Native NetWORKS and HOWKA

Participant Intake Checklist

These documents are required for eligibility and enrollment in the program.

1. American Indian/ Alaskan Native/ Native Hawaiian Verification:

Document designating Tribal Enrollment or Descendancy from a Federally Recognized Tribe of North America; Bureau of Indian Affairs documentation; Native Hawaiian verification can consist of a birth certificate noting Hawaiian as race or a document from the Office of Hawaiian Affairs certifying affiliation.

- Yes____ No_____

2. Address Verification:

Applicant must provide proof of most recent mailing address such as SDG&E, phone bill or water bill. Verification must be in Applicant's name. Most recent rental receipt will be accepted if no other verification is available. P.O. Box will not be accepted. If an Applicant is staying with a relative/friend, a signed statement must come from the Resident stating how long the Applicant has been living at the residence, the address of the residence, the Applicant's relationship to the Resident, that the Applicant is not being claimed as a dependent by the Resident, and how long the Applicant will be staying at the residence.

- Yes____ No_____

3. Social Security Card:

Applicant must have original Social Security card, if Participant does not have one or lost it, apply at the Social Security Administration for a replacement and get a print out with the number on it.

- Yes____ No_____

4. Valid California Identification Card or Driver's License:

- Yes____ No_____

5. Family Income Verification:

Last pay stub, Aid to Families with Dependent Children, TANF, General Relief, Unemployment, Leave and Earnings Statement, SSI

Applicant needs six months of income verification for HOWKA. Six months income attached:

- Yes ____ No ____

6. Participant must be one of the following:

- Please circle: Underemployed _____Unemployed _____ Recipient of Layoff Notice _____

7. Veteran Military Service Record (DD214):

- Yes____ No_____

8. Residency Requirement:

Applicants must reside within the urban area. Do you live on a Reservation?

- Yes ____No ____

Copies of all documents MUST be attached and placed in Participant file.