



TUOLUMNE ME-WUK TRIBAL TANF

APPLICATION PACKET



Tuolumne Me-Wuk Tribal TANF

Toll Free 1-844-303-TANF (8263)

Fax 1-209-928-5381

TMWTT- Main Office
14520 Mono Way, Suite 200
Sonora, CA 95370

TMWTT – Modesto Office
2005 Evergreen Ave., Suite 800
Modesto, CA 95350

APPLICATION INSTRUCTIONS

1. Form must be filled out with Black or Blue Ink only.
2. You may not use “white out” on any of these documents.
3. Please utilize the “Application Checklist” to help you complete and gather all required documentation for your application and appointment with a Family Advocate.
4. Please complete the TANF application, do not “Sign” or “Date” anything until you are asked to by the Family Advocate. An identifiable application will be based on the date of the application.
5. If you feel that your circumstance warrants an emergency application, please alert the Family Advocate.
6. The Head of Household or Caretaker/Relative will sign the Tribal TANF Application.

***NOTE: Tuolumne Me-Wuk Tribal TANF is required to receive vital documents and confidential information to determine eligibility within thirty (30) days of the date of application. In order to process your application in a timely manner, the information on the “Application Checklist” is required. This is the applicant’s responsibility.**



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APPLICATION CHECKLIST

Please utilize this checklist to assure that you have all required documentation for your appointment. This will assist in a timely application /approval process.

ADULT APPLICANTS

- Verification of enrollment, or a descendant of a Federally Recognized Indian Tribe or the California Judgement Rolls. ***NOTE: This must be provided for each member in the household that has one.**
- Certified copy of birth certificates for **ALL individuals** applying.
- Valid picture identification for **ALL adults** of the household including but not limited to a California driver's license, State Identification, Tribal identification or military identification.
- Social Security cards or a receipt of application for a Social Security card for **ALL individuals** applying.
- If convicted of a drug-related felony, bring court documents verifying conviction and enrollment or completion of a substance abuse rehabilitation services.
- "TMWTT Certification" form (included in packet)
- "TMWTT Your Rights and Responsibilities" form (included in packet)
- "TMWTT Verification of Monetary Distribution" form (included in packet)
- "TMWTT Consent to Release of Information" form (included in packet)

CHILDREN

- Tribal certification of enrollment, or descendant of an enrolled member, or descendant from a member of the California Indian Judgment Roll. ***NOTE: this must be provided for each member in the household that has one.**
- Birth certificates for **ALL individuals** applying.
- Social Security cards or a receipt of application for a Social Security card for **ALL children** applying.
- Immunization records for **ALL children** applying (Exemptions shall apply where religious concerns are cited by the applicant)
- School attendance records for **ALL school age children**, including minor parents.
- "School Enrollment Verification" form (included in packet) ***NOTE: Please list and have verification for each school-aged child in household.**

HOUSING

- Rent/lease receipt or letter from Tribal housing.
- ALL** current utility bills, which may include phone, electricity, water, trash, or sewer. ***NOTE: If bills are not in applicant's name, please provide a "Affidavit" (included in packet), with an explanation as to why the bill is not in applicant's name.**
- "Residency Verification" form (included in packet)

NON-NEEDY CARETAKER

- Child custody agreement or foster care/court order, tribal or county document with proper signatures and/or seals
- Designation of Indian Custodian, (25 U.S.C. 1901, et seq.) and Tribal Resolution or letter from the appropriate Tribe with authorized signatures.
- Verification of annual income.

INCOME

- "Verification of Employment" form (included in packet)
- Employment check stubs, letter from employer, etc.
- Per capita, Non-Gaming or Tribal distribution
- Social Security Income (SSI/SSP, Survivors Benefits, etc.) **NOTE: Please provide the "Award Letter" for each person in the household that this applies to.**
- State Disability (award or denial letter) **NOTE: Please provide the "Award Letter" for each person in the household that this applies to.**
- Unemployment award or denial letter
- Child support income. **NOTE: Please provide the "Court Order" for each child in the household that this applies to.**
- Child custody. **NOTE: Please provide the "Court Order" for each child in the household that this applies to.**

ADULT EDUCATION/TRAINING

- Student income, scholarships, grants, loans, (financial aid award or denial letter)
- Student expenses, books, tuition, etc.
- Verification of school enrollment
- Childcare costs
- Mileage to and from training/school

RESOURCES

- Bank accounts most current bank statement –Savings and Checking
- IRA, retirement accounts or other investment accounts
- Trust accounts
- Saving bonds
- Vehicle registration (vehicle must be register in applicant's name)
- Car payments
- Proof of car insurance and insurance costs
- Proof of estimated value
- Real property other than primary residence (time-share, vacation home, property)



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TANF APPLICATION

Total number of household members applying for Cash Aid on this Application _____

Name of Applicant: Last, First, MI

Social Security Number

Maiden or Other Name (if any)

Date of Birth

Home Address Number Street City County State Zip

Mailing Address (if different) City County State Zip

Telephone Number (s) Home () Work () Message ()

Is your home address permanent? Yes No Homeless

Is anyone applying for Cash Aid or (Single or 2 Parent) Diversion Non-Needy Relative Child Only Needy Relative Emergency

Has anyone applied, received, or currently receiving benefits? If so, please indicate which ones:

TANF/CalWorks Medical Food Stamps Homeless Assistance

If so, please indicate whether the aid came from: County Assistance State Tribal TANF

Name of Program: _____ Dates Received: _____

Name Used: _____ State or County: _____

Please indicate your tribal affiliation:

Member of Federally Recognized Tribe: Do you reside on a Rancheria or Reservation?

Descendant of California Judgment Roll member: No Yes (if yes, list reservation name):

Descendant of Federally Recognized Tribe: _____

Is anyone pregnant? Yes No If yes, due date: _____

How much income did everyone, including the child(ren) receive or will they receive, in the month of this application?

\$ _____ \$ _____ \$ _____

\$ _____ \$ _____ \$ _____

How much is your rent or mortgage each month?

\$ _____

How much are your utilities that are not included in your rent?

\$ _____

COMPLETE THIS SECTION ONLY IF APPLYING FOR: AN EMERGENCY

Essential Needs		Yes	No	
Utilities –currently shut off or have a 48 hour notice		<input type="checkbox"/>	<input type="checkbox"/>	
Food will run out within three (3) days		<input type="checkbox"/>	<input type="checkbox"/>	
Transportation needed for food, medical care or emergency items		<input type="checkbox"/>	<input type="checkbox"/>	
Homeless		<input type="checkbox"/>	<input type="checkbox"/>	
Essential clothing needed (such as diapers or cold weather gear)		<input type="checkbox"/>	<input type="checkbox"/>	
If yes, specify clothing needed:				
Assets	Amount	Debits	Amount	
Resources for household, including children:	\$	Monthly rent or mortgage	\$	
Cash, uncashed checks or money orders:	\$	Utilities (if not included in rent):	\$	
Checking/savings/credit union balance:	\$	Subtotal of debits	\$	
Trust Deeds, notes receivable stocks or bonds:	\$	Asset subtotal	\$	
Other monetary assets:	\$	Minus debit subtotal	\$	
Prior monthly income received by household unit (including children):	\$	Grand total	\$	
Subtotal of assets	\$			
For Office use Only:	Case Type:	<input type="checkbox"/> 1 Parent	<input type="checkbox"/> 2 Parent	<input type="checkbox"/> Child Only
		<input type="checkbox"/> Non Needy	<input type="checkbox"/> Needy Caretaker	<input type="checkbox"/> An Emergency

I understand and agree that I am requesting aid from Tuolumne Me-Wuk Tribal TANF (herein referred to as TMWTT) and that I will comply with eligibility requirements. I may be asked to comply with some of these requirements before any aid can be given. I understand the statements I have made on this form may be checked and verified. I understand if I do not qualify for immediate need, other requested services will be approved/denied within standard TANF guidelines. I declare under penalty of perjury under the laws of the United States of America and the State of California the information I have provided is true, correct and complete to the best of my knowledge.

Applicant Signature

Date

TMWTT Representative Signature

Date



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TUOLUMNE ME-WUK TRIBAL TANF CERTIFICATION

I understand that any fact I have given on my application, including benefits and income facts are subject to: verification and reviews by Tribal Personnel, and if I have given false, incorrect or wrong facts, my Cash Assistance may be denied or discontinued.

I understand the penalties for giving wrong or incomplete facts, or failing to report facts and situations which may affect my eligibility or benefits for Cash Assistance.

I understand that my case may be selected for additional review to ensure that my eligibility was correctly determined and that I must cooperate fully.

I understand that the Tribal TANF Program is a temporary assistance program, with a lifetime of 60 months.

I understand as a condition of receiving assistance all adults are required to participate in a work participation program, unless exempt.

I understand as a condition of receiving assistance all adults are required to complete substance abuse testing. If I have a positive test I will be required to participate in further actions outlined by their Family Advocate/Career Development Coordinator. Tribal TANF Assistance will continue through a voucher system or benefits will be denied, reduced or terminated until I am in compliance with the program.

I understand I have a right to have the application read to me in my language or English if I prefer.

I understand I have the right to confidentiality for any and all information pertaining to my application and verification.

I understand that I have the right to appeal if dissatisfied with any adverse action, sanction or denial of benefits affecting my application, or ongoing TANF case.

I understand that my family may not receive assistance from any other State or Tribal TANF program.

I understand that Tuolumne Me-Wuk Tribal TANF and any other Tribal TANF Program or Department of Social Services Programs will exchange my social security numbers, birth records, immunization records, school attendance records, proof of current income/property ownership, child care status, employment service history, time on aid and any other pertinent information pertaining to eligibility and ongoing case management.

Client Certification: My signature below indicates that I have been informed and understand the terms and conditions to participate in the Tribal TANF Program. I certify under penalty of perjury that all of the above information is true and correct. I agree that any information I have supplied is subject to verification. I understand that falsification of any information is ground for termination from the Tuolumne Me-Wuk Tribal TANF Program and may result in recovery of any monies paid to me while in the program and possible denial of Tribal TANF assistance.

Applicant Signature

Date

TMWTT Representative Signature

Date



Adult Information						
Last Name		First Name		Middle Name	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security Number	Gender	Race	Tribe	Tribal Enrollment Number	TANF Client <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Birth	Age	Marital Status	Relationship to Primary Applicant		Non-Custodial Parent <input type="checkbox"/> Yes <input type="checkbox"/> No	
Prior Cash Aid from a TANF program? <input type="checkbox"/> Yes <input type="checkbox"/> No	1-Agency		County	State	Start Date	
	Monthly amount		Why discontinued			
	2- Agency		County	State	Start Date	End Date
	Monthly amount		Why discontinued			
	3-Agency		County	State	Start Date	End Date
	Monthly amount		Why discontinued			
Receiving Unemployment <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Applied	County	State	Monthly amount	Date of last check received	
Receiving Disability <input type="checkbox"/> Yes <input type="checkbox"/> No	Date applied	County	State	Monthly amount	Date of last check received	
Currently on Parole <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Officer	County	Offense	Amount of time	Activity	
Cash Resource (Cash on Hand)	1-Resource	Amount	Start date	End date	Date last received	
	2-Resource	Amount	Start date	End date	Date last received	
<u>Other Income - Income Types</u> a) Training b) Education c) Welfare d) State Benefits e) Worker's Comp f) Child/spouse support g) Social Security h) PerCap from Tribe i) Sav/Chk Account	j) Strike Benefits k) Veterans Admin l) Military Pension m) Railroad Fund' n) Gov Agency o) Gifts/Contributions p) Rental Property q) Winnings r) RSTF s) Trust Fund t) CD u) Other	1-Income Type	Source	Frequency	Amount	
		Start date	End date	Last date received	Comment	
		2-Income Type	Source	Frequency	Comment	
		Start date	End date	Last date received	Comment	
		3-Income Type	Source	Frequency	Amount	
		Start date	End date	Last date received	Comment	

Adult Information

<u>Government Assistance</u>	1-Assistance type	Monthly amount	Start date	End date	Date last received
a) Subsidized Housing	2-Assistance	Monthly amount	Start date	End date	Date last received
b) Subsidized Childcare					
c) Medical Assistance					
d) Food Stamps	3-Assistance	Monthly amount	Start date	End date	Date last received
e) Commodities					
Pay Child Support <input type="checkbox"/> Yes <input type="checkbox"/> No	Paid to	Paid for		Amount per month	Court ordered <input type="checkbox"/> Yes <input type="checkbox"/> No
Education	<input type="checkbox"/> GED <input type="checkbox"/> Diploma	<input type="checkbox"/> 2- year degree <input type="checkbox"/> 4- year degree	<input type="checkbox"/> Masters <input type="checkbox"/> Doctorate	I attended school through _____ grade. What year did you last attend school? _____	
Employment	Current or Last-Employer Name	Date Employed Start _____ Stop _____	Title	Reason no longer employed.	

VEHICLE INFORMATION – DO YOU OWN A VEHICLE? Yes No

1-Year	Make	Model	Class	License	State
Estimated value		Mileage	Amount owed		Note
2-Year	Make	Model	Class	License	State
Estimated value		Mileage	Amount owed		Note

Have you been convicted of a drug related felony within the past ten (10) year? Yes No
If yes, please explain _____

In the past 6 months, have you been charged with a drug related felony? Yes No
If yes, please explain _____

I understand that as a recipient of TMWTT benefits I am required to complete substance abuse testing. Random testing will be conducted, following initial testing, and a positive test will require me to participate in substance abuse assessment and possibly attend counseling sessions or enroll in a rehabilitation program. TMWTT will continue Tribal TANF assistance to my family through a voucher system, or deny, reduce, or terminate benefits to assure my compliance.

I, _____, on (date) _____, hereby grant permission to TMWTT to investigate and verify the above information provided by me to determine eligibility for TMWTT.

I declare under penalty of perjury that the foregoing information that I have provided is true and correct. I understand that knowingly providing false information to obtain Tribal TANF services may constitute a criminal offense or fraud disqualifying me for TMWTT.

Applicant Signature

Date

TMWTT Representative Signature

Date



Child Information					
Last Name		First Name		Middle Name	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No
Social Security Number	Gender	Race	Tribe	Tribal Enrollment	TANF Client <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth	Age	Marital Status	Relationship to Primary Applicant		Pregnant <input type="checkbox"/> No <input type="checkbox"/> Yes Due Date _____
Highest Education Completed			Name of School		
Mother's Last Name	Mother's First Name	Mother's Middle Name	Father's Last Name	Father's First Name	Father's Middle Name
Mother's Status <input type="checkbox"/> Deceased <input type="checkbox"/> Absent <input type="checkbox"/> Disabled <input type="checkbox"/> Unemployment			Father's Status <input type="checkbox"/> Deceased <input type="checkbox"/> Absent <input type="checkbox"/> Disabled <input type="checkbox"/> Unemployment		



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CONSENT FOR RELEASE OF INFORMATION

I _____, hereby authorize and request that the Tuolumne Me-Wuk Tribal TANF may release and/or exchange all confidential professional information pertaining to me (or my minor children) to the following individuals and agencies.

- All Courts (Tribal, Federal, State, and County) _____
- TANF: _____
- Social Services: _____
- ICW/CWS/CPS: _____
- Probation/Parole Officer: _____
- Tuolumne Me-Wuk Behavioral Health: _____
- Housing Authority: _____
- Mental Health: _____
- Education/School: _____
- Tuolumne Me-Wuk Medical Center: _____
- Other Medical Facilities: _____
- Other: _____

I understand that this Release of Information will remain in effect for one (1) year and that I may revoke this consent at any time by informing the above parties in writing. My signature below indicates that I have read and thoroughly understand the terms of this consent for release of confidential information.

SIGNATURE:

TANF Participant Signature Date

TANF Participant Print Name

Date of Birth

Identification (i.e., valid driver's license#)

TANF Representative Date



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SCHOOL ENROLLMENT VERIFICATION

I, _____, authorize _____ to release any and all
Name of Applicant Name of School
information related to my child(ren) stated below to the Tuolumne Me-Wuk Tribal TANF program.

Please provide verification that the following individual is currently enrolled in school.

Name of School		Address		School Year
1-Name of Student	DOB	Grade	GPA/IEP	10 or more unexcused absences for 20__ - 20__ school year? <input type="checkbox"/> Yes <input type="checkbox"/> No
2-Name of Student	DOB	Grade	GPA/IEP	10 or more unexcused absences for 20__ - 20__ school year? <input type="checkbox"/> Yes <input type="checkbox"/> No
3-Name of Student	DOB	Grade	GPA/IEP	10 or more unexcused absences for 20__ - 20__ school year? <input type="checkbox"/> Yes <input type="checkbox"/> No
4-Name of Student	DOB	Grade	GPA/IEP	10 or more unexcused absences for 20__ - 20__ school year? <input type="checkbox"/> Yes <input type="checkbox"/> No

School Official Name

Phone

School Official Signature

Date

Applicant Signature

Date

TMWTT Representative Signature

Date



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VERIFICATION OF MONETARY DISTRIBUTION

I, _____, am a Tuolumne Me-Wuk Tribal TANF (TMWTT) applicant.

Name of Applicant

In order to process my application or to continue receiving assistance with the TMWTT Program, my Family Advocate will need to verify if I receive per capita, RSTF, and/or any other monetary distributions from my Tribe.

Please provide the type of reoccurrence of any monetary distributions on my behalf for the TMWTT Program by filling out the below information for me to give to my Family Advocate.

If you should have any questions, please contact the Tuolumne Me-Wuk Tribal TANF office at (209) 928-5380 or Toll Free at (844) 303-8263.

Thank you,

Applicant Signature

Date

OFFICIAL TRIBAL USE ONLY

The following pertains to _____ and his/her household.

Receives the following monetary distributions:

Per Capita RSTF Other _____

Amount received _____ Frequency of distribution _____

Date last received _____ Notes _____

If client receives any distribution, please explain _____

Tribal Official's Name

Date

Tribal Official's Signature

Title



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RIGHTS AND RESPONSIBILITIES

Work Participation: Unless exempt, all adults are required to engage in self-sufficiency work activities. They must enter into an agreement and comply with the provisions of their Self-Sufficiency Plan.

Exemptions for participation in work activities may include the following:

- Single custodial parent caring for a child under the age of 12 months old.
- Single custodial parent with a child under the age of 6 with a certified written statement verifying:
 - a. Unavailability of appropriate child care within a reasonable distance from the individual's home or work site, or
 - b. Unsuitability of informal child care by a relative or under other arrangements, or
 - c. Unavailability of appropriate and affordable formal childcare arrangements.
- Documented victims of domestic violence up to a maximum exemption length of 3 months.
- Documented caregiver for a severely disabled child or adult.
- Documented medical reasons.
- Good Cause – deemed appropriate by TMWTT. □ An adult 55 years or older.

Monthly Report: You are required to submit a completed Monthly Eligibility and Change Report with verifications by the 10th of each month. Failure to do so will result in your case being suspended with cash assistance being withheld. You have 10 business days to submit report before your case is suspended for the complete month, with possible closure.

Cash Assistance Month: Cash assistance is paid and available to the participant by the first of each month after the first month of enrollment is established. It is intended for the needs of the eligible family members for that month.

Reporting Changes in Family Circumstances: You are required to inform your Family Advocate within 10 days of any changes in family income, family resources, number of persons in the household, changes of address or living arrangements, or children's school attendance.

Reporting the Receipt of Wrong Benefit Amount: If you receive a benefit amount which differs from the actual amount you are eligible for, you must notify your Family Advocate prior to cashing the check. The TMWTT Program will adjust your next monthly assistance payment to correct the amount that you have been under/over paid.

Drug Screening/Testing: All adult recipients, including non-needy caretakers, are required to complete a substance abuse assessment. All adults required to participate in work activities are also required to be drug tested. A positive test may require recipients to participate in substance abuse counseling sessions or enroll in a rehabilitation program but will not disqualify an applicant/participant from the program. TMWTT will continue Tribal TANF assistance to the family.

School Age Children: All school-aged children will be required to attend school full time. Verification of enrollment, regular attendance, and current Grade status is required. Cash benefits will be reduced if fulltime school enrollment and attendance is not verified, until child(ren) return to school and attend regularly.

Immunization of Children: Current immunization of all children is a requirement of the program. Failure to provide proof could lead to suspension of monthly assistance payments. If you need assistance in applying for Medi-Cal, you may ask for help from any of our Family Advocates.

Disqualifications:

- Applicants/Participants with felony drug convictions will be disqualified for 3 years.
- Individuals who have been convicted of welfare fraud will be disqualified by the program as well

Non-Duplication of Services: All applicants will be required to sign the Tribal TANF application certifying if any family members are receiving assistance from another Tribal/State TANF program (including CalWORKs).

Appeal Rights: You have a right to a fair hearing if you feel TMWTT has made an incorrect decision on your case. Your appeal must be in writing and be addressed to the TANF Director explaining your reasons why you think an incorrect decision was made about your eligibility.

Appeals should be sent to: Tuolumne Me-Wuk Tribal TANF Tribal
 TANF Director
 14520 Mono Way, Suite 200
 Sonora, CA 95370

By my signature below I declare and affirm that I have read or have had read to me and understand the Rights and Responsibilities. I also received a copy of TMWTT Rights and Responsibilities as the Notice of Action 'Appeal Form'.

Applicant Signature

Date

Co-Applicant Signature

Date



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RESIDENCY VERIFICATION FORM

Applicant Name: _____ Phone Number: _____
Move in Date: _____ Is this move temporary? [] Yes [] No [] N/A

I _____ declare that I am currently in a living arrangement with the
Applicant Name
following person(s): (List all the people who reside in the home below).

My current address is: _____

Table with 2 columns: NAME OF ALL OCCUPANTS, RELATIONSHIP TO YOU. Rows 1-6.

The apartment/house is leased under the name(s) of: _____
There is an agreement either verbal or written that my portion of the rent is \$ _____ per month paid direct to
_____ (attach) rental agreement, rent receipt or money order).

Are utilities included in this amount? [] Yes [] No
If not please indicate the amount of your portion(s)

Table with 3 columns: Gas, Electric, Phone, Cable, Water, Other.

Are you homeless? [] Yes [] No

I give my permission for the Tuolumne Me-Wuk Tribal TANF staff to verify this information by signing below:

Applicant Signature _____ Date _____

Landlord/Homeowner Signature _____ Date _____

() _____
Phone Number of the Landlord/Homeowner