HOW TO APPLY FOR CARES ACT APPLICATIONS

Step-by-Step Tutorial



Palm Beach County Board of County Commissioners

WAYS TO ACCESS THE APPLICATION

- www.pbcgov.com/oscarss
- www.rentalassistancepbc.org
- www.utilityassistancepbc.org

All of these URL addresses will take you to the application portal.



Palm Beach County Community Services Helping People Build Better Communities

🕐 Community Services Home 🥼 🥝 Online System for Rental, U... 🗙 🚺



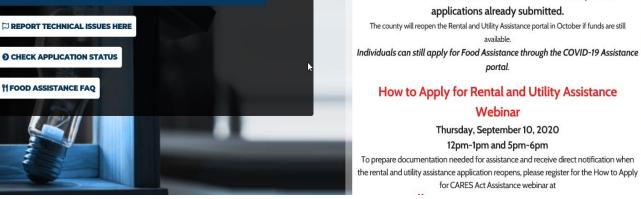
The CARES Act Rental and Utility Assistance application is

TEMPORARILY closed to allow sufficient time to process

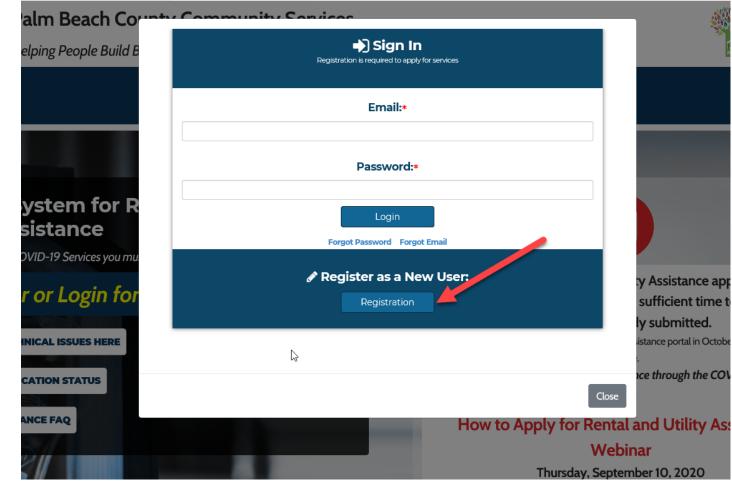
CARES Act Rental and Utility Assistance Application TEMPORARILY Closed
 FOOD ASSISTANCE STILL AVAILABLE

Online System for Rental, Utility, and Food Assistance To Apply for COVID-19 Services you must be a Registered User.

Register or Login for Food Assistance



REGISTER FOR A NEW ACCOUNT OR SIGN IN



READ THE TERMS OF AGREEMENT IN ENGLISH, SPANISH, AND/OR CREOLE

Palm Beach County Community Services Helping People Build Better Communities

Creole



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Spanish

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COMPLETE THE REGISTRATION

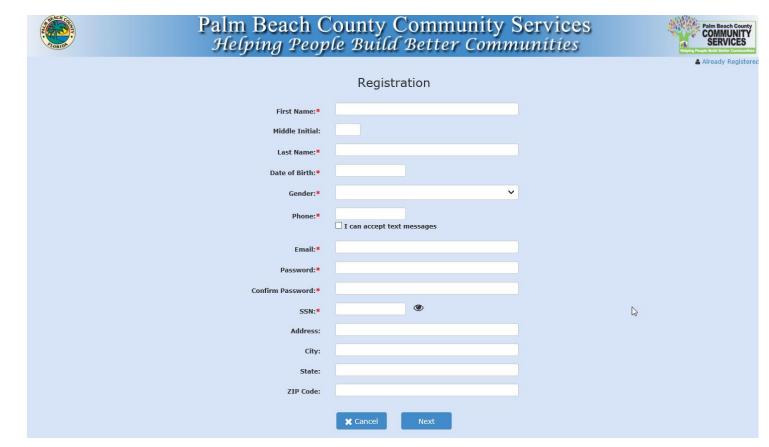


- Once you have completed the registration, you will receive an email with an activation link.
- Activate your account.
- You will then be able to login.



NOTE #1: BIRTH DATE AND SOCIAL SECURITY NUMBER

- Your date of birth and your social security number are paired with your email address. If this information is incorrect, you may have problems with your application if you forget your password.
- Make sure you type the correct information.
- Use an email address that you use often.



LOG IN TO YOUR ACCOUNT

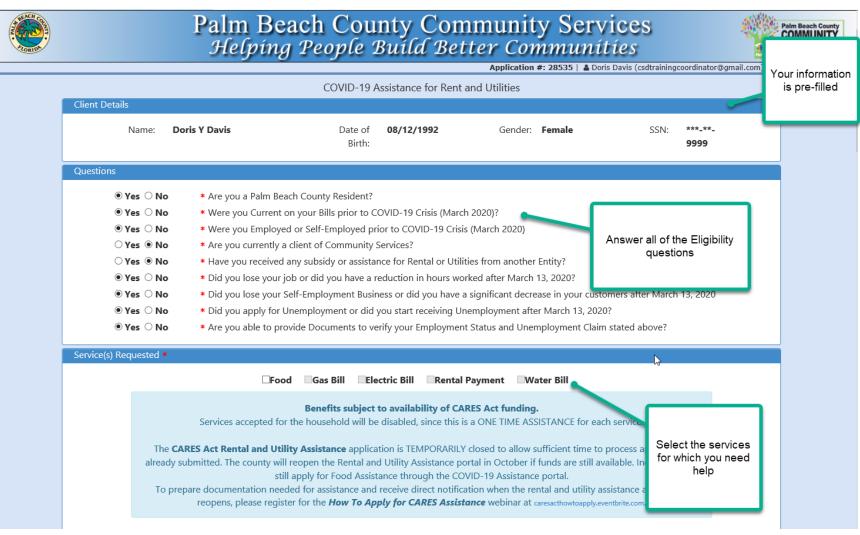
- Use "Forgot Password or Forgot Email" if you do not remember.
- You may call our offices at (561) 355-4792. Any staff member can reset your password.

| Palm Beach Count | Community Services | Palm Beach Count |
|--|--|--|
| Helping People Build E | Sign In Registration is required to apply for services | COMMUNITY SERVICES |
| | Email:* | |
| | csdtrainingcoordinator@gmail.com | |
| | Password:* | |
| Opling System for D | •••••• | |
| Online System for R Food Assistance | Login Forgot Password Forgot Email | |
| To Apply for COVID-19 Services you mu | | |
| ➔ Register or Login for | Registration | y Assistance application is sufficient time to process ly submitted. |
| | | istance portal in October if funds are still |
| CHECK APPLICATION STATUS | | nce through the COVID-19 Assistance Close |
| * FOOD ASSISTANCE FAQ | How to Apply | for Rental and Utility Assistance |
| 1 CERT | | Webinar |
| | | rsday, September 10, 2020 |
| | 12 | 2pm-1pm and 5pm-6pm |

CLIENT ACTIVITY PAGE

- Palm Beach County Community Services Helping People Build Better Communities **Palm Beach Count** COMMUNITY SERVICES 💄 Doris Davis 🛛 | 🏠 | 🕩 Logout **Client Activity** Q Search Q Get Client Activity From: * 9/9/2019 To: * 09/09/2020 2 Apply for COVID-19 Assistance 🖃 Collapse All ▼Show filter 🗉 🛔 Doris Y Davis Applications Application # Status View/Edit Upload Submit Date Need(s) In Schedule Delete Application Status 28535*COVID-19 Draft Edit A Delete View Status 🖃 🔳 Services Reference # Service Type Application Date Application Status Supervisor Approval Date Fiscal Approval Date Payment te Denial Reason Missing Document(s) No Services Found Appointments Need Description Scheduled Date Time Location Status Processesd By Details Change No Appointments Found
- Select the RED button named "Apply for COVID-19 Assistance".

ANSWER PRELIMINARY QUESTIONS



RENTAL ASSISTANCE QUESTIONS

- Answer the questions for rental assistance.
- Ensure all information is correct.

| Additional Questions - Rent | | | |
|---|-------------------------|--|--|
| Rent Due Date? * | 06/01/2020 | Make sure that all of the landlord information is | |
| Landlord"s Name? * | Landlord Larry | correct | |
| What is your Landlord's Address * | 321 Eviction Lane | | |
| Landlord's Email Address? * | Landlordlarry@gmail.com | | |
| Landlord's Phone Number? * | 561-318-9999 | | |
| Monthly Rent Amount? * | \$1,200.00 | | |
| Are you currently receiving section 8 or any federal housing subsidies? st | No 🔽 | | |
| Did you receive a Rental Late or Eviction Notice? * | Yes 🔽 | | |
| Have you received an eviction notice (issued after 3/15/2020) caused by the COVID-19 pandemic * | No 🔽 | | |
| Rental Past Due Start Date? * | 06/01/2020 | | |
| Rental Past Due End Date? * | 08/13/2020 | | |
| Rental Past Due Amount Requested? * | \$3,750.00 | | |

NOTE #2: RENTAL ASSISTANCE QUESTIONS

- If your landlord's information is incorrect, this will delay your application.
- We can only cover 3 months of past due rent or up to \$5,800.

| Additional Questions - Rent | |
|---|---|
| Rent Due Date? * | 06/01/2020 Make sure that all of the landlord information is |
| Landlord"s Name? * | Landlord Larry |
| What is your Landlord's Address * | 321 Eviction Lane |
| Landlord's Email Address? * | Landlordlarry@gmail.com |
| Landlord's Phone Number? * | 561-318-9999 |
| Monthly Rent Amount? * | \$1,200.00 |
| Are you currently receiving section 8 or any federal housing subsidies? st | No 🔽 |
| Did you receive a Rental Late or Eviction Notice? * | Yes 🔽 |
| Have you received an eviction notice (issued after 3/15/2020) caused by the COVID-19 pandemic * | No 🔽 |
| Rental Past Due Start Date? * | 06/01/2020 |
| Rental Past Due End Date? * | 08/13/2020 |
| Rental Past Due Amount Requested? * | \$3,750.00 |

UTILITY ASSISTANCE QUESTIONS

Additiona

- If we have to request your utility bill, this will delay your application.
- Provide clear and legible utility bill. Your application may be returned to you (placed on 'draft' status) until you provide it.

| I Questions - Electricity | | |
|---|-----------------------------------|-------------------------------------|
| Electric Bill Due Date? * | 07/31/2020 | Make sure you have completed all |
| Electric Company's Name? * | FLORIDA POWER AND LIGHT (FLOR0703 | information related |
| Electric Company Account Number? * | 84277-06566 | to your utility bill |
| Did you receive an Electric Bill Late Notice? * | No 🔽 | |
| Electric Bill Past Due Start Date? * | 05/29/2020 | |
| Electric Bill Past Due End Date? * | 07/30/2020 | |
| Electric Bill Past Due Amount Requested? * | \$671.80 | |
| Is your Electric Bill in a household member's name? * | Yes 🔽 | |
| Is the Electric Bill in your name? * | Select 🔽 🖌 | |

NOTE #3: UTILITY ASSISTANCE QUESTIONS

• Give the reviewers an explanation of your situation. It helps them understand the documentation they are reviewing.

Additional Questions - Self Attestation

Job/Income Loss (Please check all that apply): *

Job Loss

✓ Loss of Job Hours

□ Loss of Income (Partial)

Loss of Income (Complete)

Declaration of Income Loss Due to COVID-19 (Please explain the situation that prompted the loss of income due to COVID-19): *

My hours at my job were reduced because the store changed to limited hours in March due to COVID. Because of this change, I am only working 20 hours when I used to work 40 hours per week.

Explain how COVID-19 has affected your income. Provide as much information about your crisis as you can.



This form is only for applicants with reduction/loss of income due to COVID-19. This form will be used as a last resort, in the event where verifiable documentation cannot be produced.

| Vino Gan Use this Document: . Applicants affected by the COVID-19 pandemic, who are unable to provide verifiable evidence | e of their COVID-1 | 9 related job or |
|--|--------------------------------|-----------------------------|
| come losses 2. Applicants who are self-employed or participate in the non-traditional economy | , and who may no | |
| aditional methods of documentation of their income showing their COVID-19 related loss of inc | | |
| raditional methods of documentation include paycheck stubs, bank account comparisons illust etters from an employer regarding decrease in hours or a layoff. If an applicant does not have to | | |
| ocumentation, they may submit this form in the place of providing the above mentioned objecti | 👔 Co | mplete the |
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| pplicant Information | uddic. | 55 1110111141011 |
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| | | Complete th |
| mail | | |
| | | information at |
| | | Pre-COVI |
| pplication Number | | |
| riginal Income Source | | earnings |
| lease explain where you worked prior to COVID-19 Crisis. | | |
|) Employer: | | |
|) Self-Employed: | | |
|) Other: | | |
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NOTE #4: SELF-ATTESTATION FORM

- Use the Self Attestation Form and attach it to your application.
- Completely explain what your documents are not showing

READ THE ACKNOWLEDGEMENTS, MARK THAT YOU UNDERSTAND, AND SELECT NEXT

Acknowledgement

Print Name: * Doris Y. Davis

- I understand that I am applying for Emergency Assistance due to Covid-19 Crisis.
- This application is a result of a Temporary Loss of Income due to the current Corona-virus (COVID-19) outbreak.
- I understand that this is a ONE TIME ASSISTANCE (Apply only once for one or more of these Services).

×

- I also understand that this assistance only covers Past Due Expenses, no Future Expenses.
- I must have been employed prior to the COVID-19 Crisis, and must have experienced a reduction of hours or a loss of employment.
- I understand that this is a first come first served assistance and will end once the funding is no longer available.
- I understand that this application will be denied if I do not submit valid verifications with my application.
- I must provide verification of temporary reduction in hours or temporary loss of employment. Verification of Income includes but is not limited to check stubs and/or statement from Employer, Application Acknowledgment of Unemployment, and/or Unemployment Compensation approval notice. Check Stubs and/or Statements from Employer must include 2 weeks income prior to loss of employment or reduction in hours. Self-Employment must be verified by providing Self-Employment License (or any other proof of being self-employed) and most recent tax return filed or other documentation of reduction or loss of income (checking /savings/cash card accounts).
- I certify I have not received benefits for the same services and same time periods from any other funding sources or other entities.
- I hereby certify that I participated in completion of the above "COVID-19 Application for Services."
- I further certify that I have read, the above information and, to the best of my knowledge and belief, the information is accurate and has been properly recorded. Additionally, I understand that I am responsible for the accuracy of the information provided and that said information will be used as a basis for determining my eligibility for services. I also understand that any falsification or misrepresentation of this information is just cause for denial of services and prosecution for fraud.
- I attest that the answers on this form are true and reflect my current finances and status regarding COVID-19. I understand that a material misstatement fraudulently or negligently made in this form or any other statement made by me (us) in connection with an application for CARES ACT Treasury Funding may constitute a federal violation punishable by a fine and/or denial of my (our) application for assistance, and/or penalties including disqualification from future Palm Beach County assistance benefits, or, if funds have been released prior to discovery of the false statement, immediate recalling of the assistance, which may be in addition to any criminal penalty imposed by law. I authorize the County to obtain records of information pertaining to my financial or employment status from any source in order to verify the information provided by me.

5

I understand that I am applying for Emergency Assistance

REVIEW YOUR PERSONAL DETAILS

Palm Beach County Community Services Helping People Build Better Communities



| Personal Information | Address Information | Household Information | Household Relationship | Income | Eligibility Outcome | Documents | Review Application | | | Application #. 205 | 33 🖀 Dons Davis (csutrainingcoordinator@gmail.com) 🕷 Home (@ Logod |
|-------------------------|------------------------|--------------------------|---------------------------|--------|------------------------|------------|-----------------------|---|--------------------|--------------------|--|
| | | | | | | | | 🛓 Person | al Detail | | |
| | | | | | | | | First Name:* | Doris | | |
| | | | | | | | | Middle Initial | Y | | Edit Details |
| | | | G ₽ | | | | | Last Name:* | Davis | | |
| | | | | | | | | DOB:* | 08/12/1992 | | |
| | | | | | | | | Gender:* | Female | | |
| | | | | | | | | SSN(Nine [No Title] * Home Phone: | | | |
| | | | | | | | | Cell Phone: | 561-777-9311 | | |
| | | | | | | I would li | ke to receive | communications through text message: | | | |
| | | | | | | | | Primary Language: | English | | |
| | | | | | | | | Education Level: | College Grad | | |
| | | | | | | | | Race: | African American | | |
| | | | | | | | | Ethnicity(Hispanic): Migrant Worker: | OYes No OYes No | | |
| | | | | | | | | Foster Care: | OYes ●No | | |
| | | | | | | | | Marital Status: | Single | | |
| < | | | | | | | | | | _ | > |

REVIEW YOUR ADDRESS INFORMATION

BEACHC

 If we don't have your information, we cannot reach out to you.

| THE | LORIDA | | | | Γ | ann Heli | DCaC nína I | eon Peon | ounty le Ruili | COMM 6 Rette | r Com | munitie | CS S | Palm Beach Cou COMMUNIT SERVICES |
|-------------|-------------|-------------|---------------------|--------|-------------|-------------|----------------|-------------|-------------------|-----------------|-----------|-----------------|--------------------------|---|
| Personal | Address | Household | Household | Income | Eligibility | Documents | | 000 | | | | | | Helping People Build Better Comm ningcoordinator@gmail.com) # Home |
| Information | Information | Information | Relationship | | Outcome | | Application | | | | | | | |
| | | | | | | | | | Address | Information | | | | |
| | | | | | | | | | 倄 Resider | ntial Address | | | | |
| | | | Homeles | s: 🗆 | | | | | | | | | | |
| | | | Address: | * 123 | Anystreet D | rive | | | | City:* | | WEST PALM BEACH | | |
| | | | Apt/Uni | t: | | | | Unit No: | | | Bldg/Firm | : | | |
| | | | State: | * FL | | | | | | ZIP Code:* | 33411 | | | |
| | | | | | | | | | S. Maili | ng Address | | | | |
| | | | | | | | | | | | | | ✓ Same as Residential Ad | dress |
| | | | Address | 123 | Anystreet D | rive | | | | City: | | WEST PALM BEACH | | |
| | | | Apt/Uni | t: | | | | Unit No: | | | Bldg/Firm | c | | |
| | | | State | e: FL | | | | | | ZIP Code: | 33411 | | | |
| | | | | | | | | | | | | | | |
| | | | | Mal | colm | | | | A Emerge | ency Contact | Davis | | | |
| | | | First Name Phone | | -773-9311 | | | | | Last Name: | Davis | | | |
| | | | . 1018 | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | Previous | | | | | Next | | |

Parah County Community Sorvia

ADD ADDITIONAL HOUSEHOLD MEMBERS



RELATIONSHIP TO THE HOUSEHOLD

- Palm Beach County Community Services Helping People Build Better Communities Palm Beach Coun OMMUNIT Application #: 28535 | 🌢 Doris Davis (csdtrainingcoordinator@gmail.com) | # Home 🕞 Logou Eligibility Review Application Relationship to Head of Household **US** Citizen Relationship* Disabled Name **Head of Household** Legal Alien * Doris Davis Self 28 Yes 🗸 $\mathbf{\vee}$ ۲ Xavier Davis Yes 🗸 Son 2
- Explain the relationship of the household members.

ADD HOUSEHOLD INCOME FOR EACH ADULT

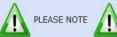




Application #: 28535 | 🎍 Doris Davis (csdtrainingcoordinator@gmail.com) | #

|--|--|--|

Household Income



It is important to answer all questions regarding your income sources (current and pending). Some program funds used to assist clients require 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 needs!

| Income Type | Doris Y Davis | Xavier T Davis |
|--|---------------|----------------|
| Annual Income Prior to COVID-19 Crisis | \$48,000.00 | \$0.00 |
| Current Reduced Monthly Wages | \$0.00 | \$0.00 |
| Unemployment Wages | \$7,150.00 | \$0.00 |
| Checking Account Balance | \$0.00 | \$0.00 |
| Savings Account Balance | \$0.00 | \$0.00 |
| Total Income and Assets: | \$55,150.00 | \$0.00 |

INCOME VERIFICATION

• Applicants must meet gross annual incomes not exceeding 140 % of Area Median Income (AMI) limits, established by HUD for the jurisdiction of Palm Beach County, Fla., prior to COVID-19 as follows:

| Household/Family Size | 140% Area Median Income (AMI) |
|-----------------------|----------------------------------|
| 1 | \$86,100 |
| 2 | \$98,420 |
| 3 | \$110,740 |
| 4 | \$122,920 |
| 5 | \$132,860 |
| 6 | \$142,660 |
| 7 | \$152,460 |
| 8 | \$162,260 |
| 9 | \$172,088 |

ELIGIBILITY OUTCOME

• If eligible, you will be able to upload your supporting documents and complete your application.

| | NACH COUNT | | | | Pa | alm <i>Helj</i> | Bea oing | ch County Community Services People Build Better Communities |
|-------------------------|------------------------|--------------------------|---------------------------|------------|------------------------|--------------------|-----------------------|---|
| Personal Information | Address Information | Household Information | Household Relationship | Income | Eligibility Outcome | Documents | Review Application | Application #: 28535 🎍 Doris Davis (csdtrainingcoordinator@gmail.com) 🖶 Home Թ Logout |
| | And Inacion | | | | outcome | | Application | |
| | | | | | | | | CEligibility Outcome |
| | | | | | | | | Application Outcome |
| | | | | | | | | |
| | | Note: Accordin | g to the inform | nation pro | ovided, eligi | bility results | for selected s | services are listed below |
| | | COVID-10 Assist | ance: Food Ass | istance | | | | Based on the information provided, you may be eligible for this servicee |
| | | | | | | | | |
| | | | | | | | Previous | Next |
| h. | | | | | | | | |
| | | | | | | | | |

SUPPORTING DOCUMENTS

| | | | | | | | | | | Application | #: 28535 🛔 Doris Davi | (and sector in the new and in state of | Remail com |
|-----------------|---------------------|----------------|--------|-------------------|---|--|--|---------------------------------|---------|-------------|-------------------------|---|------------|
| | ress Household | Household | Income | Eligibility Docum | | | | | | Application | #: 20353 • Doris Davi | (csurainingcoordinator) | egman.com/ |
| nformation Info | ormation Informatio | n Relationship | | Outcome | Application | | | | | | | | |
| -0 | | | | | | _ | | | | | | | |
| | | | | | | S | upporting Docum | ients | | | | | |
| Documents | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | O NOTE: All Documents are Re | | | | | | | |
| | | | | | | Each Page is automatically Save | d as you go Next, Edit is availa Missing Documents in I | | nitted. | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | Documents for This Applic | ation | | | | | |
| | | | | | | Document | View | File Description | Exp. Da | Upload | Delete | | |
| | | | | Balance Sta | tement from Lan | dlord Form to download | View | Rental Balance Statement.pdf | | Upload | Delete | | |
| | | | | | e Aggreement | | View | Lease Agreement.pdf | | Upload | Delete | | |
| | | | | Utility Comp | any Electric Bill, | Past Due for Each Month Reques | ted View | July FPL Bill.pdf | | Upload | Delete | | |
| | | | | | | Past Due for Each Month Reques | | June FPL Bill.pdf | | Upload | Delete | | |
| | | | | Utility Comp | oany Water Bill, F | ast Due for Each Month Request | ed View | July Water bill .pdf | | Upload | Delete | | |
| | | | | | | | | | | | | | |
| | | | | | | | ents for Doris Y Davis, Appli | | | | | | |
| | | | | | | Document | View | File Description | Exp. Da | Upload | Delete | | |
| | | | | a. Letter fr | VID-19 Crisis (Ap rom Employer stati | plicant Only) ng your Job Loss or Reduced Work S nemployment Submitted Application | chedule and F | Letter from the Employer.pdf | | Upload | Delete | | |
| | | | | c. Before (| Crisis Pay Stubs an | d Current Pay Stubs with Reduced He ie if Self-Employed | | Letter from the employer.par | | Opidad | Delete | | |
| | | | | | | /ID-19 (All Adult Household Mem 19 Crisis or Last Filed Tax Return | bers 18 +) | | | | | | |
| | | | | b. Current | Pay Stubs if Redu | ed Hours | View | Paystubs.pdf | | Upload | Delete | | |
| | | | | | | COVID-19 Crisis or Last Filed Tax Ret are more than \$5,000 | turn if Self-Err | . a factor a factor | | opiona | | | |
| | | | | | | ID-19 / Unemployment Income | | | | | | | |
| | | | | | | ernment document with SSN) | View | ID and Social Security Card.pdf | 1 | Upload | Delete | | |
| | | | | | nment Issued ID | | | | | | | | |
| | | | | b. Passpor | t | | View | ID and Social Security Card.pdf | r | Upload | Delete | | |
| | | | | | dentification Card ivers License | | | | | | | | |
| | | | | ar valid bi | | | | | | | | | |
| | | | | | | Doct | uments for Xavier T Davis, S | on Age: 8 | | | | | |
| | | | | | | | View | File Description | Exp. Da | Upload | Delete | | |
| | | | | | | Document | | | | | | | |

 Upload all supporting documents.

BALANCE STATEMENT

Eligibility

Outcome

2

Documents

Review Application

Helping People Build Better Communities

Application #: 28535 | 🛔 Do

 Click on 'Form to download' to retrieve the Balance Statement form you will provide to your landlord.

Supporting Documents

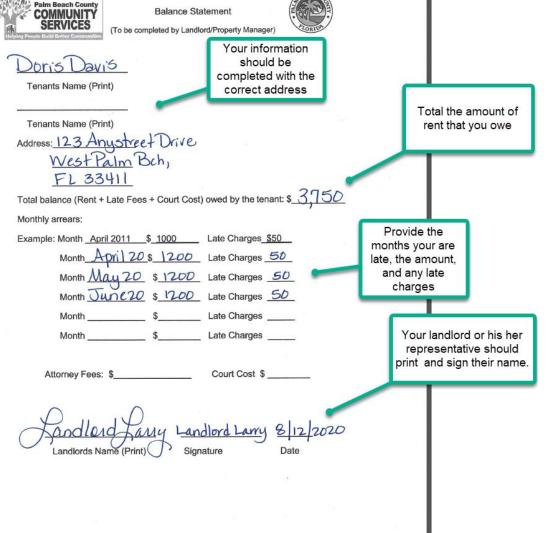
 NOTE: All Documents are Required to be Uploaded Prior to Submitting your COVID-19 Application. Each Page is automatically Saved as you go Next, Edit is available until your Application is Submitted.

Missing Documents in Red.

| Documents for This Application | | | | | | | | | | | |
|---|------|------------------------------|---------|--------|--------|--|--|--|--|--|--|
| Document | View | File Description | Exp. Da | Upload | Delete | | | | | | |
| Balance Statement from Landlord Form to download | View | Rental Balance Statement.pdf | | Upload | Delete | | | | | | |
| Rental Lease Aggreement | View | Lease Agreement.pdf | | Upload | Delete | | | | | | |
| Utility Company Electric Bill, Past Due for h Month Requested | View | July FPL Bill.pdf | | Upload | Delete | | | | | | |
| Utility Company Electric Bill, Past Due for the Month Requested | View | June FPL Bill.pdf | | Upload | Delete | | | | | | |
| Utility Company Water Bill, Past Due for Each Month Requested | View | July Water bill .pdf | | Upload | Delete | | | | | | |

| | nt Age: 28 | | | | | |
|---|---|------|---------------------------------|---------|--------|--------|
| Document | | View | File Description | Exp. Da | Upload | Delete |
| Proof of COVID-19 Crisis (Applicant Only) a. Letter from Employer stating your Job Lo b. Unemployment Claim or Unemployment S c. Before Crisis Pay Stubs and Current Pay d. Evidence for Loss of Income if Self-Emplo | omitted Application bs with Reduced Hours | View | Letter from the Employer.pdf | | Upload | Delete |
| Proof of Income Prior to COVID-19 (All Ad a. Pay Stubs Prior to COVID-19 Crisis or Las b. Current Pay Stubs if Reduced Hours c. Bank Statements Prior to COVID-19 Crisis d. Bank Statement if Assets are more than e. Reduced income post COVID-19 / Unemp | iled Tax Return or Last Filed Tax Return if Self-Em 5,000 | View | Paystubs.pdf | | Upload | Delete |
| Social Security Card (or government docu | ment with SSN) | View | ID and Social Security Card.pdf | | Upload | Delete |
| Valid Government Issued ID a. Alien Registration Card | | | | | | |

NOTE #4: BALANCE STATEMENT FORM



- The Balance Statement should be completed using the form provided on the website.
- This information needs to match the information on the lease.
- Make sure your landlord has signed this document and is willing to become a county vendor.

NOTE #5: LEASE AGREEMENT



- Make sure your lease matches the Balance Statement and your application.
- The lease term cannot be expired.
- The lease should list the monthly rent amount.
- The applicant's name and address should be on the lease.
- The lease address should be the same as listed on the application.
- The lease should be signed by you and the landlord.

NOTE #6: UTILITY BILLS

4:46

DYAL PALM BEACH FL 33411-1116

Here's what you owe for this billing period.

| | A CONTRACTOR OF THE OWNER |
|---------------------------------|---|
| | |
| Payments | |
| New charges due by Aug 31, 2020 | |
| Total amount you owe | \$788.70 |

| Amount of | f your last bill | | 671.80 |
|-------------|---|----------|----------|
| Payment r | eceived - Thank you | | -256.32 |
| Balance I | before new charges | | \$415.48 |
| NEW CHA | | | |
| Rate: RS- | 1 RESIDENTIAL SERVICE | | |
| Customer | charge: | \$8.34 | |
| Non-fuel: | (First 1000 kWh at \$0.066840) (Over 1000 kWh at \$0.077460) | \$221.44 | |
| Fuel: | (First 1000 kWh at \$0.018840) (Over 1000 kWh at \$0.028840) | \$76.40 | |
| Electric s | ervice amount | 306.18 | |
| On call cre | edit | -3.00 | |
| Gross rece | eipts tax | 7.77 | |
| Franchise | charge | 18.66 | |
| Utility tax | | 27.40 | |
| Taxes an | d charges | 50.83 | |
| Total nev | w charges | | \$357.01 |
| Billing fo | r Services and Products | | |
| | SurgeShield program* | 10.95 | |
| Sales tax | | 0.66 | |
| | any caloc curtax | 0.11 | |

Jul 30, 2020 Electric Bill

For: Jun 30, 2020 to Jul 30, 2020 (30 days) Service Address ROYAL PALM BEACH, FL 33411

Ouestions? Contact Us Reliable energy is affordable energy. Learn how we save you money at fpl.com/savings

Meter Summary

| reading Aug 31, 2020 18352 |
|-------------------------------|
| -15356 |
| 2996 |
| |

Energy Usage Comparison

| | This Month | Last Month | Last Year |
|--------------|--------------|--------------|--------------|
| Service to | Jul 30, 2020 | Jun 30, 2020 | Jul 30, 2019 |
| Wh Used | 2996 | 3294 | 2887 |
| Service days | 30 | 32 | 32 |
| (Wh/day | 100 | 103 | 90 |
| Amount | \$357.01 | \$394.27 | \$357.98 |
| | | | |

Energy Usage History

| 3,650 kWh | | | | | | | | | | | | - | |
|-----------|---------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 2,920 kWh | | | - | | | | | | | | | | |
| 2,190 kWh | | | | | - | | | | | | | | |
| 1.460 kWh | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 730 kWh | (ani)(ani)(11 | | | | | | | | | | | | |
| | J | A | S | 0 | N | D | J | F | м | A | м | J | J |

Keep In Mind

· Payments received after August 31, 2020 are considered late; a late payment charge, the greater of \$5.00 or 1.5% of your past due balance will apply. Your account may also be billed a deposit adjustment.

| Billing for Services and Products | | |
|---------------------------------------|--------|----------|
| FPL HOME SurgeShield program* | 10.95 | |
| Sales tax | 0.66 | |
| Discretionary sales surtax | 0.11 | |
| For program ?s, please call 1-888-NO | SURGE. | |
| Water Protection Plan* | 4.49 | |
| For program ?s, please call 1-844-848 | -0465. | |
| Total Services and Products | | \$16.21 |
| Total amount you owe | | \$788.70 |

FPL User R Energy Usage Bill Comparison Energy Current Usage

0



- Utility bills need to have usage details including the following:
 - \checkmark Service dates
 - \checkmark Service address
 - ✓ Account name
 - \checkmark All service charges
- **Do not upload** screenshots of utility summaries.

WAYS TO SHOW COVID-19 CRISIS

1. Proof of COVID-19 Crisis (Applicant Only) Submit one or more:

- a) Letter from employer stating your job loss or reduced work schedule and hours.
- b) Unemployment claim or unemployment submitted application.
- c) Before crisis pay stubs and current pay stubs with reduced hours.
- d) Evidence for loss of income if self-employed.

*Examples provided on the next slides.

NOTE #7: LETTER FROM EMPLOYER

HH EMPLOYEE HOLDINGS, LLC

March 19, 2020

Via Email and First Class Mail

Re: Coronavirus Layoff

To All Affected Employees:

Due to the ongoing actions taken to protect the public health in the wake of the coronavirus pandemic, including state and local mandatory closures, we find ourselves in an unprecedented situation in which our hotel, restaurants and other locations are no longer able to conduct normal operations or, in some cases, remain open. Accordingly, we have no choice but to layoff a significant portion of our workforce, and because most of our employees are already at home we regret that we are unable to deliver this message in person.

This letter is to inform you that your employment with HH Employee Holdings is terminated effective March 19, 2020. Your final paycheck for your hours worked and any PTO or paid sick leave utilized this pay period through the termination date will be provided no later than March 25, 2020.

If you are currently enrolled in company medical/dental/visions benefits, your coverage will continue through March 31, 2020. You will receive a COBRA election notice by mail from our COBRA provider (WageWorks) explaining your rights and available options.

You may be eligible for unemployment benefits to assist you during this difficult time. Texas has already waived the normal 10-day waiting period for benefits to allow for more immediate assistance. You can file for unemployment benefits through the Texas Workforce Commission (TWC) (https://twc.texas.gov):

Show your COVID-19 related crisis by providing a letter from employer stating either one of the following:

- Job loss or layout letter from your employer. The letter must:
- Letter stating your reduced work schedule and hours.
- The letters must:
 - Clearly state that the layoff was due to COVID-19 shutdown
 - \checkmark Be dated

| Change PIN | | |
|---|--|--|
| Staimant Some nbox | Claimant Information Name: Claimant ID: 60 Effective Date: 03/29/2020 Benefit Year End: 0 | Claim ID:::::::::::::::::::::::::::::::::::: |
| New and Maintain Account Information | Monetary Information Weekly Benefit Amount: \$230 Balance: Maximum Benefit Amount: \$2,990 Earnings Disregard 1 | \$2,070 Monetary Status: Eligible Redetermined \$58.00 File Date: 05/04/2020 |
| Velennination, Yending tissue nd Decision Summary Summary | Requested Benefit Payment Information Last Week Signed:7/19/2020 - 7/25/2020 Waiting Week: Last Week Paid: 7/19/2020 - 7/25/2020 Service Language: | 3/29/2020 - 4/4/2020 Current Program Type:Pandemic EUC |
| warlable Supports and Services AQs | IMPORTANT ITEMS THAT NEED YOUR IMMEDIATE ATTE | NTION ACLICK ON LINK TO VIEW ITEMS |
| Vorkforce Togistration Information Initial Skills | Messages - Notice of events, status changes, and other You may log back in to CONNECT on 08/13/2020 to reg | vailable actions Just benefit payment for your next available week(s). Your |
| Review Read the Banefit Rights Information Handbook | deadline to request those weeks is 08/27/2020. | |
| Honda Reeniptoymen Assistance Nay2Go Dobit Card Fee Schedule | Claimant Home | Inbox View and/or complete outstanding Fact Finding, View Correspondence and all Determinations and Decisions. A path to Appeal adverse Determinations or Decisions. |
| | View and Maintain Account Information View and/or maintain personal information, tax withholding, prior payments, update payment method, other claim information. | Determination, Pending Issue and Decision Summary View Wage Determinations, Pending Issues Information, Eligibility Determinations and Appeal Decisions. |
| | Explore Available Supports and Services Learn about assistance from other groups both within and outside of Florida State Agencies. | FAQs Frequently Asked Questions about Reemployment Assistance. |
| | Workforce Registration Information View your registration status and instructions to fully register. Links to the Employ Florida | Initial Skills Review View the Initial Skills Assessment Review Training Material and/or access and complete the assessment |
| | Marketplace and to find your local CareerSource. | |

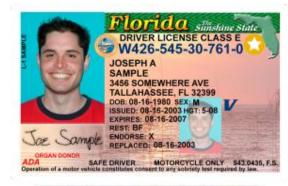
NOTE #8: UNEMPLOYMENT LETTER

- It's best to use the actual determination rather than a screenshot.
- When used, Screenshots of Unemployment Determinations should show all pertinent information.
- Unemployment should have been determined eligible.
- Dates should be after March 2020.
- Unemployment before the COVID Pandemic is not related to the shutdown.
- Be prepared to show other documentation for the situation.

NOTE #7: GOVERNMENT ID

- Make sure that your ID is not expired.
- ID and Social Security Information must be government issued.















WAYS TO SHOW PRIOR INCOME

- Proof of income for eligibility prior to COVID-19(Applicant Only)
 - a. Pay stubs prior to COVID-19 crisis
 - b. Bank statements prior to COVID-19 crisis
 - c. Last filed tax return if self-employed
 - d. Self-attestation form to document loss of income, if reliable proof of loss of income cannot be secured
 - e. Community Services Department clients who received services in last 24 months will not be required to submit the income documentation unless a Case Manager deems it necessary.

INCOME STATEMENTS

PRIOR TO COVID-19 INCOME

 In this example, paystubs prior to COVID-19 show employee worked 65+ hours per pay period.

Ethics and Compliance Helpline - To report violations of law, please call 1-306-611-7792 Partner Contact Center - For pay questions, please call 1-888-728-9411. Partner Resources Support Center - For questions regarding company policies and practices, or to report workplace concerns, cal 1-888-728-9411, option 5. Earnings Statement Pay Type Regular Name: 03/23/2020 -04/05/2020 **Pay Period** Partner Pay Date 04/10/2020 Payroll 9.15 **Hourly Rate** Exemptions/Allowances: Federal : H00 YTD Rate Hours Current Earnings 166.81 0.00 0.00 Regular Time 709.31 9.15 65.52 599.51 Catastrophe 501.78 0.00 0.00 Training 1,377.90 599.51 65.52 **Gross Hours/Wages Total Imputed Income** 8.00 0.00 8.00 Spotify Imputed 36.54 0.00 0.50 0.00 ImpTip Incm 1,422.44 607.51 Gross Pay Other Benefits Information

Effics and Compliance Helpline - To report violations of law, please call 1-800-611-7792.

Partner Contact Center - For pay questions, please call 1-888-728-9411.

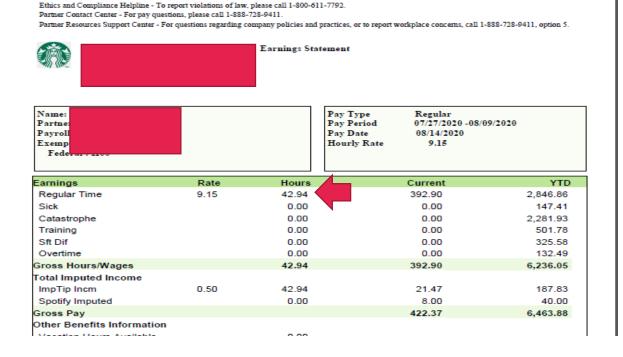
Partner Resources Support Center - For questions regarding company policies and practices, or to report workplace concerns, call 1-888-728-9411, option 5.



Other Benefits Information

POST-COVID-19 INCOME

 Paystub shows employee's hours have been reduced to 42+ hours per pay period in July.



 Ensure that any income information <u>clearly shows</u> that your hours or pay were reduced.

REVIEW THE APPLICATION

Palm Beach County Community Services Helping People Build Better Communities



 Ensure that all of your information is correct.

| lousehold Information | Household Relationship | Income | Eligibility Outcome | Documents | Review Application | | | | | | | |
|--------------------------|---------------------------|-------------|------------------------|------------------|-----------------------|----------------------------|----------------|----------------------|----------------------|------------------------------------|--------------|------|
| | | | | | | | 🗨 Appl | ication Review | | | | |
| | | | | | | | | Personal Details | | | | |
| | | | | | | | | | | | | Edit |
| | | | First Name | Doris | | | | | Homeless: | No | | Eur |
| | | | Middle Initial | : Y | | | | | Residential Address: | 123 Anystreet Drive WEST PALM BEAC | CH FL 33411 | |
| | | | Last Name | : Davis | | | | | Mailing Address: | 123 Anystreet Drive WEST PALM BEAC | CH FL 33411 | |
| | | | Date of Birth | 08/12/ | /1992 | | | | Home Phone: | | | |
| | | | Race | : African | American | | 2 | | Cell Phone: | 561-777-9311 | | |
| | | | Gender | : Female | | | | | Foster Care: | No | | |
| | | | SSN | . ***_** | -9999 | | | | Marital Status: | Single | | |
| | | Ethnici | ity (Hispanic) | | | | | | Migrant Farm worker: | No | | |
| | | | Family Type | | Parent Femal | a | | | Education Level: | College Grad | | |
| | | | Housing Type | | Farencientai | • | | | Primary Language: | English | | |
| | | | Housing Type | e Kent | | | | | Prinary Language: | English | | |
| | | | | | | | 🐸 Hou | sehold Information | | | | |
| | | | | | | | | | | | | Edit |
| Name | | | | of Birth | | Last Four SSN | Gender | Citizenship Status | | Head Of Household | Relationship | |
| | Y Davis | | | 2/1992 5/2012 | | ***-**-9999 ***-**-2963 | Female Male | Yes | | Yes | Self | |
| | | | 00/1 | 0,2012 | | 2505 | | | | | 500 | |
| | | | | | | | | Income | | | | |
| Descr | i- k i | | | | | Doris Y Davis | | | Xavier T | Dente | | Edit |
| | l Income Prior t | to COVID-19 | 9 Crisis | | | \$48,000.00 | | | Advier 1 | | | |
| | oloyment Wage | | | | | \$7,150.00 | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | Add 😭 | litional Information | | | | |
| Reque | ested Service | S | | | | | | | | | | Edit |
| | | | | | | | | | | | | |

SUBMIT THE APPLICATION

| Are you able to provide Documents to verify your Employment Status and Unemployment Claim | m stated above? Yes | |
|---|--|------|
| | | |
| | Additional Information - Self Attestation | |
| | | Edit |
| Job/Income Loss (Please check all that apply): • Loss of Job Hours | | |
| Declaration of Income Loss Due to COVID-19 (Please explain the situation that prompted the My hours at my job were reduced because the store changed to limited hours in March due to CO | e loss of income due to COVID-19): VID. Because of this change, I am only working 20 hours when I used to work 40 hours per week. | |
| Print Name: Doris Y. Davis | | |
| | | |
| | 🖾 Eligibility Outcome | |
| Note: According to the information provided, eligibility results for selected services are | listed below | |
| COVID-19 Assistance: Food Assistance | | |
| COVID-19 Assistance: Food Assistance | Based on the information provided, you may be eligible for this servicee | |
| | | |
| | Supporting Documents | |
| Desursets for This Application | | Edit |
| Documents for This Application | | |
| Document Type | File Description | View |
| Balance Statement from Landlord | Rental Balance Statement.pdf | View |
| Rental Lease Aggreement | Lease Agreement.pdf | View |
| Utility Company Electric Bill, Past Due for Each Month Requested | July FPL Bill.pdf | View |
| Utility Company Electric Bill, Past Due for Each Month Requested | June FPL Bill.pdf | View |
| Utility Company Water Bill, Past Due for Each Month Requested | July Water bill .pdf | View |
| | | |
| Documents for Doris Y Davis, Applicant Age: 28 | | |
| Document Type | File Description | View |
| Proof of COVID-19 Crisis (Applicant Only) | Letter from the Employer.pdf | View |
| Proof of Income Prior to COVID-19 (All Adult Household Members 18 +) | Paystubs.pdf | View |
| Social Security Card (or government document with SSN) | ID and Social Security Card.pdf | View |
| Valid Government Issued ID | ID and Social Security Card.pdf | View |
| Documents for Xavier T Davis, Son Age: 8 | | |
| Document Type | File Description | View |
| | | |
| | | |
| | | |



APPLICATION STATUS

Check the status of your application at:

• <u>www.pbcgov.com/clientservicessearch</u>

| | | Ра Э | lm Beac felping 1 | ch County (People Build | Commun Ø Better Co | ity Ser ommun | vices ities | 1000 M | Palm Beach County COMMUNITY SERVICES | |
|---|---------------------------------|-----------------|----------------------|---|---------------------------------|------------------|----------------|--------------------------|--|-----------|
| | | | | | | | | | 🛔 Doris Davis 🛛 🏠 🔂 Lo | ogout |
| | | | | Client A Q Sei | | | | | | |
| | From: * | 9/10/2019 | | To: * | 09/10/2020 | | | Q Get Client Activity Cl | ear | |
| E Collapse All | | | | Stat | us | | | | T sha | now filte |
| B Ooris Y Davis Applications | Analization # | Chabura | 16-11/5-54 | Need: COVID19 Crisis Application Details | | (-) T=6- | Schedule | Delete | Application Status | ^ |
| | Application # 28535*COVID-19 | Status Draft | View/Edit Edit | Application # 28535 Review Details | Submitted Date | (s) Info | Schedule | Delete | View Status | |
| Services | Reference # | Service Type | Application Date | Reviewer Review Dat CSD-STAFF | e Review Status Not Reviewed | proval Date | Payment Date | Denial Reason | Missing Document(s) | |
| 🗟 🇮 Appointments | Need Description | on Schedule | ed Date Time | Appointment Details Status Appointmen Not Scheduled Process Details Staff N/A | t Date Staff Location | Processesd By | - | Details | Change | ~ |
| | | | | Go | | | | | | |

FOR SUBMITTED APPLICATIONS THAT NEED HELP UPLOADING PENDING DOCUMENTS

- Applicants may make an appointment to submit documents at CSD's drive-thru intake, located at 810 Datura Street, West Palm Beach, and 1440 Martin Luther King Jr.
 Boulevard, Riviera Beach, on Tuesdays and Thursdays from 8:30 to 11:30 a.m. and 1 to 4 p.m.
- Please call (561) 355-4792 to make/confirm appointments and confirm drive-thru hours. It
 is mandatory for clients to wear a mask and follow all social distancing guidelines when
 they arrive.
- A CSD staff person can help make sure required documents are compiled correctly beforehand. Keep in mind that it is necessary to write the application number on all documents submitted.

SUBMITTED APPLICATIONS ONLY

- Only applicants who have applied and have **pending documentation** may also submit their documents at any PBC Library branch. Some library locations may have limited in-person services. For more information or to locate your nearest library, visit **http://www.pbclibrary.org/locations**.
- Note: PBC Library staff will only receive documents for pending applications. Assistance with applying for the program <u>is not</u> offered at any PBC Library branch.

PARTNER AGENCIES PROVIDING NAVIGATION SERVICES

| AGENCY NAME | LOCATION(S) | PHONE | WEBSITE |
|--|---|--|-------------------------------------|
| Adopt-a-Family Family Division of the Lewis Center | 1000 45th Street West Palm Beach, 33407 | (561) 444-0398 | www.aafpbc.org |
| Catholic Charities of the Diocese of Palm Beach | 9995 N Military Trail West Palm Beach, 33410 | (561) 775-9560 (561) 360-3327 | www.catholiccharitiesdpb. org |
| Community Partners Housing Services | Remote | (561) 386-2704 (561) 841-3500, x.1002 | www.cp-cto.org/housing- services |
| Farmworker Coordinating Council of Palm Beach County, Inc. | Lake Worth Office 1123 Crestwood Blvd. Lake Worth, 33460 | Lake Worth (561) 533-7227 | www.farmworkercouncil.org |
| | Belle Glade Office 233 W. Ave. A Suite D Belle Glade, 33430 | Belle Glade (561) 992-0603 | |
| Palm Beach County Housing Authority | 3432 W. 45th Street West Palm Beach, 33407 | (561) 684-2160 | www.pbchafl.org |
| Pathways to Prosperity, Inc. (P2P) | 970 N. Seacrest Blvd. Boynton Beach, 33435 | (561) 523-0179 | www.pathwaysboynton.org |
| The Lord's Place Prevention Team | 2808 N Australian Ave, West Palm Beach, 33407 | (561) 537-4652 (561) 494-0125, x. 1115 | www.thelordsplace.org |
| The Urban League of Palm Beach County | 700 N Australian Ave West Palm Beach, 33407 | (561) 833-1461 | www.ulpbc.org |

*Visit the agency's website for more information and to make an appointment.

QUESTIONS?

Website

- <u>www.pbcgov.com/oscarss</u>
- www.rentalassistancepbc.org
- www.utilityassistancepbc.org
- <u>www.pbcgov.org/OSCARSS</u>

Phone

• (561) 355-4792 for ALL Palm Beach County residents.

Frequently Asked Questions (FAQs)

• www.pbcgov.org/csdcaresactfaq

City of West Palm Beach Only

• Residents may call (561) 822-1250 to schedule an appointment.

