



LAKESHORE CAP, INC.

Supportive Housing Program Application

MANITOWOC County	SHEBOYGAN County	DOOR/KEWAUNEE Co
<p>Nqa koj daim ntawv thov tuaj rau peb lub chaw haujlwm</p> <p>TOM: 702 State Street- 2nd floor (corner of State and 7th streets)</p> <p>XAV RAU: to PO Box 2315, Manitowoc, WI 54221-2315</p> <p>FEV: to 920.686.8700</p> <p>EMAIL: to info@lakeshorecap.org</p>	<p>NQA/XAV RAU: daim ntawv thov rau: <u>Sheboygan County Job Center</u> at 3620 Wilgus Avenue, PO Box 896, Sheboygan, WI 53082-0896</p> <p>FEV: to 920.694.0291</p> <p>EMAIL to info@lakeshorecap.org</p> <p>HU: 920.803.6991</p>	<p>NQA TUAJ RAU TOM: 131 S. 3rd Ave., Sturgeon Bay (limited open office hours)</p> <p>XAV: PO Box 791, Sturgeon Bay, WI 54235-0791</p> <p>FEV: to 920.746.0142</p> <p>EMAIL: to info@lakeshorecap.org</p> <p>HU: 920.743.0192</p> <p><i>*xav tau rau Manitowoc Office</i></p>

- Koj daim ntawv thov yuav raug tshuaj xyuas los ntawm tus Case Manager, raws qhov tau txais. Peb txais ntau daim ntawv thov kev pab, nws yuav siv sijhawm ib asthiv lossis ob asthiv uantej peb teb koj
- Peb yuav sau ntawv ceeb toom koj, tsis pub dhau 14 hnuv
- Nco ntsoov sau txhua yam hauv cov ntawv. Tsis ua li yuav ua ncuav kev txiav txiam
- Thaum koj diam ntawv thov raug tshuaj xyuas nws yuav yog: 1)tseem tos/ tsim nyog (**pending**), 2) tsis tsim nyog tos (**not eligible**)
 - Yog koj **tsis eligible**, peb yuav kaw koj qhov kis
 - Yog tias koj qhov kis hloov koj yuav tsum ua ntawv thov dua
 - Yog koj tsim nyog tau kev pab (**pending**) peb yuav xav ib cov ntawv ntxiv kom koj fav rau peb txog
 - Cov nyiaj koj tau 30 hnuv ua ntej koj daim ntawv thov kev pab;
 - Cov ntaub ntawv pov thawj kev pab koj tau yam li: Nyiaj muas noj (Food Share) or Badgercare;
 - Ntaub ntawv koj diam tshev nyiaj (checking or savings) 30 hnuv dhau los;
 - Daim ntawv ncaws tawm (eviction notice);
 - Daim ntawv xauj tsev (written lease);
 - Luam txhua tus neeg luas (18 xyoo tshaj saud) ID's thiab Social Security txhua tus neeg nyob hauv tsev
 - Koj muaj 14 hnuv los muab cov ntaub ntawv pov thawj lossis koj daim ntawv thov yuav raug kaw. Koj pab tau kev txiav txim ceev yog koj fav cov ntaub ntawv thov saud no nrog koj daim ntawv thov kev pab.

1. *Peb diam ntawv thov kev pab ntev heev thiab xav tau ntau cov ntaub ntawv ntawm kev ua ntej. Qhov no yog vim qhov nyiaj peb tau txais los pab. Txhua lus nugtseem ceeb thiab pab peb txiav txim siab txog kev pab koj. Peb xav tau cov ntaub ntawv no los qhia rau cov neeg pab nyaj (funders), txog cov neeg ua peb pab*

2. *Yog koj eligible (tsim nyog tau kev pab), nws yuav siv qee lub sijhawm los mus la cov tsheej txheem, cov ntawv pov thawj peb xav tau*

3. *Koj muaj cia hais yog koj xav peb cov kev pab no ua tsis ncaj ncees lawm. Diam ntawv tsis zoo siab, ua tsis ncaj ncees nyob nrog diam ntawv thov kev pab ua kev. Koj yuav tsum khaws nws cia.*

4. *Koj muaj lus nug dab tsi thov hu tuaj rau peb lub hoobkas*

Ua tsaug rau koj lub sijhawm los thov kev pab. Peb yuav ua txhua yam, nrhiav cov kev pab muaj los pab koj thiab koj tsev neeg.

WI BALANCE OF STATE CoC Pre-Screen Form



Koj puas yog ib tug tsim txom neeg los yog koj tau kev tsim txom natwm lwm tus neeg? Yes/Yog No/Tsis yog

Yog tias muaj no, koj puas xav tau kev pab los peb xav koj npe rau lub chaw pab cov neeg tau kev tsim txom?

Yes/Xav tau No/Tsis xav tau

Yog tias muaj, thawm twg tshwm sim? _____

Yog tias muaj, puas yog kom tam tom khiav ntawm kev tsim txom ntawm lwm tus? Yes /Yog No/Tsis yog

Yog koj muaj kev xiam oob qhab thiab xav tau kev pab xws lis pab koj saib thiab sau ntawv thov kev pab cuam qhia peb pab tau. (Qhov no yog lus nug xwb tsis muaj feem cuam rau koj tau txais kev pab) Yes/Muaj No/Tsis muaj

Sau cov kev pab koj xav tau:

Koj puas xav tau ib tug neeg txhais lus? Yes/Xav tau No/Tsis xav Hom lus? _____

Cov neeg hauv tsev neeg (Sau txhua tus neeg nyob hauv koj tsev neeg txheeb koj thiab tsis txheeb)

Tus thawj ntawm tsev neeg							/ /
Lub xeeb	Npe	npe nruab nrab	Tub los ntshais	<input type="checkbox"/> xiam oob qhab	haiv neeg	Hnub yug	
							/ /
							/ /
							/ /
							/ /
							/ /
							/ /

Chaw nyob tam sim no _____

Txoj kev	Chav tsev nyob tus naj npawb	Lub zos	Lub xeev	Tus lej chaw nyob
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Xov tooj: _____ Email: _____

Koj nyob qhov twg nag hmo

- chaw nyob thaum muaj xwm ceev, xws li tsev so, them los ntawm emergency shelter
- chaw tsis zoo koj nyob thiab pw
- Safe haven

Thaum twg koj tsis muaj tsev nyob lawm (tsis suav thaum koj nyob hauv shelter/ tsev so rau neeg tsis muaj chaw mus)? / /

- Tsev so ua koj them koj xwb
- Nyob nrog koj cov kwv tij
- Nyob nrog phooj ywg
- Koj lub tsev koj xauj

WI BALANCE OF STATE CoC Pre-Screen Form



- Koj lub tsev xauj, nrog rau VASH housing subsidy
- Lub tsev xauj nrog rau housing subsidy (including RRH)
- Tsev nkuaj
- Tsev rau cov neeg tsis muaj chaw mus (including homeless youth)
- Permanent housing (other than RRH) for formerly homeless persons
- Tsev kho mob rau cov neeg mauj kev puas siab puas tsaws, nyuaj siab
- Tsev kho mob rau cov neeg siv tshuaj
- lwm tus neeg sab nraud _____
- Residential project or halfway house with no homeless criteria
- Tsev laus
- Tsev xauj nrog GPD or TIP subsidy
- Foster care home or foster care group home
- Tsev kho mob (non-psychiatric)
- Tsev koj yawv,
- Tsev koj yuav, tsom fww pab koj (with subsidy)

WI BALANCE OF STATE CoC Pre-Screen Form



Nyob ntev npaum cas

- Ib hmo los tsawg
- 2-6 hmo
- Ib lub limtiam tab sis tsawg dua ib hlis
- 1-3 hli

- Tshaj peb hli, tab tsis tau muaj ib xyoo
- Ib xyoo lossis tshaj

Kwv yees koj xav koj yuav nyob ntev li cas

- Mus tsis tau rov qab
- Tshaj ib xyoo

- Txog thaum uas tau tsev
- Tsawg tshaj ntawd 3 hli
- 3 hli rau ib xyoo

Peb xyoo dhau los thiab hnub no pes tsawg zaus koj nyob tom kev, tsev so, tsev so ceev los yog tom Safe Haven:
_____ zaug

Pes tsawg hli peb xyoo dhau los koj nyob tom kev, tsev so, tsev so ceev los yog tom Safe Haven: _____ (Tsis dhau 36 lub hlis)

- Qub tub rog pej xeeb Mes Kas Tsis tau ua tub rog Tam sim no tseem yog tub rog Yog ib tug qub tub rog-veteran
Tub roa kev pab *tab tom tau txais* *tsis tau txais lawm* *yeej tsis tau txais*

Yam dabtsi ua rau koj tsis muaj tsev nyob:

- Sib nrauj
- Poob hauj lwm
- Nyob hauv tsev kaw neeg
- Khiav kev tsis txom
- Tau nyiaj tsawg
- Khiav
- Ntiab tawm tsev
- Mob hlwb
- Exiting Foster care**
- Mag ncaws tawm
- Ua yeej ua tshauj
- Nce nqi xauj tsev

FUP Eligible Family _____ **FUP Eligible Youth** _____

**For public child welfare agencies only, FUP eligibility must be determined by the PCWA in your county*

Other _____

Nyiaj khwv tau los: (Sau txhua yam nyiaj khwv tau)

Tau qhov twg los: _____ Nyiaj ib hli \$ _____
 Tau qhov twg los: _____ Nyiaj ib hli \$ _____
 Tau qhov twg los: _____ Nyiaj ib hli \$ _____

Tsis muaj nyiaj –Koj lees tias koj tsis muaj nyiaj lub sij hawm no?

- Yes/Lees No/Tsis lees Lus tso cai

Koj puas tso cai rau lub chaw ua hauj lwm muab koj cov ntaub ntawv rau lwm cov khoom haum saib xws li koj tsev neeg npe, nyiaj khwv tau, los lwm yam lus nug txog, rau peb xa koj npe rau tom qhov Coordinated Entry Prioritization Lists?

- Yes/Tso cai No/Tsis tso cai Lus tso cai

Kuv to taub tias cov lus sau hauv daim ntawv no yog nyob ntawm siab. Cov ntaub ntawv yeej muaj tseeb li qhov kuv hais. Kuv to taub tsis dag, txog cov ntaub ntawv lus nug saum no. Kuv to tuab yog tsis qhia qhov tseeb kuv yuav tsis tau txais cov kev pab cuam no. Kuv to taub tsab ntawv no yuav tsis lav hais tias kuv yuav tau txais kev pab cuam txawm zoo li cas.

Lus tso cai

Kos koj npe _____ hnub tim: _____

CoC Agency Rep kos npe _____ hnub tim: _____

Cov Neeg Hauv Tsev Neeg *Sau koj tus kheej thiab txhua tus neeg nyob hauv koj tsev neeg, txheeb & tsis txheeb.* —Nplooj 3

Khij voj voog yog 'tseem kawm ntawv "(Y lossis N) rau txhua tus neeg. Khij "TSIS UA HAUJ LWM" rau txhua tus neeg hauv tsev neeg yog tsis ua hauj lwm, suav cov menyuam yaus.

#1 Koj lub npe:		Tus naj npawb Xo sau:			Kev txij nkawm:		
Puas tseem kawm ntawv?	Y / N	Qib siab tshaj plaws ua tau kawm?		Koj puas tau kawm ntawv tiav?	Y / N	Khij vaj voog:	Txiv neej Poj niam Transgender
Puas ua hauj lwm?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		Puas tau poob hauj lwm?	<input type="checkbox"/> 6 hli lossis ntau dua <input type="checkbox"/> 6 hli lossis tsawg dua <input type="checkbox"/> Tsis ua hauj lwm <input type="checkbox"/> Laus lawm			
Puas muaj ntawv pob hwm kho mob?	<input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> State Adult <input type="checkbox"/> State Childrens <input type="checkbox"/> Employer <input type="checkbox"/> VA <input type="checkbox"/> Private <input type="checkbox"/> None <input type="checkbox"/> Other:						

#2 Npe:		Tus naj npawb Xo sau:			Kev txij nkawm:		
Puas tseem kawm ntawv?	Y / N	Qib siab tshaj plaws ua tau kawm?		Koj puas tau kawm ntawv tiav?	Y / N	Khij vaj voog:	Txiv neej Poj niam Transgender
Puas ua hauj lwm?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		Puas tau poob hauj lwm?	<input type="checkbox"/> 6 hli lossis ntau dua <input type="checkbox"/> 6 hli lossis tsawg dua <input type="checkbox"/> Tsis ua hauj lwm <input type="checkbox"/> Laus lawm			
Puas muaj ntawv pob hwm kho mob?	<input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> State Adult <input type="checkbox"/> State Childrens <input type="checkbox"/> Employer <input type="checkbox"/> VA <input type="checkbox"/> Private <input type="checkbox"/> None <input type="checkbox"/> Other:						

#3 Npe:		Tus naj npawb Xo sau:			Kev txij nkawm:		
Puas tseem kawm ntawv?	Y / N	Qib siab tshaj plaws ua tau kawm?		Koj puas tau kawm ntawv tiav?	Y / N	Khij vaj voog:	Txiv neej Poj niam Transgender
Puas ua hauj lwm?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		Puas tau poob hauj lwm?	<input type="checkbox"/> 6 hli lossis ntau dua <input type="checkbox"/> 6 hli lossis tsawg dua <input type="checkbox"/> Tsis ua hauj lwm <input type="checkbox"/> Laus lawm			
Puas muaj ntawv pob hwm kho mob?	<input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> State Adult <input type="checkbox"/> State Childrens <input type="checkbox"/> Employer <input type="checkbox"/> VA <input type="checkbox"/> Private <input type="checkbox"/> None <input type="checkbox"/> Other:						

#4 Npe:		Tus naj npawb Xo sau:			Kev txij nkawm:		
Puas tseem kawm ntawv?	Y / N	Qib siab tshaj plaws ua tau kawm?		Koj puas tau kawm ntawv tiav?	Y / N	Khij vaj voog:	Txiv neej Poj niam Transgender
Puas ua hauj lwm?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		Puas tau poob hauj lwm?	<input type="checkbox"/> 6 hli lossis ntau dua <input type="checkbox"/> 6 hli lossis tsawg dua <input type="checkbox"/> Tsis ua hauj lwm <input type="checkbox"/> Laus lawm			
Puas muaj ntawv pob hwm kho mob?	<input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> State Adult <input type="checkbox"/> State Childrens <input type="checkbox"/> Employer <input type="checkbox"/> VA <input type="checkbox"/> Private <input type="checkbox"/> None <input type="checkbox"/> Other:						

#5 Npe:		Tus naj npawb Xo sau:			Kev txij nkawm:		
Puas tseem kawm ntawv?	Y / N	Qib siab tshaj plaws ua tau kawm?		Koj puas tau kawm ntawv tiav?	Y / N	Khij vaj voog:	Txiv neej Poj niam Transgender
Puas ua hauj lwm?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		Puas tau poob hauj lwm?	<input type="checkbox"/> 6 hli lossis ntau dua <input type="checkbox"/> 6 hli lossis tsawg dua <input type="checkbox"/> Tsis ua hauj lwm <input type="checkbox"/> Laus lawm			
Puas muaj ntawv pob hwm kho mob?	<input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> State Adult <input type="checkbox"/> State Childrens <input type="checkbox"/> Employer <input type="checkbox"/> VA <input type="checkbox"/> Private <input type="checkbox"/> None <input type="checkbox"/> Other:						

#6 Npe:		Tus naj npawb Xo sau:			Kev txij nkawm:		
Puas tseem kawm ntawv?	Y / N	Qib siab tshaj plaws ua tau kawm?		Koj puas tau kawm ntawv tiav?	Y / N	Khij vaj voog:	Txiv neej Poj niam Transgender
Puas ua hauj lwm?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		Puas tau poob hauj lwm?	<input type="checkbox"/> 6 hli lossis ntau dua <input type="checkbox"/> 6 hli lossis tsawg dua <input type="checkbox"/> Tsis ua hauj lwm <input type="checkbox"/> Laus lawm			
Puas muaj ntawv pob hwm kho mob?	<input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> State Adult <input type="checkbox"/> State Childrens <input type="checkbox"/> Employer <input type="checkbox"/> VA <input type="checkbox"/> Private <input type="checkbox"/> None <input type="checkbox"/> Other:						

Tsis Yog Nyiaj Ntsuab/Non-Cash Benefits

<input type="checkbox"/> Nyiaj mua noj \$_____/Hli	<input type="checkbox"/> WIC (Women & Children)	<input type="checkbox"/> Wisconsin Kev Pab Them Nqi Fes Fab Nqi Sov	<input type="checkbox"/> Childcare Voucher
<input type="checkbox"/> Housing Choice Voucher (Section 8)	<input type="checkbox"/> Public Housing (Low Income)	<input type="checkbox"/> HUD-VASH (Veterans)	<input type="checkbox"/> Other
<input type="checkbox"/> Permanent Supportive Housing (Mental Health Housing Program)		<input type="checkbox"/> Affordable Care Act Subsidy	

Kej Tsis Taus/Disability — Sijhawm Ntev/Long Term Sijhawm Luv/Short Term

Yog tias koj tau qhia tias xiam hoob qhab ntawm nplooj 1, thov khij:		<input type="checkbox"/> Lub Cev/Physical <input type="checkbox"/> Kej Loj Hlob/Developmental <input type="checkbox"/> Lub Hlwb thiab Kej Xav/Mental Health <input type="checkbox"/> Kab mob HIV/AIDS	
<input type="checkbox"/> Mob Tau Ntev (Tej yam mob los kab mob)/Chronic Health Condition <input type="checkbox"/> Quav Yeeb Tshuaj/Drug Abuse <input type="checkbox"/> Quav Haus Cawv/Alcohol Abuse <input type="checkbox"/> Siv Tshuaj Thiab Dej Caw/Both Drug & Alcohol Abuse <input type="checkbox"/> Lwm Yam/Other:			
Thawj lub npe:	Kwv yees xyoo nws pib:		
Lawv puas tau txais SSI lossis SSDI?	Y / N	Tamsis no lawv puas tau txais lwn cov kej khomob?	Y / N

Cov Ntaub Ntawv Tsim Nyog/Necessary Information!

Tsev Nyob Tam Sim No Lossis Yav Tom Ntej

1. Koj xav tau kev pab dad tsi?			
2. Koj poob qab npaum li cas nyob rau hauv kev xauj tsev?	\$	Koj puas npaj:	<input type="checkbox"/> Nyob twj ywm <input type="checkbox"/> Tsiv
3. Koj puas muaj ib tsab ntawv ceeb toom ntiab tawm (EVICITION NOTICE)?	Muaj/Tsis Muaj	Khij vaj voog:	5 hnuv 14 hnuv 28 hnuv Lub tsev hais plaub hu los
4. Qhia seb yog vim li cas koj thiaj them tsis taus koj cov nqi tsev lossis kev ruaj ntseg cia (Security Deposit):			
5. Koj yuav them nqi tsev lawm yav tom ntej li cas?			
6. Dab tsi lwm cov koom haum koj tau hu rau kev pab?			
7. Cov koom haum koj tau hu puas pab koj?			

Qhia Chav Nyob

Tswv Tsev Npe	Tswv Tsev Xov Tooj		
Koj puas txheeb ze tus tswv tsev?	Txheeb/Tsis txheeb	Yog txheeb, sib txheeb li cas?	
Hom chav nyob:	<input type="checkbox"/> Chav tsev-Apartment Building <input type="checkbox"/> Ob lub tsev-Duplex or Townhouse <input type="checkbox"/> Tsev Kheej-Single Family <input type="checkbox"/> Tsev txawb-Mobile Home		
Muaj pes tsawg tus neeg huav tsev neeg?		Muaj pes tsawg chav pw?	Nqi tsev pes tsawg txhua hli? \$

Khoom Siv Hluav Taws Xob/Utilities & Appliances

Kos ib qho/Check One:

	Muab los ntawm tus tswv/Provided by Owner	Muab los ntawm tus neeg xauj tsev/Provided by Tenant
Cua sov (Khij ib qho) Nkev/Natural Gas Hluav taws xob/Electric Fwj roj/Bottle Gas Lwm yam/Other:	<input type="checkbox"/>	<input type="checkbox"/>
Kev ua noj (Khij ib qho) Nkev/Natural Gas Hluav taws xob/Electric Fwj roj/Bottle Gas Lwm yam/Other:	<input type="checkbox"/>	<input type="checkbox"/>
Hluav taws xob/Electricity	<input type="checkbox"/>	<input type="checkbox"/>
Cua txias/Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>
Dej/Water	<input type="checkbox"/>	<input type="checkbox"/>
Dej cua sov/Water Heating (Khij ib qho) Nkev/Natural Gas Hluav taws xob/Electric Fwj roj/Bottle Gas Lwm yam/Other:	<input type="checkbox"/>	<input type="checkbox"/>
Lim dej/Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Sau khib nyiab/Trash Collection	<input type="checkbox"/>	<input type="checkbox"/>
Qhov cub ua noj/qhov cub rhaub khoom noj/ Range/Microwave	<input type="checkbox"/>	<input type="checkbox"/>
Tub yees/Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>
Lwm yam/Other:	<input type="checkbox"/>	<input type="checkbox"/>

.....

Yog Siv Tau/IF APPLICABLE

Key Tsim Tsom Hauv Tsev/Domestic Abuse

➤ Yog tias koj qhia yeej muaj kev tsim tsom hauv tsev ntawm nplooj ib, thaum twg kev tsim tsom tshwm sim? /If you indicated "YES" for domestic violence or abuse on **Page 1**, when did the abuse occur? Khij ib qho/Check one:

<input type="checkbox"/>	Hauv 3 lub hlis dhau los/Within the past 3 months	<input type="checkbox"/>	6-12 lub hlis dhau los/6-12 months ago
<input type="checkbox"/>	3-6 lub hlis dhau los/3-6 months ago	<input type="checkbox"/>	Tshaj 12 lub hlis dhau los/More than 12 months ago

Saib xyuas menyuam/Tu menyuam/Child Welfare/Foster Care

➤ Puas yog koj lossis ib tug neeg hauv koj tsev neeg yuav dhau los ua pawg ntseeg kev saib xyuas menyuam yaus lossis chaw saib xyuas menyuam?/Are you or anyone in your household formerly the ward of child welfare or a foster care agency?

Yog muaj/ If YES	Npe/Name(s):
	Hnub nyoog ntawm cov menyuam thaum lawv tawm ntawm kev tu menyuam/ Age(s) of child(ren) when they left the foster care system:

Lakeshore Community Action Program, Inc.
Kej Tso Cai Tshaj Tawm Thiab Pauv Cov Ntaub Ntawv Npog Cia

Kuv/peb tso cai rau Lakeshore CAP, Inc. tiv toj tswv tsev, cov chaw pabcuam pebxeem thiab lwm qhov chaw kom tau txais cov ntaub ntawm tseem ceeb hais txog kuv tsev neeg qhov xwm txheej ntawm vaj tse, cov nyiaj tau/nyiaj tsiag, qhov muaj feem tau txais kev pab thiab qhov xwm txheej ntawm kuv kis. Kuv/peb tso cai sib pauv ntawm cov chaw lis haujlwm los txiav txim kev tsim nyog thiab / lossis cov teeb meem kev tswj hwm txuas ntxiv txhawm rau txiav txim siab kev pab cuam.

Cov chaw tso cai rau siv, tso tawm, lossis txais ntaub ntawv:

Lakeshore CAP
702 State Street, PO Box 2315
Manitowoc, WI 54221-2315
Phone: 920-682-3737
Fax: 920-686-8700



LAKESHORE CAP, INC.

Qhov kev tso cai no tso cai rau kev siv lossis nthuav tawm cov ntaub ntawv:

- Rau qhov yuav ncuaj sijhawm ntawm kev pab nrog Lakeshore CAP, lossis 12 lub hlis txij hnuv kos npe hauv qab, saib qhov twg los ua ntej.

NTAWV CEEB TOOM TXOJ CAI NROG KEV HAIS RAWLS LI COV NTAUB NTAWV QHIA TXOG KEV TSO CAI

- **Cov cai tsis kam lees xee daim ntawv tso cai no:** Koj tsis tas yuav kos npe rau kev tso tawm cov ntaub ntawv thiab koj yuav tsi kam ua. Kev suam npe rau daim ntawv no tsis yog ib qho xwm tsheej ntawm kev koom tes rau Lakeshore CAP hauv qhov kev pab txhawb vaj tse.
- **Muaj cai tau txais daim ntawv tso lus no:** Koj muaj txoj cai tau txais ib daim ntawv theej ntawm koj cov ntaub ntawv tso tawm yog tias koj xaiv los xee nws thiab thov kom luam tawm ntawm ncauj.
- **Tso cai los thim qhov kev tso cai no:** Koj muaj cai tshem tawm koj cov ntaub ntawv tso tawm lub sijhawm twg los tau. Kev tshem tawm cov ntaub ntawv tshaj tawm no yuav tsum muaj sau hauv ntawv rau Lakeshore CAP. Daim ntawv sau yuav tshem tawm yuav siv tau thaum tau txais tshwj tsis yog kev siv lossis qhia tawm cov ntaub ntawv uas tau muaj ua ntej tau txais.

Kuv nkag siab cov ntsiab lus ntawm daim ntawv no. Kuv pom zoo tias kev luam ntawv los yog ntawv luam ntawm tsab ntawv tso cai no muaj tseeb rawls li daim tseem. Kuv nkag siab hais tias kuv yuav thov tau ib daim qauv ntawm daim ntawv no.

Kuv yog tus neeg / tsev neeg uas cov ntaub ntawv tso cai rau siv lossis qhia tawm. Daim ntawv no yog qhia meej txog kuv cov kev xav thiab kuv tso cai rau kev siv lossis nthuav tawm cov ntaub ntawv rawls li piav hauv daim ntawv no.

- **Kom txhua tus hauv koj tsev neeg muaj hnuv nyoog 18 xyoo kos npe.** (Saib sab nraum qab yog tsim nyog)

Sau Npe _____

Hnuv yug _____

Kos Npe _____

Hnuv tim _____

Sau Npe _____

Hnuv yug _____

Kos Npe _____

Hnuv tim _____

LCAP cov neeg ua haujlwm kos npe _____

Hnuv tim _____



LAKESHORE CAP, INC.

Kev Lees Paub Txog Kev Thov Rov Hais Dua, Kev Hais Qhov Tsis Txaus Siab & Txoj Cai Tsis Pub Muaj Kev Ntxub Ntxaug

Kos Npe Ntawm No . . .

Los ntawm kev kos npe rau daim ntawv no, kuv lees paub tias kuv tau txais ib daim ntawv theej ntawm

- Lakeshore CAP Kev Lees Paub Txog Kev Thov Rov Hais Dua
- Lakeshore CAP Kev Hais Qhov Tsis Txaus Siab & Txoj Cai Tsis Pub Muaj Kev Ntxub Ntxaug

Tus Thawj Hauv Tsev Neeg Kos Npe

Hnub Tim

Lossis kos npe ntawm no yog . . .

Koj **TSIS KAM** txais daim ntawv Kev Lees Paub Txog Kev Thov Rov Hais Dua lossis Kev Hais Qhov Tsis Txaus Siab & Txoj Cai Tsis Pub Muaj Kev Ntxub Ntxaug.

Kuv lees paub tias kuv tau txais cov ntawv Lakeshore CAP cov cai thiab cov txheej txheem teev tseg saum toj no tab sis tau tsis kam lees luam hnub no. Kuv nkag siab tias yog kuv thov kom lawv luam ib zaug ntxiv, lawv yuav luam ib daim rau kuv.

Tus Thawj Hauv Tsev Neeg Kos Npe

Hnub Tim

LCAP cov neeg ua haujlwm kos npe

Hnub Tim



LAKESHORE CAP, INC.

Keu Hais Qhov Tsis Txaus Siab & Txoj Cai Tsis Pub Muaj Kev Ntxub Ntxaug

Lakeshore CAP, Inc. muaj tus txheej txheem thov rov hais dua / kev tsis txaus siab. Nco ntsoov tias yog qib kev pabcuam tsis txaus siab, txhua tus neeg siv khoom muaj cai sau ntawv tsis txaus siab thiab thov rov hais dua qhov kev txiav txim siab nrog Lakeshore CAP chaw haujlwm hauv qab no:

Lakeshore CAP, Inc. 702 State Street, PO Box 2315, Manitowoc, WI 54221-2315 – Phone: 920-682-3737 or 1-800-924-0510

Txhua tus neeg thov lossis koom nrog muaj txoj cai thov rov txiav txim siab thaum lawv xav tias lawv tau raug ua tsis ncaj rau ntawm cov chaw pabcuam. Nws zoo dua yog tias kev tsis txaus siab yuav tsum foob sai li sai tau tom qab qhov teeb meem. Qhov ua ntawv yws sai yuav ua rau kev tshawb xyuas kom raug thiab raug. Cov neeg thov kev pab lossis cov neeg koom yuav tsum sau daim ntawv tsis txaus siab rau tus saib xyuas haujlwm, uas nws yuav tshuaj xyuas qhov tsis txaus siab. Yog tias tus neeg muab kev koom ua ke tsis tuaj yeem ua tiav daim ntawv sau, yuav muaj kev pab tsim nyog lossis lawv tuaj yeem hais lus ncaj qha rau tus saib xyuas chaw haujlwm.

Tus neeg twg muaj kev tsis txaus siab / tsis txaus siab yuav raug xa kom muaj kaum (10) hnuv ua haujlwm los daws qhov tsis txaus siab. Nov yog tus neeg no lub luag haujlwm kom ntsib nrog txhua tus neeg txhawj xeeb, sau cov ntaub ntawv tsim nyog thiab sim ua txoj haujlwm daws teeb meem. Tus neeg no yuav sau txog lawv cov kev siv zog los daws cov kev tsis txaus siab hauv ntawv thiab xa nws mus rau Lakeshore CAP's EEO / Affirmative Action Officer.

Tus EEO / Tus Thawj Coj Ua Haujlwm tom qab ntawd muaj kaum (10) hnuv ua haujlwm los nqis tes ua cov lus tsis txaus siab / kev tsis txaus siab. Yog tias EEO / Tus Thawj Kav Xwm Saib Xyuas Kev Ua Haujlwm tsis tuaj txog qhov kev daws teebmeem, qhov kev tsis txaus siab / kev tsis txaus siab yuav raug xa mus rau lub chaw haujlwm Thawj Coj (CEO).

Tus thawj coj muaj nees nkaum (20) hnuv ua haujlwm txij thaum tau txais daim ntawv tsis txaus siab / tsis txaus siab los ua qhov ntawd. Yog hais tias qhov kev tsis txaus siab tseem tsis tau daws txog qib dhau los ntawm tus Thawj Tus Thawj Coj Kev Tsis Txaus Siab yuav raug xa mus rau Tus Thawj Kav Xwm ntawm Cov Thawj Coj, uas yuav coj qhov teeb meem mus rau Pawg Neeg Thawj Coj lus saib xyuas.

Pawg Neeg Tswj Haujlwm yuav muaj nees nkaum (20) hnuv ua haujlwm txij li nws tau txais los daws qhov tsis txaus siab. Cov neeg thov lossis cov neeg tuaj koom yuav tuaj yeem nug lawv. Txhua qhov kev txiav txim los ntawm Pawg Neeg Tswj Haujlwm yog qhov kawg.

Txoj Cai Tsis Pub Muaj Kev Ntxub Ntxaug

Nws yog txoj cai ntawm Lakeshore CAP, Inc. tsis pub cais tawm rau cov neeg thov kev pab / koom nrog kev thov kev pab vim muaj hnuv nyoog, haiv neeg, kev ntseeg, xim, kev tsis taus, poj niam txiv neej, lub cev, kev tsis taus, kev txij nkawm, kev koom ua ke, kev ua txhaum cai, kev sib deev qhia txog tsev neeg, tsev neeg zoo li cas, muaj cai los ntawm cov nyiaj khwv tau los, qhov xwm txheej ua neeg raug tsim txom los ntawm kev tsim txom hauv vaj hauv tsev, kev tsim txom kev sib deev lossis nyiaj ntaus, lossis keeb kwm hauv lub tebchaws. Kev tsim nyog tau txais kev pab yuav txiav txim los ntawm cov cai ntawm cov peev txheej thiab cov phiaj xwm cov cai / cov txheej txheem.

Daim no yog muab rau tus thov kev pab - Thov khaws cia/CLIENT COPY — PLEASE KEEP



LAKESHORE CAP, INC.

Cov Txheej Txheem Thov Kom Rov Hais Dua

Lakeshore CAP, Inc. muaj tus txheej txheem thov rov hais dua. Tau txais kev qhia tias yog qib kev pabcuam tsis txaus siab, txhua tus neeg siv khoom muaj cai thov rov hais dua ntawm qhov kev txiav txim siab nrog Lakeshore CAP chaw haujlwm uas tau teev hauv qab no

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Txhua tus neeg thov lossis koom nrog muaj cai thov rov txiav txim siab uas tau txiav txim siab yog tias lawv ntseeg tias qhov txiaj ntsig tau txiav txim siab yuam kev. Qhov ua ntawv thov kom rov txiav txim dua sai yuav ua rau kev soj ntsuam kom meej thiab muaj txiaj ntsig dua. Teev rau hauv qab no yog txheej txheem uas yuav ua ntawv thov kom hais dua:

- **Kauj Ruam 1: Daim Ntawv Sau Qhia:** Tus neeg thov yuav tsum sau ib tsab ntawv sau qhia lub laj thawj tshwj xeeb tias vim li cas lawv ntseeg tias qhov kev txiav txim hauv lawv kis tau ua yuam kev. Yog tias tus neeg tsis tuaj yeem ua tiav daim ntawv sau, yuav muaj kev pab tsim nyog lossis lawv tuaj yeem hais lus ncaj qha rau tus saib xyuas chav haujlwm.
- **Kauj Ruam 2: Tus Thawj Saib Xyuas Xyuas:** Daim ntawv sau cov lus tsis txaus siab yuav xa mus rau chav saib xyuas haujlwm thiab tus thawj saib xyuas yuav tso cai 5 hnuv ua haujlwm los sau cov ntaub ntawv thiab teb rau cov neeg thov.
- **Kauj Ruam 3: Rov tso dua daim ntawv qhia:** Tus neeg thov yuav muaj sijhawm ntxiv 5 hnuv ua haujlwm los xa cov lus sib cav. Thaum xa tawm, yuav xa mus rau Lakeshore CAP tus thawj coj los saib xyuas. Tus thawj coj yuav xa tsab ntawv teb tsis pub dhau 5 hnuv ua haujlwm txij hnuv tau txais ntawv thov.
- **Kauj Ruam 4: Kev Txheeb Xyuas Zaum Kawg:** Yog tias tus neeg thov tsis txaus siab txog qhov kev txiav txim no thiab cov kauj ruam dhau los tau raug daws, lub rooj sib tham saib xyuas tej zaum yuav raug teem los sib tham thiab muab kev txiav txim zaum kawg rau ntawm qhov thov kom hais dua. Lakeshore CAP Board kuj tuaj yeem koom nrog.

Daim ntawv no yog muab rau tus thov kev pab – Thov khaws cia/CLIENT COPY — PLEASE KEEP