

CCSCT

(830)393-1072

APPLICATION DROP OFF PROCESS:

Contact the office to set your appointment Tues.-Thurs.

9am – 3pm

We close for lunch from 12mm-1mm

Make sure to bring your completed application and all supporting documents with you or we will have to reschedule.

WHAT TO BRING WITH YOU FOR ALL HOUSEHOLD MEMBERS:

PROOF OF INCOME

FOR EVERYONE IN THE HOUSEHOLD FOR THE PAST 30 DAYS.
2025 BENEFIT LETTERS FROM SOCIAL SECURITY OR RETIREMENT

PROOF OF IDENTITY

DRIVER LICENSE OR STATE ID FOR 16 AND OVER

BIRTH CERTIFICATE(S)

SOCIAL SECURITY CARD(S)

APPI ICATION

FILL IT OUT BEFORE YOU COME TO YOUR APPOINTMENT.

CURRENT BILL AND 12-MONTH HISTORY FOR ELECTRIC AND NATURAL GAS.



INFORMATION PAGE

Please note: Due to changes in the Texas Administrative Code (TAC) and funding cuts, $\underline{\text{the}}$ amount of assistance you receive may be less than in previous years.

NOTICES:

- 1. If you have more than 5 people in the home, please ask for an additional household member page.
- 2. Applications will not be put in processing order until <u>ALL documents are received</u>. **We cannot process incomplete applications!**
- 2. You are still responsible for paying your bill until your application is processed and you are notified of the outcome.
- 3. It can take <u>up to **90 days or longer** to process complete applications</u> depending on the time of the year and the number of applications already in process. We will contact you once your application has been processed.
- 4. Applications are accepted by email, fax, mail, or drop off (unless otherwise noted) and will be processed according to priority and date received complete. (see # Notice #2 above)
- 5. This application is for screening purposes only and does not guarantee your eligibility to receive services. Payments are made within 45 days from the date of the voucher and are subject to availability of funds.

REQUIRED DOCUMENTS: Completed application and...

- Social security cards for all household members
- * Proof of ALL income FOR THE PAST 30 DAYS for every household member 18 years or older (Check stubs, Award letters from SS Administration only for Social Security/SSI/SSDI, etc. (including minor children) VA letter, unemployment, TANF letter, retirement, pension, child support, etc. All award letters must be dated for the current year!
- If any household member 18 or over is NOT receiving any income, or has no proof of income, (example is self-employed, works for cash, etc.) you must complete the attached Declaration of Income Statement.
- Citizenship papers: no exceptions (if you do not have these contact your local office for a list of acceptable documents)
 - o Certified Birth Certificates for all household members born in USA (not hospital footprint form)
 - Proof of Legal Residency for all household members not born in USA (permanent resident card, visa, foreign passport, etc.)
- Identification: no exceptions (if you do not have these contact your local office for a list of alternative documents)
 - Photo DL/ID for anyone 16 or over
- A 12-month billing history from each of your energy providers, even if you are not receiving assistance from all of them. (ELECTRIC, NATURAL GAS AND/OR PROPANE) NOTE: If you have less than 12 months in your home, please provide the history for as many months as possible.
- Your current and past due electric and gas bills and disconnection notice, if applicable.

Check us out on Social Media

CCSCT is Celebrating 60 years of Community Action! Helping People Changing Lives!



CCSCT-CS COMPLAINT POLICY: Clients or partners who wish to complain about staff treatment, application status or any other complaint are advised to contact Carol Delgado, CCAP, NCRI, Program Director by phone at 830-767-2019, or email cdelgado@ccsct.org. The alternate contact for complaints is Belinda Lacey, CCAP, NCRI, Assistant CS Program Director at phone number 830-625-6268 or email blacey@ccsct.org. Your complaint will be investigated within 10 days and complainant notified of results. If the complaint is regarding a denial due to income, the client will be reminded of the appeals process as outlined in the denial form.



	OFFICE USE ONLY
١	Date/Time Received Complete
	/
	(Elderly 60+/Disabled/Child 5 or younger) Vulnerable? Y N

HEAD OF HOUSEHOLD INFORMATION						l	vuine	rable	:r Y	N		
First Name:				Last Name:			Middle Initial:					
Date of birth:						Contact	Contact # or Cell Phone:					
Home Phone:			Work Phone:			Housing	g Type: (circle) Rent 🗆 or Own 🗆					
Residential	Address:					Apt.#:						
City, State, Zip							County:					
Mailing Address (if different):						Apt.#:						
City, State,	Zip											
Email Addre	ess:											
Gender ☐ Male ☐ Female	☐ African Ame ☐ American In ☐ White ☐ Asian	dian		Ethnicity Hispanic Not Hispan	nic [ducation O-8 9-12 □GEE HS Grad 12+ college 2/4 yr. Grad	□ A/ □ V/ □ N/	tary Status ctive eteran /A		☐ Farı	grant Work sonal Work ner	
Relationship Self Spouse Child Grandchild Other	to Applicant		Work Status 18 or ☐ Employed Full-Time ☐ Employed Part-Time ☐ Unemployed 6 month + ☐ Unemployed less than 6 mos.		☐ Dis	☐ Disabled ☐ ☐ Retired ☐ ☐ Minor under 18 ☐				☐ Medicare ☐ Medicaid ☐ CHIP		
☐ Child Supp☐ SS Disabilit☐ SS Retirem☐ SSI☐ Pension☐ Private Dis☐ TANF	ort y ent		r income received Worker's Comp Alimony/Spousal Support VA Service Connected Disability VA Non-Service Connected Dis. Unemployment Benefit None			☐ Childcar☐ Affordal	ood stan e Vouche ble Care S	Receive Non-Cash Benefits ood stamps)			– Housing	
Forces includir services. For many by signing by I certify that in misrepresente Applicant sign	ng Army, Navy, nore information elow, I acknown information the information or fraud in the mature	Marin n, ple owled n on t is pun	r military services nes, Coast Guard, ease visit the Text dge that I have this application nishable by fine	Reserves or Na as Veterans Por e read, under is correct, and or imprisonma	ational (rtal at <u>h</u> rstand, d I also ent.	Guard, may b https://vetera and agree understand	e eligible ns.porta with th that rece Date	e for addition in the second i	enal be ." CCSC stance	enefits Tapp Te throi	s and olication: ugh	
otan Signatur	aff Signature						Date					

Please complete the following pages for all other household member(s). You MUST answer ALL questions.

OTHER HOUSEHOLD MEMBERS - If more than 5 people are in your home, please ask for additional pages. Household Member First Name: Last Name: Middle Initial: Date of birth: SS #: Gender Race Ethnicity Education **Military Status** Seasonal Work ☐ Male ☐ African American /Black ☐ Hispanic □ 0-8 ☐ Active ☐ Farmer ☐ Female ☐ American Indian ☐ Not Hispanic 9-12 ☐ Veteran ☐ Migrant Work ☐ White ☐ Alaskan Native ☐ HS Grad / GED \square N/A ☐ Seasonal Work ☐ Asian ☐ Multi-Race ☐ 12+ college ☐ Other ☐ 2/4 yr. Grad ☐ None Relationship to Applicant Work Status 18 or over **Health Insurance** ☐ Self ☐ Employed Full-Time ☐ Disabled ☐ Direct purchase ☐ Medicare ☐ Spouse ☐ Employed Part-Time ☐ Retired ☐ Employment based ☐ Medicaid ☐ Child ☐ Unemployed 6 month ☐ Minor under 18 ☐ Military Health Care ☐ CHIP \square Grandchild ☐ Unemployed less than 6 mos. ☐ Adults State Health Ins. ☐ None ☐ Other Other income received **Receive Non-Cash Benefits** ☐ Child Support ☐ Worker's Comp ☐ SNAP (Food stamps) ☐ Public Housing ☐ SS Disability ☐ Alimony/Spousal Support ☐ Childcare Voucher ☐ HUD-VASH SS Retirement ☐ VA Service Connected Disability ☐ Affordable Care Subsidy ☐ WIC ☐ SSI ☐ VA Non-Service Connected Dis. ☐ Housing Choice Voucher ☐ None ☐ Pension ☐ Unemployment Benefit ☐ Private Disability ☐ None ☐ TANF Household Member First Name: Last Name: Middle Initial: Date of birth: SS #: Gender Race **Ethnicity Education** Military Status Seasonal Work ☐ Male ☐ African American /Black □ 0-8 ☐ Hispanic ☐ Active ☐ Farmer ☐ Female ☐ American Indian ☐ Not Hispanic □ 9-12 ☐ Veteran ☐ Migrant Work ☐ White ☐ Alaskan Native ☐ HS Grad / GED ☐ Seasonal Work \square N/A ☐ Asian ☐ Multi-Race ☐ 12+ college ☐ Other ☐ 2/4 yr. Grad ☐ None Relationship to Applicant Work Status 18 or over Health Insurance ☐ Self ☐ Employed Full-Time ☐ Disabled ☐ Direct purchase ☐ Medicare ☐ Spouse ☐ Employed Part-Time ☐ Retired ☐ Employment based ☐ Medicaid ☐ Child ☐ Minor under 18 ☐ Unemployed 6 month ☐ Military Health Care ☐ CHIP ☐ Grandchild ☐ Unemployed less than 6 mos. ☐ Adults State Health Ins. ☐ None ☐ Other Other income received Receive Non-Cash Benefits ☐ Child Support ☐ Worker's Comp ☐ SNAP (Food stamps) ☐ Public Housing ☐ SS Disability ☐ Alimony/Spousal Support ☐ Childcare Voucher ☐ HUD-VASH ☐ SS Retirement ☐ VA Service Connected Disability ☐ Affordable Care Subsidy ☐ WIC ☐ SSI ☐ VA Non-Service Connected Dis. ☐ Housing Choice Voucher ☐ None ☐ Pension ☐ Unemployment Benefit ☐ Private Disability ☐ None ☐ TANF

Rev. 1/1/2025

OTHER HOUSEHOLD MEMBERS - If more than 5 people are in your home, please ask for additional pages. Household Member First Name: Last Name: Middle Initial: Date of birth: SS #: Gender Race Ethnicity **Education** Military Status Seasonal Work ☐ Male ☐ African American /Black □ 0-8 ☐ Hispanic ☐ Active ☐ Farmer ☐ Female ☐ American Indian ☐ Not Hispanic □ 9-12 ☐ Veteran ☐ Migrant Work ☐ White ☐ Alaskan Native ☐ HS Grad / GED □ N/A ☐ Seasonal Work ☐ Asian ☐ Multi-Race ☐ 12+ college ☐ Other ☐ 2/4 yr. Grad ☐ None Relationship to Applicant Work Status 18 or over **Health Insurance** ☐ Self ☐ Employed Full-Time ☐ Disabled ☐ Direct purchase ☐ Medicare ☐ Spouse ☐ Employed Part-Time ☐ Retired ☐ Employment based ☐ Medicaid ☐ Child ☐ Unemployed 6 month ☐ Minor under 18 ☐ Military Health Care ☐ CHIP ☐ Grandchild ☐ Unemployed less than 6 mos. ☐ Adults State Health Ins. ☐ None ☐ Other Other income received **Receive Non-Cash Benefits** ☐ Child Support ☐ Worker's Comp ☐ SNAP (Food stamps) ☐ Public Housing ☐ SS Disability ☐ Alimony/Spousal Support ☐ HUD-VASH ☐ Childcare Voucher ☐ SS Retirement ☐ VA Service Connected Disability ☐ Affordable Care Subsidy ☐ WIC ☐ SSI ☐ VA Non-Service Connected Dis. ☐ Housing Choice Voucher ☐ None Pension ☐ Unemployment Benefit ☐ Private Disability ☐ None ☐ TANF Household Member First Name: Last Name: Middle Initial: Date of birth: SS #: Gender Race Ethnicity Education **Military Status** Seasonal Work ☐ Male ☐ African American /Black ☐ Hispanic □ 0-8 ☐ Active ☐ Farmer ☐ Female ☐ American Indian ☐ Not Hispanic 9-12 ☐ Veteran ☐ Migrant Work ☐ White ☐ Alaskan Native ☐ HS Grad / GED □ N/A ☐ Seasonal Work ☐ Asian ☐ Multi-Race ☐ 12+ college ☐ Other ☐ 2/4 yr. Grad ☐ None Relationship to Applicant Work Status 18 or over **Health Insurance** ☐ Self ☐ Employed Full-Time ☐ Direct purchase ☐ Medicare ☐ Disabled ☐ Spouse ☐ Employed Part-Time Retired ☐ Employment based ☐ Medicaid ☐ Child ☐ Unemployed 6 month ☐ Minor under 18 ☐ Military Health Care ☐ CHIP ☐ Grandchild ☐ Unemployed less than 6 mos. Adults State Health Ins. ☐ None ☐ Other Other income received **Receive Non-Cash Benefits** ☐ Child Support ☐ Worker's Comp ☐ SNAP (Food stamps) ☐ Public Housing ☐ SS Disability ☐ Alimony/Spousal Support ☐ Childcare Voucher ☐ HUD-VASH ☐ SS Retirement ☐ VA Service Connected Disability ☐ WIC ☐ Affordable Care Subsidy SSI \square VA Non-Service Connected Dis. ☐ Housing Choice Voucher ☐ None ☐ Pension ☐ Unemployment Benefit ☐ Private Disability ☐ None ☐ TANF

Rev. 1/1/2025

Housing Information:	□ Assessment □ Description □ Others						
		# Bedrooms					
Subsidized/Public Housing? Yes \(\text{No } \)	Do you? ☐ Rent or ☐ Own	Rent/Mortgage \$					
Utilities included in rent? Yes ☐ No ☐	Prior Weatherization? Yes ☐ No ☐	Date: House built date					
Utility Information: Is the light bill/water bill under a different name? Who:							
Electric Company Name:	Gas/Propane Company Name:	Water Company Name:					
Acct.#	Acct.#	Acct.#					
	Propane % remaining						
Type of A/C: ☐ Central / ☐ Evaporative Cooler / ☐ Window Unit / ☐ None Type of Heater: ☐ Central / ☐ Space Heater / ☐ Wall Furnace / ☐ Fireplace Stove / ☐ None Is your A/C or Heater working properly? Y ☐ N ☐ / Are you in need of A/C or Heater Repair? Yes ☐ No ☐							
Priority Information:							
1. Have you ever received services from							
2. Is anyone living in your household age	14-24 not going to school or working? W	/ho? Yes 🗆 No 🗆					
Disability Certification: I hereby certify	that I, or the household member listed	l is disabled as defined by:					
 7(9) of the Rehabilitation Act of 1973 1614 (a) (3) (A) or 223 (D) (1) of the Social Security Act 102 (7) of the Developmental Disabilities Services and Facilities Construction Act (38 USC Chapter 11 or 15) 							
□ No one in my household is disabled. □ I receive disability benefits: Name(s):							
 □ I receive disability benefits: Name(s): □ I do not receive disability benefits: Name(s):: 							
☐ I do not receive disability benefits, but I have applied for benefits: Name(s):							
Under penalty of perjury, I have provided truthful information in this certification. In Texas, under Sec. 37.101 of the Penal Code, it is a felony of the third degree to falsify this document.							
Conflict of Interest Information:							
Is anyone in the household currently serving, or related to a CCSCT employee, agency consultant, Yes □ No □							
board member? If yes, who and their posi	tion?						
Case Management							
Are you willing and able to obtain a job, enroll in job training or engage in ways to increase Yes No							
your income by actively participating in CCSCT's Case Management Program? Are you willing to							
make a commitment to follow up on referrals, submit monthly income and to meeting with a Case Manager a minimum of once a month to successfully complete the Case Management program?							
Acknowledgement and Release of Inform	nation:						
I hereby give my permission to release an	y information and understand that it wil						
understand that a photocopy or fax of thi							
Program, permission to share with, to inquire about, make pledges and receive all Information from other agencies, utility							
vendors and employers as needed. I understand that I may be terminated for providing false information, threatening behavior, Sexual harassment, verbal abuse, theft, or violation of CCSCT firearm policy. I understand if terminated, I will not							
be able to reapply for 1-2 years.							
	Applica	nt to initial here:					

Rev. 1/1/2025

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS Systematic Alien Verification for Entitlements (SAVE) System and US Citizenship/US National Applicant Certification Form for WAP and CEAP

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.

	US Citizen (Born or Naturalized) or U.S. National		OFFICE USE ONLY Documentation provided for:			
Household Member Name		Qualified Alien	Citizenship Documents	Identification Documents		
	☐ Yes ☐ No	☐ Yes ☐ No				
	☐ Yes ☐ No	☐ Yes ☐ No				
	☐ Yes ☐ No	☐ Yes ☐ No				
	☐ Yes ☐ No	☐ Yes ☐ No				
	☐ Yes ☐ No	☐ Yes ☐ No				
	☐ Yes ☐ No	☐ Yes ☐ No				
	☐ Yes ☐ No	☐ Yes ☐ No		No.		
	☐ Yes ☐ No	☐ Yes ☐ No				
	☐ Yes ☐ No	☐ Yes ☐ No				
	☐ Yes ☐ No	☐ Yes ☐ No				
To add additiona	l household member	rs, use another copy	of this form.			
AM AWARE THAT I AM SUBJ	ECT TO PROSECUTION INFORMA		IG FALSE OR FRAI	UDULENT		
Applicant Signature			Da	te		
Signature of agency staff certifying	the above F	Print Staff Name		Date		

Rev. 1/1/2025 Page | 5

DECLARATION OF INCOME STATEMENT (DECLARACION DE INGRESOS)

Applicant Name (Nombre del Solicitante)	Applicant Last Na	me (Apellido)	Suffix (Sufijo)		
Address (Dirección)	City (Ciudad)		Zip Code (Código Postal)		
State the gross income for household men income received in the 30 day period prio					
miembros de su hogar, que tienen 18 años d	de edad ó mas, y q	ue no tienen docun	nentación de ingresos por los 30 dias ant		
del aplicar para asistencia)					
Name (Nombre)		Gross Income Received (Ingreso Bruto Recibido)			
Name (Nombre)		Gross Income Received (Ingreso Bruto Recibido)			
Name (Nombre)		Gross Income Received (Ingreso Bruto Recibido)			
Name (Nombre)		Gross Income Received (Ingreso Bruto Recibido)			
My household has no documented proof documentar los ingresos por medio de tal re		o the following si	tuation (Mi hogar no tiene prueba pa		

Rev. 1/1/2025

(Applicant Signature/Firma del Solicitante)

(Date/Fecha)

Customer/Client Satisfaction Survey

Instructions: We need your feedback to help improve service and plan for the future. Check the box to indicate which service(s) you received: ☐ Utility Assistance ☐ Weatherization ☐ WIC ☐ Education Services ☐ Employment Services ☐ Rental Assistance ☐ Case Management ☐ Referral ☐ Emergency Assistance ☐ Other _____ List the county where you receive services: Neither Strongly Strongly Disagree Agree or Agree Disagree Agree Disagree 1. When I entered the building, I was greeted and felt welcome. The facilities were clean. 3. I was assisted in a timely manner. I was treated with respect. My needs were met. 6. I was informed about other CCSCT programs or community services that could benefit me. 7. I found the program service(s) helpful. 8. I was satisfied with my overall experience and the services I received. 9. I am likely to use the program service(s) again. 10. I would recommend CCSCT to family/friends. ☐ I would be willing to participate in a discussion group to help CCSCT continue to improve. (Include name and phone number below) Name: ______ Phone: _____

Comments/How can we better serve you? (If you were not satisfied, please tell us why).

WILSON COUNTY RESOURCES

ALAMO AREA COUNCIL OF GOVERNMENT (AACOG)	210-362-5200
WEATHERIZATION (AACOG)	210-362-5282
TRANSPORTATION (AACOG)	866-889-7433
TX DEPARTMENT OF COMMUNITY SERVICES	830-393-5411
TX DEPARTMENT OF HUMAN SERVICES	830-393-3141
TX WORKFORCE SOLUTION (JOB SEARCH/SCHOOL/DAYCARE)	830-393-0405
CCMS/CHILDCARE	800-204-7905
WIC	830-393-7423
MEDICAL TRANSPORATION (MEDICAID)	877-633-8747
ST VINCENT DE PAUL (Tue. & Thur. 9am-3pm)	830-393-4791
FLORESVILLE FOOD PANTRY (Thur. 8AM-12 NOON)	830-321-1151
METHODIST HEALTHCARE MINISTRIES (WESLEY NURSE)	830-251-0441
HEALING HANDS MINISTRIES (LA VERNIA)	210-445-7746
LUTHERAN CHURCH	830-393-2747
FLORESVILLE MINISTERIAL ALLIANCE	210-635-7319
FLORESVILLE ISD SOCIAL WORKER	830-393-5300
TEXAS ATTORNEY GENERAL	830-769-3000
SALVATION ARMY	830-391-5807
WILSON COUNTY SENIOR CENTER	210-663-2685
POTH FOOD PANTRY	830-542-0296
SACRED HEART FOOD PANTRY	830-393-4791
TX A&M AGRILIFE EXTENSION SERVICES (CARSEATS)	830-393-7357

