

Participant Information

- 1. Last name, 2. First name, 3. Middle initial, 4. Social Security #, 4a. Participant ID, 5. Home phone, 5a. Cell phone

- 6. Mailing address, a. Number and Street, Apt. Number; or PO Box, b. City, c. State, d. ZIP Code, e. County

- 6a. Participant's e-mail address, 6b. Emergency contact: Name, Phone, Relationship

- 7. State of residence if different from mailing address, 8. Homeless (Yes/No), 8a. Urban/rural (Urban/Rural), 9. Application date for enrollment or re-enrollment (MM/DD/YYYY)

Eligibility Information

- 10. Date of birth (MM/DD/YYYY), 11. Number in family, 12. Receiving public assistance? (Check as many as apply) a. No, b. Supplemental Security Income (SSI), c. TANF, d. State or local welfare (General Assistance), e. Suppl. Nutrition Assistance (SNAP), f. Subsidized housing, g. Social Security Disability (SSDI), h. Other (specify)

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(Revised July 2012; replaces prior versions)

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13. Employed prior to participation?

i. Employed     ii. Employed, but with notice of termination     iii. Not employed

13a. Did applicant engage in volunteer work prior to participation?     Yes     No

If yes, total number of volunteer activities \_\_\_\_\_

14. Total includable family income (12-month or 6-month annualized)

\$ \_\_\_\_\_

15. Family income at or below 100% of poverty level?     Yes     No

16. Formerly a participant in any SCSEP project?     Yes     No

17. \*Transferred from another project?     Yes     No

If yes, specify prior grantee code \_\_\_\_\_

Date of transfer \_\_\_\_\_

17a. \*Change of sub-grantee?     Yes     No

If yes, specify prior sub-grantee code \_\_\_\_\_

Date of change \_\_\_\_\_

### Other Personal Characteristics and Information

18. Gender     Male     Female     Did not voluntarily report

19. Ethnicity: Hispanic, Latino, or Spanish origin?

Yes     No     Did not voluntarily report

20. Race (Check as many as apply)

a. American Indian or Alaskan Native

b. Asian

c. Black, African American

d. Native Hawaiian/Pacific Islander

e. White

f. Did not voluntarily report

21. Education \_\_\_\_\_ last grade completed (Select one code from following list)

00=no grade school

88=GED or certificate of equivalency for HS

18=master's degree

1-11 years of school

13-15 years of school completed (1-3 years of college)

19=doctoral degree

A11=completed 12 years of school but no HS diploma

16=BA/BS or equivalent

21=vocational/technical degree

12=HS diploma

17=education beyond a bachelor's degree

22=associate's degree

22. Limited English Proficiency (LEP)     Yes     No

\*No data entry in SPARQ. Field is system-generated.

23. If LEP, please specify primary language \_\_\_\_\_ (Select one code from following list)

- |                     |                  |                              |                 |
|---------------------|------------------|------------------------------|-----------------|
| 10. Amharic         | 20. Hebrew       | 30. Mon-Khmer (Cambodian)    | 40. Spanish     |
| 11. Arabic          | 21. Hindi        | 31. Navajo                   | 41. Tagalog     |
| 12. Armenian        | 22. Miao (Hmong) | 32. Persian (including Dari) | 42. Thai        |
| 13. Bosnian         | 23. Italian      | 33. Polish                   | 43. Urdu        |
| 14. Cantonese (Yue) | 24. Hungarian    | 34. Portuguese               | 44. Vietnamese  |
| 15. French          | 25. Ilocano      | 35. Punjabi                  | 45. Yiddish     |
| 16. French Creole   | 26. Japanese     | 36. Russian                  | 46. Other _____ |
| 17. German          | 27. Korean       | 37. Samoan                   | _____           |
| 18. Greek           | 28. Laotian      | 38. Serbo-Croatian           |                 |
| 19. Gujarathi       | 29. Mandarin     | 39. Somali                   |                 |

24. Low literacy skills?  Yes  No

25. Veteran (or eligible spouse of veteran)?

a. Veteran  b. Eligible spouse of veteran  c. Non-covered person  
If veteran, post-9/11 era veteran?  Yes  No

26. Disability?

Yes, self-report  No  
 Yes, documentation  Did not voluntarily report

27. At risk of homelessness?  Yes  No

28. Displaced homemaker?  Yes  No

29. Failed to find employment after using WIA Title I?  Yes  No

30. Low employment prospects?  Yes  No

31. Personal characteristics comments

**Certification**

***I hereby certify that the above information is true and accurate to the best of my knowledge and belief. I understand that if I intentionally provide inaccurate information, I may be terminated from the SCSEP program and may be subject to legal penalties.***

32. Signature of applicant

\_\_\_\_\_

33. Date of signing

\_\_\_\_\_ (MM/DD/YYYY)

### Eligibility Determination

34.  Eligible       Ineligible

35. If ineligible, reason (Check as many as apply)

- a. Age       b. Income       c. Residence outside of state  
 d. Failed to complete application or provide required documentation  
 e. Other (specify) \_\_\_\_\_

36. If ineligible, action taken (Check as many as apply)

- a. Referred to One-Stop       b. Referred to social services  
 c. Referred to another project  
 d. Placed in unsubsidized employment pursuant to MOU  
 e. Other (specify) \_\_\_\_\_

### Enrollment Information

37. Placed on waiting list?       Yes       No

38. Community service assignment?       Yes       No

39. Grantee name \_\_\_\_\_

39a. County of authorized position \_\_\_\_\_

40. Co-enrollments? (Check as many as apply)

- a. WIA       b. Employment Service       c. Adult Education  
 d. College/Community College  
 e. Other (specify) \_\_\_\_\_  
 f. None

40a. Date of orientation \_\_\_\_\_ (MM/DD/YYYY)

40b. Date of last physical or waiver \_\_\_\_\_ (MM/DD/YYYY)

40c. Date of last IEP \_\_\_\_\_ (MM/DD/YYYY)

40d. Job interest codes: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

1. Art, Design, Entertainment, Sports, and Media	8. Food Preparation and Service	15. Production, Assembly, Light Industrial
2. Business and Financial Operations	9. Healthcare	16. Protective Service
3. Community and Social Services	10. Legal	17. Retail, Sales, and Related
4. Computer and Mathematical	11. Maintenance and Custodial	18. Self-Employment
5. Construction, Installation, and Repair	12. Management	19. Transportation and Material Moving
6. Education, Training, and Library	13. Office and Administrative Support	
7. Farming, Fishing, and Forestry	14. Personal Care and Service	

41. Enrollment comments

42. Signature of director or authorized representative

\_\_\_\_\_

43. Date of eligibility determination

\_\_\_\_\_ (MM/DD/YYYY)

**Recertification**

44. Number in family \_\_\_\_\_

45. Total includable family income (12-month or 6-month annualized)  
\$ \_\_\_\_\_

**Certification**

***I hereby certify that the above information is true and accurate to the best of my knowledge and belief. I understand that if I intentionally provide inaccurate information, I may be terminated from the SCSEP program and may be subject to legal penalties.***

46. Signature of participant on recertification \_\_\_\_\_

47.  Eligible       Ineligible

48. If ineligible, reason (Check as many as apply)

a. Income     b. Failed to complete application or provide required documentation  
 c. Other (specify) \_\_\_\_\_

49. Signature of director or authorized representative on recertification  
\_\_\_\_\_

50. Date of recertification determination \_\_\_\_\_ (MM/DD/YYYY)

**Waiver of Durational Limit**

51. Severe disability?  Yes  No  
51a. Date of last update \_\_\_\_\_ (MM/DD/YYYY)

52. Frail?  Yes  No  
52a. Date of last update \_\_\_\_\_ (MM/DD/YYYY)

53. Old enough for but not receiving SS Title II?  Yes  No  
53a. Date of last update \_\_\_\_\_ (MM/DD/YYYY)

54. Severely limited employment prospects in area of persistent unemployment?  
 Yes  No  
54a. Date of last update \_\_\_\_\_ (MM/DD/YYYY)

55. Limited English Proficiency (LEP)?  Yes  No  
55a. Date of last update \_\_\_\_\_ (MM/DD/YYYY)

56. Low literacy skills?  Yes  No  
56a. Date of last update \_\_\_\_\_ (MM/DD/YYYY)

\*57. 75 or over?  Yes  No

60. Recertification/waiver comments

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