

# **QUINAULT INDIAN NATION**

Temporary Assistance for Needy Families



### **APPLICATION FOR DIVERSION SERVICES**

### **Diversion Services**

Diversion Services are available to families who are otherwise eligible for TANF. Diversions are a one-time payment of \$2,000 and are limited to one every 366 days and up to ten per lifetime. Families that receive Diversion Services cannot apply for a month cash grant until after the first day of the month, three months from the date that the Diversion Services Case closed.

### **Eligibility Criteria**

The following are used to determine eligibility for Diversion Services:

- 1. If living within the boundaries of the Quinault Indian Reservation, there must be an enrolled member of a federally recognized tribe in the family unit.
- 2. If living outside the boundaries of the Quinault Indian Reservation, but in Grays Harbor County or lower Jefferson County, there must be an enrolled member of the Quinault Indian Nation in the family unit.
- 3. Total income for the family must not exceed the income limitations based on the size of the family unit. Income limitations are 300% of the Federal Poverty Guidelines for the year in which the application is received.
- 4. Each member of the family unit must be a citizen of the United States or a certified Legal Alien Resident.

To avoid processing delays, please submit the following documents, as they apply, for each member of the family unit:

- 1. Certificate of Indian Blood (CIB)
- 2. Social Security Card
- 3. Certified Birth Certificate
- 4. Proof of School Enrollment for each child aged 6 years and older. Proof is not required if applying during summer break.
- 5. Custody Order or Parenting Plan that shows the children are in the home at least 51% of the time. This is only required if a parent is out of the home.



### **Taholah Office**

701 Cuitan Street Phone: (360) 276-8211 Ext 4101 Fax: (360) 276-0008 216 Qui-nauilth Street Phone: (360) 962-2150 Fax: (360) 962-2460

**Queets Office** 

### **Hoquiam Office**

400 8<sup>th</sup> Street Suite B Phone: (360) 537-1324 Fax: (360) 537-1265

### **HOUSEHOLD INFORMATION**

### Head of Household

Full Legal Name   Fi	rat Middla	Last Suffi	v (In Sn II )					
	ist, Midule	, Lasi, Suiii	x (JI, SI, II)					
Alternate Names			Date of Birth			Social S	Security Nu	mber
Gender	US Citize	n	Disabled		Pregnant			
$\Box$ Male $\Box$ Female	$\Box$ Yes $\Box$	No	$\Box$ Yes $\Box$ No		$\Box$ Yes $\Box$ No   If yes, e	estimated	due date:	
Tribal Affiliation		Enrollmer	nt #	In t	he last year, were any pa	ayments re	eceived from	m the affiliated tribe?
				$\Box$ Yes $\Box$ No   If yes, this income must be reported as unearned income				
Street Address				City		S	State	Zip Code
Mailing Address	Same as A	bove		City	ý	S	State	Zip Code
Phone				Email				
Marital Status			Highest Edu	est Education Level Completed				
□ Single, Never Ma	rried 🗆 N	Iarried	$\Box$ Less than	han High School Diploma or GED   Highest Grade Completed				
□ Separated □ Divorced □ High Sch			hool Diploma or GED  Associate Degree					
□ Widowed			□ Bachelor	helor Degree 🗆 Graduate/Master Degree				
				ner Credentials (Ex Vocational Certifications, CDL, etc.)				

# Spouse/Significant Other

Full Legal Name   Fin	rst, Middle,	Last, Suffix	(Jr, Sr, II)				
Alternate Names I		Date of Birth			Social Security Number		
Gender	US Citize	n i	Disabled		Pregnant		
□ Male □ Female	$\Box$ Yes $\Box$	No	🗆 Yes 🗆 No		$\Box$ Yes $\Box$ No   If yes, estimated due date:		
Tribal Affiliation		Enrollment	#	In th	ne last year, were any pa	syments received from the affiliated tribe?	
				ΠY	es □ No   If yes, this in	come must be reported as unearned income	
Phone				Email			
Marital Status			Highest Edu	catio	n Level Completed		
□ Single, Never Mar	ried $\Box N$	larried	$\Box$ Less than	n High School Diploma or GED   Highest Grade Completed			
□ Separated □ Divorced □ High Sch			hool Diploma or GED 🗆 Associate Degree				
□ Widowed □ Bachelor			r Degree 🗆 Graduate/Master Degree				
			□ Other Cre	Credentials (Ex Vocational Certifications, CDL, etc.)			

### Child 1

Full Legal Name   First, Middle	, Last, Suffi	x (Jr, Sr, II)				
		<b>D</b> ( <b>D</b> ) (			a . 1 a	
Alternate Names		Date of Birth			Social Se	curity Number
	1			1		1
Gender	US Citize	n		Disabled		Teen Parent
□ Male □ Female	□ Yes □ No		🗆 Yes 🗆 No		□ Yes □ No	
Relationship to Head of Househ	old			Pregnant		
			$\Box$ Yes $\Box$ No   If yes, estimated due date:			
Tribal Affiliation	Enrollme	nt #	In the last year, were any payments received from the affiliated tribe?			
		$\Box$ Yes $\Box$ No   If yes, this income must be reported as unearned income				
Mother's Name			Mother's Status			
			$\Box$ In home $\Box$ Absent from home $\Box$ Deceased			
		Father's Status				
		□ In home □ Absent from home □ Deceased				
Current Grade Level    Not in school		Scho	ol Attending			

## Child 2

Full Legal Name   First, Middle, Last, Suffix (Jr, Sr, II)						
Alternate Names		Date of Birth		Social Security Number		
				<b>D:</b> 11.1		
Gender	US Citize	n		Disabled		Teen Parent
□ Male □ Female	□ Yes □ No			□ Yes □ No		□ Yes □ No
Relationship to Head of Househ	old			Pregnant		
			$\Box$ Yes $\Box$ No   If yes, estimated due date:			
Tribal Affiliation	Enrollmer	nt #	In the last year, were any payments received from the affiliated tribe?			
			$\Box$ Yes $\Box$ No   If yes, this income must be reported as unearned income			
Mother's Name	•		Mother's Status			
			$\Box$ In home $\Box$ Absent from home $\Box$ Deceased			
Father's Name			Father's Status			
		$\Box$ In home $\Box$ Absent from home $\Box$ Deceased				
Current Grade Level    Not in school		School Attending				

### Child 3

Full Legal Name   First, Middle,	Last, Suffix	(Jr, Sr, II)				
Alternate Names Date of		Date of Birth		Social Se	curity Number	
Gender	US Citizen		Disabled		Teen Parent	
□ Male □ Female	□ Yes □ No		□ Yes □ No		□ Yes □ No	
Relationship to Head of Househo	old		Pregnant			
			$\Box$ Yes $\Box$ No   If yes, estimated due date:			
Tribal Affiliation	Enrollment	# In the	In the last year, were any payments received from the affiliated tribe?			
			$\Box$ Yes $\Box$ No   If yes, this income must be reported as unearned income			
Mother's Name		Moth	Mother's Status			
			$\Box$ In home $\Box$ Absent from home $\Box$ Deceased			
Father's Name		Fathe	Father's Status			
			$\Box$ In home $\Box$ Absent from home $\Box$ Deceased			
Current Grade Level    Not in school		Scho	School Attending			

# Child 4

Full Legal Name   First, Middle,	, Last, Suffi	x (Jr, Sr, II)				
Alternate Names		Date of Birth		Social Security Number		
Gender	US Citize	US Citizen		Disabled		Teen Parent
□ Male □ Female	□ Yes □ No			🗆 Yes 🗆 No		□ Yes □ No
Relationship to Head of Househ	old			Pregnant		
		$\Box$ Yes $\Box$ No   If yes, estimated due date:				
Tribal Affiliation				<ul> <li>a the last year, were any payments received from the affiliated tribe?</li> <li>] Yes □ No   If yes, this income must be reported as unearned income</li> </ul>		
Mother's Name		Mother's Status				
			$\Box$ In home $\Box$ Absent from home $\Box$ Deceased			
Father's Name		Father's Status				
		$\Box$ In home $\Box$ Absent from home $\Box$ Deceased				
Current Grade Level    Not in school		School Attending				

To add additional children to the application, please attach another sheet listing their information.

### **RESOURCES AND INCOME INFORMATION**

I. RESOURCES							
A resource is anything that you own or are buying that can be sold, traded or converted into cash or money held by others. A							
resource does not include perso	nal property such as furniture or cl	lothing. Examples of resources are	::				
Cash	Mutual Fund	House	Prepaid Burial Fund				
Checking Account	Stock	Condominium	College Fund				
Savings Account	Annuity	Land	Time Share				
CD	Trust	Sales Contract	Business Equipment				
Money Market Account	IRA	Building	Farm Equipment/Livestock				
Saving Bond	401K	Life Estate					
Bond	Retirement Fund	Life Insurance					
Do you or anyone in the househ	hold have any resources? $\Box$ Yes $\Box$	No   If yes, complete the following	ng information:				
RESOURCE	WHO OWNS?	LOCATION	VALUE				
			\$				
			\$				
			\$				

II. VEHICLES						
Do you or anyone in	the household own a l	icensed or unlicensed vehicle (car	, truck, mot	torcycle, boat, recreat	ional vehicle or any	
other type of vehicle	)? $\Box$ Yes $\Box$ No   If yes	s, complete the following informat	tion:			
PRIMARY	YEAR	MAKE (Ex. Ford) MODEL (E		(Ex. Escort)	OWED	
PAYMENT	VALUE	CONDITION		MILEAGE		
		Excellent      Good      Fair      Poor				
VEHICLE 2	YEAR	MAKE (Ex. Ford)	MODEL	(Ex. Escort)	OWED	
PAYMENT	VALUE	CONDITION		MILEAGE		
		□ Excellent □ Good □ Fair □	Poor			
VEHICLE 3	YEAR	MAKE (Ex. Ford)	MODEL	(Ex. Escort)	OWED	
PAYMENT	VALUE	CONDITION		MILEAGE		
		$\Box$ Excellent $\Box$ Good $\Box$ Fair $\Box$	Poor			

# III. TANF BENEFITS Have you, or anyone for which you == applying, received TANF BeneTis (monthly cash assistance) from a Federal, State or Tribal Agency in the last 30 days? □ Yes □ No | If yes, complete the information below. WHO RECEIVED? WHEN LAST RECEIVED? FEDERAL/STATE/TRIBAL AGENCY Have you, or anyone for which you == applying, ever received TANF BeneFits (monthly cash assistance) from a Federal, State or Tribal Agency? □ Yes □ No | If yes, complete the information below. WHO RECEIVED? WHEN LAST RECEIVED? FEDERAL/STATE/TRIBAL AGENCY WHO RECEIVED? WHEN LAST RECEIVED? FEDERAL/STATE/TRIBAL AGENCY WHO RECEIVED? WHEN LAST RECEIVED? FEDERAL/STATE/TRIBAL AGENCY Image: Image:

### IV. INCOME STATEMENT

Have you, or anyone in the household, received any form of earned or unearned income in the last 60 days?  $\Box$  Yes  $\Box$  No If yes, complete IV Unearned Income and/or V Earned Income. If no, initial the following statement.

I/we attest that I/we have not received any form of earned or unearned income in the last 60 days.

Head of Household Initials:

Spouse/Significant Other Initials:

V. EARNED INCOME	
Do you or anyone in the household have income from work? $\Box$ Yes $\Box$ No   I	f yes, complete the following information:
Income Earned By	
Employer Name	Phone Number
Start Date	Gross Income (Before taxes)
	\$
Pay Frequency	Is this job self-employment?
$\Box$ Weekly $\Box$ Biweekly $\Box$ Monthly $\Box$ Other:	$\Box$ Yes $\Box$ No
Income Earned By	
Employer Name	Phone Number
Start Date	Gross Income (Before taxes)
	\$
Pay Frequency	Is this job self-employment?
$\Box$ Weekly $\Box$ Biweekly $\Box$ Monthly $\Box$ Other:	$\Box$ Yes $\Box$ No

VI. UNEAI	RNED INCOMI	E		
Examples of unearned	income are:			
Alimony	Medica	1 Assistance	Social Security Dependent Benefit	
Annuity	Militar	y Allotment	Social Security Survivor Benefit	
Casino Winnings	Out of	State TANF	Subsidized Housing	
Child Support	Per Ca	oita	Supplemental Security Income (SSI)	
Dividend	Railroa	d Retirement	Tribal Lease Payment	
Food Stamps	Rental/	Lease Income	Unemployment Benefit	
Foster Care Payment	Sale of	Property or Timber	Veterans Benefit	
General Assistance (G	A) Settlem	ent	Worker Compensation Benefit	
Gift or Prize	Social S	Security Disability		
Inheritance	Social S	Security Retirement		
Do you or anyone in the household have any unearned income?  Yes No   If yes, complete the second se				information:
WHOSE INCOME	<b>INCOME TYPI</b>	E AMOUNT	FREQUENCY	DATE RECEIVED
			□ Weekly □ Biweekly	
		\$	$\Box$ Monthly $\Box$ Other:	
			□ Weekly □ Biweekly	
		\$	$\Box$ Monthly $\Box$ Other:	
			□ Weekly □ Biweekly	
		\$	$\Box$ Monthly $\Box$ Other:	
			□ Weekly □ Biweekly	
		\$	$\Box$ Monthly $\Box$ Other:	
			□ Weekly □ Biweekly	
		\$	$\Box$ Monthly $\Box$ Other:	

VII. RESIDENCY STATEMENT						
I/We,Head of Household	and (if applicable) Head of Household Spouse/Significant Other					
Live at:	City	State	Zip Code			
I/We have resided at this address for	Weeks,	Months,	Years.			
$\Box$ I/We make rent/lease/mortgage payments to _						
in the amount of \$						
□ I/We do not make rent/lease/mortgage paymen *If this statement is checked, initials are requir		eone that provides for my/o	ur shelter costs.			
□ I/We do not make rent/lease/mortgage paymen *If this statement is checked, initials are requir	•	ur own home.				
I/We do not make rent/lease/mortgage payments as I/we are currently homeless. I/We do live within Grays Harbor or lower Jefferson Counties. *If this statement is checked, initials are required below.						
Head of Household Initials:		Spouse/Significant Other	Initials:			

### VIII. CUSTODY STATEMENT

A child is considered a member of the household if they spend 51% of their time during the calendar month in the household.

Do all of the children listed in this application current live with you at least 51% of time?  $\Box$  Yes  $\Box$  No

Do you have a court ordered Custody Order, Parenting Plan or a notarized statement from the non-custodial parent of the children listed in this application?  $\Box$  Yes  $\Box$  No

If no, you cannot apply with the children that do not meet this requirement.

I/We attest that all of the children listed in this application currently live with me/us at least 51% of the time.

Head of Household Initials:

Spouse/Significant Other Initials:

IX. CRISIS STATEME	INT
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Please explain your current crisis situation that details the need for Diversion Services.

Please explain how receiving Diversion Services will assist you with your crisis situation. Specifically, please explain how receiving Diversion Services will prevent you from needing to apply to open a Family/Pregnancy Case.

Please explain below how you plan to use the funds from Diversion Services. The list below are the only items that are allowable. The items that you plan to use the funds for must total \$2000. The statements above must explain the crisis that requires the funds for the items below.

Item	Amount	Item	Amount
Housing	\$	Food	\$
Utilities	\$	Fuel	\$
Training	\$	Auto Repairs	\$
Education	\$	Transportation	\$
Child Care	\$	Auto Insurance	\$
Mental Health, Chemical Dependency or Domestic Violence Services \$			\$
Higher Education or Work Related Clothing and/or Supplies \$			\$
Developmental or Learning Disability Services \$			\$
IDA Accounts \$		\$	
Required Program Documentation (Certified Birth Certificates)			\$
Needed For:			

I have read (or had explained to me) and understand the information in this application. I declare under penalty of perjury, that information that I gave in this application is true, correct and complete to the best of my knowledge. I understand that if I incorrectly receive QIN TANF funds for Diversion Services because I have made a willful false statement or because I have willfully failed to report information required by the QIN TANF Program, I will be required to repay the amount received.

Head of Household Signature

Date

Spouse/Significant Other Signature

Date



# **QUINAULT INDIAN NATION**

Temporary Assistance for Needy Families



### **RELEASE OF INFORMATION**

I/We authorize the Quinault Indian Nation TANF Program to provide/obtain information to/from other agencies, employers, schools or institutions for the intention of verifying and coordinating services.

Adults:	
Children:	

This release is valid for one year from the date that it is signed.

Head of Household Signature

Social Security Number

Date

Spouse/Significant Other Signature

Social Security Number

Date



# QIN FINANCE PAYMENT FORM

# Please select one payment option. Provide the information that is necessary for the payment option selected.

 $\Box$  Check: Checks will be mailed to the address provided on a W-9.

□ Direct Deposit (ACH): Payments will be directly deposited into a bank account.

Attach a completed Authorization Agreement for Direct Deposit Form. (First few payment may be by check, until direct deposit can be activated)

Debit Card: Payments will be deposited directly on a Key2Benefits VISA Debit Card.

Attach a completed Key2Benefits Cardholder Form. (First few payment may be by check, until debit card is received and can be activated)

I understand that the payment option selected above will be in effect for all QIN payments made on my behalf. I further understand that I may change the payment option, at any time, by submitting an updated Payment Form and necessary paperwork to the TANF Office or to the QIN Finance Office.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number:		
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Staff Printed Name: \_\_\_\_\_



# AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

I hereby authorize the Quinault Indian Nation to initiate Automated Clearing House (ACH) credit entries to transfer funds for deposit to the bank account indicated below at the depository financial institution named below (Depository Name). I understand that the ACH transactions authorized herein shall comply with all applicable U.S. law. I further understand that this authorization shall remain in effect for all payments to be received from QIN, until QIN Finance has received notification from me of its termination. Notification of termination must be received by QIN Finance, in writing, at least five (5) business days prior to the proposed effective date of the termination of authorization.

Depository Name (Bank):	
Full Name on Account:	

Depository Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

Or

Savings Account Number:		
Signature:		
Email (Required):		
Phone Number:		

Remittance advice will be given to the person listed on the account above. An email will be sent to the email address given below to include the invoice number and amount of each invoice that is included in the total payment.

Printed Staff Name: \_\_\_\_\_

### **KEY2BENEFITS CARDHOLDER INFORMATION**

First Name	
Last Name	
Date of Birth	//
Social Security Number	
Mailing Address	
Telephone Number	()
Email Address (required)	

Please Note: New KeyBank Debit Cards will be mailed to the QIN TANF Office that the participant is served out of. Caseworkers will meet with participants to activate the cards and set up online banking. Once online banking is set up, the mailing address will need to be changed to the one listed above.

Date Ordered \_\_\_\_/\_\_\_/

Ordered By \_\_\_\_\_

Cardholder ID Number \_\_\_\_\_

Form	W	-9
Departs		2018) he Treasury Service

### Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for	Instructions and the	latest information.
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1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

	2 Business name/disregarded entity name, if different from above		
page 3.	following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3);	
a. IIS ON	Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate single-member LLC	Exempt payee code (if any)	
ć	Umited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) >		
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check	Exemption from FATCA reporting	
Print or type. See Specific Instructions on	LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	code (if any)	
듕	5	(Applies to accounts maintained outside the U.S.)	
ğ	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name an	d address loptionali	
8			
8			
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		
Par	Taxpayer Identification Number (TIN)		
Enter	our TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid Social security	urity number	
backu reside entitie	p withholding. For individuals, this is generally your social security number (SSN). However, for a nt alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other s, it is your employer identification number (EIN). If you do not have a number, see How to get a		
TIN, la		dentification number	
	If the account is in more than one name, see the instructions for line 1. Also see What Name and er To Give the Requester for guidelines on whose number to enter.		

### Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign	Signature of
Here	U.S. person ►
Here	-

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### Purpose of Form

An individual or entitly (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

Form 1099-INT (Interest earned or paid)

Date 🕨

 Form 1099-DIV (dividends, including those from stocks or mutual funds)

- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- . Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuttion)
- · Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form W-9 (Rev. 10-2018)