OSCARSS Process for Applicants

Applying for CSD Services in OSCARSS

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Read and agree to Informed Consent and Release of Information

⊘ CMIS Informed Consent and ... ×

Palm Beach County Continuum of Care Informed Consent and Release of Information

The Client Management Information System (CMIS) allows sharing of client information for the provision of services in Palm Beach County through the networked infrastructure that establishes electronic communication among Member Agencies. Participation in the CMIS enables the collection and sharing of unduplicated countywide aggregated data on homeless service delivery. The CMIS provides a standardized assessment of client needs, supports the creation of individualized service plans, and records the use of housing and other related services.

I understand that my data will be shared with the Partnering Agencies of the CMIS network.

- CMIS is a database which allows partnering agencies to capture and share information about the individuals they serve
- This information will help you access the appropriate resources to better meet your needs
- It will help you save time should you access services from another member agency
- Only authorized Staff in the CMIS System can access your data
- All information entered into this database is stored securely to protect your data from unauthorized access
- Non Identifying information is used to provide reports for various funding agencies
- All information entered into the database will be maintained for an indefinite timeframe
- I may request an oral or written explanation of this information prior to accepting these terms
- The acceptance of this Agreement will be good for One Year from Date of Acceptance unless terminated by me

□ I Test Rent hereby grant permission for and authorize the release of any information regarding myself and all household members entered into this database to CMIS Agencies

Read and agree to Notice Regarding the Collection of Social Security Numbers

SSN Release Form		
	Palm Beach County Notice Regarding Collection of Social Security Numbers	
т	he following disclosure is being made pursuant to section 119.071(5), Florida Statutes.	
s b P	ocial security numbers of applicants and household members are requested because this information has been determined to e imperative for the performance of the duties and responsibilities prescribed by law under grants and programs operated by Palm Beach County, Community Services Department.	
L	Jsed To:	
	 Verify an applicant's identity. Verify household size. Verify household income. 	This r <mark>eleas</mark>
A	social security number collected pursuant to this notice can only be used by the Florida Department of Economic Opportunity Ind Palm Beach County Community Services Department for the purposes specified above.	be good for
	 I may request an oral or written explanation of this information prior to accepting these terms The acceptance of this Agreement will be good for One Year from Date of Acceptance unless terminated by me 	year.
n	I Test Rent hereby grant permission for and authorize the release of Social Security Numbers regarding nyself and all household members entered into this database to Palm Beach County Community Services	

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Applicants can select "Apply for Services" to apply for each or all available services.

e Home	×			,			
CORIDA	Palm Beach County Community Helping People Build Better Communities	Services			Arest Rent	$\dot{\mathbf{Q}}^{o}_{o}$	[- }Logout
			Apply for services				
	Search						
	From *	12/6/20 ⁻	To * 12/06/20	Get Client Activity			
				Clear			
	Clients						
				Ar	oplicant	s car	า 🚽
				Se	e their		
				ac	tivities	for	
				44 + h		ioi (oor	
				L	le past y	/ear.	
					/		

A list of available services will appear. Select the services you need.

	gr ppmaarrighteeaanapa		• JUL 10 10 10 10
Palm Beach County Cor Helping People Build Better Commu	mmunity Services	📥 Test Rent (testrent@)davis.com) 👫 Home 🕞 Logout
	Service(s)		
	Service(s) provided by Community Services		
	Paying my Electricity Bill		
	Paying my Gas Bill		
	Paying my Rent		
	Paying my Water Bill		

Cancel

Next

A new application will open.

		🗋 New /	Application		
Apply	ing for:*		● Self○ Others		
Person to Receive	Services ZIP Code:*				
I am Parent of	Client(Minor):*		OParent	OLegal OPOA	
l am Legal	Guardian:		Expiration Date:		
I have Power of A	Attorney (POA):		Expiration Date:		
		Person to Rece	ive Service Details		
First Name: *	Test	Middle Initials:		Last Name:*	Rent

Applicants can apply for themselves or another person. Legal guardians and anyone with Power of Attorney can also apply for their charges.

The applicant will start by entering information about the person receiving the

Cancel

services. 😂 New Application Palm Beach County Community Services C Logout Test Rent (testrent@davis.com) Home Helping People Build Better Communities Person to Receive Services ZIP Code:* I am Parent of Client(Minor):* Parent **POA** I am Legal Guardian: Expiration Date: I have Power of Attorney (POA): Expiration Date: Person to Receive Service Details First Name: * Middle Initials: Last Name:* Test Rent Date of Birth:* Gender:* \checkmark SSN:* 01/01/1966 Male 010-11-9661

Next

Any missed details will appear in red.

	New Application	
Applying for:*	● Self⊖ Others	
Person to Receive Services ZIP Code:*	33411	× Zipcode is Required
I am Parent of Client(Minor): *	OParent OLegal O	POA
I am Legal Guardian:	Expiration Date:	
I have Power of Attorney (POA):	Expiration Date:	

 \checkmark

Male

SSN :*

010-11-9661

Gender:*

Date of Birth:*

01/01/1966

The application then goes along several tabs.

	Palm B	each Coun People Build Bet	ty Commu	nity Ser	vices		Applica	ation #: 32120	🐣 Test Rent (te	estrent ø davis.cor	n) 🖀 Home 🍽 Logoi
Personal Information	Address Information	Household Information	Household Relationship	Income	Employment Details	Assets	Expenses	Additional Information	Eligibility Outcome	Documents	Review Application
				(Person	al Det	ail		_		
	Details										
					First Name:*	Test					
					Middle Initial			I	Edit Details		
					Last Name:*	Rent					
					DOB:*	01/01/19	66				
					Gender:*	Male		\checkmark			
					SSN:*	•••••	••••				
6				Primary Co	ntact Phone:*						

- 1. Personal Information
- 2. Address Information
- 3. Household Information
- 4. Household Relationship
- 5. Income
- 6. Employment Details
- 7. Assets
- 8. Expenses
- 9. Additional Information
- 10. Eligibility Outcome
- 11. Documents
- 12 Deview Anglie
- 12. Review Application

Personal Details continued. Complete personal details about yourself.

Previous

Next

Complete Address Information. You can also check to ensure your address is correct.

onal Ac	ddress Hous	sehold Hou	sehold Income	Employn	nent Assets	Expenses	Additional	Eligibility	Documents	Review	
mauon	ormation milor	Induon Rela		Addres	ss Informa	ation	mornauon	Outcome		Αρριταιιοη	You can now
😭 Re	esidential Addres	s									search the
	Homeless:		Palm Beach County	Property App	raiser						Property
	Address:*	16366 127t	n Drive N		City:*	JUPITER	\checkmark				Appraiser's Office
	Apt/Unit:		Unit	No:		Bldg/Firm:					
	State:*	FL			ZIP Code:*	33478					
	ailing Address										
						I	Same as Res	dential Addre	SS		
	Address:				City:						

The system will take you directly to Property Appraiser's website to check the address or obtain the owner's name. .



Complete Household Details for additional Household Members.

									~] UU 🗠 👓 🤝		
<i> Household Details</i>	×											
Palm Beach County Community Services							Applica	ation #: 32120 (Test Rent (te	estrent ø davis.con	n) 希 Hor	me 🅞 Logout
Personal Information	Address Information	Household Information	Household Relationship	Income	Employment Details	Assets	Expenses	Additional Information	Eligibility Outcome	Documents	Review Applicat	tion

Household Details (Additional Household Members - Exclude Yourself)

Test Rent DOB:01/01/1966 is already in system.

Details						45
First Name*	M.I.	Last Name*	DOB*	SSN*	Gender Education* *	Delete
						☑ 🗼

Previous

Complete the Relationship to Head of Household information.

	Palm Beach County Community Services							ation #: 32120 /	Sest Rent (te	estrentødavis.co	m) 🎢 Home 🕞 Logout
Personal Information	Address Information	Household Information	Household Relationship	Income	Employment Details	Assets	Expenses	Additional Information	Eligibility Outcome	Documents	Review Application

📽 Relationship to Head of Household

<

Details Name	Age	US Citizen Legal Alien *	Relation *	nship Head of Household	Veteran	Disabled	Non Custodial Parent	Court Ordered Child Support Amt.	Voluntary Child Support Amt.	Comments	Applicants wil need to enter Child support information
Test Rent	54	Y	Self								
Bobby Proud	1	Y		•				213.¢	\$0.0		
		Previ	ous					Next]	,

Household Income: All current income sources must be reported for every household member that receives income.

nformation	Address Information	Household Information	Household Income Relationship	Employment Details	Assets Ex	xpenses	Additional Information	Eligibility Outcome	Documents	Review Application
				D Household	d Incom	ne				
	PLEASE NOTE: It is important to answer all questions regarding your income sources (current and pending). Some program funds used to that the client have the financial ability to maintain the same level of service(s)after receiving assistance. This will help us to make the best appointment decision for your Household Income							assist clients rec	quire	
ŀ	Household Inco	me		.0				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
ľ	lousehold Inco Client Seq	me	me	Income Total				,		
ŀ	Household Incor Client Seq 84239	me Nai Tes	me t Rent	Income Total	\$0.00	0	View/Edi	it Income		
	Household Incor Client Seq 84239 84240	me Nau Tes Bol	me t Rent oby Proud	Income Total	\$0.00 \$0.00	0	View/Edi	it Income		, ,

Select View/Edit Income to enter income information.

🗆 No Income

Next

Previous

When View/Edit is selected, a new income screen will open.

Income

Description	Amount
Military Disability Income X	\$0.00
Social Security Disability Insurance X	\$0.00
Supplemental Security Income (SSI) X	\$0.00
Veteran's Benefits X	\$0.00
Social Security Retirement Benefits X	\$0.00
Social Security Widow's Benefits X	\$0.00
Social Security Survivor's Benefits X	\$0.00

The system will calculate income for the applicant.

0	D Income	Income Conversion: Employment Income Wages X Close		
	Description	This calculator assumes 52 working weeks per year in its calculations.	Amount	
	Private Retirement/Pension I	Fixed Income O Variable Income	\$0.00	
	Employment Income Wages	Fixed Income Image: Comparison of the second seco	\$0.00	
	Self-Employment Income X	\$256.00 per Weekly Subscript{signal} \$13,312.00 Hours per Week 40 40 40	\$0.00	
	Food Stamps X	Days per Week 5	\$0.00	
	Adoption Subsidy X	Clear Add	\$0.00	
	Foster Payment X		\$0.00	
	Other X		\$0.00	

Total Income is calculated and shows at the bottom of the screen.

Self-Employment Income X \$0.00 Food Stamps X \$2,256.00 Adoption Subsidy X \$0.00 Foster Payment X \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Other X	
Self-Employment Income X \$0.00 Food Stamps X \$2,256.00 Adoption Subsidy X \$0.00	Foster Payment X	\$0.00
Self-Employment Income X \$0.00 Food Stamps X \$2,256.00	Adoption Subsidy X	\$0.00
Self-Employment Income X \$0.00	Food Stamps X	\$2,256.00
	Self-Employment Income X	\$0.00

Close

Income will then show on the Household Income screen.

formation	Address Information	Household Information	Household Income Relationship	Employment Details	Assets	Expenses	Additional Information	Eligibility Outcome	Documents	Review Applicatio
			0	Househol	ld Incor	me				
	PLEASE NOTE: mai	It is important to intain the same le	o answer all questions regardii tha evel of service(s)after receivin	ng your income sour t the client have the g assistance. This wi	rces (current a financial abil ill help us to n	and pending lity to nake the be:	y). Some program st appointment d	ecision for you	o assist clients req ur needs!	uire
F	Iousehold Incor	me								
ŀ	lousehold Incor Client Seq	me Na	me	Income Total						
H	Iousehold Incor Client Seq 84239	me Na Tes	me st Rent	Income Total	\$15,568.	00	View/Ed	it Income		8
ŀ	Client Seq 84239 84240	me Na Tes Bol	me st Rent bby Proud	Income Total	\$15,568.0 \$0.	00	View/Ed View/Ed	it Income it Income		8
ŀ	Client Seq 84239 84240	me Na Tes Bol	me st Rent bby Proud Total Household Income	Income Total	\$15,568.1 \$0.1	00	View/Ed View/Ed	it Income it Income		8

No Income

Previous

Next

If the applicant needs to change or delete income, they can go back to View/Edit.

Unemployment Income X	
Private Retirement/Pension Benefits X	\$0.00
Employment Income Wages X	\$13,312.00
Self-Employment Income X	\$0.00
Food Stamps X	\$ <mark>2,256.00</mark> × ₩
Adoption Subsidy X	\$0.00
Foster Payment X	\$0.00
Other X	\$0.00
Child Support X	\$0.00

Employment Details need to be entered.

AN A	NON THE REAL PROPERTY AND A DECEMBER OF A DE	Palm B Helping	each Coun People Build Bet	t y Commu tter Communities	nity Sei	rvices		Application #: 32120 🚔 Test Rent (testrent@davis.com) 🏶 Home 🍽 Logout						
	Personal Information	Address Information	Household Information	Household Relationship	Income	Employment Details	Assets	Expenses	Additional Information	Eligibility Outcome	Documents	Review Application		
					ē	Employn	nent De	etails						
					Emp	oloyment History Zero Income	/ for Test Re O Employ	ent (54) yment Detai	ls					
												+ Add New	New Employment I	Details for T
	Job Title		Employer Nam	ne		Start Date	End Date	Address		Reason	for Leaving	Action	Job Title:*	
						No Employme	nt Informatic	'n					Start Date:*	
L													Employer:*	
			Previous							Next			Address:	
											, ,		City:	
													State:	
													ZIP Code:	
													Phone:	
													Reason for leaving:	
												/		Cancel

est Rent

Job Title:*			
tart Date:*		End Date:	
mployer:*			
Address:			
City:			
State:			
ZIP Code:			
Phone:			
n for leaving:			
	Capcel	Save	

Household Assets can be entered.

Palm Beach County Community Services Helping People Build Better Communities								Application #: 32120 🛎 Test Rent (testrentødavis.com) 🏘 Home 🕩 Logout				
Personal Information	Address Information	Household Information	Household Relationship	Income	Employment Details	Assets	Expenses	Additional Information	Eligibility Outcome	Documents	Review Application	
	Household Assets											
	Asset Type (Annual)							Household Assets				
	Income Ta	ix Refunds					\$0.00					
	Checking A	Account Balance					\$50.b0 ×					
	Savings Ac	count Balance					\$0.00					
	Stocks						\$0.00					
	Bonds						\$0.00					
	Homestead	d Property					\$0.00					
	Non Home	stead Property							\$0.00			
	Other Asse	ets							\$0.00			
	Annual Total:						\$0.00					

Total Household Assets: \$0.00

Previous

Next

Household Expenses can also be entered.

	Palm Beach County Community Services Helping People Build Better Communities						Applica	ition #: 32120 (Test Rent (te	estrentødavis.com	m) <table-of-contents> Home 🍽 Li</table-of-contents>	ogout
Personal Information	Address Information	Household Information	Household Relationship	Income	Employment Details	Assets	Expenses	Additional Information	Eligibility Outcome	Documents	Review Application	

Household Expenses

Expense Type (Annual)	Household Expense
Food	\$0.00
Housing	\$0.00
Utilities: Water	\$0.00
Utilities: Electricity	\$0.00
Utilities: Gas	\$0.00
Transportation	\$0.00
Monthly Car Payment	\$0.00
Child Care	\$0.00
Other Expenses	\$0.00
Annual Total:	\$0.00

Total Household Expense: \$0.00

Additional Information regarding the services are then requested. Please answer all questions.



Additional questions

forma	tion × 📑	
	Do you have Health Insurance?*	V
	Do you Receive Food Stamps?*	V
	Do you have Medicaid Insurance?*	V
	Do you have Medicare Insurance?*	V
	Do you have Private Insurance?*	V
	Do you have Self Insurance?*	V
	Do you pay Child Support?*	V
	What is your Child Care Status? *	V
	What is your Education Status? *	V
	What is your Employment Status? *	V
	What is your Housing Status? *	V
	What is your Income Status? *	V
	What is your Transportation Status? *	V
	What is vour Household Type? *	

matior	x 📑	
١	Nhat is your Transportation Status? *	
١	What is your Household Type? *	V
1	What is your Landlord's Name? (Landlord name, or apartment complex, or management company) *	
١	Nhat is your Landlord's Address? *	
١	Nhat is your Landlord's Email Address? *	
١	What is your Landlord's Phone Number? *	
١	Nhat is your Monthly Rent Amount? *	
١	Nhat is the Rent Due Date? *	
١	Nhat is the Rental Period Start Date? *	
١	Nhat is the Rental Period End Date? *	
١	Nhat is your Rent Amount Due? *	
I	Do you have a Child 5 or under, a Senior 60+, or a Disabled Person in the household? st	V
I	Do you have an eviction notice?*	

Many of the questions have drop downs with answer choices.

* Required

яппацог

Paying

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More information is available on specific question(s)

Paying my Rent	
Are you Current with your Rent Payments, or did you receive a Late Notice or an Eviction Notice for non-payment? *	Late Notice Eviction Notice Rent Not Due Yet
What is the Reason for your Crisis? *	
Are you currently receiving Section 8 or any Federal Housing Subsidies?*	
Did you have any Income last month?*	
Did your wages terminate within the last 3 months?*	
Do you Rent or Own the home in which you live? *	V
Do you have Auto Insurance?*	
Do you have HCD Insurance?*	
Do you have Life Insurance?*	
Do you have a pending SSI/SSD Benefits Case?*	

* Required

More information is available on specific question(s)

Paying my Rent

Are you Current with your Rent Payments, or did you receive a Late Notice or an Eviction Notice for non-payment? *

What is the Reason for your Crisis? *

Are you currently receiving Section 8 or any Federal Housing Subsidies?*

Did you have any Income last month?*

Did your wages terminate within the last 3 months?*

Do you Rent or Own the home in which you live? *

Do you have Auto Insurance?*

Do you have HCD Insurance?*

Do you have Life Insurance?*



Based on the information provided, OSCARSS will provide the applicant with an Eligibility Outcome.

	Palm B Helping	each Coun People Build Bet	ty Commu ter Communities	nity Ser	vices		Applica	ation #: 32120	🔒 Test Rent (te	estrentødavis.cor	n) 🏕 Home 🅞 Logout
Personal Information	Address Information	Household Information	Household Relationship	Income	Employment Details	Assets	Expenses	Additional Information	Eligibility Outcome	Documents	Review Application

Eligibility Outcome

Note: According to the i	nformation provided, eligibility results for each service selected are listed below	

Previous

Next

Now applicants will need to add Supporting Documents based on the requested services.

formation	Information	Information	Relationship	Details		Information	Outcome		Application
				Supporting Docu	ments				
C	Details								
	NOTE: All Documents are Required to be Uploaded Prior to Submitting your COVID-19 Application. Each Page is automatically Saved as you go Next, Edit is available until your Application is Submitted. Missing Documents in Red .								
	Please	Upload Docume	nts for Every Househo	ld Member: This A	oplication	~			
	Doc	Туре	View	File Description	Expire Date	Upload		Delete	
	Late or 3-5 day	y Eviction Notic	2			Upload			
	Rental Leas	e Aggreement				Upload			
					_				

Documents will need to be uploaded for each person on the application.



An application review will reveal any missing information.

	Palm B	each Coun People Build Bet	ty Commu	nity Ser	vices		Applica	ation #: 32120 (STest Rent (to	estrentødavis.co	m) 🏠 Home 🄃	Logout
Personal Information	Address Information	Household Information	Household Relationship	Income	Employment Details	Assets	Expenses	Additional Information	Eligibility Outcome	Documents	Review Application	

Q Application Review

		🐣 Personal Details	
			Edit
First Name:	Test	Homeless: No	
Middle Initial:		Residential Address: 16366 127th Drive N JUPITER FL 33478	
Last Name:	Rent	Mailing Address: 16366 127th Drive N JUPITER FL 33478	
Date of Birth:	01/01/1966	Home Phone: 561-777-9311	
Race:	Asian	Cell Phone: 561-777-9322	
Gender:	Male	Foster Care: No	
SSN (Last Four Digits)	010119661	Marital Status: Single	

Any missing documents will show in red.

Supporting Documents		
		Edit
File Description	View	
218Sparrow32020lease.pdf	View	
File Description	View	
File Description	View	
File Description	View	
	File Description BalanceStatementforVeronical Hazel pdf 218Sparrow32020lease.pdf File Description	File Description View BalanceStatementforMonnicsHoulpdf View 218Snarrow32 View File Description View View View

Documents are requested based on the answered questions in the application.

1 NOTE: All Documents are Required to be Uploaded Prior to Submitting your COVID-19 Application. Each Page is automatically Saved as you go Next, Edit is available until your Application is Submitted. Missing Documents in Red.							
Please Upload Documents for Every Household Member: Test Rent, Applicant Age: 54 🗸							
e View File Description Ex	xpire Upload Date	Delete					
to 3 Months View PayslipO2_14_2020Igwe.pdf ubs	Upload	Delete					
fits Letter View PayslipO2_28_2020Igwe.pdf	Upload	Delete					
Card (or <u>View</u> CalusteSSCard.pdf nt with SSN)	Upload	Delete					
Issued ID View State Print ID.pdf 12/2	23/2023 Upload	Delete					
Card (or <u>View</u> CalusteSSCard.pdf nt with SSN) Issued ID <u>View</u> S Line 2 dia ID.pdf 12/7	Upload Upload 23/2023 Upload	Deleta Deleta Deleta					

Applicant must check that they understand that they are applying for Emergency Assistance.

cuments for rest rent, Applicant Age. 54		
Document Type	File Description	View
30 Consecutive Days to 3 Months of Check Stubs	PayslipO2_14_2O2OIgwe.pdf	View
Food Stamps Benefits Letter	PayslipO2_28_2020Igwe.pdf	View
Social Security Card (or government document with SSN)	CalusteSSCard.pdf	View
/alid Government Issued ID		View
cuments for Bobby Proud, Son Age: 1		
Document Type	File Description	View
Document Type Birth Certificate	File Description DentFPLbillJune.pdf	View View

* I understand that I am applying for Emergency Assistance

Print Name: *	Test Rent	\checkmark			
Previous			Submit	Print	

Application is Submitted Successfully.

ation Review	×			
	Documents for Test Rent, Applicant Age: 54			
	Document Type	File Description	View	
	30 Consecutive Days to 3 Months of Check Stubs	PayslipO2_14_2O2OIgwe.pdf	View	
	Food Stamps Benefits Letter	PayslipO2_28_2020Igwe.pdf	View	
	Social Security Card (or government document with SSN)	CalusteSSCard.pdf	View	
	Valid Government Issued ID	China Craidini D.pdf	View	
	Documents for Bobby Proud, Son Age: 1			
	Document Type	File Description	View	
	Birth Certificate	DentFPLbillJune.pdf	View	
	Social Security Card (or government document with SSN)	Gabrielbill.pdf	View	

* ☑ I understand that I am applying for Emergency Assistance

Print Name: *

Test Rent

Application submitted successfully.

 \checkmark

Print