

BRIDGES Intake Checklist

DOCUMENT CHECK OFF

Please read all forms carefully before signing. By signing this form, I certify that all members of my household 18 years of age and older acknowledge that I will have the opportunity to ask questions during an upcoming phone or zoom briefing so that I understand the information I am being asked to sign.

X _____
Head of Household

X _____
Date

FORMS INCLUDED IN BRIEFING PACKET TO BE COMPLETED AND RETURNED TO THE CDA. All household members 18 and older must sign all forms (other than those indicated below). Return all forms and documentation by the due date on the letter. ALL DOCUMENTS WILL BE GONE OVER AT BRIEFING APPOINTMENT ONCE ELIGIBILITY IS DETERMINED.

- DEFINITIONS, DISCLOSURE AND FRAUD ACKNOWLEDGEMENT
- APPLICATION
- DECLARATION OF 214 STATUS (CITIZENSHIP OR ELIGIBLE IMMIGRANT STATUS)
- PARTICIPANT AGREEMENT
- BRIDGES CONSENT FOR THE SHARING/RELEASE OF INFORMATION
- GOVERNMENT DATA PRACTICES ACT DISCLOSURE STATEMENT
- CDA RELEASE OF INFORMATION
- FAMILY OBLIGATIONS/CERTIFICATION
- BRIDGES CERTIFICATE OF PARTICIPATION
- NOTIFICATION OF CHANGE (For use after approved for program and you have a change of information)
- ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION FORMS:
 - 1.) What is Fraud Notice
 - 2.) Notice of Occupancy Rights Under Violence Against Women Act (VAWA)
 - 3.) Washington County CDA Policies
 - 4.) Mental Health Emergency Services Phone Numbers

ADDITIONAL DOCUMENTATION TO BE PROVIDED TO THE CDA:

Proof of income including:

- Most recent two consecutive bank statement(s) for all accounts
- Most recent two consecutive months of paycheck stubs
- Proof of unemployment
- Proof of child support
- Proof of cash assistance payments (MFIP, GA, MSA)
- Any other income source
- Social Security award letters
- Self-employment
- Documentation of any investments and/or life insurance
- Most current personal and/or business tax filing documents

IDENTIFICATION DOCUMENTS:

- Copies of birth certificates for all household members
- Copies of Social Security Cards for all household members
- Copies of current Driver's License or State Identification Card

AFTER REVIEWING YOUR RETURNED INFORMATION, YOU MAY ASK YOU FOR ADDITIONAL INFORMATION TO DETERMINE YOUR ELIGIBILITY FOR THE PROGRAM.