



4876 Highway 1, Raceland, LA 70394  
P.O. Box 425, Mathews, LA 70375  
985-537-7603 (Office) | 985-493-6601 (Fax)  
[www.lafourchegov.org](http://www.lafourchegov.org)

Mitch Orgeron, Parish President

Office of Community Action

**MOTEL/HOTEL ACCOMMODATION**

Voucher #: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

Lafourche Parish Office of Community Action is placing \_\_\_\_\_ in your motel/hotel. This family consists of \_\_\_\_\_ adult(s) and \_\_\_\_\_ child(ren).

Lafourche Parish Office of Community Action has pledged to pay for only \_\_\_\_\_ night(s) in your motel/hotel for the total amount of \$\_\_\_\_\_. We are **not** responsible for any damages caused by the above-mentioned family while they are lodged in your motel/hotel.

Please do not hesitate to contact Ali Cressionie, OCA Executive Director. (985) 537-7603 if you have any questions or need additional information.

**HOLD HARMLESS STATEMENT:**

I, \_\_\_\_\_, am responsible for any damages that may occur during my stay in your motel/hotel. If any damages occur during my stay you have my permission to notify the proper authorities. Furthermore, I understand that I am obligated to allow the motel/hotel cleaning staff into my room **daily** for cleaning purposes during my stay at the motel/hotel.

Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

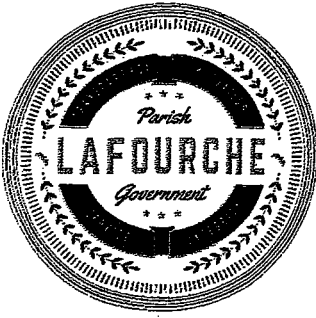
Ali C. Adams  
Lafourche Parish Community Action  
Phone: 985-537-7603  
Fax: 985-493-6601  
[lafourche.oca@lafourchegov.org](mailto:lafourche.oca@lafourchegov.org)

Mitch Orgeron Parish President  
DeJae Broomfield District 1  
William "T-Boo" Adams District 2  
Mark Perque District 3  
Aaron "Bo" Melvin District 4

Terry Pierce District 5  
Terry Arabie District 6  
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**REQUIRED DOCUMENTS FOR ALL CSBG APPLICATIONS**

- Current Driver's License or Picture I.D. (Louisiana State issued)
- Social Security Cards for everyone in the household or legal documents (W-2)
- Proof of Income for all members of the household (4 most recent check stubs and/or Updated Award letter)
- Proof of reduction of income (discharge Letter, letter from employer on letterhead (in order to receive rental/mortgage assistance))
- SNAP print-out updated in the last 30 days (if applicable)
- All household bills (Rent/mortgage Receipt, Utility, Water, and Gas)

**\*\*\*Excludes victims of House fire or Natural Disaster\*\*\***

**REQUIRED DOCUMENTS FOR THE FOLLOWING SERVICE:**

- Rental:  W-9 letter completed  Landlord Letter  Eviction Notice
  - Tuition:  Tuition Invoice  Class Schedule  W-9 form
  - Mortgage:  Notice of Foreclosure  Landlord Letter  W-9 Form
  - Food Assistance:  SNAP Print-out showing client applied/or is receiving
  - Homeless:  A Resident of Lafourche Parish with Eviction Notice or other circumstances
  - Utilities:  Disconnect Notice
  - Medication:  Prescription
  - School Uniforms  Number of children  Proof of enrollment
  - Comments/Notes:
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William "T-Bo" Adams District 2  
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Daniel Lorraine District 9



## CSBG CLIENT INTAKE APPLICATION

**CSBG Programmatic Reporting Period October 1, 2023 to September 30, 2025**

Date: \_\_\_\_\_ Prepared by: \_\_\_\_\_ Client File #: \_\_\_\_\_

### Part I.

Name: \_\_\_\_\_ Parish: Lafourche  
(last) (first) (M.I.)

Address: \_\_\_\_\_ Phone # hm. \_\_\_\_\_  
(street) (apt.#)

\_\_\_\_\_ Phone # wk. \_\_\_\_\_  
(city) (zip)

EMAIL ADDRESS: \_\_\_\_\_

### Part II.

#### INCOME/HOUSEHOLD MEMBERS

Household Members	Date of Birth	Social Security#	Source of Income/Documentation	Amount of Income for 30 Days Prior to Application Date (gross)
<b>TOTAL 30 DAY INCOME</b>				<b>\$</b>

Record the income for each household member 18 and over for 30 days prior to this application. Include income from employment and other types of assistance. For income from employment, record the gross pay.

#### HOUSEHOLD'S ANNUALIZED INCOME:

\$ \_\_\_\_\_ (total income for 30 days) x 12 (months) = \_\_\_\_\_ (Household's Annualized Income)

To annualize income, enter the total household income for the past 30 days in the space provided and multiply the amount by 12, then enter the sum for the Household Annualized Income in the space provided.

Is the Household's Annualized Income at or below 200% of the current Poverty Income Guidelines?  Yes  No

### Part III.

#### CSBG INDIVIDUAL DEMOGRAPHIC INFORMATION

H/H Mem #	Name	1. Sex		2. Age								3. (a) Race						3.(b) Ethnicity		4. Education					5. Other			
		a	b	a	b	c	d	e	f	g	h	a	b	c	d	e	f	a	b	a	b	c	d	e	a	b	c	
1																												
2																												
3																												
4																												
5																												

<b>1. Sex</b> a. Male b. Female	<b>2. Age</b> a. 0 - 5 b. 6 - 11  c. 12 - 17  d. 18 - 23 e. 24 - 44 f. 45 - 54 g. 55 - 69 h. 70+	<b>3. (a) Race</b> a. Black or African American b. White  c. American Indian or Alaskan Native d. Asian e. Multi-Race f. Other	<b>3. (b) Ethnicity</b> a. Hispanic or Latino b. Not Hispanic or Latino	<b>4. Education -- highest grade completed for Adults 24 &amp; Older</b> a. 0 - 8 b. 9 - 12/Non Graduate  c. High School Graduate/GED  d. 12 + some post secondary e. 2 or 4 year college graduate	<b>5. Other</b> a. No Health Ins. or Medicaid b. Disabled  c. Veteran
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**Part IV.**

**CSBG HOUSEHOLD CHARACTERISTICS**

<b>6. Household Type</b>		<b>8. Source of Household Income</b>		<b>9. Level of Household Income</b>	
a. Single Parent/Female		a. No Income		a. up to 50%	
b. Single Parent/Male		b. TANF		b. 51 to 75%	
c. Two-parent household		c. SSI		c. 76% to 100%	
d. Single person		d. Social Security		d. 101% to 125%	
e. Two adults/no children		e. Pension		e. 126% to 150%	
f. Other		f. General Assistance		f. 151% to 175%	
		g. Unemployment Insurance		g. 176% to 200%	
		h. Employment plus any sources above		h. 201% and over	
<b>7. Household Size</b>		i. Employment Only		<b>10. Housing</b>	
a. 1		j. Other		a. Own	
b. 2				b. Rent	
c. 3				c. Homeless	
d. 4				d. Other	
e. 5				<b>11. Other Characteristics</b>	
f. 6				a. Receive Food Stamps	
g. 7		CSBG Demographics & Household Characteristics have been transferred to tally sheets Date: _____ By: _____		b. Farmer	
h. 8 or more				c. Migrant Farmworker	
				d. Seasonal Farmworker	

**Part V.**

**CERTIFICATION (APPLICANTS MUST SIGN THIS SECTION)**

I certify that the information provided on this application is true and correct to the best of my knowledge and belief.

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

\_\_\_\_\_  
(Applicant's Signature)

**Part VI.**

**DESCRIPTION OF HOUSEHOLD SITUATION - PLAN OF ACTION**

Describe the current household situation relevant to seeking assistance and agency plan of action. List assistance provided on Client Service Record.




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**Monthly Budgeting Worksheet**

This worksheet will help you begin the process of thinking through what you spend each month. If you have any questions about anything, the outreach coordinator will go over everything during your intake.

**Total Household Monthly Income:** 1. \$ \_\_\_\_\_

**Household Expenses**

- Rent \$ \_\_\_\_\_
- Utilities:
  - Electric \$ \_\_\_\_\_
  - Water \$ \_\_\_\_\_
  - Gas \$ \_\_\_\_\_
  - Home Phone \$ \_\_\_\_\_
  - Cable \$ \_\_\_\_\_
- Food \$ \_\_\_\_\_
- Child Care \$ \_\_\_\_\_
- Laundry \$ \_\_\_\_\_
- Personal Expenses (Soap, toothpaste, etc.) \$ \_\_\_\_\_
- Entertainment \$ \_\_\_\_\_
- Cell phone \$ \_\_\_\_\_
- Clothing \$ \_\_\_\_\_
- Car Payment \$ \_\_\_\_\_
- Insurance (Med./Life/Home/Car) \$ \_\_\_\_\_
- Gas \$ \_\_\_\_\_
- Other (Medical/ transportation/meals, etc.) \$ \_\_\_\_\_

**Total Household Monthly Expenses** 2. \$ \_\_\_\_\_

**Total Monthly Income Minus Expenses** 3. \$ \_\_\_\_\_

If expenses are more than the income, please explain how your household is managing:

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## Job Search Referral Form

Lafourche Parish Office of Community Action is referring \_\_\_\_\_ to Louisiana Workforce Commission for JOB SEARCH.

**Office of Community Action Referring Staff:** \_\_\_\_\_  
*Signature*

### Response

		YES	NO
1	Obtained employment?		
2	Enrolled in a training program?		
3	Job search?		
4	Completed application, resume, or cover letter exercise?		

Other response or comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Client:** \_\_\_\_\_  
*Signature*

**LA Workforce Staff:**

\_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Contact Number* \_\_\_\_\_  
*Date*

- |                       |                   |                       |            |
|-----------------------|-------------------|-----------------------|------------|
| Mitch Orgeron         | Parish President: | Terry Pierce          | District 5 |
| DeJae Broomfield      | District 1        | Terry Arabie          | District 6 |
| William "T-Boo" Adams | District 2        | Armand "Noonie" Autin | District 7 |
| Mark Perque           | District 3        | D'Lynn Chiasson       | District 8 |
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**CERTIFICATION FORM**  
**For**  
**COMMUNITY SERVICES BLOCK GRANT**  
**PROGRAM PARTICIPANTS**

**ACKNOWLEDGING RECEIPT OF NOTICE ABOUT WHERE TO OBTAIN INFORMATION ON CSBG DISCRIMINATION COMPLAINT AND GRIEVANCE PROCEDURES.**

I certify that I have been advised of my rights under Department of Health and Human Services' Regulations at 45 CFR 80 and 45 CFR 84, Title VI of the Civil Rights Act of 1964, Nondiscrimination on basis of handicap in Programs and Activities Receiving Federal Financial Assistance and understand these rights as they have been explained to me. Additionally, I have been provided a copy of the notice that includes information on where to file a CSBG discrimination complaint and/or grievance procedure.

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PROGRAM (CSBG FUNDED INDIRECTLY OR DIRECTLY)

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PROGRAM PARTICIPANT NAME (PRINT)

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PROGRAM PARTICIPANT SIGNATURE

---

DATE

SEND COMPLAINTS TO:  
JANE DOE, EO COORDINATOR  
ALRIGHT COMMUNITY ACTION AGENCY  
1001 NORTH 23<sup>RD</sup> STREET  
BATON ROUGE, LA 70801  
OFFICE # (225) 342-0000: TDD # 711

## Lafourche Parish Office of Community Action Customer Satisfaction Survey

The agency values your feedback. Please complete the following survey regarding the services you received today. Check the appropriate boxes below:

1. What services did you receive today? Check all that apply:

- Rental/Mortgage Assistance
- Commodities
- Utility Assistance
- Prescription Assistance
- Tuition Assistance
- Uniform Voucher
- Food Voucher
- Other \_\_\_\_\_

2. Did you receive assistance in a timely manner?

- Yes
- No, please explain:

---

3. Did the receptionist, family services worker, supervisor, etc. treat you in a respectful and professional manner?

- Yes
- No, please explain:

---

4. How responsive was the staff member in meeting your needs or concerns?

- Extremely responsive
- Responsive
- Not at all responsive, please explain:

---

5. If no assistance was provided, did you receive a referral to another agency?

- Yes
- No, please explain

---

6. Are there any additional needs or services that you feel are needed to help support your family or community? If yes, please explain:

---

7. Please rate your overall satisfaction:

- Extremely Satisfied
- Satisfied
- Average
- Dissatisfied
- Extremely Dissatisfied

Date: \_\_\_\_\_ Name of worker who assisted you: \_\_\_\_\_

Household Name: \_\_\_\_\_

**Gender (#):**

How many of each in the household?

Male \_\_\_\_\_

Female \_\_\_\_\_

Other \_\_\_\_\_

Unknown/Not reported \_\_\_\_\_

**Age (#):**

How many of each in the household?

0-5: \_\_\_\_\_

25-44: \_\_\_\_\_

65-74: \_\_\_\_\_

6-13: \_\_\_\_\_

45-54: \_\_\_\_\_

75+: \_\_\_\_\_

14-17: \_\_\_\_\_

55-59: \_\_\_\_\_

Unknown/Not reported: \_\_\_\_\_

18-24: \_\_\_\_\_

60-64: \_\_\_\_\_

**Education Level (#):**

How many of each in the household?

Grades 0-8: \_\_\_\_\_

12 grade + Some post-secondary: \_\_\_\_\_

Grades 9-12/non-graduate: \_\_\_\_\_

2 or 4 year college graduate: \_\_\_\_\_

High School Graduate: \_\_\_\_\_

Unknown/Not Reported \_\_\_\_\_

GED/Equivalency Diploma: \_\_\_\_\_

**Health Insurance (#):**

Medicaid \_\_\_\_\_

Military Health Care \_\_\_\_\_

Medicare \_\_\_\_\_

Direct Purchase \_\_\_\_\_

State Children's Health Insurance Program \_\_\_\_\_

Employment Based \_\_\_\_\_

State Health Insurance for Adults \_\_\_\_\_

Unknown/Not reported \_\_\_\_\_

**Ethnicity (#):**

Hispanic/Latino/Spanish Origins \_\_\_\_\_

Not Hispanic/Latino/Spanish Origins \_\_\_\_\_

Unknown/Not Reported \_\_\_\_\_

**Race (#):**

American Indian or Alaska Native \_\_\_\_\_

White \_\_\_\_\_

Asian \_\_\_\_\_

Other \_\_\_\_\_

Black or African American \_\_\_\_\_

Multi-race \_\_\_\_\_

Native Hawaiian/Other Pacific Islander \_\_\_\_\_

Unknown/Not reported \_\_\_\_\_

**Military Status (#):**

Veteran \_\_\_\_\_

Active Military \_\_\_\_\_

Never served \_\_\_\_\_

Unknown/Not reported \_\_\_\_\_

**Work Status (#):**

Employed Full-time \_\_\_\_\_

Unemployed (long term, more than 6 months) \_\_\_\_\_

Employed Part-time \_\_\_\_\_

Unemployed (not in the labor force) \_\_\_\_\_

Migrant/Seasonal Farmer Worker \_\_\_\_\_

Retired \_\_\_\_\_

Unemployed (short term, 6 months or less) \_\_\_\_\_

Unknown/Not reported \_\_\_\_\_

**Household Type (X):**

\_\_\_\_ Single Person

\_\_\_\_ Multigenerational Household

\_\_\_\_ Two Adults NO children

\_\_\_\_ Widow (Female)

\_\_\_\_ Single Parent Female

\_\_\_\_ Widower (Male)

\_\_\_\_ Single Parent Male

\_\_\_\_ Other

\_\_\_\_ Two parent household

\_\_\_\_ Unknown/Not reported

\_\_\_\_ Non-related adults with children

**Household Size (#): \_\_\_\_\_**

**Housing (X):**

\_\_\_\_ Own

\_\_\_\_ Homeless

\_\_\_\_ Rent

\_\_\_\_ Other

\_\_\_\_ Other Permanent Housing

\_\_\_\_ Unknown/Not reported

**Level of Household Income (%):** \_\_\_\_\_

**Sources of Household Income (X):**

- |   |  |
|---|--|
| <input type="checkbox"/> Income from Employment Only                            | <input type="checkbox"/> Other income source only                  |
| <input type="checkbox"/> Income from Employment/Other Income Source             | <input type="checkbox"/> Other Income Source and non-cash benefits |
| <input type="checkbox"/> Income from Employment/Other Income/ Non-cash benefits | <input type="checkbox"/> No income                                 |
| <input type="checkbox"/> Income from Employment/Non-cash benefits               | <input type="checkbox"/> Non-cash benefits only                    |
|   | <input type="checkbox"/> Unknown/Not reported                      |

**Other Income Source (X):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> TANF   | <input type="checkbox"/> VA non-service connected disability pension | <input type="checkbox"/> Child Support                    |
| <input type="checkbox"/> Supplemental Security Income (SSI)             | <input type="checkbox"/> Private Disability Insurance                | <input type="checkbox"/> Alimony or other Spousal Support |
| <input type="checkbox"/> Supplemental Security Disability Income (SSDI) | <input type="checkbox"/> Workers' Compensation                       | <input type="checkbox"/> Unemployment Insurance           |
| <input type="checkbox"/> VA Service-Connected Disability Compensation   | <input type="checkbox"/> Retirement Income from Social Security      | <input type="checkbox"/> EITC                             |
|   | <input type="checkbox"/> Pension                                     | <input type="checkbox"/> Other                            |
|   |  | <input type="checkbox"/> Unknown/Not reported             |

**Non-cash Benefits (X):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> SNAP                   | <input type="checkbox"/> Public Housing               | <input type="checkbox"/> Childcare Voucher           |
| <input type="checkbox"/> WIC                    | <input type="checkbox"/> Permanent Supportive Housing | <input type="checkbox"/> Affordable Care Act Subsidy |
| <input type="checkbox"/> LIHEAP                 | <input type="checkbox"/> HUD-VASH                     | <input type="checkbox"/> Other                       |
| <input type="checkbox"/> Housing Choice Voucher |   | <input type="checkbox"/> Unknown/Not reported        |

**Program (X):**

- |  |  |
|--|--|
| <input type="checkbox"/> Rental Assistance   | <input type="checkbox"/> School Uniform Voucher  |
| <input type="checkbox"/> Mortgage Assistance | <input type="checkbox"/> Homeless                |
| <input type="checkbox"/> Tuition Assistance  | <input type="checkbox"/> Utilities               |
| <input type="checkbox"/> Food Voucher        | <input type="checkbox"/> Prescription Assistance |
| <input type="checkbox"/> Supplies            |  |

### \*LA Primary Intake Assessment

#### Housing

Home Ownership (includes condo, co-op)	
Non-subsidized rental housing	
Employer provided housing	
Safe and secure subsidized rental apartment	
Safe and secure subsidized Section 8 housing	
Living with relatives or friends by choice	
Safe and secure subsidized public housing	
At risk of loss of housing, needs to reapply to continue housing benefits	
Safe and secure transitional housing	
Safe and secure domestic violence shelter	
Temporary shelter, hotel, motel or trailer	
Unaffordable home or subsidized or non-subsidized rental	
Cannot make rent or mortgage, unexpected situation	
Home in foreclosure	
Living with relatives or friends due to crisis	
Substandard/unsafe housing	
At risk of eviction	
Incarcerated	
Homeless	
N/A or client declined to respond	

**Food and Nutrition**

Able to afford any food without food programs	
Able to afford most food without food programs	
Able to afford food by participating in food programs such as SNAP, WIC, or other public or private food programs, received additional food support to address food insecurity, achieved stabilization	
Able to afford food by participating in food programs such as SNAP, WIC or other public or private food program	
Uses food programs such as SNAP, WIC, etc., is in need of immediate food assistance, experiencing food insecurity	
At risk of loss of SNAP, WIC or other food programs, needs to reapply to continue benefits	
Unable to afford food, uses a food bank, pantry or vouchers	
Unable to afford or obtain sufficient food	
N/A or client declined to respond	

**Energy and Other Utilities**

Pay all bills without subsidy	
Utilities included in Rent	
Pay all bills with established payment plan	
Pays all or most bills with subsidy	
At risk of loss of energy benefits, needs to reapply to continue benefits	
At risk of energy shutoff (notice of shutoff); unable to pay bill(s) needs to apply to obtain benefit	
Utility shut off; unable to pay bill(s)	
Homeless, Utilities Not Applicable	
N/A or client declined to respond	

**Household Budgeting**

Able to pay all bills, expenses do not exceed income, discretionary funds for spending and savings	

Able to pay all bills, expenses do not exceed income	
Able to pay all bills, expenses do not exceed income, discretionary funds for spending	
Unable to pay some bills, expenses exceed income	
Unable to pay most bills, expenses exceed income	
Unable to pay any bills, expenses exceed income	
N/A or client declined to respond	

**Transportation**

Reliable private transportation/vehicle that meets family needs	
Public transportation that meets the family needs, no assistance needed	
Private transportation/vehicle available, assistance needed	
Public transportation available, assistance needed	
Public transportation or private transportation/vehicle rarely available	
No public or private transportation	
N/A or client declined to respond	

**Employment**

FT work above minimum wage with employer provided benefits	
PT employment (by choice) that supplements (adds to) income needs	
Retired or disabled; not in work force or seeking employment; sufficient income	
FT work above minimum wage without employer provided benefits	
Currently receiving worker's compensation	
FT work at minimum wage with or without employer provided benefits	
Receiving SSI or SSDI	

Employed. Currently on FMLA (no pay)	
PT employment with or without benefits	
Unemployed with work history or skills	
Retired or disabled; not in work force or seeking employment; insufficient income	
Unemployed without work history or skills	
N/A or client declined to respond	

**Childcare**

Enrolled in Head Start or ECE	
Enrolled in unsubsidized licensed childcare of choice	
Enrolled in licensed subsidized child care of choice	
Enrolled in subsidized afterschool program	
Enrolled in licensed subsidized child care, limited choice	
Childcare provided by a family member, friend or unlicensed facility	
Enrolled in Head Start (limited hours/days), need for additional child care	
At risk of losing childcare benefits, needs to reapply to continue benefits	
On waiting list for childcare	
Not enrolled in childcare or in unsafe facility	
Does not have children or grandchildren in need of ECE	

**Education-Adults/Youth (Over 18)**

Certificate/license from technical/professional training	
Post-Secondary degree: Bachelors, Masters or Doctorate degree	
Post-Secondary degree: Associates degree and a certificate or license	

Post high school vocational education, non-college business courses, technical/professional training or college credits	
High school diploma/GED	
ESL Certificate	
Reading/writing/math skills present, possible TABE, no GED/High School diploma	
Reading/writing/basic math skills absent, illiterate	
N/A or client declined to respond	

**Health Insurance-Adults**

All adults have health insurance	
At risk of loss of health insurance; needs to apply or reapply to continue or supplement health insurance	
Some adults have health insurance	
No adults have health insurance	
N/A or client declined to respond	

**Health Insurance-Children**

All children have health insurance	
At risk of loss of health insurance; needs to apply or reapply to continue or supplement health insurance	
Some children have health insurance	
No children have health insurance	
Does not have children	

**Primary Health Care**

Access to same provider (medical home) as needed	
Access to various providers as needed	
Limited access to providers	

Emergency room use only	
No access due to geographic, transportation or financial constraints	
N/A or client declined to respond	
N/A or client declined to respond	

**Ancillary Assistance**

Not in need of basic necessities	
Situation resolved, no longer in need of basic necessities	
Situation addressed, receives most basic necessities	
Situation addressed, receives some basic necessities	
Urgent situation, in need of basic necessities, can be scheduled	
Emergent situation, immediate	
N/A or client declined to respond	