



Dear Applicant:

The Department of Human Services looks forward to providing you professional, quality services, delivered in a respectful and dignified manner. In order for us to process your application, we will need the following items:

- Complete Pinellas County Human Services Application Packet (Signed releases are required for each adult household member) and include;
 - Notice of Privacy Practices
 - Rights and Responsibilities
 - Release of Social and Financial Information
 - Criminal, Credit and Eviction Background Release
 - Settlement Withholding Form
 - TBIN Client Informed Consent Form

- Proof of Pinellas County Residency such as:
 - Copy of your driver's license
 - Car registration
 - Utility bill

- Proof of Identity:
 - Photo ID for all adult household members 18 and over
 - Social Security Cards for all household members
 - Copy of State Certified Birth Certificate for all dependent children under the age of 18

- If not a US Citizen born in the United States:
 - Proof of U.S. Citizenship/Permanent Residency/Asylee status

- Proof of Income for all household members for the past 4 weeks:
 - Consecutive pay stubs showing at least 25 hours worked per week; 20 hours if enrolled in school
 - Proof of unemployment benefits (If applicable)
 - Proof of Social Security Benefits (If applicable)
 - Proof of Child Support (If applicable)
 - Proof of any other benefits received (TANF, SNAP) dated within the past 60 days and listing all household members (If applicable)
 - If Self-Employed, submit a Year-To-Date Profit and Loss statement, the anticipated income for the next 12 months, and a copy of your most recent tax return
 - If attending higher education courses, submit the financial aid award, receipts for tuition and books for the current semester.

- Proof of Assets for all adult household members:
 - Bank Statements for the past 2 months (checking, savings, stocks, trust fund, etc...)
 - Non-Homestead Properties (If applicable)
 - Disclosure of all pending lawsuits and settlements (If applicable)

- Verification of Homelessness
 - Shelter statement or hotel receipts



Official Use Only: Time In: _____ Time Back: _____

Pinellas County Human Services Application

I. Applicant Information

| | | | | | |
|--|--|--------------------|----------------------------|------------------------------|--|
| First Name: _____ | | Middle Name: _____ | | Last Name: _____ | |
| Social Security Number: _____ | | | Date of Birth: _____ | | |
| Home Phone Number: _____ | | Cell Phone: _____ | | Work Phone: _____ Ext: _____ | |
| Your email address: _____ | | | | | |
| Physical Address: _____ | | | | Apt/Lot Number: _____ | |
| City: _____ | | State: _____ | | Zip Code: _____ | |
| Mailing Address: _____ | | | | Apt /Lot Number: _____ | |
| City: _____ | | State: _____ | | Zip Code: _____ | |
| Emergency Contact Name: _____ | | | Relationship to you: _____ | | |
| Physical Address: _____ | | | | Apt/Lot Number: _____ | |
| City: _____ | | State: _____ | | Zip Code: _____ | |
| Phone Number _____ | | Cell Phone: _____ | | Work Phone: _____ Ext: _____ | |
| Emergency Contact email address: _____ | | | | | |

II. Reason for Visit

What brought you in today? Health Care Veterans Services Disability Services Housing
 Other/ Notes: _____

III. Demographic Information

(1) Gender: Male Female
 (2) Marital Status: Single Married Separated Divorced Widowed
 (3) Race (check all that apply): White/Caucasian Black/African American American Indian/Alaska Native
 Asian Native Hawaiian Other Pacific Islander More than one Race
 (4) Are you Hispanic/Latino/ Latina: Yes No
 (5) Citizenship Status: Born in the U.S. or U.S. territory Naturalized Citizen Born outside U.S. to U.S. Citizen
 Non-sponsored Legal Permanent Resident Sponsored Legal Permanent Resident Refugee/Asylee
 Undocumented Other _____
 (6) Is English Your Primary Language? Yes No If no, preferred language: _____
 (7) Veteran: Yes No Spouse of a Veteran: Yes No Child of a Veteran: Yes No
 (8) Disabled: Yes No
 (9) Housing: Couch Homeless Emergency Shelter/Safe House Group Home Homeless Institution
 Living with family/ friends Motel Shelter Owned by Client Public Housing Rental by Client
 Transitional Other _____
 (10) Highest Level of Education: Less than High School GED H.S. Diploma Technical School
 Some college Associates Bachelors Masters Doctorate Other _____

IV. Family / Household Information

| Family / Household Members' Names | Relationship to You | DOB | Do they live with you? |
|-----------------------------------|---------------------|-----|------------------------|
| | | | |
| | | | |
| | | | |

V. Assistance Do you currently receive any type of assistance? Yes No

If so, please identify the type of assistance you receive:

| | | |
|---|---|---|
| <input type="checkbox"/> Food Assistance (SNAP) \$ _____ | <input type="checkbox"/> Medicare | <input type="checkbox"/> Women, Infants, and Children (WIC) |
| <input type="checkbox"/> Medicaid | <input type="checkbox"/> Medically Needy Share of Cost (MNSOC) \$ _____ | <input type="checkbox"/> Section 8 Housing \$ _____ |
| <input type="checkbox"/> Temporary Cash Assistance (TCA/ TANF) \$ _____ <input type="checkbox"/> Other: _____ | | |

Applicant Name: _____ DOB: _____ Date: _____

VI. Household Income (Including Spouse)

Are you currently employed? Yes No
If Yes: Name of Employer: _____
If Yes: Full Time Part Time
Are you self-employed Yes No
If yes to either, how much do you make:\$ _____
Paid: Daily Weekly Bi-weekly Monthly

Do you have more than one job? Yes No
If Yes: Name of Other Employer: _____
If Yes: Full Time Part Time
If yes to either, how much do you make:\$ _____
Paid: Daily Weekly Bi-weekly Monthly

Is anyone else in your household employed?
 Yes No
If yes, who: _____
If Yes: Name of Employer: _____
If Yes: Full Time Part Time
Are they self-employed? Yes No
If yes to either, how much do they make:\$ _____
Paid: Daily Weekly Bi-weekly Monthly

Does anyone else in your household have more than one job? Yes No
If yes, who: _____
If Yes: Name of Employer: _____
If Yes: Full Time Part Time
Are they self-employed? Yes No
If yes to either, how much do they make:\$ _____
Paid: Daily Weekly Bi-weekly Monthly

Unemployment Compensation

Bi-weekly Amount: _____
Start Date: _____ Projected End Date: _____

Do you have an active application for Social Security benefits? Yes No
If no, have you applied for any Social Security Benefits Yes No
 Social Security Retirement
 Social Security Disability
 Supplemental Social Security Income
 Social Security Survivors (Widow) Benefits

Monthly Amount: _____
Start Date: _____ Projected End Date: _____

Child Support/Alimony

Monthly Amount: _____
Start Date: _____ Projected End Date: _____

Pension or Retirement Income

Monthly Amount: _____
Start Date: _____ Projected End Date: _____

Are you a student? Yes No

Do you receive financial aid or assistance? Yes No

Monthly Amount: _____
Start Date: _____ Projected End Date: _____

Workers' Compensation

Monthly Amount: _____
Start Date: _____ Projected End Date: _____

Veteran Disability Benefits

Monthly Amount: _____
Start Date: _____ Projected End Date: _____

Other sources of income such as:

- Contributions/Gifts/Credit Card Advances
- Estate & Trust Income
- Home Equity Line
- Interest
- Rental Income
- Other Income, type: _____

Monthly Amount: _____
Start Date: _____ Projected End Date: _____

Applicant Name: _____

DOB: _____

Date: _____

VII. Lawsuit Information

- Do you have a pending lawsuit? Yes No
 - Have you received a lawsuit settlement within the past year? Yes No
- If yes, how much did you receive? \$ _____ Date Received: _____

VIII. Assets

- 1. Do you own a home? Yes No Monthly mortgage payment: \$ _____
Are you behind on your mortgage? Yes No If yes, how many months are you behind? _____
 - 2. Do you have any other properties? Yes No If yes, where is it located? _____
 - 3. Do you own a car(s)? Yes No If yes, how many _____ Current Market Value \$ _____
 - 4. Do you have life insurance with cash value? Yes No If yes, current value: _____
 - 5. Do you have an account? Checking Savings Money Market Acct CD None IRA/401K
- If you have an account, please provide the following information

| Type of Account | Current Balance/Estimated Value | Bank Name |
|-----------------|---------------------------------|-----------|
| | | |
| | | |
| | | |

IX. Monthly Expenses (Please fill out your monthly expenses for each of the following categories):

| Category | Monthly Cost | Are you behind? |
|-----------------------|--------------|--|
| Housing | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Phone | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cable/Internet | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Electric | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Water | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Natural Gas | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Garbage/Sewer | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Food | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Gasoline | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Car Payment | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Insurance | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Prescriptions | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Child Care | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other, Specify: _____ | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

X. Applicant Declaration

By my signature, I certify that the information I have provided on this application is true and correct. I understand that there is a presumption that any false information provided in this application was done so knowingly and with the intent to improperly obtain benefits from Pinellas County. I understand that failure to provide accurate information on this application will constitute an act of fraud which may result in my eligibility for services being rescinded immediately and disqualify me for future services for a period of three years. I will also be subject to appropriate civil penalties and can be referred to the appropriate law enforcement agency for possible criminal investigation and prosecution. The Pinellas County Department of Human Services collects your social security number in order to process billing and payments on your behalf as a client of the Department. Your social security number is also used as a unique numeric identifier and may be used for search purposes. This notice is provided pursuant to Section 119.071(5) Florida Statutes (2007).

Applicant Name (Print) _____

Signature _____

Date ____/____/____

**NOTICE OF PRIVACY PRACTICES
OF PINELLAS COUNTY DEPARTMENT OF HUMAN SERVICES**

Pinellas County Health Services _____ Mobile Medical Unit _____

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Your health information is personal, and we are committed to protecting it. Your health information is also very important to our ability to provide you with quality care, and to comply with certain laws. This Notice applies to all records about your care that occurs at our facility. (Your physician may have different policies and a different notice regarding your health information).

I. We Are Legally Required to Safeguard Your Protected Health Information.

We are required by law to:

- A. maintain the privacy of your health information, also known as "protected health information" or "PHI;"
- B. provide you with this Notice, and
- C. comply with this Notice.

II. Future Changes to Our Practices and This Notice.

We reserve the right to change our privacy practices and to make any such change applicable to the PHI we obtained about you before the change. If a change in our practices is material, we will revise this Notice to reflect the change. You may obtain a copy of any revised Notice by contacting the HIPAA Privacy Officer at 647 1st Ave. N., St. Petersburg, FL 33701. We will also make any revised Notice available in our reception area and on our website at <http://www.pinellascounty.org/HumanServices/>

III. How We May Use and Disclose Your Protected Health Information.

The law requires us to have your consent to some uses and disclosures. In other circumstances, the law allows us to use or disclose PHI without your authorization. This Section (III) gives examples of each of these circumstances.

A. Uses and Disclosures that do not Require Your Authorization. We may use or disclose your PHI to provide treatment to you or in order for others to provide treatment to you. For example, we may disclose your PHI to physicians, nurses, and other health care personnel who are involved in your care.

We may also use and disclose your PHI to contact you to remind you about appointments for treatment at our facility, to tell you about or recommend possible treatment options or alternatives, or about health-related benefits or services that may interest you. With your consent, we may also use or disclose your PHI to your insurance carrier in order to get paid for treatment provided to you. For example, we may use your PHI to create the bills that we submit to the insurance company, or we may disclose certain portions of your PHI to our business associates who perform billing and claims processing or other services for us.

With our consent, we may also use or disclose your PHI for our operations related to health care. For example, we may use your PHI to evaluate the quality of care you received from us, or to evaluate the performance of those involved with your care. We may also provide your PHI to our attorneys, accountants and other consultants to make sure we are complying with the laws that affect us.

The law makes some exceptions to the consent requirement for treatment, payment and health care operations, uses, and disclosures. For example, your consent is not required if you need emergency treatment, as long as we try to get your consent later. We may also use your PHI to treat you if we try to get consent but you are unable to communicate with us (for example, if you are unconscious or in severe pain) and we think you would consent if you were able to do so.

B. Uses and Disclosures That Require Us to Give You the Opportunity to Object If you do not object, we may provide relevant portions of your PHI to a family member, friend or other person you indicate is involved in your health care or in helping you get insurance coverage or otherwise provide for payment for your health care. We may use or disclose your PHI to notify your family or personal representative of your location or condition. In an emergency or when you are not capable of agreeing or objecting to these disclosures, we will disclose PHI as we determine is in your best interest, but will tell you about it later, after the emergency, and give you the opportunity to object to future disclosures to family and friends if possible. Unless you object, we may also disclose your PHI to persons performing disaster relief activities.

C. Certain Uses and Disclosures Do Not Require Your Authorization. The law allows us to disclose PHI without your authorization in the following circumstances:

- (1) **When Required by Law.** We disclose PHI when we are required to do so by federal, state or local law.
- (2) **For Public Health Activities.** For example, we disclose PHI when we report adverse reactions to a drug or medical device, or to notify a person who may have been exposed to a disease in compliance with applicable law. We may also use and disclose your PHI as necessary to comply with federal and state laws that govern workplace safety.
- (3) **For Reports about Victims of Abuse, Neglect or Domestic Violence.** We will disclose your PHI in these reports only if we are required or authorized by law to do so, or if you otherwise agree.
- (4) **To Health Oversight Agencies.** We will provide PHI as requested to government agencies who have authority to audit or investigate our operations.
- (5) **For Lawsuits and Disputes.** If you are involved in a lawsuit or dispute, we may disclose your PHI in response to a subpoena or other lawful request, or upon court or administrative order.
- (6) **To Law Enforcement.** We may release PHI as permitted by law if asked to do so by a law enforcement official, in the following circumstances: (a) in response to a court order issued by a court in the county where the records are located, grand-jury subpoena, court-ordered warrant, administrative request or similar process; (b) to identify or locate a suspect, fugitive, material witness or missing person; (c) about the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement; (d) about a death we believe may be due to criminal conduct; (e) about criminal conduct at our facility; and (f) in emergency circumstances, to report a crime, its location or victims, or the identity, description or location of the person who committed the crime.
- (7) **To Coroners, Medical Examiners and Funeral Directors.** We may disclose PHI to facilitate the duties of these individuals.
- (8) **To Organ Procurement Organizations.** We may disclose PHI to facilitate organ donation and transplantation.

- (9) For Medical Research. We may disclose your PHI without your consent to medical researchers who request it for approved medical research projects; however, with very limited exceptions such disclosures must be cleared through a special approval process before any PHI is disclosed to the researchers, who will be required to safeguard the PHI they receive.
- (10) To Avert a Serious Threat to Health or Safety. We may disclose your PHI to someone who can help prevent a serious threat to your health and safety or the health and safety of another person or the public.
- (11) For Specialized Government Functions. For example, we may disclose your PHI to authorized federal officials for intelligence and national security activities that are authorized by law, or so that they may provide protective services to the President or foreign heads of state or conduct special investigations authorized by law.
- (12) To Workers' Compensation or Similar Programs. We may provide your PHI to these programs in order for you to obtain benefits for work-related injuries or illness.

IV. Other Uses and Disclosures of Your Protected Health Information.

Other uses and disclosures of your PHI that are not covered by this Notice or the laws that apply to us will be made only with your written authorization. If you give us written authorization for a use or disclosure of your PHI, you may revoke that authorization, in writing, at any time. If you revoke your authorization we will no longer use or disclose your PHI for the purposes specified in the written authorization, except that we are unable to take back any disclosures we have already made with your permission. In addition, we can use or disclose your PHI after you have revoked your authorization for actions we have already taken in reliance on your authorization. We are also required to retain certain records of the uses and disclosures made when the authorization was in effect.

V. Your Rights Related to Your Protected Health Information.

You have the following rights:

- A. **The Right to Request Limits on Uses and Disclosures of Your PHI.** You have the right to ask us to limit how we use and disclose your PHI, as long as you are not asking us to limit uses and disclosures that we are required or authorized to make to the Secretary of the Department of Health and Human Services, related to our facility's patient directory, or the disclosures described in Section III, above. Any such request must be submitted in writing to our Privacy Officer. We are not required to agree to your request. If we do agree, we will put it in writing and will abide by the agreement except when you require emergency treatment.
- B. **The Right to Choose How We Communicate With You.** You have the right to ask that we send information to you at a specific address (for example, at work rather than at home) or in a specific manner (for example, by e-mail rather than by regular mail, or never by telephone). We must agree to your request as long as it would not be disruptive to our operations to do so. You must make any such request in writing, addressed to our Privacy Officer.
- C. **The Right to See and Copy Your PHI.** Except for limited circumstances, you may look at and copy your PHI that may be used to make decisions about your care if you ask in writing to do so. Any such request must be addressed to our Privacy Officer who will respond to your request within 30 days (or 60 days if the extra time is needed). In certain situations we may deny your request, but if we do, we will tell you in writing of the reasons for the denial and explain your rights with regard to having the denial reviewed. If you ask us to copy your PHI, we will charge you \$.25 for each page. Alternatively, we may provide you with a summary or explanation of your PHI, as long as you agree to that and to the cost, in advance.
- D. **The Right to Correct or Update Your PHI.** If you believe that the PHI we have about you is incomplete or incorrect, you may ask us to amend it. Any such request must be made in writing and must be addressed to our Privacy Officer and must tell us why you think the amendment is appropriate. We will act on your request within 60 days (or 90 days if the extra time is needed), and will inform you in writing as to whether the amendment will be made or denied. If we agree to make the amendment, we will ask you whom else you would like us to notify of the amendment.

We may deny your request if you ask us to amend information that:

- (1) was not created by us, unless the person who created the information is no longer available to make the amendment;
- (2) is not part of the PHI we keep about you;
- (3) is not part of the PHI that you would be allowed to see or copy; or
- (4) is determined by us to be accurate and complete.

If we deny the requested amendment, we will tell you in writing how to submit a statement of disagreement or complaint, or to request inclusion of your original amendment request in your PHI.

- E. **The Right to Get a List of the Disclosures We Have Made.** You have the right to get a list of instances in which we have disclosed your PHI. The list will not include disclosures we have made for treatment, payment and health care operations purposes, those made directly to you or your family or friends or through our facility directory, or for disaster relief purposes. Neither will the list include disclosures we have made for national security purposes or to law enforcement personnel, or disclosures made before April 14, 2003.

Your request for a list of disclosures must be made in writing and be addressed to our Privacy Officer. The list we provide will include disclosures made within the last six years (except not for those made prior to April 14, 2003) unless you specify a shorter period. The first list you request within a 12-month period will be free. You will be charged our costs for providing any additional lists within the 12-month period.

- F. **The Right to Get a Paper Copy of This Notice.** Even if you have agreed to receive the Notice by e-mail, you have the right to request a paper copy as well. You may obtain a paper copy of this Notice by contacting The HIPAA Privacy Officer at 847 1st Ave. N., St. Petersburg, FL 33701. The Notice is also available in our reception area and on our website <http://www.pinellascounty.org/HumanServices/>

VI. Complaints

If you believe your privacy rights have been violated, you may file a complaint with our Privacy Officer or with the Secretary of the Federal Department of Health and Human Services. To file a complaint with us, put your complaint in writing and address it to our Privacy Officer at 440 Court Street, 2nd Floor, Clearwater, FL 33756. We will not retaliate against you for filing a complaint. You may also contact our Privacy Officer if you have questions or comments about our privacy practices at (727)464-8437.

I hereby acknowledge that I received from Pinellas County Human Services a copy of its Notice of Privacy Practices. Effective Date: January 1, 2016.

Signature: _____

Print Name: _____

Date: _____



RIGHTS AND RESPONSIBILITIES

CLIENT RIGHTS:

- 1 – To request assistance promptly and have a determination of eligibility made without discrimination because of race, color, age, gender, handicap, religion, national origin or political belief.**
- 2 – To be referred to other agencies that may be able to provide additional assistance as needed.**
- 3 – To obtain complete information concerning eligibility requirements for Department programs.**
- 4 – To request a reconsideration for a denial, suspension or termination of services within 30 days from the date of denial if you think that the determination was not correct and you have documentation to substantiate your claim.**

CLIENT RESPONSIBILITIES:

- 1 – To provide the Department with complete and accurate information necessary to determine initial and ongoing eligibility. This includes not altering information, having others give false information for my benefit, or altering agreements or referral forms once assistance is granted.**
- 2 – To provide verification as requested and sign a release of information authorizing the Department to obtain information needed to determine eligibility.**
- 3 – To promptly notify the Department of any changes in my income, assets, lawsuits, living arrangement, marital status, child custody, medical condition or any other circumstances that may affect eligibility.**
- 4 – To comply with all recommendations and referrals for services that will help me achieve self-sufficiency.**
- 5 – To repay the Department for any benefits received for which I am not eligible.**
- 6 – To repay the Department after a favorable lawsuit, settlement or disability outcome for any assistance received from the Department while pending a lawsuit or disability claim from Social Security Administration.**
- 7 – To schedule appointments for further services and reschedule my appointment if I arrive more than ten (10) minutes late.**
- 8 – To voluntarily disclose my Social Security Number to Pinellas County and authorize the use of that number as data to be programmed into the County computer system for purposes of identification, pursuant to Section 102-26, Pinellas County Code.**
- 9 – To not engage in disruptive/abusive behavior toward staff or any behavior that generates risk to others or constitutes illegal activity.**



INFORMED CONSENT AND WAIVER:

If approved for services, I agree to be bound by the following conditions:

- 1 -- I understand that failure to comply with the client responsibilities outlined in this agreement may result in the suspension or termination of my benefits and subject me to a criminal investigation and possible prosecution. If my program benefits are suspended or terminated, reenrollment is not guaranteed and is subject to any limitations that may be in place when reinstated.
- 2 -- If I am found potentially eligible for a housing program or disability advocacy assistance, I will be sent for a consultative exam (CE) by an independent physician as well as a drug/alcohol screening test. I understand that my request for assistance will be terminated if I fail to keep my appointment for a consultative exam, if tested positive for drug/alcohol abuse or if the independent physician determines that I am not totally disabled per Social Security Administration criteria.

I understand that if I drop my SSI claim and continue my SSDI claim and am approved for benefits, I will be responsible for repaying the amount of financial assistance provided to me.

This document remains in effect for the duration of my assistance from Pinellas County Human Services.

By signing below, I hereby certify that I have had the information in this document explained to me and that I understand and will fulfill my obligation in this regard.

(Client Signature)

(Social Security Number)

(Staff Signature)

(Date)

Revised 01-06-2015

Revised 01/06/2015





Settlement Withholding Form

- 2189 Cleveland St. Ste 230, Clearwater, FL 33765 Phone: (727) 464-8400
 647 First Ave N, St. Petersburg, FL 33701 Phone: (727) 582-7781

Date _____

Gentlemen/Ladies:

This is to authorize you to withhold from any settlement or award I may obtain in my claim against

_____ for damages or from pending settlement pursuant a(n)

_____ which occurred on _____

at _____, a sum sufficient to reimburse the Pinellas County Department of Human Services for any monies or other assistance that said County Department of Human Services will have advanced to me during the period of my disability or injury.

** I understand that this repayment agreement remains in effect even if I change attorneys.

Attorney/Insurance Company: Please advise agency if you cease to represent this person.

For pay-off information, contact Accounts Receivable Accounting Clerk at 464-8400.

Your signature is required prior to receiving benefits.

Client Signature

Print Client Name

Social Security Number

ES9- Settlement Withholding Form

Serves to advise that a client has entered into a subrogation agreement with the department by which the client agrees to repay the department for the cost of services provided pending settlement or award of claims for damages. This notice is routed to the attorney who represents the client in his civil suit or the insurer who may be responsible for paying third party benefits.



Release of Social & Financial Information

Attention: _____

Date: _____

We are requesting financial information concerning the applicant (named below) who is requesting assistance from the Department.

Name: _____

Social Security #: _____

Street Address: _____

Date of Birth: _____

City, State & Zip Code: _____

Below is a release for social and financial information signed by the client.

AUTHORIZATION TO RELEASE SOCIAL & FINANCIAL INFORMATION:

I hereby grant permission and authorize any bank, building association, insurance company, real estate company, employer, United States Postal Service, Social Security Administration, Veteran's Administration, Internal Revenue Service, or any financial or social institution of any kind or character to disclose to any accredited agent of the Pinellas County Department of Human Services or partners full information as to my past, present, or future records; insurance policies; property; and financial accounts.

Print Name _____

Signature _____

Date _____

Information Requested:

- Checking balance as of _____ \$ _____ Other: _____
- Savings balance as of _____ \$ _____
- Gross monthly earnings \$ _____
- IRS Information from Internal Revenue Service: Literal transcript for the year(s) _____
- Current credit report _____

We will maintain all records presently provided by law to be confidential in a manner complying with such law, and will use the information solely for consideration in providing assistance to the applicant.

Please send the requested information to the attention of _____ at the address checked below.

- 2189 Cleveland Street, Suite 266, Clearwater FL 33765 Phone: (727) 464-8400 Fax:(727) 464-8428
- 647 1st Avenue North, St. Petersburg, FL 33701 Phone: (727) 582-7781 Fax:(727) 582-7912



Criminal, Credit, and Eviction Background Check Release Form

- 2189 Cleveland St, Ste 230, Clearwater, FL 33765 Fax: (727) 464-8428
 647 First Ave N, St. Petersburg, FL 33701 Fax: (727) 582-7912

Each Family Housing Assistance Program Participant must sign a release form, giving approval for Pinellas County Department of Human Services to receive a copy of their criminal, credit, and eviction background screening.

I hereby give my permission to Pinellas County Department of Human Services to obtain information relating to my criminal, credit, and eviction history record. The criminal, credit, and eviction history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to assist me in becoming self-sufficient. I understand that I will have an opportunity to review my criminal, credit, and eviction history as received by Pinellas County Department of Human Services. I also understand that the criminal history could contain information presumed to be expunged.

Applicant's Signature

Date

Applicant's Printed Name (first, middle & last name) List maiden name or any other names used



SUPPORT STATEMENT

To be completed by the individual providing support to the applicant.

Applicant's Name: _____

Applicant's Social Security Number: _____

Applicant's Address: _____

I, _____, hereby certify that I provide the following support to the

above named applicant:

- Place to stay Utilities Rental assistance Transportation Car insurance
- Car payment Gas Cigarettes Toiletries Laundry
- Household items Food Place to shower Cell phone Storage unit
- Other (please explain): _____

- I assist by:
- Giving cash to the client, approximately \$ _____/month
 - Paying bills directly
 - Taking client shopping and/or purchasing needed items

I estimate the total cost of the monthly assistance I provided at \$ _____/month.

- This assistance is:
- Ongoing from _____ to _____
 - One time only
 - Occurred in the past from _____ to _____

I am _____ (indicate relationship to client)

I understand that I will be asked to verify this information regularly while the client receives services from Pinellas County Department of Human Services and that I may be asked to provide proof of payments/assistance listed above. By signing below, I certify that this information is truthful.

Signature _____

Date _____

Address _____

Phone _____

Tampa Bay Information Network (TBIN) CLIENT INFORMED CONSENT

Please ask for a copy or read the Privacy notice posted at this Agency for more information about what is entered about you and your family in the Tampa Bay Information Network (TBIN).

PLEASE READ AND REVIEW THIS FORM CAREFULLY.

Print Client Name

Client Age

Head of Household? Yes No

This agency is required by local, state, and federal requirements and/or by other organizations that give money to operate these programs to collect your personal information directly from you. The information this agency collects about you will be reported in a format that will not identify you by name and is only used to improve services to you, better understand your needs, and prove why they need to continue funding to run their programs.

This agency collects your (protected personal and/or health) information, and enters it into a data system called the Tampa Bay Information Network (TBIN).

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| <p>Protected Personal Information (PPI):</p> <ul style="list-style-type: none"> • Name, social security number, date of birth, gender and race • information about your past, present, and future services provided • information about treatment provided to you | <p>This agency will use TBIN to:</p> <ul style="list-style-type: none"> • enter your client information into TBIN • make sure your service needs are met • aid you in obtaining your goals • count the number of clients served in this agency |
|--|--|

TBIN is a client data system where the information you give today will be stored and shared electronically with TBIN Member Agency providers. The data in the TBIN system is used for reporting, statistical, educational, and research purposes only. Your information is protected by strict local, state, and federal laws that all TBIN Member Agency providers must follow. This Agency's staff has been trained by the TBIN staff on the rules, ethics, and laws around protection, privacy, and confidentiality of your information and all users have had formal background checks to comply with state law.

At a minimum, the following information will be collected about you and your family and entered into this organization's data system and/or the Tampa Bay Information Network (TBIN).

| Client Information | Universal Data Elements (UDE) Info | Needs & Service Info | Other Information |
|--|---|--|---|
| <ul style="list-style-type: none"> • First Name • Last Name • Social Security Number • Date of Birth | <ul style="list-style-type: none"> • Gender • Race • Ethnicity • Veteran Status • Disabling Condition • Residence Prior to Entry • Zip Code of Last Permanent Address • Housing Status • Emergency Contact Information • Program or Service Start Date • Program or Service End Date | <ul style="list-style-type: none"> • Needs Identified • Service Provided | <ul style="list-style-type: none"> • Case Notes • Program Specific Data Elements • Files (ID, Marriage Certificate, etc.) • Incidents • Community Voice Mail (CVM) Telephone Number • Street Outreach Engagements • Domain Goals |

