

CPCA Community Services Block Grant (CSBG) Program Notice

CSBG Self Sufficiency Program: Assistance for low income individuals & families seeking employment and economic security

Eligibility and Enrollment Guidelines:

- Be 18 years of age or older
- Have Resided in county were applying for services for the Past 90 days (Chatham, Durham, Orange or Randolph).
- have a total family income that is at or below 125% of the Federal Poverty Guidelines for the family size.
- be able and willing to work.
- Provide proof of Identification (Picture Id and Birth Certificate)
- Provide birth certificates for all family members living in the household and a copy of marriage certificate, if applicable.
- Provide proof of 90 days residency in county

Please Note: CSBG is not an emergency assistance program. If eligible, enrollment depends on available funds and openings and that family goals align with program objectives.

After Enrollment:

Participants receive comprehensive services to help them overcome barriers, develop skills and confidence, improve family circumstances, gain employment and family resources, and become more economically secure. Specific services provided will depend on the needs of the family. Services apply to the family unit. Program staff coordinate resources with other local agencies to address the needs of participants. When other resources are not available, participants may receive limited financial assistance through the program. Financial assistance is considered on a case-by-case basis depending on available program funding. *There is a 30-45-day processing period for approved requests for assistance.* However, pledges will be made for emergency needs and expenses (if the vendor is willing to accept our pledge and payment terms). Assessment of progress will be on-going and quarterly at a minimum. Participation may continue for up to 2 years, if funds allow; provided participant is income-eligible and in good standing. Extensions beyond 2 years may be granted to accomplish goals that are nearing completion. Participants are graduated from the program when the combined family income exceeds the poverty level and is maintained for at least 90 days. Participants that fail to comply with program requirements or that fail to progress/make reasonable efforts will be discharged. Notice of discharge is provided in writing by mail. If discharged, there is a two-year waiting period to reapply for program services. Re-enrollment is not guaranteed

All enrolled participants must:

- Attend a mandatory orientation when scheduled (orientation dates will be advised quarterly)
- Actively and consistently progress towards achieving goals
- Begin employment and/or educational/vocational activities within six (6) months of enrollment
- Report all changes to income and household and problems affecting employment, training, family stability, etc. to assigned Case Manager
- Maintain contact with assigned Case Manager bi-weekly at a minimum (mandatory monthly office visits or by CM request)
- Complete Quarterly Assessment, as notified
- Comply with other related program requirements and requests

~~~~~

Applicants will complete intake at the time of application or be scheduled for intake later during which eligibility and required documentation is explained. Once applicants provide all required eligibility documents, eligibility will be determined and the enrollment decision announced. Applications with incomplete eligibility documentation remain on file no longer than 90 days.

If you have questions about this notice, please contact \_\_\_\_\_ at ( ) \_\_\_\_\_.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Sheryl Andrews, CSBG Director  
Central Piedmont Community Action, Inc.