and I understand it, including fraud and penalty provisions, as described in this application.

Signature of Applicant

Date

12. Client Rights, Responsibilities & Grievance Procedures

Client Rights

- To participate fully in the development of an Individualized Plan for Employment (IPE).
- To be treated with dignity and respect.
- To have your eligibility for services determined within 60 days unless there are unforeseen circumstances and agreement is made to extend the time.
- To receive a fair and complete evaluation to determine eligibility.
- To have records and communication kept confidential. Information will not be released without written permission except under court order.
- To make informed choices during program participation.
- To appeal program decisions through an informal or formal review.

Client Responsibilities

- Take an active part in the development, implementation and completion of the IPE.
- To request disability-related accommodations required to participate in employment services.
- To contribute financially to rehabilitation program services within reason and based on individual financial ability to pay for services.
- To apply for and secure other sources of funding for which the client may be eligible, including: financial aid (PELL Grants), insurance benefits, and tribal or shareholder scholarships.
- To actively participate and maintain regular contact with program staff.
- To actively seek and gain employment.

Disagreement Procedures (Appeal/Grievances)

If at any time a client disagrees with decisions made by Employment, Training & Related Services (ETR) Program staff:

1. Try to resolve the problem with the program staff directly.
2. If unsatisfied with the outcome, make a written complaint to the ETR Division Coordinator describing the problem; you will be contacted within 10 business days upon receipt of written complaint to schedule a meeting to try to find a resolution.
3. If unsatisfied with the outcome, make a written complaint to the Department of Family & Community Development Director describing the problem; you will be contacted within 10 business days upon receipt of the written complaint to schedule a meeting to try to find a resolution.
4. If unsatisfied with the outcome, make a written complaint to the President/CEO describing the problem; you will be contacted within 10 business days upon receipt of the written complaint to schedule a meeting to try to find a resolution. The President/CEO will appoint a 3-member Grievance Committee to hear your grievance.
5. You may take the grievance to an appropriate funding agency. A P.L. 102-477 Program client, participant, or staff personnel may file a grievance in writing to the U.S. Department of Interior, Workforce Development Division, after all above stated grievance procedures have been exhausted.

Client Statement

I have read the Client Rights, Responsibilities & Disagreement Procedures as described in this application.

Signature of Applicant

Date