

Income:

Household Member	Source/Employer	Monthly Amount	Annual Amount

Total Annual Income: \$ _____

Income verified by: _____

Income eligible? _____ Yes _____ No

Proof of **Identity**: _____ Proof of **Residence**: _____

Children Attending Head Start:

Name: _____

School: _____

Referrals to other Resources:

Referred to: _____

For: _____

I certify that to the best of my knowledge, the total income for my family for the past _____ months did not exceed _____.

I further certify that all information provided herein is true to the best of my knowledge. I am aware that this information is subject to review and verification and that I may have to provide documentation to support it. I am aware that I may be denied assistance if I am found ineligible. I am aware that I may be prosecuted if I have knowingly given false information in order to receive assistance. I have been notified of my right to appeal any denial of service or assistance for which I may be eligible and the procedure for appeal.

I allow release of information contained herein for the purpose of verification of my situation.

Applicant's Signature

Date

Interviewer's Signature

Date

LIFE WORKS PROGRAM APPLICATION INSTRUCTIONS

The following are the steps to take applying for the Life Works Program.

1. Fill out a Life Works Program Application Form and provide information about the members of your household.
2. Provide a copy of your driver's license or picture identification for yourself and social security cards for everyone in the household.
3. Provide a copy of verification of the income for the last 90 days of all household members who are 18 and older. This can be paycheck stubs or a food stamp printout if you have no income.
4. You may either mail or bring your application to Community Action Opportunities at 25 Gaston Street, Asheville, NC 28801.
5. If you would like more information about the Life Works Program you may call 252-2495 in Asheville, 649-3231 in Marshall and ask to speak with someone from the Life Works Program. You may also come to 25 Gaston Street in Asheville, 104 North Main Street in Marshall, and ask if someone from Life Works is available to speak with you.
6. Your application will be forwarded to the Life Works Program Manager.
7. A letter will be sent to you from the Life Works Program Administrative Assistant to advise you of your application status.
8. If you are placed on a waiting list, you will be notified in writing when an opening becomes available.