

Good afternoon CSBG Subrecipients,

I'd like to clarify the use of the EasyTrak Intake Form or Application. The State Department of Human Services now requires all agencies to use the ET Intake Form and maintain this information in all CSBG client records. The form is only generated from the ET system and requires direct entry each time you conduct an intake interview. **However, this is an unrealistic expectation.** Most agencies will conduct the intake interview using their own intake form, requiring the same information as the ET Intake Application. Therefore, you have been provided with a template.

To maintain compliance, at a minimum, perform the following 7 steps...

1. Explain the form to your clients
2. Sign the form as applicable.

SELF DECLARATION OF NEED

I declare that to the best of my knowledge I am the only member of the household represented in the application that has applied for assistance in the program. I certify that my household meets the income guidelines of this program, and that all information concerning my income and the number of people living in my home has been disclosed during the interview. I authorize **Insert Agency Name** to share and obtain relevant information with community partners concerning my application in order to secure additional assistance for my household. Further, I certify that all information that has been spoken or presented to **Insert Agency Name** in order to receive assistance of any type is true and correctly represented on this application, realizing that misrepresentation is illegal. I understand that any violation of the above mentioned items will result in denial/termination of assistance and may result in fines or imprisonment. I have been informed that I have a right to a Fair Hearing if I feel I have not been fairly treated in the determination of my eligibility for services. Further, I understand that a Fair Hearing may be requested in writing within 10 days to **Insert Agency Name**.

In accordance with Federal Law, **Insert Agency Name** is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

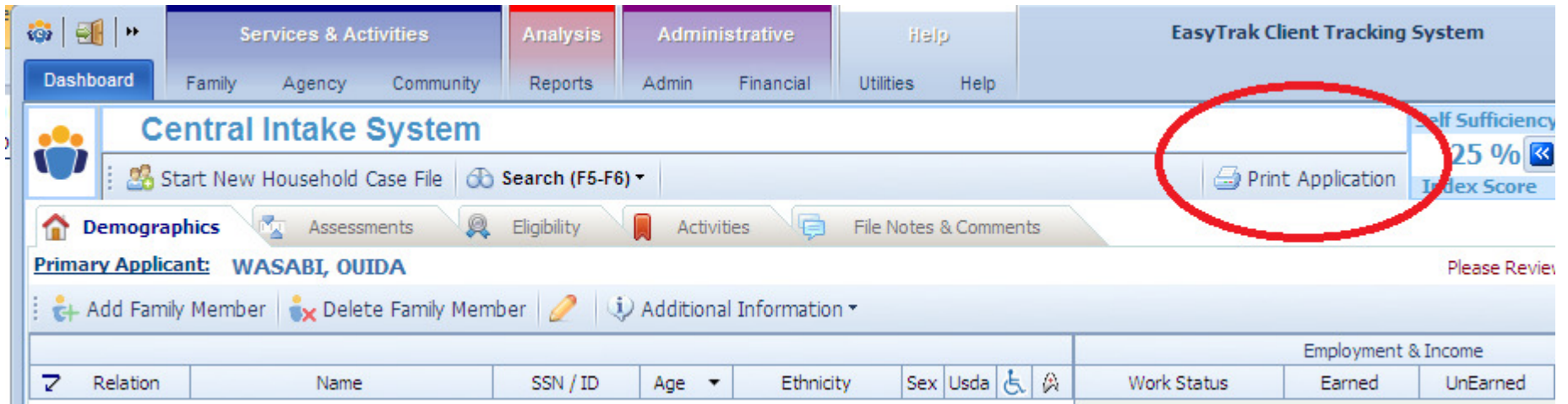
Applicant Signature: _____

Date: _____

Agency Representative Signature: _____

Date: _____

3. Place this form in the client file.
4. Once you are ready, enter the client into ET
5. Print the application from ET (*it will only print in English*)



6. Attach the printed form to the signed copy used during the intake interview
7. Place the conjoined forms in the client file

For clients that entered the program between October 1, 2015 and March 25, 2016, follow the 3 steps below for compliance:

1. Once you are ready, enter the client into ET
2. Print the application from ET
3. Place the printed form in the client file