





**Educational / Veteran / Miscellaneous (Circle One)**

Citizenship	Marital Status	Educational Status	School Attendance	Type of School Attending	Veteran Status	Selective Service
1. Citizen 2. Eligible Non-Citizen 3. Non-Eligible Non-Citizen	1. Single 2. Married 3. Divorced 4. Widowed 5. Separated 6. Common Law	1. In-School, H.S. or Less 2. In-School, Post H.S. 3. Not Attending School 4. High School Graduate 5. H.S. Drop Out 6. Other	1. Elementary 2. Secondary 3. Trade/Tech/Voc 4. Community/ College 5. Four Year University 6. Not Applicable	1. Full-Time 2. Part-Time 3. Not Attending School 4. Last Grade Completed	1. Eligible Veteran, less than or equal to 180 days 2. Eligible Veteran 3. Eligible Spouse 4. Not an Eligible Veteran	1. No 2. Yes 3. Exempt 4. Not required to register or document Registration 5. Beyond Registration Age; failure to register unintentional.

**Employment Status at Intake(Circle One)**

1. Employed	2. Employed	3. Not Employed
a. Employed Full-time b. Employed Half-time c. Underemployed	a. But received notice of termination or employment or military separation	a. Was employment sought in the last 28 days?

**Barriers to Employment (Circle all that apply)**

1. Basic Skills deficient	6. Single Head of Household	10. Substance Abuse	14. Pregnant/Parenting Teen
2. Low Income	7. Limited English Proficiency	11. Homeless	15. Runaway Youth
3. Long-term Unemployed	8. Individual with Disability	12. Displaced Homemaker	16. Youth Additional Services
4. Offender/ Criminal Justice	9. Learning Disability	13. School Drop-out	17. Not Applicable
5. Poor Work History			

**Work History**

**Work History #1**

EMPLOYMENT HISTORY (26 Weeks Pre-program Current/Last Job First) Enter the employer's name, address, zip code and telephone number. From: Mo/Day/Yr To: Mo/Day/Yr

Job Title	Hourly Wage	Hours Per Week	Reason for leaving

**Work History #2**

EMPLOYMENT HISTORY (26 Weeks Pre-program Current/Last Job First) Enter the employer's name, address, zipd code and telephone number. From: Mo/Day/Yr To: Mo/Day/Yr

Job Title	Hourly Wage	Hours Per Week	Reason for leaving

**Certification Statement**

I certify that the information provided is true and complete to the best of my knowledge and that there is no intent to commit fraud. I am aware that the information I have provided will be used to determine eligibility for program services and is subject to review and verification and that I may have to provide documents to support this intake. It has been explained to me and I understand that:

Information collected on this intake record will be entered into the NEW program collection system. I also understand that the information recorded on the intake record will be protected in accordance with the privacy act.

Misstatements or misrepresentation on my part on this or other related forms may be cause for dismissal and possible actions for the collection of any payments received by me. Anyone who makes a false statement or misrepresentation of facts in an application for determination of program eligibility may be committing a crime punishable by law and may be fined or put in jail for fraud and/or perjury.

Should I be deemed ineligible for the Native Employment Works Program by the official verification process, I agree to immediately cease employment or training and I may be liable for all payments made to me and/or on my behalf while enrolled in the Native Employment Program.

Signatures: This signature of the client and/or parent/Guardian is acknowledgement of the Certification Statement above.

Client Signature	Date
Parent/Guardian Signature	Date
Interviewer Signature	Date
Certifier Signature	Date
Reviewer Signature	Date

**KARUK TRIBE**  
**NATIVE EMPLOYMENT WORKS PROGRAM**  
Happy Camp Tribal TANF Office  
64101 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039  
Telephone (530) 493-1440 FAX (530) 493-1442

**INTAKE DOCUMENTATION REQUIREMENT**

**Eligibility Document Requirement**

Eligibility Document Requirement notice must be completed at the time of Intake. The required documents must be received by the Karuk Tribal NEW Program within (2) two weeks of the date of intake.

APPLICANT: \_\_\_\_\_

Date of Intake \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

**Indian Certification**

The applicant must provide copy of their Karuk tribal membership card.

1. Types of documentation may include:

- a. Karuk Tribal Membership Card
- b. Karuk Tribal Descendancy Card

**Public Assistance**

The applicant must provide verification of receipt of public assistance or applicant family dated within thirty (30) days of the date of Intake.

Types of documentation may include:

- Current Award Letter
- Passport to Services
- Notice of Action
- Food Stamps/Food commodities

**Proof of Residence**

The applicant must verify residency in Karuk tribe's service area as of the date of intake. Documents may not be older than thirty (30) days from the date of the Intake.

Types of documentation may include:

- Utility Bill
- Rent Receipt
- Cancelled Check
- Voter Registration Card
- Postmarked Mail addressed to the applicant
- School Records/Work permit

**Labor Force Status**

Applicant must provide verification of their labor force status.

Types of documentation may include:

- UI benefits claim
- UI benefits check copy
- EDD Job Registration
- Lay-off notice within last 28 days
- Work Permit

**Selective Service Status**

Male applicants 18 years of age and older, born on or after 1/1/60 must provide proof of having complied with the Military Selective Service Act, i.e. must have registered with the Selective Service System. Those applicants 26 and older who failed to register must provide a Status Information Letter and documentation that they did not knowingly and willing fail to register. Veterans who did not register may provide a DD214, current full-time active duty orders or military ID.

**Proof of Age (Youth Services)**

The age of the applicant must be verified.

Types of acceptable documentation may include:

- Birth Certificate
- CA ID Card
- Tribal ID Card
- School Records/Work Permit

**Proof of Income**

The applicant must verify the level of family income for the past six (6) months.

Types of documentation may include:

- Payroll Check Stubs
- Wage Statement from Employer
- Unemployment Insurance documents.

**Correction Action:**

Please submit the required documents within two (2) weeks of the date of the intake and must be received by the Karuk Tribal NEW Program within (2) two weeks of the date of intake. The documents can be dropped off at any Karuk Tribal TANF Program.

**Acknowledgement:**

I understand that I will not be able to participate in the Karuk Tribal NEW Program until the items checked are provided to and approved by the Karuk Tribal NEW Program. I further understand that eligibility is not a guarantee of services.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
NEW Interviewer

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant or Parent/Guardian: