

Resource and Referral Information

For

Youth on their Own



Ensuring the success of unaccompanied youths in our community and schools.

Students in Transition Program

Education of Homeless Children and Youth

Department of Student Services

**5334 Parkway Blvd.
Land O' Lakes, FL 34639
813-794-4980/727-774-4980/352-524-4980
Fax 813-794-4987**

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DISTRICT SCHOOL BOARD OF PASCO COUNTY

Students In Transition Program

813-794-4980 352-524-4980 727-774-4980

Dear Youth,

This guide includes information that may be helpful to you on your journey through school. You are being sent this guide based on information that you provided on the Student Residency Questionnaire/Domicile Form.

In this guide you will find information about the Students In Transition program and the rights that you may exercise under the McKinney Vento Act. Please call us so that we can review this information with you.

We wish you the very best and look forward to speaking with you if we may be of further assistance.

Sincerely,

Students In Transition Staff

5334 Parkway Blvd

Land O'Lakes, Florida 34639

813-794-4980/727-774-4980/ 352-524-4980

STUDENTS IN TRANSITION
S.I.T.
Department of Student Services

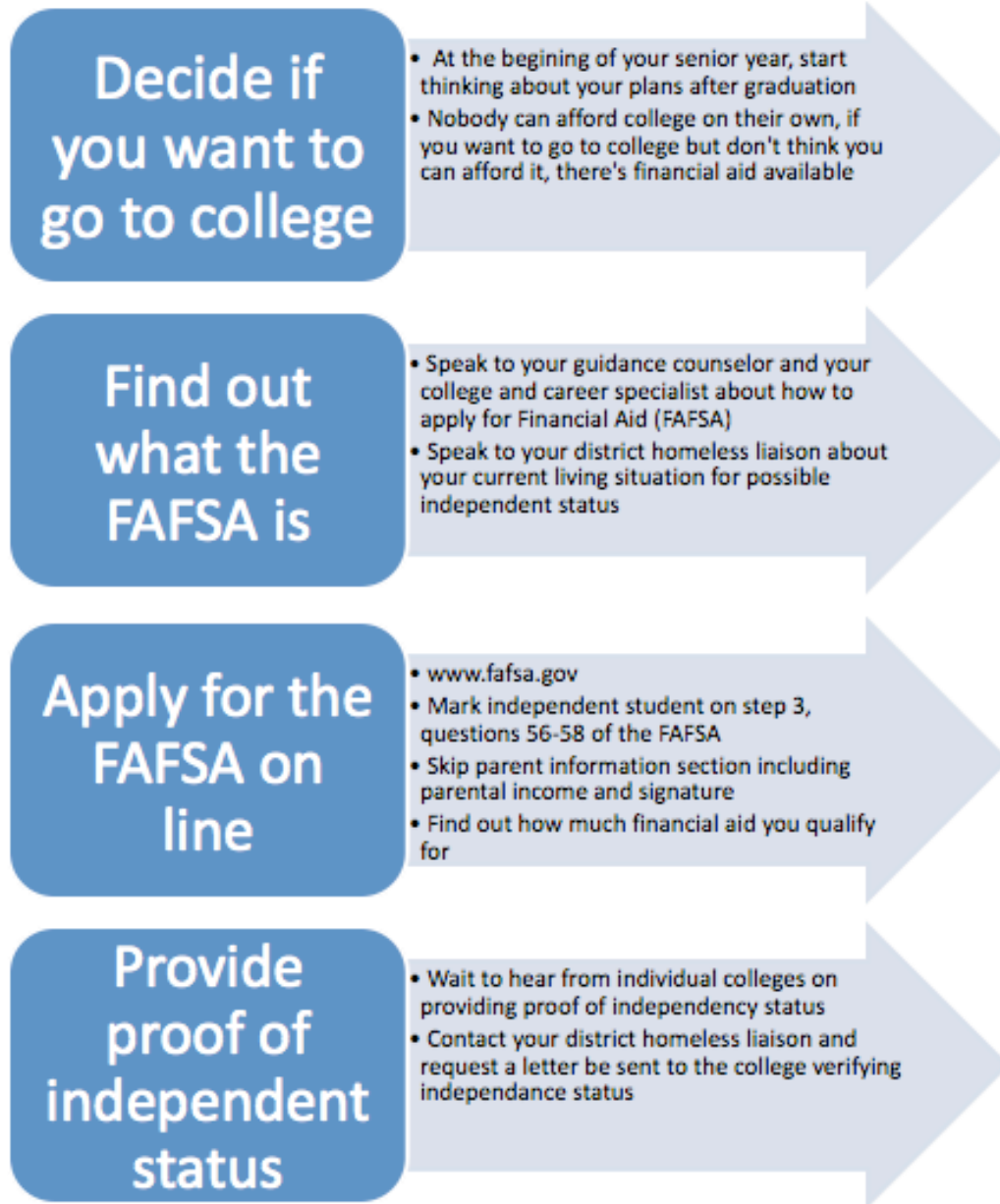


If you lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; doubled-up with family or friends; or in another type of temporary or inadequate housing, you might be able to receive help through a federal law called the McKinney-Vento Act.

Under the McKinney-Vento Act, children in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if missing records and documents normally required for enrollment, such as birth certificate, proof of residence, previous school records, or immunization/medical records.
- Enroll, attend classes, and participate fully in all school activities while the school gathers records.
- Have access to the same programs and services that are available to all other students, including transportation and supplemental educational services.
- Attend school with children not experiencing homelessness; a school cannot segregate a student because he or she is homeless.

FAFSA Application Flow Chart for Unaccompanied Homeless Seniors



Go to college!

Frequently asked questions

- **What is the legal definition of a homeless student?** A student is considered homeless if he/she lacks a fixed, regular, adequate, nighttime residence. Besides living on the streets, this can include temporarily living with other people because one has nowhere else to stay (“doubled up”), living in substandard housing, emergency or transitional shelter, motel, camping ground, car, park, abandoned house or building and bus or train station.
- **What is an unaccompanied homeless youth?** Unaccompanied homeless youth is a student who lacks a safe and stable residence and who is not in the care of a parent or legal guardian. The youth may have run away from home or been forced to leave by his/her parents. An unaccompanied youth lives in a variety of temporary situations including shelters, homes of friends or relatives, cars, campgrounds, public parks, abandoned houses or buildings, motels and bus or train stations.
- **Who are McKinney- Vento Homeless Liaisons?** Under subtitle VII-B of the McKinney Vento Homeless Assistance Act, every school district is required to designate a liaison to work with and coordinate services for students experiencing homelessness.
- **How do I complete the FAFSA application without having access to my parent’s information and signature?** Under the Higher Education Act, a youth who meets the definition of an “independent student” during the same school year he/she is applying for federal aid can do so without parent income information and signature. The College Cost Reduction and Access Act of 2007 expanded the definition of an independent student to include a student who is unaccompanied and homeless or at risk of becoming homeless.
- **Who can determine if I’m unaccompanied and homeless in order to be considered independent for the FAFSA?** A youth can be considered independent if they are identified as unaccompanied and homeless during the school year in which the application is submitted or as unaccompanied and at risk of becoming homeless. Verification must be made by one of the following: 1) a McKinney Vento school district homeless liaison; 2) a U.S. Department of Housing and Urban Development homeless assistance program director; 3) a Runaway and Homeless Youth Act program director or 4) a college/university financial aid administrator.
- **How do I re-qualify as an independent student on the FAFSA once I’m already in college?** A financial aid administrator of the college/university the student is attending can determine if a student is an unaccompanied youth who is either homeless or at risk of becoming homeless on a case by case basis. Not having any other alternative living option except the housing acquired through financial aid (i.e. dorm or off campus housing) that would lead to lacking a fixed, regular, adequate, nighttime residence should place a student in the at risk of becoming homeless category.



**NATIONAL ASSOCIATION
FOR THE EDUCATION OF
HOMELESS CHILDREN
AND YOUTH**

Helping Unaccompanied Homeless Youth Access College Financial Aid

Who Are Unaccompanied Homeless Youth?

Unaccompanied homeless youth are young people who lack safe, stable housing and who are not in the care of a parent or guardian. They may have run away from home or been forced to leave by their parents. Unaccompanied youth live in a variety of temporary situations, including shelters, the homes of friends or relatives, cars, campgrounds, public parks, abandoned buildings, motels, and bus or train stations.

Between 1.6 and 1.7 million youth run away from their homes each year.¹ Generally, youth leave home due to severe dysfunction in their families, including circumstances that put their safety and well being at risk. Unfortunately, physical and sexual abuse in the home is common; studies of unaccompanied youth have found that 20 to 50% were sexually abused in their homes, while 40 to 60% were physically abused.² Parental drug use or alcoholism and conflicts with stepparents or partners also provoke youth to run away from home.³ Many other young people are forced out of their homes by parents who disapprove of their sexual orientation or pregnancy.⁴ In a survey of unaccompanied youth in California, over half felt that being homeless was as safe as or safer than being at home.⁵

Are Public Schools Responsible for the Education of Unaccompanied Homeless Youth?

Yes. Subtitle VII-B of the McKinney-Vento Homeless Assistance Act requires that state and local educational agencies provide students experiencing homelessness with school access and stability, and remove barriers to their attendance and success. Every school district must designate a homeless liaison to ensure the McKinney-Vento Act is implemented in the district. Homeless liaisons must do outreach to identify unaccompanied homeless youth, assist them with school enrollment and refer them to health and other community services.⁶ For more information on the federal educational rights of homeless students, please visit <http://www.naehcy.org> or <http://www.serve.org/nche>.

What About College? Can Unaccompanied Homeless Youth Apply for Federal Financial Aid?

Yes. Due to their severe poverty, homeless unaccompanied youth are extremely unlikely to be able to access postsecondary education without federal student aid. The Free Application for Federal Student Aid (FAFSA) is the federal application form that students must complete in order to apply for virtually all types of financial aid:

¹ Toro, P., Dworsky, A. and Fowler, P. (2007). "Homeless Youth in the United States: Recent Research Findings and Intervention Approaches." *Toward Understanding Homelessness: The 2007 National Symposium on Homelessness Research*. Washington DC: U.S. Dept. of Housing and Urban Development.; National Runaway Switchboard, <http://www.1800runaway.org/>.

² Robertson, M. & Toro, P. (1998). "Homeless Youth: Research, Intervention, and Policy." *Practical Lessons: The 1998 National Symposium on Homelessness Research*. Washington DC: U.S. Dept. of Housing and Urban Development. See also MacLean, M.G., Embry, L.E. & Cauce, A.M. (1999). "Homeless Adolescents' Paths to Separation from Family: Comparison of Family Characteristics, Psychological Adjustment, and Victimization." *Journal of Community Psychology*, 27(2), 179-187.

³ Robertson & Toro (1998), *supra*.

⁴ The National Gay and Lesbian Task Force and the National Coalition for the Homeless (2007). *Lesbian, gay, bisexual and transgender youth: An epidemic of homelessness*. Washington DC: Authors; See also Toro (2007), *supra*.

⁵ Bernstein, N. and Foster, L. (2008). *Voices from the Street: A Survey of Homeless Youth by Their Peers*. Sacramento, CA: California Research Bureau.

⁶ 42 USC §11432(g)(1)(J)(ii).

Pell Grants, State Grants, Institutional Grants, Tuition Waivers, Work Study, and Loans. The FAFSA requires all students not considered “independent” to provide financial information from their parents or guardians in order to determine student eligibility for aid; the application also requires a parental/guardian signature. While these requirements are logical for most applicants, they created an insurmountable barrier for unaccompanied homeless youth, who do not receive financial support from their parents and do not have access to parental information.

A recent federal law eliminated this barrier for unaccompanied youth applying for aid for the 2009-2010 school year and future years. The College Cost Reduction and Access Act of 2007 (P.L. 110-84) expanded the definition of “independent student” to include: (1) unaccompanied homeless youth; (2) youth who are in foster care at any time after the age of 13 or older, and; (3) youth who are emancipated minors or are in legal guardianships as determined by an appropriate court in the individual's state of residence. Therefore, those youth can apply for federal aid without parental information or signature.

The legislation requires youth to be verified as unaccompanied and homeless during the school year in which they apply for aid, or as unaccompanied, at risk of homelessness, and self-supporting. Verification must be made by one of the following: (1) a McKinney-Vento Act school district liaison⁷; (2) a U.S. Department of Housing and Urban Development homeless assistance program director or their designee; (3) a Runaway and Homeless Youth Act program director or their designee, or; (4) a financial aid administrator. The law thus helps to remove barriers to accessing financial aid for unaccompanied youth in the year in which they experienced homelessness, and in subsequent years, provided they are still unaccompanied, self-supporting, and at risk of homelessness.

Additionally, under the Higher Education Act, other youth who meet the definition of “independent student” can apply for federal aid without parental information or signature, including youth who are orphans, wards of the court, veterans, graduate students, married, or have a dependent. A financial aid administrator at a college can also designate a student as independent due to “other unusual circumstances.”⁸

Finally, the legislation clarifies and expands the conditions under which financial aid administrators may use discretion in calculating the expected student or family contribution. Financial aid administrators may include, as a consideration, an independent student's loss of employment, or a change in a student's housing situation that results in homelessness. The new legislation also allows financial aid administrators to make a determination of independence based on a documented determination of independence by another financial aid administrator in the same year.

What Can Liaisons and Service Providers Do to Assist Unaccompanied Homeless Youth Access Financial Aid?

McKinney-Vento school district liaisons, service providers, and unaccompanied homeless youth should work with financial aid administrators to streamline access to financial aid. In addition, unaccompanied youth may need assistance overcoming common barriers that students face in trying to fill out the FAFSA, such as not having all the documents they need, not knowing how to fill out the form, and being overwhelmed by the amount of information the application requests. Strategies and resources are provided below.

- Inform unaccompanied homeless youth that they can go to college, even without parental financial support. Too often, unaccompanied youth assume that college is not an option for them because they are unaware of processes to access financial aid.

⁷ Under the Family Educational Rights and Privacy Act (FERPA), schools may disclose educational records for financial aid purposes without parental consent. 34 C.F.R. §99.31(4). This includes verifying that a youth is homeless and unaccompanied.

⁸ 20 U.S.C. §1087vv(d).

- Support unaccompanied homeless youth throughout the financial aid process, including by connecting them to College Access organizations and events (see Resources, below). Navigating the financial aid system can be difficult for students with parents - young people who are homeless and trying to survive on their own will need caring adults to help guide them and encourage their persistence.
- Help youth go to college, and stay in college, by assisting them to find scholarships for which they are eligible. www.FinAid.org and Student Aid on the Web are two excellent places to begin a search for scholarships (see Resources below).
- Share information about the needs of unaccompanied youth, and the current and pending higher education law provisions, with high school counselors, social workers, and community service providers, so that they are informed and able to assist unaccompanied youth.
- Develop relationships with local financial aid administrators to inform them about unaccompanied homeless youth, the role of school district liaisons in identifying and assisting these young people, and the provisions of the College Cost Reduction and Access Act of 2007. Such relationships may ease the process for future unaccompanied homeless youth who wish to go to these colleges.
- Locate and develop a relationship with a state or local college access organization in your community. College access organizations provide counseling, advice, and financial assistance (see Resources below for a national directory).

"I knew that I didn't want to be homeless for the rest of my life, and I saw education as the sure path to a more secure future. Hard work does not intimidate; a vacuous future does. To succeed in college is to succeed in life, and never again have to live the way I am living now."

- Ashleigh, 2005 LeTendre Scholar and Formerly Homeless Student

FAFSA TIPS FOR UNACCOMPANIED YOUTH WITHOUT STABLE HOUSING

Questions on the 2011-2012 FAFSA that may cause difficulty for youth who are, or have been, homeless are listed below. Question **numbers and steps** refer to the paper FAFSA. **Sections** refer to the online FAFSA.

“Unaccompanied” means you are not living in the physical custody of a parent or guardian.

“Homeless” means lacking fixed, regular, and adequate housing, including living in shelters, motels, cars, and temporarily with other people because you have nowhere else to go.

Your permanent mailing address <i>(Question #4; Step 1 of paper FAFSA)</i>	Q: I don't have a permanent mailing address because I don't have a stable home. What address should I use? A: Use an address where you will be able to receive mail reliably. The address of your school (either your high school or university), or a trusted mentor or family member might be appropriate.
Student Dependency Status <i>(Section 2 of online FAFSA; Step 3 on the paper FAFSA)</i>	Answer all the questions in this section the best of your knowledge. If you can check ANY of the following boxes, you will not have to provide parental information.
“As determined by a court in your state of legal residence, are you or were you an emancipated minor?” <i>(Question #53; Step 3 on the paper FAFSA)</i>	Q: I was emancipated at age 15 but lived with my aunt and uncle during my last semester of high school. How should I complete the FAFSA? A: Check “Yes” and complete the FAFSA as an independent student if you have a copy of a court order that you are an emancipated minor. The court must be located in your state of legal residence. If you do not have such a court order, you should check “No” for this question. However, you should review Questions 55-57 carefully, to determine if you qualify as an unaccompanied youth who is homeless or at risk of homelessness.
“As determined by a court in your state of legal residence, are you or were you in legal guardianship?” <i>(Question #54; Step 3 on the paper FAFSA)</i>	Q: I have been living with a family member/friend who provides for some of my financial needs, but that person has not been appointed my legal guardian by a court. How should I complete the FAFSA? A: A caregiver or other person with whom you are living is only considered a legal guardian if a court in your state of legal residence has established guardianship. You should check “Yes” if you have a copy of a court order indicating that legal guardianship was established. If you are living with a caregiver, but that caregiver is not your legal guardian as determined by a court in your state of legal residence, you should check “No” for this question. However, you should review Questions 55-57 carefully, to determine if you qualify as an unaccompanied youth who is homeless.

<p>“At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?”</p> <p>(Question #55 Step 3 on the paper FAFSA)</p>	<p>Q: I ran away from home during my senior year in high school and am staying temporarily with a friend. Am I considered an independent student?</p> <p>A: You are considered an independent student if you received a determination any time on or after July 1, 2010, that you were an unaccompanied youth who was homeless, or an unaccompanied youth providing your own living expenses who is at risk of being homeless. The financial aid administrator at your college may require you to provide a copy of the determination.</p> <p>If you do not have a determination but you believe you are/were an unaccompanied youth who is homeless or an unaccompanied youth providing your own living expenses who is at risk of being homeless, contact your high school counselor, school district McKinney-Vento homeless liaison, school’s financial aid office, or the National Center for Homeless Education at 1-800-308-2145 for assistance. More information and a template homelessness determination form are also available at http://www.naehcy.org/higher_ed.html.</p>
<p>“At any time on or after July 1, 2010, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development (HUD) determine that you were an unaccompanied youth who was homeless?”</p> <p>(Question #56; Step 3 on the paper FAFSA)</p>	<p>Q: I stayed in a shelter last year. How do I complete the FAFSA?</p> <p>A: Check “Yes” if you received a determination any time on or after July 1, 2010, that you were an unaccompanied youth who was homeless, or an unaccompanied youth providing your own living expenses who is at risk of being homeless. The financial aid administrator at your college may require you to provide a copy of the determination or other documentation.</p> <p>If you do not have a determination but you believe you are/were an unaccompanied youth who is homeless or an unaccompanied youth providing your own living expenses who is at risk of being homeless, contact your high school counselor, school district McKinney-Vento homeless liaison, school’s financial aid office, or the National Center for Homeless Education at 1-800-308-2145 for assistance. More information and a template homelessness determination form are also available at http://www.naehcy.org/higher_ed.html.</p>
<p>“At any time on or after July 1, 2010, did the director of a runaway or homeless youth (RHYA) basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?”</p>	<p>Q: I am living in a transitional housing program. Am I an independent student?</p> <p>A: Check “Yes” if you received a determination any time on or after July 1, 2010, that you were an unaccompanied youth who was homeless, or an unaccompanied youth providing your own living expenses who is at risk of being homeless. The financial aid administrator at your college may require you to provide a copy of the determination or other documentation.</p> <p>If you do not have a determination but you believe you are/were an unaccompanied youth who is homeless or an unaccompanied youth providing your own living expenses who is at risk of being homeless, contact your high school counselor, school district</p>

Question #57; Step 3 on the paper FAFSA)	McKinney-Vento homeless liaison, school's financial aid office, or the National Center for Homeless Education at 1-800-308-2145 for assistance. More information and a template homelessness determination form are also available at http://www.naehcy.org/higher_ed.html .
Questions #55-57	<p>Q. I never stayed in a shelter, but I stayed temporarily with others because I had nowhere else to go. I have already graduated from high school. Am I an independent student?</p> <p>A. According to federal guidance (the Application and Verification Guide, or AVG), if a student does not have, and cannot obtain, verification from a school district liaison or a HUD- or RHYA-funded shelter, a financial aid administrator <u>must</u> make a determination of eligibility. This means that the financial aid administrator is required to determine whether or not you meet the definition of “homeless” and “unaccompanied.” Contact the financial aid office to ask for this determination. Be prepared to provide some documentation of your status (a letter from an employer, counselor, clergy, people with whom you may be staying, or others). If you do not have any documentation, request an interview with the financial aid administrator. The 2010-2011 edition of the AVG contains important new information regarding unaccompanied homeless youth (pp. 28-30). The entire guide may be downloaded at http://ifap.ed.gov/fsahandbook/1011FSAHandbookAVG.html If you continue to face difficulties, please contact the National Center for Homeless Education at 1-800-308-2145 for assistance.</p>
Questions #55-57	<p>Q. I provided a verification letter from my school liaison, but the financial aid office will not accept it. What should I do?</p> <p>A. According to federal guidance (the Application and Verification Guide, or AVG), it is not considered “conflicting information” if a financial aid administrator disagrees with an eligibility determination by a school district homeless liaison or a shelter director. The financial aid administrator must accept this documentation, and then contact either the state homeless coordinator, or the appropriate federal agency, with any questions or concerns. The 2010-2011 edition of the AVG contains important new information regarding unaccompanied homeless youth (pp. 28-30). The entire guide may be downloaded at http://ifap.ed.gov/fsahandbook/1011FSAHandbookAVG.html If you continue to face difficulties, please contact the National Center for Homeless Education at 1-800-308-2145 for assistance.</p>
Parent Information (Online FAFSA Section 3; Step 4 on the paper FAFSA)	If you (the student) answered “Yes” to any question in Section 2/Step 3, skip this step and go directly to Step 5 on page 10.

<p>2010 Income Tax Questions</p> <p>(Question #32 FAFSA Step 2 on paper FAFSA)</p>	<p>Q: I did not file a tax return, and I am not sure if I was required to file. How can I get information about whether I was required to file a tax return and how I can file now, if necessary?</p> <p>A: You must consult the Internal Revenue Service (IRS) rules to determine your obligation to file a tax return. IRS information is available at http://www.irs.gov/. For the FAFSA, you should indicate whether you have filed or intend to file and continue to the following questions, as indicated. For more information about income tax and the FAFSA for unaccompanied youth, see NAEHCY's tip sheet on this issue at http://www.naehcy.org/dl/tax_fafsa.doc</p>
<p>Welfare benefits, TANF</p> <p>(Question #44i FAFSA Step 2 on paper FAFSA)</p>	<p>Q: My parent or another caretaker gets TANF or welfare benefits for me. Is this my income?</p> <p>A: No. These benefits are income for the person receiving them. Do not include as part of your income any TANF or welfare benefits received by another person even if they are designated for your support or care. Also, you should not include these benefits when answering Questions 95-99.</p>
<p>Number of People in Your Household</p> <p>(Question #93 FAFSA Step 5 on paper FAFSA)</p>	<p>Q: I am staying with a friend's family. Are they part of my "household"?</p> <p>A: No. If you are considered independent (for example, because you are an unaccompanied youth who is homeless), and you have no dependent children of your own, you are a family of one (yourself). For this question, as well as Questions 95-99, you should not count people with whom you share housing as part of your household.</p>
<p>Signatures</p> <p>(Question #10 FAFSA Step 7 on paper FAFSA)</p>	<p>Q: I have filled out this form as an independent student because I have been determined to be an unaccompanied youth who is homeless. Do I need my father's and/or mother's signature(s)?</p> <p>A: No. Because of your status as an unaccompanied youth, you are considered an independent applicant; parental signatures are not required.</p>

Resources: Helping Unaccompanied Youth Access Financial Aid

College Goal Sunday – www.collegegoalsundayusa.org

Financial aid administrators around the country organize an event, College Goal Sunday, typically held a few weeks after Super Bowl Sunday, where students can get help filling out and submitting the FAFSA. The website has the list of specific locations where these events are held.

FinAid: The SmartStudent Guide to Financial Aid - www.finaid.org

A very comprehensive and reputable public service website on student financial aid information, including scholarships.

KnowHow2Go.org- www.knowhow2go.index.php

KnowHow2Go is a website that helps students better understand how to prepare for college.

LeTendre Education Fund – www.naehcy.org/about_letendre.html

Scholarship program for students who have experienced homelessness.

National Association for the Education of Homeless Children and Youth –www.naehcy.org

National grassroots organization connecting educators, service providers, and others to ensure school enrollment, attendance, and overall success of children and youth without safe, adequate, and permanent housing.

National Center for Homeless Education –www.serve.org/nche

Federally-funded clearinghouse of information on homeless education. A directory of state coordinators of homeless education is available on the web site.

National College Access Network (NCAN) – www.collegeaccess.org/NCAN

National College Access Network (NCAN) improves access to and success in postsecondary education for first-generation, underrepresented and low-income students. NCAN supports a network of state and local college access programs that provide counseling, advice, and financial assistance. State and local college access programs can be found on the directory on the NCAN web site.

National Law Center on Homelessness & Poverty –www.nlchp.org

NLCHP serves as the legal arm of the nationwide movement to end homelessness.

National Network for Youth –www.nn4youth.org

The National Network for Youth is membership organization of community-based, faith-based, and public agencies working with runaway, homeless, and other disconnected youth.

National Runaway Switchboard –www.1800runaway.org

Northern Virginia Community College Online FAFSA Tutorial - www.nvcc.edu/fafsahelp/

Northern Virginia Community College has created a tutorial to help their students better understand how to fill out the FAFSA, but the tutorial can be viewed by anyone.

Student Aid on the Web –www.studentaid.ed.gov

U.S. Department of Education web site on preparing for college and applying for financial aid.

2010/2011 Fee Waiver Eligibility Requirements and Procedures

Introduction

During 2010–2011, ACT will again make fee waivers for the ACT® test available to economically disadvantaged high school juniors or seniors testing in the U.S., U.S. territories, or Puerto Rico. Funds are limited, however, and once they have been exhausted, requests for waivers will be denied. Schools are therefore encouraged to seek alternate funding sources within the community.

Audits of Submitted Waivers

In order to serve as many economically disadvantaged students as possible, only students who meet the requirements outlined in this document and on the fee waiver forms are eligible for an ACT Fee Waiver. ACT will routinely audit school and agency compliance with fee waiver requirements. In doing so, ACT may request written evidence of student eligibility. Non-eligible students may be billed, and non-compliant schools/agencies may be denied additional waivers.

What the ACT Fee Waiver Covers

Fee waivers cover the basic registration fee for either the ACT (No Writing) or the ACT Plus Writing. This fee includes one report to the high school (if the student authorizes reporting) and up to four college choices (if valid codes are provided when the student registers).

Waivers may NOT be used to pay for any of the following:

- Late registration fee
- Test date, test option, or test center change fee
- Additional college choices
- Standby fee
- Other services or products
- Residual (on-campus) testing

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Eligibility Requirements

Students must meet ALL THREE of the following eligibility requirements.

1. Economic Need. Students must meet one or more of the following indicators of need:

- Student's family receives low-income public assistance.
- Student is a ward of the state.
- Student resides in a foster home.
- Student is homeless.
- Student participates in the free or reduced-price lunch program at school.
- Student participates in a federally funded TRIO program such as Upward Bound.
- Student's total family income is at or below the following maximum amounts established by the Bureau of Labor Statistics Low Standard Budget for 2010:

No. in Family	2010 Total Income Before Taxes
1	\$ 12,300
2	20,200
3	27,700
4	34,200
5	40,400
6	47,200
More than 6	47,200 plus \$3,650 for each additional family member

2. Grade Level. Fee waivers are available ONLY to students currently enrolled in high school as juniors or seniors.

3. Usage Restriction. To ensure that limited funds reach as many eligible students as possible, students may use a maximum of TWO fee waivers total. Due to processing costs, the waiver is used once the student registers (or is approved for Special Testing), even if the student does not test on the requested test date.

Procedures

Requests must be submitted on a current, official ACT fee waiver form. Fee waivers are valid through August 31 each year. Altered forms, photocopied forms, obsolete forms, or requests on letterhead will NOT be accepted. Each request is valid only if it is properly completed and personally signed by both the student and school/agency official. Each waiver has a **serial number** printed in the top-right corner.

Instructions for submitting the serial number online or returning the waiver form with a paper registration or Special Testing request are on the printed form under "Student Directions."

Remind students registering online that any fees not covered by the waiver (e.g., late fee, optional services) must be paid for with a credit card before submitting the registration.

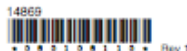
No refunds can be made to students who have paid their registration fee, even if they would have been eligible for a waiver.

Distribution of Forms

ACT ships fee waiver forms each summer to high schools in the United States that had students who submitted fee waivers during the preceding academic year. The number of waivers allocated for 2010–2011 is based on the number processed in 2009–2010.

Fee waivers are available to high schools, active Upward Bound projects, and qualifying not-for-profit organizations. Officials who identify eligible students may contact ACT Registration to order fee waivers. Fee waiver forms are normally delivered within seven to ten working days of receiving the order.

ACT Registration Phone: 319/337-1270
P.O. Box 414 Fax: 319/339-3032
Iowa City, IA
52243-0414
USA



ACT

The Next Step: Request for Waiver of College Application Fees

If you plan to enter college in the 2010-11 academic year and you have used a fee waiver to register for the SAT or SAT Subject Tests, you can ask your counselor for up to four Request for Waiver of College Application Fee forms. You should only send the forms with your college applications, and only to institutions listed in the 2010-11 Directory of Colleges Cooperating with the SAT Fee-Waiver Service. The directory is available online at sat.collegeboard.com/register/sat-fee-waivers.

Note: The institutions listed in the directory are not obligated to waive their application fees.

If the college of your choice is not listed in the directory, check the website of the institution for additional details and resources. You may also want to ask your counselor to write a letter (on your school's letterhead) that explains your circumstances. Enclose a copy of the letter with your application.

Have Questions?

- Go to sat.collegeboard.com/register/sat-fee-waivers to learn more about fee waivers.
- Call SAT Customer Service if you need help accessing information about your flexible score reports or other fee-waiver benefits:
 - Toll-free: 866-756-7346
 - Outside the U.S.: +1-212-713-7789

Get Ready with Free Resources

ONLINE

From any computer with Internet access, go to sat.collegeboard.com/practice to review sample test questions, take an official SAT practice test, answer The Official SAT Question of the Day™, and get familiar with the SAT and SAT Subject Tests with other FREE online tools.

PAPER

Even if you don't have access to the Internet, you can still practice with free resources from the College Board. Ask your counselor for *Getting Ready for the SAT* and *Getting Ready for the SAT Subject Tests* to get familiar with test directions and sample questions for both the SAT and the SAT Subject Tests.

Affordable Resources from the Test Maker.



THE OFFICIAL SAT ONLINE COURSE™
Register online for the SAT with a fee-waiver code and get a **\$40 discount**

Register online and get a \$40 discount

on The Official SAT Online Course. This interactive online course is available 24 hours a day from any computer with Internet access.

The Official SAT Online Course features 10 practice tests, 600+ practice questions and immediate scoring of essays.

THE OFFICIAL SAT STUDY GUIDE: SECOND EDITION

The only book from the test maker, featuring:

- 10 official practice tests
- Practice questions and essay prompts
- A complete chapter on the SAT essay
- Exclusive access to answer explanations



THE OFFICIAL STUDY GUIDE FOR ALL SAT SUBJECT TESTS™

Get ready for the SAT Subject Tests with official practice questions and practice tests. This book contains 20 SAT Subject Tests, plus an audio CD for all six Language with Listening Tests.

Study guides for mathematics and history tests are also available.

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2010-11 Fee Waivers for SAT® and SAT Subject Tests™

Guidelines for Families

The College Board offers assistance to students for whom payment of SAT® and SAT Subject Tests™ fees may be a barrier to testing and applying for college. If you think your family may qualify for SAT fee waivers, please work with your school counselor or an authorized agency to determine if you are eligible to receive fee waivers.



RESOURCES AND REFERRAL GUIDE

Advocacy

Bay Area Legal Services	New Port Richey 8406 Massachusetts Ave. 727-847-5494 or 1-800-625-2257	Dade City 37718 Meridian Ave. 352-567-9044
Pasco County Homeless Coalition	727-842-8605	
Farm Workers Self Help	37240 Locke Street Dade City, FL 352-567-1432	
United Way of Pasco – Helpline	877-828-8929 – Toll free 727-845-4357 or dial 211	
The Senior Helpline	1-800-96-ELDER (1-800-963-5337)	

Birth Certificates

Eastside-Vital Statistics	13941 15th Street Room #212 Dade City, FL. 33525 (352) 521-1450 ext. 360
Westside-Vital Statistics	10841 Little Road New Port Richey, FL. 34654 727-861-5250 ext. 151

Counseling/ Crisis Center

Catholic Charities	800-242-9012	
Domestic Violence Outreach Program	8040 Washington Street Port Richey, FL 727-842-9717	
BayCare Behavioral Health www.baycare.org	Emergency Crisis Line 727-849-9988 Adult Facility 8002 King Helie Blvd New Port Richey 727-841-4430 Children Facility 8132 King Helie Blvd New Port Richey 727-834-3959	Emergency Intake Adults and Children 21808 State Road 54 Lutz 33549 813-428-6100 Dade City 14527 7 th Street 352-521-1474

Hospice	New Port Richey 6807 Rowan Road 442 Grand Blvd	727-848-7160 727-849-2629
	Hudson 12029 Majestic Blvd. #1 12107 Majestic Blvd.	727-863-9522 727-863-7971
	Dade City 37826 Sky Ridge Circle	813-780-1235
Operation PAR-Adolescent Intervention Center	7720 Washington Street Port Richey	727-816-1640
Pasco Kids First- Intervention, protection & investigation of sexual abuse of children	727-845-8080	
Sunrise Domestic Sexual Violence Center	Administration	352-521-3358
	District Hotline	888-668-7273
	Outreach	352-567-1681
	Local Hotline	352-521-3120
Kinship Care Warmline	800-640-6444	
Youth and Family Alternatives	East	352-523-5020
	West	727-835-4166

Crisis Hotline

Alcoholics Anonymous	813-933-9123	
AlAnon-Alateen	888-425-2666	
Poison Control	800-222-1222	
Sunrise Domestic Violence and Sexual Assault	Administration	352-521-3358
	Hotline	888-668-7273
Runaway Project	800-(RUNAWAY) (786-2929)	
Florida Parent Hotline	888-413-2645	
S.A.V.E. (Sexual Assault Victims Examinations) *Information Only	Hudson	727-834-3236
Runaway Hotline	800-786-2929	
Narcotics Anonymous	727-842-2433	
Child Abuse Hotline	800-962-2873	
RAINN (Rape & Incest)	1-800-656-HOPE (4673)	

Daycare/Childcare

P.L.A.C.E.	813-794-2298 727-774-2298 352-524-2298
The Early Learning Coalition * Assistance with childcare.	www.phelc.org/contact 15000 US Hwy 301 Dade City 352-834-0052 Courtside Commons 7334 Little Road - Suite 102 New Port Richey, FL 727-569-1004

Dental

Give Kids A Smile *Dental work for children 17 and under.	727-816-3281
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Disability Assistance and Advocacy

Bethany Family Apartments/Catholic Charities	13326 Lee Street Apt #1 Dade City 352-523-6958
Deaf and Hard of Hearing Services of Florida * Variety of services for the hard of hearing, their families and the community.	8610 Galen Wilson Blvd Port Richey, Fl. 34668 727-853-1010
Sertoma * Services/assistance with obtaining devices to assist with hearing needs	727-834-5479
Agency for Persons with Disabilities	800-615-8720
Lighthouse For the Visually Impaired & Blind	8610 Galen Wilson Blvd Port Richey 727-815-0303
Kinship Services Network of Pasco * Program Intended to provide support to relative caregivers by helping families access necessary services, expanding family support systems, and reducing stress to promote family stability.	727-785-2762

Disaster Relief

American Red Cross/Pasco County	727-848-8354
Emergency Management 24 HR	Dade City 352-521-4274 Direct 727-847-8137 Land O' Lakes 813-996-7341

Employment/Education

Adult ESOL	727-774-1879 352-524-2206 813-794-2206 (Director of Adult Ed)
Career Central - Job searching assistance - computers available for use in job search.	4400 Grand Blvd. New Port Richey 727-484-3400 7361 Forest Oaks Blvd. Spring Hill 352-200-3020 6038 Gall Blvd. Zephyrhills 813-377-1300
Able Body * Matches workers to businesses for temporary employment.	Labor Locations: 4521 Panorama Ave. Holiday FL. 34690 727-934-2018 13132 U.S. HWY 19 N. Hudson, FL. 34667 727-863-9498
Connections Job Development * FREE career counseling, resume assistance, skill building and job leads.	5841 Main Street New Port Richey 727-849-4724
GED Information	352-524-9033 813-794-9033 813-774-1719 727-774-1735
Goodwill Industries - Job training * Job training and skills	888-279-1988 www.goodwill-suncoast.org
Head Start/ Early Head Start	352-524-2730 813-794-2730 727-774-2730
Job Corps Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training.	Gainesville 352-377-2555 www.gainesville.jobcorps.gov Homestead 305-257-4800 www.homestead.jobcorps.gov Jacksonville 904-360-8200 St. Petersburg www.pinellascounty.jobcorps.gov 727-551-2900
Students in Transition Program *Homeless education program for the District School Board of Pasco County.	813-794-4980 727-774-4980 352-524-4980

Early Child Developmental Services

FDLRS * Assists in the evaluation and securing of appropriate education or other needed services to all children and youth, birth through 21 years of age who have or are at risk of developing special or unique needs.	352-524-2630 727-774-2630 813-794-2630
Early Steps Medical Services * Early intervention services to infants and toddlers (birth to thirty-six months) with significant developmental delays or a condition that places them at risk of developmental delay.	800-374-4334

Financial Assistance

Access Florida (DCF) * Apply for Medicaid, Food Stamps and Temporary Cash Assistance	866-762-2237 www.dcf.state.fl.us/ess/
EFAHP Provides a one-time payment of up to \$400 to families who are without shelter or face the loss of shelter because of non-payment of rent or mortgage. * Applications accepted at certain times during the year. Please call for more information.	877-891-6445 www.dcf.state.fl.us/programs/homelessness/
Mid-Florida Community Services * Low-Income Home Energy Assistance Program (LIHEAP) and other services for low-income families.	14446 7th St. Dade City 352-567-0533 8620 Galen Wilson Blvd. New Port Richey 727-845-7350
Pasco County Human Services SHIP Program *Housing and utility assistance – Homeless prevention and re-housing program.	8620 Galen Wilson Blvd. New Port Richey 727-834-3297 13853 15th Street Dade City 352-521-5173
Consumer Credit Counseling	800-741-7040
Salvation Army * Housing and utility assistance * Emergency lodging * Food pantry * By appointment only	1445 7 th St. Dade City 352-521-3126

Faith Based and Private Organizations assisting with basic needs

In order to receive food some of the food banks below require a photo ID, proof of residency and/or social security cards for each person requesting food. If needed request a written referral from SIT staff to assist you in obtaining food.

Dade City		
First Baptist Church * Mon & Wed- 10am-12pm * Bring photo ID * Family may request food three times per year	37511 Church Avenue	352-567-3265
Love One Another – ministry of The First Baptist Church of Dade City & Dade City Youth Council * Prepared Meals – Sundays 1:30pm – 3:30pm * Clothing * Sit down meal	Community Services Nutrition Center Building 13853 15th Street	
Daystar – assistance office (multiple needs) Mon.-Fri. * 9am – 12:00pm * Social security card required or photo ID * Clothing and household items	15512 HWY 301	352-523-0844
Holiday		
Joining Hands Community Mission	3214 US Highway 19	727-937-3268
St. Vincent De Paul- Food Pantry * Mon, Wed, & Fri 10am-1pm * Photo ID required	4843 Mile Stretch Rd. Holiday 34691	727-869-3132
Hudson		
Hicks Road Baptist Church – Project Life * Tues – Thurs – 10am – 1pm * No ID required	12219 Hicks Road Pantry behind church on Parkwood	727-863-5959
1 st Baptist Church of Hudson	7009 Hudson Ave. Hudson, 34667	727-862-5291
1 st United Methodist Church of Hudson	13123 US 19 Hudson, FL. 34667	727-868-6178
Praise Assembly	17920 Meridian Hudson, FL. 34667	727-863-8989
St. Vincent De Paul- St. Michaels- Food Pantry * Mon, Tues, & Fri 9am-11:30am, 1:00pm-3:30pm * Thurs. 1:00pm-3:30pm * Closed Wed.	8014 SR 52 Hudson 34667	727-819-5170

* Photo ID required	
COR Center * Assistance with apply for food stamps, Medicaid, Social Security * Food bank * Clothing closet	14121 Water Tower Drive Hudson 34667 727-255-2353

Land O'Lakes	
Our Lady of the Rosary (Pantry) * Tues, Thurs, Fri 9am – 11:30 am & Sat 9:30am-Noon * Photo ID required * Home visit required if financial assistance is requested	2348 Collier Parkway 813-949-6094
Christian Social Services * Tues-Sat- 10am-2pm(Pantry) * Office Hrs-Tues- Fri-9am-4pm, Sat 10am-2pm * Closed Sun & Mon * Photo ID & mail showing Lutz/LOL address * Clothing/household items may be available	5514 Land O' Lakes Blvd. 813-995-0088
B.I.K.E.R.S.C.A.P. *Non-profit organization that refurbishes computers and then donates them to children in the community.	Download application @ www.bikerscap.org Mail to P.O. Box 2744 Land O' Lakes, FL 34639

New Port Richey/Port Richey		
Helping Hands at Calvary Chapel * Mon & Fri – 10am-1pm * ID, Social Security card & proof of residency required	6825 Trouble Creek Road	727-376-7733
Comm. Congregational United Church of Christ * Tues & Thurs 10am-2pm	6533 Circle Blvd.	727-849-1943
St. Vincent De Paul * Food programs / Emergency financial assistance Our Lady Queen of Peace * Parish boundaries only * Mon, Thurs, Fri-10am-12pm & Tues- 12pm-2pm. * Cash assistance- bring overdue bills and rental documents * Clothing-vouchers available for thrift store * Closed on Wednesdays	Thrift store 5320 Shaw Street	727-845-8283 727-845-4955
Pathway Christian Church * Thurs 9am-11:30am, 1pm-2pm	11820 Nature Trail	727-862-2488
Covenant Christian Church * Proof of residency, Social Security card and photo ID required – waived if referred by SIT (letter) * Tues, Wed & Fri 12pm-2:30pm * Some household items/clothing available	6814 Indiana Avenue	727-842-4566
The Volunteer Way * Family may request food one time per month * Mon-Fri-8am -12pm * Hygiene items * Photo ID required	7820 Congress Street New Port Richey	727-815-0433
The Volunteer Way * Hair Cuts * Showers * Marriage and Substance Abuse Counseling * Soup Kitchen Mon & Fri 10am-3pm * Photo ID required	10008 Moon Lake Rd New Port Richey	727-457-2958
Seventh Day Adventist Church * Wednesday- 11am-3pm * Photo ID & social security card for every member * May request every 90 days	6424 Trouble Creek Road	727-848-4567
Salvation Army * Soup kitchen Mon-Fri- 4pm-5pm * Food pantry Mon-Fri- 9am-12pm (appointment required)	8040 Washington Street	727-847-6321

1 ST Baptist Church of NPR * Only serves members	6800 Trouble Creek Road	727-849-4210
Shady Hills		
Shady Hills United Methodist Church * Wed & Sat- 9am-1pm * ID required with address	15925 Greenglen Lane	727-856-2948
Wesley Chapel		
Victorious Life Church, “Lily of the Valley” Ministry * Food pantry-Thursday-12pm-6pm * No documents required Job sourcing 3 rd Thursday of the month	6542 Applewood Dr	813-994-0685
Zephyrhills		
HIS Store House * Food is given out twice a month – call for dates * Family may receive food once a month * Driver’s license and / or utility bill with name and address indicated	35362 S. R. 54 *1 mile east of Morris Bridge Road	813-283-1184
Neighborhood Care Center * Mon – 9am – 3pm * Wed-Fri - 9am – 12pm * Food given out Mon, Wed & Fri * Clothing given out Mon, Wed & Fri * Zephyrhills residents only- photo ID required * May request furniture and household items	5140 6th Street	813-780-6822
Agape Baptist Church * Mon-Sat before 11am	39735 Chancey Road *1.5 miles east of US 301, next to the county park	813-788-3330
The Samaritan project	34921 Chancey Road	813-810-8670
Fair Haven Baptist Church * 8am-2pm * Mon-Fri	34927 Eiland Blvd.	813-782-7115

Government

Courthouse	7530 Little Rd. New Port Richey	727-847-2411
	38053 Live Oaks Dade City	352-521-4542
Social Security Administration	www.ssa.gov	800-772-1213
Victim's Advocate – Sheriffs Dept	800-854-2862	
Social Security – Replacement Cards	1-800-772-1213 / 1-800-325-0778 www.ssa.gov	

Housing Non-Profit

Catholic Charities/Bethany Family Apartments	13326 Lee Street #1 Dade City	352-523-6958
Habitat for Humanity	4131 Madison Street New Port Richey	727-859-9038
	Land O' Lakes	813-929-0171
	15000 Citrus Country Dr. Suite 420 Dade City	352-567-1444
Pasco County Housing Authority	727-862-7323 or 352-567-0848	
Florida Housing Search * Search for housing with a variety of search criteria including: cost of rent, deposit, credit checks, acceptance of pets, section 8, etc.	www.floridahousingsearch.org	

Immigration Services

Catholic Charities	1213 16th St N St. Petersburg, FL 33705	727-893-1311
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Medical/Nutrition/Dental

Aids Hotline	800-352-2437
Children's Medical Services - Dept. of Health	800-336-1612
Agency for Person's with Disabilities	800-615-8720
Florida Kid Care	888-540-5437

Good Samaritan Health Clinic * Bring Medicaid denial letter for care	5334 Aspen St. New Port Richey, FL 34652	727-848-7789
Pasco County Health Dept WIC	4135 Land O Lakes Blvd Land O'Lakes	813-558-5173
	5640 Main Street New Port Richey	727-841-4425
	10841 Little Road New Port Richey	727-861-5250
	11511 Denton Avenue Hudson	727-861-5661
	13941 15th Street Dade City	352-521-1450
	2318 U.S Highway Holiday	727-943-5505
	4717 Airport Road Zephyrhills	813-780-0740
Operation PAR, INC – Methadone clinic	7720 Washington St.	727-816-1200
Pasco Pediatric Foundation * School referral needed	727-845-0323	
Premier Community Health Care * Based on sliding scale	352-518-2000	

Pregnancy Help

Alpha House- Maternity	813-875-2024	
Catholic Charities * Adoption, referral for needs	37733 Meridian Ave Dade City	352-521-1218
Pregnancy Care Center * Assistance with baby items, information	813-780-6885	
All Women's Health Centers	888-878-3304	

S.O.L.V.E. * Driver's license required and a WIC card if possible * Bring paperwork proving on public assistance * Maternity clothes and baby items given, including a car seat 2 weeks before the due date * Mon, Tues & Wed - 10am - 4 pm * Thurs & Fri - 10am - 1pm * 2 months residency in Pasco or Utility bill verifying address	6102 Indiana Avenue 727-848-0203
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Recreation

Big Brothers- Big Sisters	888-293-2535
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Shelters

Pasco	
Gulf Coast Community Care - HUDSON * Women and women with children, must be willing to seek employment	727-861-4840
R.O.P.E. Center * \$45 a week per person * 3 meals provided a day * Men/women dorm * Children eligible based on space availability	7909 Rhodes Rd. Hudson 34667 727-255-2353
Chancey Road Church * Mon-Thurs- 9am-noon * Men, Women and Children * Must be willing to seek employment * Must leave the shelter at 8:30 am can return at 5:30pm. Shelter van to assist with transportation * Breakfast and dinner provided	34921 Chancey Rd. Zephyrhills 813-810-8670
Domestic Violence Shelters/Pasco	
Salvation Army	727-856-6498
Sunrise of Pasco	352-521-3120
Out of County Shelters	
http://www.homelessshelterdirectory.org/florida.html	
G.W.H. Runaway and Youth Crisis Shelter	863-595-0220
Beacon House – Men	727-823-5780
Metropolitan Ministries Help with food and shelter	813-209-1044

Salvation Army Multiple Options	1514 North Florida Avenue Tampa 813-221-4440 Sober men and women may stay 5 consecutive nights then \$10 per night charge Lakeland 863-682-8179 Family - picture id and social security card for everyone and marriage license for couples Pinellas 727-821-9123 Men's dorm, women's dorm and family dorm
Jericho Road Ministries *Food Bank *Thrift store	Hernando 352-799-2912 Men only- "press 3" - 2 forms of ID Women only - "press 4" - 2 month or 11 month program Family shelters 3 night emergency stay

Out of County Domestic Violence Shelters	
CASA Domestic Violence	727-895-4912
Lighthouse Ministries	863-687-3705
Grace House- Clearwater	727-446-5964
Mary and Martha House	813-641-7027
RCS Domestic Violence (The Haven)	727-442-4128
The Spring of Tampa Bay	813-247-7233
Dawn Center	Hotline- 352-799-0657 Shelter- 352-686-8759 352-683-0110

Pasco County Bus Information		
Pasco County Transportation Assistance- Paratransit * Door-to-door advance reservation service is provided throughout the county to those persons unable to access transit service because of disability, environmental barrier, or distance from a route.	West	Registration-727-834-3322 Trip Reservation-727-834-3456
	Central	Registration- 813-235-6073 Trip Registration- 813-235-6059
	Dade City	Registration-352-521-4587 Trip Reservation- 352-521-4300

Rental Property Information Florida, Pasco County

Revised 03/07

Cypress Manor Evergreen Court - LOL Pasco County Housing Authority 352-583-4344	Cypress Groves Apartments 4142 My Lady Ln. - LOL 813-996-4231
Dade City Apts Ltd 315 Willingham Ave. – Dade City 352-521-3595	Orangewood Lakes Apt. 6701 S Osteen Rd - NPR 727-848-1212
Dade City RRH Ltd II Country Side Villas 37305 Countryside – Dade City 352-567-0764	Greenmeadow Apts. 3931 Greenmeadows Dr. Zeph 850-875-3596
Candlewood Apts. 12771 Candlewood Circle – Dade City 352-567-1897	Heritage Villas of 6036 Green Dr. - ZEPH 813-783-2275
Dade Oaks Elderly 37347 Autumn Dr. – Dade City Pasco Co Housing Authority 352-521-3015	Park Place Ltd. 39234 Park Place Cir. - ZEPH 813-783-1239
Oakcrest Apartments II 14940 Willowbrook Dr. – Dade City 352-567-3248	Village Walk Apts. 39216 Village Chase - ZEPH 813-782-1150
Oakcrest Apartments LTD 14940 Willowbrook Dr. – Dade City 352-567-3248	Evergreen Village Apts 38415 Evergreen Village Dr. - ZEPH 813-782-2740
Anclothe Villas Apts. 14932 Flowers Dr. - Hudson 727-863-6063	Parkhill Terrace Apts. 6002 Parkhill Dr. - ZEPH 813-782-4679
Sunset Villas Apts. 14710 Dayspring Dr. - Hudson 727-863-6063	Cypress Green Apts. 6036 Green Dr. - ZEPH 813-783-2275
Pasco County Cypress Farms 38727 Patti Lane- Dade City Pasco CO Housing Authority 352-583-4661	Cypress Groves Apartments 4142 My Lady Ln. - LOL 813-996-4231

IT IS NEVER TOO LATE TO START WORKING ON YOUR FUTURE!!!!



G.E.D. Preparation

If you are a parent, grandparent or guardian of a Pasco County student, you are eligible to receive FREE G.E.D. evaluation and testing through the District School Board of Pasco County. To make an appointment for an evaluation or for information on how you can prepare for and earn your G.E.D., please contact one of these facilitators:

Eastside Facilitators

Moore Mickens Education Center

352-524-9033 or 813-794-9033

Sandy Vogel, Counselor

Westside Facilitators

Marchman Technical Education Center

727-774-1735

Roger Roy, Counselor

SAFELINK WIRELESS®

SAFELINK WIRELESS® service is U.S. government supported program for Income eligible households provided by TracFone Wireless, Inc. In order to participate in the SAFELINK WIRELESS® service, persons must meet certain eligibility requirements set by each State where the service is to be provided. These requirements are based on a person's participation in a state or Federal support programs or by meeting the Income Poverty Guidelines as defined by the U.S. Government. SAFELINK WIRELESS® service is limited to **one** person per household.

TracFone Wireless is America's largest and number one prepaid cell phone provider in the U.S. With over 10 million subscribers, TracFone Wireless has been the undisputed leader in prepaid wireless since its founding in 1996. TracFone Wireless is a subsidiary of América Móvil S.A.B. de C.V. ("AMX") (BMV: AMX; NYSE: AMX; NASDAQ: AMOV; LATIBEX: XAMXL). América Móvil is the fourth largest cell phone company in the world and the largest in all of the Americas with more than 153 million cell phone subscribers. América Móvil has been named "Technology Hot 100" company by *Business Week* for the past two years in a row.

TracFone Wireless' formula for success is simple – exclusive focus on prepaid cell phones and service. Unlike most prepaid providers, TracFone Wireless does not require its customers to enter into a service contract. TracFone Wireless customers enjoy the freedom TracFone has to offer – No Bills, No Contracts, No Surprises – you are in control. Prepaid is all TracFone Wireless does and with over 10 million subscribers, TracFone Wireless does it better than anybody else.

TracFone Wireless believes that cell phone ownership is a right and an important tool for individual success in today's world. Everyone should have a cell phone without the need for a contract or a high credit rating. People should have the right to always know what their cell phone service will cost and no one should have to pay more than they want or can afford. TracFone Wireless believes in making the cost to own & maintain a cell phone as low as possible and TracFone Wireless never charges extra fees to activate your service.

TracFone Wireless is glad to lead the movement in the U.S. to make cell phone service available to everyone. TracFone Wireless invests hundreds of millions of dollars every year to reduce the prices of our cell phones and make them affordable for all.

Our Phones

TracFone Wireless has a global relationship with major manufacturers such as Motorola, Nokia, LG and Kyocera. Therefore, TracFone Wireless is able to bring the highest quality phones and features to customers at the best prices. TracFone Wireless offers a range of cell phones from basic models such as the Motorola C139 to the Motorola W376g.

Our Coverage

TracFone Wireless is renowned for offering the best coverage of any cell phone provider. Our signals are carried on the towers of over 30 major carriers around the U.S. To verify your coverage area, service and cell phone availability, please enter your Zip Code at the **Buy Phones** page.

Our Retailers

TracFone Wireless has a very close working relationship with its retail partners. TracFone Wireless are the leading cell phone sold at many of the top retail chains, which means that we are held to a higher standard than other providers in terms of service and delivery. You can find our phones at nearly 70,000 stores around the country, as well as our Airtime Cards.

Contact Information

SafeLink: 1-800-378-1684 TracFone: 1-800-867-7183 Net10: 1-877-836-2368

Mailing Address: TracFone Wireless, Inc. 9700 NW 112th Avenue Miami, FL 33178

For Customer Feedback **CustomerFeedback@tracfone.com**

For Customer Escalations **CustomerEscalations@tracfone.com** Or call us at: 1-800-876-5753

For Corporate Email Communications **CorporateOffice@tracfone.com**

To apply online visit: https://www.safelinkwireless.com/EnrollmentPublic/enroll_lifeline.aspx

QUESTIONS & ANSWERS

Can I use both the Link-Up and Lifeline programs? Yes, if you do not have phone service in your home, you can apply for both programs. If you already have phone service, you can still apply for Lifeline.

Do most telephone companies offer Link-Up Florida and Lifeline Assistance Programs? Yes. Companies serving the vast majority of Floridians do offer the programs, and this even includes some cellular companies.

Can my Lifeline local service be cut off if I have unpaid long distance bills? No, but your long distance service can be blocked.

I don't have service now because I haven't paid an old phone bill. I also have a low credit rating. Can I still get Lifeline? Yes. The phone company can require you to make payments on the local part of the old bill. If you haven't paid for your long-distance charges, you may need to have your long distance calling blocked.

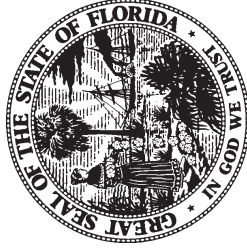
Do I have to pay a deposit for Lifeline? If you have your long distance service blocked, the phone company cannot make you pay a deposit.

What happens to my Lifeline service when I no longer qualify? You should call your phone company and ask for Transitional Lifeline Assistance. This state program gives 30% off the monthly flat rate for residential basic service. You can get this discount for one year after you no longer qualify for the regular Lifeline program.

Will receiving the Link-Up or Lifeline credits impact my benefits from other programs (for example, food stamps)? No.

Do my assets, such as owning a car, affect my income eligibility for the programs? No.

Are the Link-Up and Lifeline programs just for senior adults? No. Adults of all ages may qualify.



THE LINK-UP FLORIDA AND LIFELINE ASSISTANCE PROGRAMS

are state programs approved by the Florida Public Service Commission.

If you have questions, you may call the Florida Public Service Commission's Division of Service, Safety and Consumer Assistance at

1-800-342-3552,

fax your questions to

1-800-511-0809,

or contact the FPSC via the

following e-mail address:

contact@psc.state.fl.us.

Or write to the

Florida Public Service Commission

Division of Service, Safety

and Consumer Assistance

2540 Shumard Oak Boulevard

Tallahassee, Florida 32399-0850

See our Internet home page at

www.floridapsc.com.



LINK-UP

FLORIDA
AND

LIFELINE

ASSISTANCE

PROGRAMS

A PUBLICATION OF THE
FLORIDA PUBLIC SERVICE COMMISSION

JULY 2009

THE LINK-UP FLORIDA AND LIFELINE ASSISTANCE PROGRAMS

help make telephone service affordable to low-income customers in our state.

LINK-UP FLORIDA

gives a 50% rebate in the telephone hook-up charge (up to \$30.00).

LIFELINE ASSISTANCE

gives a \$13.50 credit per month on local phone bills. Over a year's time, that is a savings of **\$162.00.**

The Florida Public Service Commission wants all eligible low-income residents to receive these discounts.

YOU NEED TO SIGN UP TO BENEFIT.

If you have further questions please call the PSC at **1-800-342-3552**.



AM I ELIGIBLE?

YES, IF YOU
RECEIVE **STATE OR FEDERAL** HELP
FROM:

- ◆ Temporary Cash Assistance
- ◆ Food Stamps
- ◆ Medicaid
- ◆ Low-Income Home Energy Assistance Program (LIHEAP)
- ◆ Supplemental Security Income (SSI)
- ◆ Federal Public Housing Assistance (Section 8)
- ◆ National School Lunch (NSL) Program's free lunch program

In addition, if you live on a federally recognized tribal land and are eligible for benefits through the Bureau of Indian Affairs for Tribal Temporary Assistance for Needy Families, Head Start Subsidy or the NSL, you qualify for expanded Lifeline assistance.



YES, IF YOU
MEET THE **INCOME GUIDELINES:**

Number of People In Household	Total Household ANNUAL Income*	Total Household MONTHLY Income*
1	\$16,245	\$1,354
2	\$21,855	\$1,821
3	\$27,465	\$2,289
4	\$33,075 **	\$2,756

* 150% of U.S. Poverty Guidelines
** For each additional person, add \$5,610

HOW DO I SIGN UP?

IF YOU RECEIVE **STATE OR FEDERAL** HELP:

First, if you do not have phone service in your home, you will need to contact a local phone company in your area to establish service and apply for the Link-Up Florida and Lifeline Assistance programs.

Already have phone service? Applying is easy. You can call your local phone company and ask for help signing up for the Lifeline Assistance Program.

OR Visit the PSC's Lifeline Web page at www.floridapsc.com/utilities/telecomm/lifeline to apply online or obtain a printed application.

Want to apply online? Simply complete the online application using the Lifeline Automated Online Application process and click Submit to send your application directly to your telephone company.

Want to apply by mail or fax? Simply print the Link-Up Florida and Lifeline Certification Form. Then, complete the application form and mail or fax it to the address or fax number shown on the application for your telephone company.

OR If you are a new applicant or re-certifying your eligibility at the Florida Department of Children and Families (DCF) for: ◆ Temporary Cash Assistance ◆ Food Stamps ◆ Medicaid
THEN You can choose to be automatically enrolled for Link-Up Florida or the Lifeline program when you apply at the Department of Children and Families.

IF YOU MEET THE INCOME GUIDELINES:

Call 1-800-540-7039 (Office of Public Counsel in Tallahassee) and ask for help signing up for Link-Up Florida or the Lifeline Program.

OR Download an application at www.floridapsc.gov/lifeline.cfm and mail it to the Office of Public Counsel using the address at the bottom of the application.

Application for Link-Up Florida and Lifeline Telephone Assistance Based on Household Income

The Link-Up Florida and Lifeline Telephone Assistance programs are available to *low-income, residential households*.

Link-Up reduces the first installation fee by 50% up to \$30.

Lifeline reduces the local basic telephone service charge by \$13.50 monthly

Lifeline/Link-Up is only available for one telephone line per address.

To qualify under income guidelines, your household income must be no greater than **150%** of the federal poverty guidelines. **Documentation showing your household income *must* accompany this application.**

Name (please print): Last four digits of Social Security Number: _____	Name as it appears on phone bill (please print):
Home Address (number and street): _____ Apt./Lot/Unit/Room #(circle one): _____ City: _____ State: _____ Zip Code: _____ Mailing Address (if different from home address): _____	Telephone Number (number must be in the name of the person requesting service): () _____ Name of your telephone company: _____ Are you applying for Link-Up? _____ <i>You must contact your company for the correct process to request Link-Up.</i> If you are <u>not</u> a customer of AT&T Florida, CenturyLink or Verizon, please contact your telephone company to apply for Lifeline/Link-Up.
How many people live in your household? Total Number: _____ Number of children under age of 18: _____	What is your total monthly/yearly household income? \$ _____ (monthly / yearly) <i>(Please see back for income guideline chart)</i> Number of people receiving income: _____
Failure to provide the following documents will delay your approval for Lifeline: <ul style="list-style-type: none"> <input type="checkbox"/> Application <u>completed</u> and signed <input type="checkbox"/> Proof of total household income (<i>See back for examples</i>) <input type="checkbox"/> Recent copy of phone bill 	

Please read the following statement carefully before signing.

I certify under penalty of law that I am the applicant for the Link-Up Florida and Lifeline Telephone Assistance program requested above. I agree to notify the telephone company when I am no longer eligible for this assistance program. The information provided above and its attachments are true and correct.

Applicant Signature (must match name on phone bill)

Please return this form to:

**Office of Public Counsel
 c/o The Florida Legislature
 111 West Madison St. Rm. 812
 Tallahassee, Florida 32399-1400
 Fax: (850) 487-6419**

To verify receipt of a fax or if you have any questions, please call our toll free number at 1-800-540-7039.

Income Guideline Chart

150% of the Poverty Level

	Number of People / in Household	Total Household Income
	(monthly)	(yearly)
1	\$1,354	\$16,245
2	\$1,821	\$21,855
3	\$2,289	\$27,465
4	\$2,756	\$33,075
5	\$3,224	\$38,685
6	\$3,691	\$44,295
7	\$4,159	\$49,905
8	\$4,626	\$55,515

*For families with more than 8 persons, add **\$5,610** for each additional person to the yearly amount.

Examples of Proof of Household Income and Supporting Documents

- Social Security Statement of Benefits
- U.S. Income Tax Return
- W-2 Wage and Tax Statements
- Veteran's Administration Statement of Benefits
- Unemployment Statement of Benefits
- Bank Statement that shows the income of the household
- Workmen's Compensation Statement of Benefits
- Divorce or Child Support Decree
- 3 Consecutive Pay Stubs (**current**)
- If your household has **\$0 income**, please write a statement about your circumstances.

****Send copies only. DO NOT SEND ORIGINALS.**

WHAT IS IT?

- **LIFELINE** is a public assistance program that reduces the monthly telephone bill by at least \$13.50. (The reduction is in the form of a credit and is deducted from the basic service charge).
- **LINK-UP** is a public assistance program that reduces the cost of the telephone installation fee by 50% up to the amount of \$30. **YOU MUST CONTACT YOUR TELEPHONE COMPANY TO REQUEST LINK-UP.** (The reduction is in the form of a credit and is deducted from the first installation fee.)

- **LIFELINE/LINK-UP** is available for one telephone line per household. Phone service must be registered in the name of the applicant. (**Cell phone users and subscribers to companies other than AT&T Florida, CenturyLink or Verizon must contact their service provider to apply for the program.**)

Notice: If you have a discounted calling plan or calling package with your telephone company, it is possible that your telephone company will not allow you to take advantage of the Lifeline/Link-up reduction in your monthly charges.

Check with your local company to determine the kind of service you currently have and if it prevents your household from receiving the Lifeline/Link-Up discount. **You may terminate your calling plan or package without penalty in order to take advantage of the Lifeline reduction in the basic service charge.**

PLEASE NOTE: Safelink cell phone customers may not participate in Lifeline on their home telephone unless they cancel participation with Safelink.

Who is eligible?

- **Low income households.** Income is determined by the federal poverty guidelines which are based on the number of people in the household and the total amount of money received by **each member** in the household.
- **Households participating in the following public assistance programs must contact their local telephone company to request an application for Lifeline/Link-Up;** Food Stamps, Medicaid, Federal Housing Assistance Section 8, Supplemental Security Income, Low Income Home Energy Assistance Program (LIHEAP), Temporary Assistance to Needy Families (TANF), National School Lunch Program (NSL) 38 or the Bureau of Indian Affairs Programs.

Bethany Family Apartments

A Permanent Supportive Housing Program of Catholic Charities, Diocese of St. Petersburg, Inc.
13326 Lee St. #1 Dade City, FL 33525

Basic Eligibility Requirements

1. Persons coming from living on the streets (i.e., a place not meant for human habitation)
2. Persons coming from an emergency shelter
3. Persons coming from transitional housing for homeless persons
4. Persons from a short-term stay (up to 30 consecutive days) in an institution who previously resided on the streets or in an emergency shelter
5. Persons fleeing domestic violence

All applicants must have at least one child; and at least one family member who is disabled as defined by HUD criteria

A person with a disability has at least one of the following characteristics:

1. They are considered disabled under Section 223 of the Social Security Act;
2. They have been determined to have a physical, mental, or emotional impairment of long-continued duration, impeding the ability to live independently, and of a nature that could be improved by more suitable housing;
3. They have a developmental disability;
4. They have AIDS or conditions arising from its etiological effects.

AND

Family Income MUST BE Less
Than 50% of Pasco County Median
Income for family size.

NOTE: All applicants must be documented as to their homeless status and certified by a medical professional as to their disability at the time of their application to enter the Bethany Family Apartments Supportive Permanent Housing Program and live in the Bethany Family Apartments.

All applicants who are eligible for residential services will have a medical, mental, emotional, substance use, a vocational and financial assessment, as well as a background check, PRIOR to being accepted to live in the Bethany Family Apartment residential community. They must be willing and able to actively participate in the program elements required of all participants as well as work on the specific personal goals and objectives established for each individual.

Bethany Family Apartments

A Permanent Supportive Housing Program of Catholic Charities, Diocese of St. Petersburg, Inc
13326 Lee St. #1 Dade City, FL 33525

Initial Request for Supportive Services Program Participation

Date: _____

I am interested in the Supportive Services Program and living in the Bethany Family Apartments.

Name: _____

Contact Information:

You may call me at this number: _____

OR

Come see me at this location:

ON: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

DATE: _____ / _____ / _____ the best time to get in touch with me is:

☐ Mornings between _____ and _____ AM
AND/OR

☐ Afternoons between _____ and _____ PM

I have _____ adults and _____ children in my family.

NOTE: The apartments are limited to 2 adults and 1 to 3 children under age 18, depending on age and gender of each child, due to HUD home living arrangement requirements

I have at least one family member with a disability. ☐ YES ☐ NO

NOTE: A disabled family member is required for acceptance in to Bethany Family Apartments due to HUD home living arrangement requirements

My family is currently homeless. ☐ YES ☐ NO

NOTE: Homelessness status is a requirement for acceptance into the Bethany Family Apartments due to HUD home living arrangement requirements

My current Family Income is: \$ _____

Signature: _____ Date: _____

Thank you for considering the Bethany Family Apartments Supportive Services Program. We will make every effort to contact you within 24-business hours. Our office is open 8-5, Monday through Friday. You are encouraged to come in during business hours to discuss your needs with the Program Manager or the Supportive Services Life Coach for further information.

I learned of the Program from: _____ (OR)

I was referred to

Bethany Family Apartments by: _____ Telephone Number: _____

App #: _____ Resident No.: _____ Intake Staff Initials: _____ Date: _____.

Information on the Emergency Financial Assistance for Housing Program (EFAHP): Description, Eligibility Requirements, and Completing the Application

There is **no fee or cost** for submitting an application to the Department of Children and Families for emergency housing services. Applying for this program is **free of charge**. If someone wants to charge you for this application form, you do not have to pay. The application is available at www.dcf.state.fl.us/homelessness; at DCF Service Centers throughout Florida; or call toll-free 1-877-891-6445 for an application to be mailed or faxed to you.

Description of Program: EFAHP provides a one-time payment of up to \$400 to families who are totally without shelter or face the loss of shelter because of non-payment of rent or mortgage. It also helps families who have had household disasters such as a fire, flood, or other accidents.

Eligibility Requirements:

1. There must be at least one child under the age of 18 living in the home.

2. The household must live in Florida, or be working or looking for work in Florida.
3. At least one child or caretaker in the home must be a US citizen or legal resident.
4. We must have the Vendor Agreement page completed and signed by your landlord or mortgage company.
5. You must have proof of your housing emergency – for example, a copy of an eviction notice from the landlord or a mortgage default letter from your mortgage company. In the event of a natural disaster such as fire or flood, the EFAHP office can make a telephone call to the sheriff's office, fire department, Department of Children and Families office, etc., if you provide us with a phone number, or you may send a copy of an official notice from your county or city fire department, etc.
6. You must provide proof of your present living address. Examples include a rent receipt, utility bill, or other paperwork that lists the name of the head of household or other caretaker, and the present address.
7. You do not have enough money in checking/savings accounts, or the cash to pay your rent or mortgage.
8. The total household income is compared to the State of Florida's need standard to decide whether the household is eligible.

Income Eligibility Requirements

Household Size	Monthly Income	Household Size	Monthly Income
1	Not Eligible	6	\$ 4,734 or Less
2	\$ 2,334 or Less	7	5,334 or Less
3	2,934 or Less	8	5,934 or Less
4	3,534 or Less		
5	4,134 or Less		
		Each additional member add \$600 (based on 2008 Federal poverty guidelines)	

9. All income received during the month you apply is considered, except for those household members who receive SSI.
10. If you are having financial problems it must be due to a real emergency, and not from mishandling your money.
11. Your application must be signed and dated.

Application Instructions: Most instructions are already on the application. **Please print clearly.** If you have any questions, please call us first toll-free at 1-877-891-6445 [or in Tallahassee at (850) 488-3700].

• Section 1: Parent or Guardian Information:

• Please list only those parents or guardians who are now living in the home. If your mailing address is different from your living address, please list both. Check the box that indicates your citizenship status.

Section 2: Children and other Household Members: We must have this information.

Please list all persons, related and unrelated, who live in the home.

Section 3: Income Worksheet:

List all income for each household member. Although income of members who receive SSI is not counted, please list if it is received.

Section 4: Assets:

List any assets that can be converted into cash in a day or less (for example, checking or savings accounts).

Section 5: Other household information:

Describe your housing emergency clearly. Be sure to tell us what you've done to try to solve the problem.

SUMMARY: Please include proof of address and proof of your housing emergency (eviction notice, mortgage default letter, etc.) with your application. Make sure you also send the "Vendor Agreement" attached to the application. The Vendor Agreement **MUST** be filled out and signed by your landlord or mortgage company. Please call us toll-free at 1-877-891-6445 [or in Tallahassee at (850) 488-3700] if you have any questions before you send your application.

Return Address: Department of Children and Families
Office on Homelessness - PDHO
1317 Winewood Boulevard
Tallahassee, Florida 32399-0700

– or –

FAX: (850) 921-2559

APPLICATION CHECKLIST: Before mailing or faxing your application, please do the following:

1. Completely filled out, signed and dated the two-page application.
2. Ask your landlord or mortgage company to complete and sign the Vendor Agreement.
 - If you are applying for security deposit, has the landlord filled in the amount due on the Vendor Agreement?
 - If you are applying for overdue rent or mortgage payment, has the landlord or mortgage company filled in the amount due on the Vendor Agreement?
3. Send us an eviction notice or mortgage default letter?
4. Have you included proof of your living address? This can be a utility bill, rent receipt, or other paperwork that lists the name of the head of household and the present address.

NOTE: You do not need to submit other information. For example, do not send copies of driver's license, social security card, or other documents.



APPLICATION FOR EMERGENCY FINANCIAL ASSISTANCE FOR HOUSING

Read carefully the attached instructions and rules before completing the application. Call toll-free 1-877-891-6445 for assistance.

Section 1. Parent or Guardian Information (Only list parent or guardian now living in the household.)

Parent One:

Name (First, Middle, Last)			<input type="checkbox"/> U.S. Citizen, <input type="checkbox"/> Legal Resident, OR <input type="checkbox"/> Alien		
Birth Date	Sex	Social Security Number	Home Phone: Area Code + Number		Work Phone: Area Code + Number
Street Address: Number, Street, Apt. or Lot Number			City	State	Zip code County
Mailing Address (if different): P.O. Box, Number, Street, Apt. or Lot Number			City	State	Zip Code
Employer					

Parent Two (list ONLY if living in the household):

Name (First, Middle, Last)			<input type="checkbox"/> U.S. Citizen, <input type="checkbox"/> Legal Resident, OR <input type="checkbox"/> Alien		
Birth Date	Sex	Social Security Number	Work Phone: Area Code + Number		
Employer					

Section 2. Children and Other Household Members (Be sure to include birth dates and Social Security numbers.)

Name	Sex	Birth Date	Social Security Number	Relationship to You	Citizen, Legal Resident, or Alien

Section 3. Income Worksheet – List all income received by parents, children, and others in your household. Income means any money received during the month and includes working, cash assistance, social security, SSI, unemployment compensation, child support, interest, dividends, and alimony. **Be sure to show the amount received before taxes and deductions. Write in the monthly amount for each kind of income, for each person.**

Name	Monthly Work Income	Monthly Child Support	Monthly Social Security	Monthly SSI	Other Income	TOTAL

Section 4. Assets – List below the assets of each household member, such as cash, savings or checking accounts, uncashed checks, certificates of deposits (CDs), and government saving bonds.

Name	Type of Asset	Amount

Section 5. Other Household Information

1. Are you a legal resident of Florida, or are you working or seeking work? ☐ Yes ☐ No
2. Check if anyone in your household is receiving: ☐ Medicaid, ☐ Food Stamp benefits, or ☐ Temporary Cash Assistance.
3. Does your housing emergency exist because you or someone in your household is on strike, quit a job, refused a job, or refused training? ☐ Yes ☐ No
- If "yes", give name and reason: _____

4. What is your housing emergency? We must have this information.

5. If you are asking for assistance to stop an eviction or foreclosure, give the following information:

In whose name is the rent or mortgage? _____

Who is the landlord or mortgage holder? _____ Telephone #: _____

I am giving true and complete information to the best of my knowledge. I know I am subject to criminal prosecution if false information is given. I also understand that my household may receive Emergency Financial Assistance for Housing only once in a 12 month period. I am the only person in my household applying for assistance, and I am aware that my landlord or other parties may be contacted to verify information given on this form. I know I can request a hearing if I am not satisfied with the action taken on my application.

Your signature: _____ Today's date: _____

(If you signed with an "X", please have two witnesses sign below.)

Witness 1: _____

Witness 2: _____

Return completed form to:

Department of Children and Families
Office on Homelessness – PDHO
1317 Winewood Boulevard
Tallahassee, FL 32399-0700

Or FAX to: (850) 921-2559

Toll Free Hotline 1-877-891-6445;
[or in Tallahassee (850) 488-3700]

There is **no fee or cost** for submitting an application to the Department of Children and Families for emergency housing services. Applying for this program is **free of charge**. If someone wants to charge you for providing this application form, **you do not have to pay**. The application is available at www.dcf.state.fl.us/homelessness; at DCF Service Centers throughout Florida; or call toll-free 1-877-891-6445 for an application to be mailed or faxed to you.

Information on the Emergency Financial Assistance for Housing Program (EFAHP): Description, Eligibility Requirements, and Completing the Application

There is **no fee or cost** for submitting an application to the Department of Children and Families for emergency housing services. Applying for this program is **free of charge**. If someone wants to charge you for this application form, you do not have to pay. The application is available at www.dcf.state.fl.us/homelessness; at DCF Service Centers throughout Florida; or call toll-free 1-877-891-6445 for an application to be mailed or faxed to you.

Description of Program: EFAHP provides a one-time payment of up to \$400 to families who are totally without shelter or face the loss of shelter because of non-payment of rent or mortgage. It also helps families who have had household disasters such as a fire, flood, or other accidents.

Eligibility Requirements:

1. There must be at least one child under the age of 18 living in the home.

2. The household must live in Florida, or be working or looking for work in Florida.
3. At least one child or caretaker in the home must be a US citizen or legal resident.
4. We must have the Vendor Agreement page completed and signed by your landlord or mortgage company.
5. You must have proof of your housing emergency – for example, a copy of an eviction notice from the landlord or a mortgage default letter from your mortgage company. In the event of a natural disaster such as fire or flood, the EFAHP office can make a telephone call to the sheriff's office, fire department, Department of Children and Families office, etc., if you provide us with a phone number, or you may send a copy of an official notice from your county or city fire department, etc.
6. You must provide proof of your present living address. Examples include a rent receipt, utility bill, or other paperwork that lists the name of the head of household or other caretaker, and the present address.
7. You do not have enough money in checking/savings accounts, or the cash to pay your rent or mortgage.
8. The total household income is compared to the State of Florida's need standard to decide whether the household is eligible.

Income Eligibility Requirements

Household Size	Monthly Income	Household Size	Monthly Income
1	Not Eligible	6	\$ 4,922 or Less
2	\$ 2,429 or Less	7	5,620 or Less
3	3,052 or Less	8	6,169 or Less
4	3,675 or Less		
5	4,299 or Less		
		Each additional member add \$624 (based on 2009 Federal poverty guidelines)	

9. All income received during the month you apply is considered, except for those household members who receive SSI.
10. If you are having financial problems it must be due to a real emergency, and not from mishandling your money.
11. Your application must be signed and dated.

Application Instructions: Most instructions are already on the application. **Please print clearly.** If you have any questions, please call us first toll-free at 1-877-891-6445 [or in Tallahassee at (850) 488-3700].

Section 1: Parent or Guardian Information:

Please list only those parents or guardians who are now living in the home. If your mailing address is different from your living address, please list both. Check the box that indicates your citizenship status.

Section 2: Children and other Household Members: **We must have this information including Social**
Please list all persons, related and unrelated, who live in the home.

Section 3: Income Worksheet:

List all income for each household member. Although income of members who receive SSI is not counted, please list if it is received.

Section 4: Assets:

List any assets that can be converted into cash in a day or less (for example, checking or savings accounts).

Section 5: Other household information:

Describe your housing emergency clearly. Be sure to tell us what you've done to try to solve the problem.

SUMMARY: Please include proof of address and proof of your housing emergency (eviction notice, mortgage default letter, etc.) with your application. Make sure you also send the "Vendor Agreement" attached to the application. The Vendor Agreement **MUST** be filled out and signed by your landlord or mortgage company. Please call us toll-free at 1-877-891-6445 [or in Tallahassee at (850) 488-3700] if you have any questions before you send your application.

Return Address: Department of Children and Families
Office on Homelessness - PDHO
1317 Winewood Boulevard
Tallahassee, Florida 32399-0700

– or –

FAX: (850) 921-2559

APPLICATION CHECKLIST: Before mailing or faxing your application, please do the following:

1. Completely filled out, signed and dated the two-page application.
2. Ask your landlord or mortgage company to complete and sign the Vendor Agreement.
 - If you are applying for security deposit, has the landlord filled in the amount due on the Vendor Agreement?
 - If you are applying for overdue rent or mortgage payment, has the landlord or mortgage company filled in the amount due on the Vendor Agreement?
3. Send us an eviction notice or mortgage default letter?
4. Have you included proof of your living address? This can be a utility bill, rent receipt, or other paperwork that lists the name of the head of household and the present address.

NOTE: You do not need to submit other information. For example, do not send copies of driver's license, social security card, or other documents.



VENDOR AGREEMENT

*** **Landlord or Mortgage Company Must Complete and Sign** ***

The undersigned landlord, mortgage holder or vendor hereby agrees to meet the following conditions in order to receive a one-time vendor payment of up to \$400 for the rent, mortgage, or security deposit of the tenant found to be eligible for the Emergency Financial Assistance for Housing Program (EFAHP):

- (1) The eligible household will only be charged, through the company's normal billing process, the actual unpaid difference between the vendor payment and the remaining unpaid cost for housing.
- (2) The household receiving assistance under the EFAHP program will not be treated adversely or discriminated against because of receipt of this assistance, or evicted without legal cause within 30 days of EFAHP payment.
- (3) The household may be eligible for assistance under this program for only one emergency every twelve months.
- (4) EFAHP funds are to be used only for overdue rent or mortgage payments, or for security deposits for new tenants.
- (5) When the benefit to the tenant does not pay the complete charges owed by the tenant, the tenant is responsible for the remaining amount owed.
- (6) If the amount of assistance received from the department for one month's rent/mortgage is greater than the minimum amount needed to prevent eviction/foreclosure, the overage will be returned to the department office shown below.
- (7) Department staff are not authorized to guarantee payment and any agreements made do not guarantee payment.
- (8) If a rental security deposit is paid by this program, the amount which remains after the tenant moves out and after the landlord has subtracted the cost to repair damages pursuant to the lease, the difference will be returned to the department office shown below. The excess amount repaid is to be identified as EFAHP security deposit funding listing the month and year paid, and the name of the tenant.

Name of tenant: _____

Address of tenant: _____

City: _____ State: _____ Zip code: _____

Telephone number (if known): _____

Security deposit amount due: \$ _____ Overdue rent or mortgage amount due: \$ _____

Name of Landlord,
Mortgage Holder or Vendor: _____

Signature of Landlord,
Mortgage Holder or Vendor: _____

Company Name (if applicable): _____

Street or PO Box: _____

City: _____ State: _____ Zip code: _____

Telephone number: _____ Date: _____

To be returned with the application for Emergency Financial Assistance for Housing to:

By mail to: Department of Children and Families
Office on Homelessness - PDHO
1317 Winewood Boulevard
Tallahassee, Florida 32399-0700

Or by fax to: (850) 921-2559

Toll free telephone number 1-877-891-6445 [or in Tallahassee (850) 488-3700]



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Our School District is able to help families in need on a limited basis with specific items such as Holiday baskets and school supplies. Our district is able to provide this assistance through donations by private citizens, community organizations and school Board employees. **Please understand that specific needs may not be met due to unavailability of supplies or lack of funding.** If the school is unable to meet your needs the ABC representative will direct you to appropriate resources in the community. Please list only school aged children in your family currently living in your home on one form and return it to the **ABC Coordinator** or **School Social Worker**. The ABC coordinator will contact you if the program is able to meet your family's need.

School: _____

Parent/Guardian's Name: _____

Address: _____

Telephone: _____

Child's Name	Age	Grade	School	Thanks giving Baskets	Christmas Baskets	School Supplies	Other Needs

I give my permission for my child(ren) to receive help.

Print Name: _____

Signature: _____

Parent/Signature

Date: _____

If the problem is not corrected within the seven days and you withhold the rent, the landlord may take you to court to collect it. Under these circumstances, you must pay the rent into the court registry, pending the judge's determination in the case.

If the Tenant Does Not Comply

Section 83.56(2), F.S.

You can be evicted for not living up to the agreement. The process of removal depends on the breach.

FAILURE TO MEET OBLIGATIONS

Except for the failure to pay rent, a landlord must notify you in writing of any shortcomings and give you seven days in which to correct the situation. If you still have not complied after seven days, the landlord can begin the eviction process based on non-compliance.

Other Evictions

Section 83.56(2)(a), F.S.

Under certain circumstances, if you have exhibited a lack of consideration for the rights and privacy of others, a landlord has the right to require you to move with very little notice.

In some cases (destruction, damage, misuse of property, unreasonable disturbances), the landlord does not have to give you an opportunity to remedy the problem and may terminate tenancy by giving you a seven-day written notice.

Each eviction case is unique, so be sure to obtain legal advice. A landlord MAY NOT evict you solely in retaliation for the tenant complaining to a governmental agency about code violations or asserting other tenant rights.

Non-Payment of Rent

Section 83.56(3), F.S.

The landlord must serve you, the tenant, a written notice allowing three days (excluding weekends and legal holidays) for you to pay the rent or move from the premises. If you do not pay the rent or move, he/she may begin legal action to evict you.

In order for the landlord to gain payment of rent or possession of the dwelling, he/she must file suit in county court. If the court agrees with the landlord, you will be notified in writing. You then have five days (excluding weekends and legal holidays) to respond – also in writing – to the court. If you do not respond or a judgment is entered against you, the clerk of the county court will issue a “Writ of Possession” to the sheriff who will notify you that eviction will take place in 24 hours.

Section 83.57, F.S.

Termination of tenancy without a specific term – days of written notice required (prior to termination):

Weekly -----	7 days
Monthly -----	15 days
Quarterly -----	30 days
Yearly -----	60 days

Section 83.67, F.S.

Florida Law does not allow a landlord to force a tenant out by:

- Shutting off the utilities or interrupting service, even if that service is under the control of or the landlord makes payment;
- Changing the locks or using a device that denies the tenant access;
- Removing the outside doors, locks, roof, walls or windows (except for purposes of maintenance, repair or replacement); and/or
- Removing the tenant's personal property from the dwelling unless action is taken after surrender, abandonment, recovery of possession of the dwelling unit due to the death of the last remaining tenant in accordance with section 83.59(3)(d), or lawful eviction.

If any of these occur, the tenant may sue for actual and consequential damages or three months' rent, whichever is greater, plus court costs and attorney's fees.

WHEN YOU DECIDE TO MOVE

Don't forget to give the required notice as stated in your rental agreement. The information below indicates appropriate notification if a specific time period is not included in the rental agreement. Be sure to check your rental agreement for any other specified condition.

Under certain circumstances, if allowed by the provisions of the rental agreement, a rental agreement may be ended when either party gives written notice to the other of their intention. Send all correspondence relating to your intentions to the landlord by certified mail or deliver it by hand and insist on a receipt.

It is usually a good idea to talk with the landlord in person, too. If you must cancel a lease before its expiration date, perhaps the landlord will accept the security deposit as the total financial obligation. If so, be sure to obtain a signed agreement to this effect from the landlord.

When you move from a rental unit – no matter the duration – be sure to settle all accounts. Terminate utility

service the day you leave, notify the landlord, post office and others your address change and make other arrangements to minimize inconvenience to the landlord or the new tenants.

One of the most important responsibilities as a tenant is to leave the premises in a clean condition for the next occupant. Be sure to vacuum, sweep, clean all rooms, cabinets and appliances, as well as other areas specified in the terms and conditions of the rental agreement. Take a last walk-through with the landlord. Note any damages in writing and reach a final agreement.

MILITARY SERVICE

Section 83.682, F.S.

Florida Statutes provides that a service member may terminate his or her rental agreement under certain conditions. For a free copy of the full text version of the statute, give us a call at 1-800-HELP-FLA (435-7352) or visit our website at www.800helpfla.com and click on publications.

WE'RE HERE TO HELP!!!

The Florida Department of Agriculture and Consumer Services functions as the state's clearinghouse for consumer complaints. We provide consumers with information and educational materials and we function as the U.S. Consumer Product Safety Commission's agent in Florida regarding product recalls, inspections and investigations.

For additional information or assistance, give us a call today:

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850-488-2221 calling from outside of Florida

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www.800helpfla.com visit us online at



DAACS-F-00009 Rev. 8/07

FOR RENT

brought to you by the
**Florida Department of
Agriculture and Consumer Services**
Charles H. Bronson, Commissioner

FLORIDA'S

landlord/tenant law
SUMMARY OF CHAPTER 83, PART II

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FLORIDA'S

landlord/tenant law

SUMMARY OF CHAPTER 83, PART II

Most renters are aware they have certain rights when they are involved in a dispute with their landlord, however they often don't know what those rights are. This brochure was developed by the Florida Department of Agriculture and Consumer Services to answer many of the questions frequently asked about landlord/tenant relationships. This brochure is NOT meant to be a complete summary of Florida's Landlord/Tenant law. This brochure is not intended for the purpose of providing legal advice. For additional information not addressed in the brochure, refer to Chapter 83 of the Florida Statutes. A copy of the statutes may be obtained by calling us at 1-800-HELP-FLA (435-7352) or by visiting us online at www.800helpfla.com.

This information applies to those who rent a dwelling unit as described in Section 83.43, F.S.

BEFORE YOU RENT...

Walk through the premises to identify any problems that should be fixed BEFORE you rent. Take pictures, video or make notes of any questionable conditions and include provisions for repairs in the rental agreement or in a separate written document signed by both parties.

A tenant is an equal party with the landlord. You never have to agree to any rental arrangement. Before renting a dwelling, be sure the rental agreement covers ALL the issues addressed in this brochure. Before you sign, make sure you thoroughly understand the terms of the agreement. If you DON'T understand, DON'T sign the rental agreement. There is no grace period allowed for canceling rental agreements, so if you sign, you are bound to the agreement.

ORAL & WRITTEN RENTAL AGREEMENTS

A rental agreement is an agreement to rent property (commonly referred to as leases). Rental agreements may be either written or oral. Most rental agreements are written because oral agreements can be subject to misunderstandings and are difficult to prove. A written rental agreement can be a formal contract, or simply a copy of a letter stating the rights and obligations of both the landlord and tenant.

Florida law requires that notices to and from a landlord must be in writing, even if the rental agreement is oral. You should always retain a copy of any correspondence to and from your landlord.

Section 83.46(2), F.S.

If the rental agreement contains no provision as to duration of the tenancy, the duration is determined by the periods for which rent is payable (week-to-week, month-to-month, etc.). All other terms are either those specifically addressed by law or those that are part of the agreement between you and your landlord.

DEPOSIT & RENT REQUIREMENTS

Section 83.49, F.S.

A landlord has the discretion to collect various deposits as well as some rent in advance. These advance payments generally vary in range. You should be careful about making any deposit unless a definite decision has been made to move into the unit. A tenant who puts down a deposit but then decides not to occupy the unit, **MAY NOT** be entitled to a refund. If a deposit is non-refundable it should be stated in the rental agreement.

A damage deposit is the most common requirement of landlords. At the time of the pre-rental walk-through with the landlord, you should make note of damaged items or areas, worn rugs, broken fixtures, etc. and give a copy to the landlord. Keep a copy for your files, which may help eliminate or minimize disputes later.

When you move out, the landlord must either return your deposit within 15 days of termination of the rental agreement, if the landlord does not intend to impose a claim upon the security deposit or justify in writing by certified mail, to the tenant's last known mailing address within 30-days upon termination of a rental agreement, as to why they are keeping a portion of or all of the deposit. If the notice is not sent as required within the 30-day period, the landlord forfeits his/her right to impose a claim upon the deposit, unless you fail to give proper notice prior to vacating.

Section 83.49, 3(b)(c), F.S.

Unless you object to the imposition of the landlord's claim or the amount thereof within 15 days after receipt of the landlord's notice of intention to impose a claim, the landlord may then deduct the amount of his or her claim and shall remit the balance of the deposit to you within 30 days after the date of the notice of intention to impose a claim for damages. If you object to the landlord's claim you may file a complaint with the Department of Agriculture and Consumer Services or institute an action in a court of competent jurisdiction to adjudicate the landlord's right to the security deposit.

WHO IS RESPONSIBLE???

You and your landlord share many of the responsibilities. Maintenance of the premises is a good example. Your landlord must provide a healthy, properly maintained place for you to live. You are required to keep the premises in good condition and to occupy them as a peaceful neighbor.

There are certain responsibilities that apply to each party as outlined by law.

The Landlord

Section 83.51(1), F.S.

The landlord's responsibilities will depend on the type of rental unit. The landlord of a dwelling unit at all times during the tenancy shall:

Section 83.51(1)(a)(b), F.S.

- Comply with the requirements of applicable building, housing and health codes; or
- Where there are no applicable building, housing or health codes: maintain the roof, windows, screens, floors, steps, porches, exterior walls, foundations and all other structural components in good repair and capable of resisting normal forces and loads;
- Keep the plumbing in reasonably good working condition.

The landlord's obligations may be altered or modified in writing with respect to a single family dwelling or duplex.

Section 83.51(2)(a), F.S.

In addition to providing the above requirements, the landlord of a dwelling unit **other than a single-family home or duplex** shall, at all times of the tenancy, make reasonable provisions for:

- Extermination of rats, mice, ants and wood destroying organisms and bed bugs.
- Locks and keys.
- Clean and safe conditions of common areas.
- Garbage removal and outside receptacles.
- Functioning facilities for heat during winter, running water and hot water.

Section 83.51(2)(b), F.S.

- If the dwelling is a single-family home or duplex, a working smoke detection device.

This does not mean that the landlord is obligated to pay for utilities, water, fuel or garbage removal, although he/she may choose to. Other provisions relevant to a rental agreement may also be altered in writing.

The Tenant

Section 83.52, F.S.

A tenant, at all times during the tenancy shall:

- Comply with all building, housing and health codes.
- Keep the dwelling clean and sanitary.
- Remove garbage from the dwelling in a clean and sanitary manner.
- Keep plumbing fixtures clean, sanitary and in repair.
- Not destroy, deface, damage, impair or remove any part of the premises or property belonging to the landlord, nor permit any person to do so.
- Conduct him/herself, and require other persons on the premises with his/her consent, to conduct themselves in a manner that does not unreasonably disturb the tenant's neighbors or constitute a breach of the peace.
- Use and operate in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appliances, including elevators.

ACCESS TO THE PREMISES

Section 83.53(2), F.S.

Once you agree to rent a dwelling, your right to possession is much the same as if you owned it. The landlord however, can enter at reasonable times with proper notice to inspect, make necessary or agreed repairs, decorations, alterations or improvements, supply agreed services or show it to a prospective or actual purchaser, tenant, mortgagee, worker or contractor.

The landlord may also enter at any time when:

- The tenant has given consent;
- In an emergency;
- The tenant unreasonably withholds consent; and/or,
- The tenant is absent from the premises for a period of time equal to one-half the time for periodic rental payments. If the rent is current and the tenant notifies the landlord of an intended absence, then the landlord may enter only with the consent of the tenant or for the protection or preservation of the premises.

If the Landlord Does Not Comply

Section 83.56(1), F.S.

You may be able to withhold rent if your landlord fails to do what the law or rental agreement requires. You must however, announce your intentions in writing by mail, preferably certified, at least seven days before the rent is due to allow time to remedy the problem.

Budget Help - S.I.T. Program

Many folks have difficulty finding ways to make ends meet. Here are some suggestions to get control of your money.

1. Living within your means. If there is more going out than coming in there needs to be some decisions and changes in spending. This is crucial to resolving money problems. Plan out expenses you know you have regularly and make a plan to cover these expenses. If you have more output than input consider what can be eliminated.

2. Have an emergency fund. Stuff happens! Even if it is just a few dollars, sock it away for those times when life happens as it invariably will.

3. Eliminate living on credit. Folks who use credit to cover the cost for their basic need items like food and shelter or to reward themselves with "fun" toys will often find themselves in a deep hole of debt that can be difficult to climb out of. If you want something instead of reaching for the plastic get an envelope and put a dollar inside. Add to that dollar whenever you can. You will probably enjoy that item much more once you get it!

Complete the budget on the following page. Spend some time thinking about what you learn from this. Talk to your partner if you have one.

Family Budget

Fill in your monthly expenses and income below:

EXPENSES:	Personal:
Rent	Clothing
Utilities:	Services (hair cuts)
Electricity	Childcare
Water	Entertainment (going out)
Gas	Laundry expenses
Cable or Satellite	Other
Phone (wireless and landline)	Other
Car:	TOTAL EXPENSES:
Loan	
Insurance	INCOME:
Gas	Pay from employment
Maintenance / repairs	SSI or other benefit
Food:	Child support
Groceries	Other employment
Dining out	Partner or spouse income or benefit
Medical (physical, dental, vision)	Other
Premiums	TOTAL INCOME:
Co-pays	
Other	

What is higher, your expenses or income?

If your income is higher, great, now how much are you saving each month?

If your expenses are higher, you have some decisions to make. How can you lower your expenses? Or, how can you increase your income?

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Dr. Kevin P. Conner, DC, CCSP
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