

# APPLICATION

for assistance from



***Community Services of Northeast Texas, Inc.***







## APPLICATION FOR SERVICES

### Head of Household Name

1. Complete the application and return it to Community Services of Northeast Texas, Inc.:

\_\_\_ for all services: use the Outreach Center in your county (see list on back page)

\_\_\_ for Utility Assistance ONLY, Mail to:

CSNT, Inc.  
Utility Assistance  
P.O. 427  
Linden, Texas 75563

2. Include all the required documentation indicated on the enclosed list.
3. We will most likely conduct a phone interview with you. Do you have any physical or mental conditions that require special accommodations?  
If so, please explain so we can better serve your family's needs.

---

---

**Your timely response will expedite processing for assistance.**

#### FOR AGENCY USE ONLY

Date Requested	Sent Date	Date Received	Appt. Date/Time	Interview Location
	By: _____	By: _____		<input type="checkbox"/> Phone <input type="checkbox"/> Center _____ <input type="checkbox"/> Home Visit



FORM



Community Services of Northeast Texas, Inc.



575

Revised  
APR 10, 2018

304 E. Houston • P.O. Box 427  
Linden, Texas 75563

Approved for all programs

# Assistance Application

Applicant Last Name		Applicant First Name		Date	County	
Physical Address				City	State	Zip
Mailing Address (if different)				City	State	Zip
How did you hear about this program?					Are you currently homeless? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email			Home Phone	Work Phone	Cell Phone	

**Instructions:** Race: Choose from White, Black, Asian, 2 or more, Native, No answer Gender: Choose from Male or Female  
 Ethnicity: Choose from Hispanic or Non-Hispanic Relationship: Head of Household (HOH), Son, Daughter, Brother, Spouse, Father, etc.  
 Insurance source: Private, Employer, Medicaid, Medicare, Military, CHIPS, none

### Basic Household Information - List the head of household followed by all members living in the home

<b>1</b>	Name: Last, First, M.I.			Social Security Number	Date of Birth	Race	Ethnicity	Gender
	Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age	
<b>2</b>	Name: Last, First, M.I.			Social Security Number	Date of Birth	Race	Ethnicity	Gender
	Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age	
<b>3</b>	Name: Last, First, M.I.			Social Security Number	Date of Birth	Race	Ethnicity	Gender
	Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age	
<b>4</b>	Name: Last, First, M.I.			Social Security Number	Date of Birth	Race	Ethnicity	Gender
	Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age	
<b>5</b>	Name: Last, First, M.I.			Social Security Number	Date of Birth	Race	Ethnicity	Gender
	Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age	
<b>6</b>	Name: Last, First, M.I.			Social Security Number	Date of Birth	Race	Ethnicity	Gender
	Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age	
<b>7</b>	Name: Last, First, M.I.			Social Security Number	Date of Birth	Race	Ethnicity	Gender
	Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age	
<b>8</b>	Name: Last, First, M.I.			Social Security Number	Date of Birth	Race	Ethnicity	Gender
	Disabled?	Veteran?	Education Level	Relationship	Health Insurance Source		Age	

# Assistance Application

Page 2

## Military status, Disconnected youth, Wages and Benefits Information

Circle the correct reponses

Household members listed on Page 1:	Military Status	Age	Youth	Working	In School	Wages?	Benefits?
1	<input type="checkbox"/> Veteran <input type="checkbox"/> None <input type="checkbox"/> Active <input type="checkbox"/> Other			Y N	Y N	Y N	Y N
2	<input type="checkbox"/> Veteran <input type="checkbox"/> None <input type="checkbox"/> Active <input type="checkbox"/> Other			Y N	Y N	Y N	Y N
3	<input type="checkbox"/> Veteran <input type="checkbox"/> None <input type="checkbox"/> Active <input type="checkbox"/> Other			Y N	Y N	Y N	Y N
4	<input type="checkbox"/> Veteran <input type="checkbox"/> None <input type="checkbox"/> Active <input type="checkbox"/> Other			Y N	Y N	Y N	Y N
5	<input type="checkbox"/> Veteran <input type="checkbox"/> None <input type="checkbox"/> Active <input type="checkbox"/> Other			Y N	Y N	Y N	Y N
6	<input type="checkbox"/> Veteran <input type="checkbox"/> None <input type="checkbox"/> Active <input type="checkbox"/> Other			Y N	Y N	Y N	Y N
7	<input type="checkbox"/> Veteran <input type="checkbox"/> None <input type="checkbox"/> Active <input type="checkbox"/> Other			Y N	Y N	Y N	Y N
8	<input type="checkbox"/> Veteran <input type="checkbox"/> None <input type="checkbox"/> Active <input type="checkbox"/> Other			Y N	Y N	Y N	Y N

## Wage and Benefit Source Information

**Instructions:** List all wages and benefits for all household members.

Work status choices: Full Time (FT), Part Time (PT), Migrant or Seasonal Farmworker (MS), Retired (R), Unemployed for 6 months or more (U6M), Unemployed for 6 months or less (U6L), not in labor force (NLF)

Household members listed on Page 1:	Income Source	How often paid	Total Monthly Income	Status
1				
2				
3				
4				
5				
6				
7				
8				

## Government Benefits Information - Not used to determine eligibility; for reporting purposes only.

Does anyone in the household receive any of these? (mark all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Employment pay        | <input type="checkbox"/> Social Security    |
| <input type="checkbox"/> SSI                   | <input type="checkbox"/> Child Support      |
| <input type="checkbox"/> TANF                  | <input type="checkbox"/> Food Stamps        |
| <input type="checkbox"/> Unemployment benefits | <input type="checkbox"/> General Assistance |
| <input type="checkbox"/> VA Benefits           | <input type="checkbox"/> Other: _____       |

## Housing Information

The home is: <input type="checkbox"/> Owned <input type="checkbox"/> Rented	Type: <input type="checkbox"/> House <input type="checkbox"/> Apartment	Payment / Mo
Landlord:	<input type="checkbox"/> Mobile Home <input type="checkbox"/> Other	
Address:		Phone
City:	State:	Zip
County		
Are utilities included in the rent? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is there a utility allowance received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any subsidy for the housing? <input type="checkbox"/> No <input type="checkbox"/> HUD <input type="checkbox"/> Section 8 <input type="checkbox"/> Public Housing <input type="checkbox"/> Other		

# Assistance Application

Page 3

## Utility Service Information

How is the home heated?  Space Heater  Window Unit  Central Heat  Wood

How is the home cooled?  Box fans  Ceiling fans  Central Air  Window Unit

List any other devices used to heat or cool the home:

How are the heating/cooling bills paid?  To Utility Company  To Landlord  In rent payment

Electric Service:  Heat  Cool  Cook  Heat Water

Utility Company

Account Number

Natural Gas Service:  Heat  Cook  Heat Water

Utility Company

Account Number

LP Gas Service:  Heat  Cook  Heat Water

Utility Company

Account Number

Water Service

Utility Company

Account Number

Other Energy Service:  Heat  Cool  Cook  Heat Water

Utility Company

Account Number

## Certification

1. The information provided is true and correct to the best of my knowledge and belief.
2. My household income has been annualized at the time of application according to pre-established procedures.
3. I understand I may appeal a denial of eligibility, and amount of assistance received, or a delay in service delivery.
4. I authorize the Texas Department of Housing and Community Affairs (TDHCA) and its contracted agencies to solicit or verify information on my utility and/or fuel bills, both past and future to the extent the information is used only to provide data relevant to my application for assistance.
5. I am aware that I am subject to prosecution for providing false, misleading, or fraudulent information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## For Office Use ONLY

Eligible?  Yes  No If no, has applicant requested an appeal?  Yes  No

Income denial?  Yes  No If yes, what is the annualized income? \_\_\_\_\_

Is there a priority member in the household?  Elderly  Elderly/Disabled  Documented crisis  
 Disabled  Child Under 6  Cutoff notice

Recommended Utility Assistance Component:  HCC  UA  Other \_\_\_\_\_

\_\_\_\_\_  
Caseworker Signature

\_\_\_\_\_  
Date

# Disability Certification Form

Applicant Name:

Applicant File Number:

**I hereby certify that I am disabled as defined in one of the following:**

- 7(9) of the Rehabilitation Act of 1973
- 1614 (a) (3) (A) or 223 (D) (1) of the Social Security Act
- 102 (7) of the Developmental Disabilities Services and Facilities Construction Act  
(38 USC Chapter 11 or 15)

I receive benefits as a result of my disability.

I do not receive benefits as a result of my disability.

I do not receive benefits as a result of my disability, but I have applied for benefits.

**Under penalty of perjury, I have provided truthful information in this certification. In Texas, under Sec. 37.101 of the PENAL CODE, it is a felony of the third degree to falsify this document.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date





# Standard Information Release

Applicant Name:

Applicant File Number:


**I hereby give my permission to Community Services of Northeast Texas, Inc. for the following, and do affirm the stated understandings:**

- CSNT may obtain information to complete my application for assistance or services.
- CSNT may share necessary information with other individuals or organizations in order to provide case management services and/or secure resources on my behalf. I understand information will only be shared when necessary to meet the requirements of my established service plan.
- CSNT may use my success story, likeness, recording, both audio and video in public relations efforts, and may share same with other entities with or without personal identifying information when doing so shall be for the good of improving community development.
- I understand CSNT may use my likeness and/or success story in releasing annual report information to State and Federal entities, and in doing so, will provide ever assurance that personal identifying information will be redacted.
- I understand I am not entitled to any compensation for any use of my story or likeness.
- I will continue to provide income information for Case Management reasons for as long as necessary for CSNT to release me from the Self-Sufficiency Program.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



FORM	P 
705	Revised
	04-10-2018



# Declaration of Income

## (DECLARACION DE INGRESOS)

Applicant Name (Nombre del Solicitante)	Applicant Last Name (Apellido)	Suffix (Sufijo)
Address (Dirección)	City (Ciudad)	Zip Code (Código Postal)

State the gross income for household members, 18 years and older, who have no documentation of the income received in the **30 day period** prior to the date of application for assistance: *(Declarar el ingreso recibido por los miembros de su hogar, que tienen 18 años de edad ó mas, y que no tienen documentación de ingresos por los 30 días antes del aplicar para asistencia)*

Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)
Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)
Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)
Name (Nombre)	Gross Income Received (Ingreso Bruto Recibido)

My household has no documented proof of income due to the following situation *(Mi hogar no tiene prueba para documentar los ingresos por medio de tal razones):*

---



---



---

I certify that the above information is true and correct to the best of my knowledge and belief. *(Yo certifico que la información proveída de los ingresos es verdadera y correcta según mi saber y creencia.)*

I understand that the information will be verified to the extent possible; and that I may be subject to prosecution for providing false or fraudulent information. *(Comprendo que la información será verificada hasta donde sea posible y que puedo ser enjuiciado por haber proveído información falsa ó fraudulenta.)*

\_\_\_\_\_  
*(Applicant Signature/Firma del Solicitante)*

\_\_\_\_\_  
*(Date/Fecha)*

With respect to the use of the Declaration of Income Statement form that allows clients to declare their income without providing proof, CSNT establishes the following policy. DIS forms will only be used when all efforts have been made to secure documentation of household income and when there are serious extenuating circumstances that justify the use of the form. Except in situations where documents may have been destroyed by a disaster situation, such as fire, flood, etc., no more than one DIS form shall be used per household



# Initial Needs Assessment

Household member's name	Place an X in the appropriate box			COMMENTS
	None Never No	Some Sometimes Maybe	All Always Yes	

## HEALTH AND NUTRITION

Do all your children have their required immunizations?				
Does any one in your home need prenatal care?				
Do you have medications that Medicaid/Medicare does not pay				

## BASIC NEEDS

Do you need food?				
Do you need clothing?				
Do you need personal items?				
Do you have transportation?				

## HOUSING NEEDS

Do you need home buyer assistance?				
Do you need a low interest loan or grant to repair your home?				

## CHILD SUPPORT

Is there a court order for you to receive child support?				
Are you actually receiving the support from that order?				
Do you have a child for which there is no court ordered support?				

## BUDGETING

Do you have a planned monthly budget?				
---------------------------------------	--	--	--	--

## OTHER

Are you being neglected or abused?				
Do you need counseling for a mental illness?				

## EDUCATION/JOB INFORMATION

(COMPLETE THIS SECTION ONLY IF YOU ARE ABLE TO WORK)

Are you currently working?				
If NO, are you registered with the Texas Workforce?				
Do you have a high school diploma or G.E.D.?				
Would you like to further your education?				
Do you need child care?				

# Budget Worksheet

## INCOME

List ALL income (monthly amounts)

- 1. Employment
- 2. SS/RSDI/SSI
- 3. Unemployment
- 4. Child Support
- 5. Food Stamps

- 6. TANF
- 7. VA
- 8. Support from Others
- 9. Other Income

Total A (1-9):

## EXPENSES

List amount of expenses

- 1. Rent/ Mortgage
- 2. Electric
- 3. Gas
- 4. Water
- 5. Phone / Internet
- 6. Car Note
- 7. Car Insurance
- 8. House Insurance
- 9. Other Insurance
- 10. Furniture
- 11. Loan Company
- 12. Medical
- 13. Credit Cards- Actual Payments
  - a.
  - b.
  - c.
- 14. Food
- 15. Gasoline
- 16. Laundry Mat
- 17. Property Taxes
- 18. Household Items
- 19. Yard Services

## HAVE YOU APPLIED FOR?

Answer yes or no

- Food Stamps
- Utility assistance
- TANF
- Social Security Benefits
- Unemployment Benefits
- WIC

## OTHER EXPENSES

List amount of expenses

- 1. Charitable Donations
- 2. Cable TV
- 3. Movie Rentals
- 4. Cell Phones
- 5. Eating Out
- 6. Tobacco
- 7. Child Care
- 8. Alcohol
- 9. Youth activities
- 10. Barber / Salon expenses
- 11. Clothing for work /school
- 12. Other

Total C (1-12):

Total B (1-19):

Total Monthly Income \_\_\_\_\_ Total A  
 Total Monthly Expenses \_\_\_\_\_ Total B  
 Total Other Expenses \_\_\_\_\_ Total C  
 Discretionary Funds \_\_\_\_\_ A minus (B+C)

**COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.**  
**CEAP TRAINING**

Month/Year : \_\_\_\_\_

Signature of Client Receiving Training

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

Signature of Case Manager \_\_\_\_\_ Date: \_\_\_\_\_

***For Office Use-Check all that apply:***

33 Ways to Lower Your Utilities With Out Spending a Dime.

CSNT, Inc Budget Books

Energy Saver Kits

Other





## 33 Ways to Lower Your Utility Bills Without Spending a Dime

### Refrigerators and Freezers:

- 1.) Freezers operate most efficiently when full. Cold food stays cold longer than cold air does, so the less air that needs to circulate, the more efficiently your freezer will operate. To cut costs, fill empty milk jugs with water and throw them in the freezer to fill up vacant space.
  - 2.) Same principal as your freezer – as long as your fridge isn't stuffed to the gills, the fuller the better. Check your damper, you don't want anything right up against it that could cause your fridge to work harder.  
We had a repair man out *years ago* only tell us that a produce bag (holding lettuce?) had been pressed up against the damper – not allowing air to circulate.
  - 3.) Let your leftovers cool completely before throwing them in the fridge. Your refrigerator will have to work less to cool it down. That's not to say you should leave them out *all evening* of course. If you're in a hurry you could place the food storage container in an ice bath, or stick some of these reusable ice cubes in the food.
  - 4.) Make sure that the seal on your fridge is nice and tight. Test it out by placing a dollar bill in the door and shutting it. If you can pull the bill out easily, you're losing energy.
- Dishwasher:**
- 5.) Try and wait for a full load before you run the dishwasher. If you really need those dishes clean (leaving for vacation etc) and you've got the option to run just the top rack, take it!
  - 6.) Don't use the heat dry feature. Unless you've got reason to, you're simply heating your dishes for no reason at all. Let them air dry and save that energy.
  - 7.) Make a habit of checking for clogged food or other particles in the drain on a regular basis. Some recommend

once per week, we do bi-weekly – on payday – so I remember!

### Stove/Oven:

- 8.) Use glass or ceramic bake ware – they hold heat better, meaning that you don't need to run your oven as high – typically about 25 degree difference. Less heat = less cost.
- 9.) When self-cleaning your oven, do it immediately after baking. The oven is already piping hot – capitalize on that!
- 10.) If baking – especially in the summer – bake a double batch. I take leftovers to work just about every single day.

### Washing Machine and Dryer:

- 11.) Wash your clothes using cold water if possible, with cold water detergent. This saves energy as you are not heating up the water.
- 12.) Always try to run a full load – or adjust the load size if needed. You'll save energy *and* water.
- 13.) Don't over-fill your clothes dryer. Same principal as the damper in the fridge as noted above. If the air can't circulate, how's it supposed to dry your clothes? Heat alone? Even more energy wasted.
- 14.) Make sure to keep your lint trap clean. Not only is this an energy sucker, it can be a fire hazard as well.

### Heating and Air Conditioning:

- 15.) According to leading experts, adjusting your thermostat by just 1 degree makes up to a 3% difference in your energy bill. ONE degree! If you're used to having your home set at 68 degrees, inch your way up to 71 and see if you can live with it. That is a 9% decrease in your monthly bill!! Can't do three whole degrees? You can try at least one.
- 16.) Do not block heat registers or return air vents. If the air can't flow, it can't do its job, forcing your unit to work harder.
- 17.) Use ceiling fans to help circulate air. Use a low speed to push warm air down in the winter and to help keep an even temperature.

- 18.) Use reusable air filters. You're supposed to be changing these out every single month. Do you? By using reusable filters, you'll save bundles over the years. Paul kept our last filter to use as a backup while the reusable is drying after it's monthly cleaning.
- 19.) Use an extra blanket at night instead of turning up the heater. Every degree counts!
- 20.) If you have a programmable thermostat – take advantage of it! By setting the thermostat to adjust temperature automatically while you're gone and again at night and then in the morning, you could save up to 20%!
- 21.) Make a habit of cleaning leaves and debris from your central a/c unit. Any buildup reduces air flow which forces your unit to work harder.
- 22.) Every so often, compare the meter reading against your utility bill. While you're likely to notice a large error, it never hurts to take a peek and compare either.
- Lighting:**
- 23.) Take advantage of natural lighting. If possible, arrange your furniture so that when you open blinds, the natural sunlight warms your couch or love seat. If you're warmer in the sunlight, you'll need to use your furnace less. Use the opposite concept during the summer.
- 24.) Place lamps in corners if possible. The illumination in the corner creates an illusion of more lighting without having two lamps turned on.
- 25.) Replace regular light bulbs with CFL or LED.
- Water:**
- 26.) Set your water heater to 120 degrees. For a family of four each taking 5 minute showers that should suffice without wasting energy.
- 27.) Turn off the water as you shave or brush your teeth. No need to have it running the entire time if you're not constantly using it. I personally brush my teeth while taking my shower in the morning. Two birds!

- 28.) Check your water heater for an "on vacation" setting. If you've got it, use it!
- 29.) If you've got a leaky faucet or a toilet that runs, spend the money for parts and fix it. A leaky faucet can waste over 200 gallons of water every single month!
- Overall Energy Saving:**
- 30.) Make a nightly energy sweep. I'm sure you already walk your house before bed, making sure the doors are locked. Start checking for electronics plugged in (or turned on) that may not need to be while you're at it. \*Do you have a guest room with a clock and a TV that is rarely used? Unplug them! You can always plug them in before company arrives, and you're not throwing money out the window in the interim.
- 31.) After your first cup of coffee in the morning, turn off and unplug the coffee maker. Use a thermal cup if needed, and drink hot coffee all morning long.
- 32.) Consider Billing for your utilities. Our monthly energy bills (gas and electric combined) are usually in the same cost range every single month (unless it's 100 degrees for two straight months). Taking advantage of the utility company's average billing policy won't save you money exactly, but it helps you to budget your finances – if nothing else.
- 33.) Seal any cracks, use weather stripping on exterior doors, caulk windows if needed to better insulate your home. While this tip isn't *completely* free, you'll see the difference in your monthly bills and the work will pay for itself shortly.

<p><b>WEATHERIZATION PROGRAM</b>          Texoma Council of Governments          Sherman, TX 75090          903-813-3526 or 800-677-8264          Applications must be requested</p>
--

**Systematic Alien Verification for Entitlements (SAVE) System and US Citizenship/US National  
Applicant Certification Form for CEAP, DOE-WAP, LIHEAP-WAP Subrecipients, and SHTF, ESG, HHSP, EH (political subdivision only)**

The program for which you are applying requires verification that you are a U.S. citizen, a non-citizen national, or a legal resident of the United States. Documentation of your status is required. This agency uses the Systematic Alien Verification for Entitlements (SAVE) System to verify the status of non-citizens.

Household Member Name	U.S. Citizen (Yes/No)	Qualified (Yes/No)	Documentation Provided for:	
			Citizenship/Qualified Alien	Identification

To add additional household members, use another copy of this form.

**I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULANT INFORMATION.**

Applicant's Signature	Date
-----------------------	------

Signature of agency staff certifying they verified the above documents	Date
	Print Staff Name





# I am a U.S. citizen

# A4

## How do I get proof of my U.S. citizenship?



U.S. Citizenship  
and Immigration  
Services

**If you were born in the United States**, you do not need to apply to USCIS for any evidence of citizenship. Your birth certificate issued where you were born is proof of your citizenship.<sup>1</sup>

**If you were born outside the United States, but one or both of your parents were U.S. citizens when you were born**, you may still be a U.S. citizen. This is called citizenship through derivation. There are usually additional specific requirements, and sometimes citizenship can be through a combination of a parent and grandparent.

### What documents are usually accepted as proof of U.S. citizenship?

The most common documents that establish U.S. citizenship are:

- **Birth Certificate**, issued by a U.S. State (if the person was born in the United States), or by the U.S. Department of State (if the person was born abroad to U.S. citizen parents who registered the child's birth and U.S. citizenship with the U.S. Embassy or consulate);
- **U.S. Passport**, issued by the U.S. Department of State;
- **Certificate of Citizenship**, issued to a person born outside the United States who derived or acquired U.S. citizenship through a U.S. citizen parent; or
- **Naturalization Certificate**, issued to a person who became a U.S. citizen after 18 years of age through the naturalization process.

### I was born in the United States. Where can I get a copy of my birth certificate?

Check with the Department of Health (Vital Records) in the U.S. State in which you were born. For more information, visit the National Center for Health Statistics web page at [www.cdc.gov/nchs/births.htm](http://www.cdc.gov/nchs/births.htm).

<sup>1</sup>An exception to this rule exists regarding children born in the United States to foreign diplomats.

### I am a U.S. citizen. My child will be born abroad or recently was born abroad. How do I register his or her birth and U.S. citizenship?

Please contact the U.S. Department of State or the U.S. Embassy or consulate in the country where your child will be born for more information about eligibility requirements and how to register your child's U.S. citizenship.

### I was born overseas. My birth and U.S. citizenship were registered with the U.S. Embassy or consulate. I need a copy of the evidence of my citizenship. Whom should I contact?

Contact the U.S. Department of State. For more information, please see their Web site at [www.state.gov](http://www.state.gov).

### I was born overseas. I believe I was a U.S. citizen at birth because one or both my parents were U.S. citizens when I was born. But my birth and citizenship were not registered with the U.S. Embassy when I was born. Can I apply to have my citizenship recognized?

Whether or not someone born outside the United States to a U.S. citizen parent is a U.S. citizen depends on the law in effect when the person was born. These laws have changed over the years, but usually require a combination of the parent being a U.S. citizen when the child was born, and the parent having lived in the United States or its possessions for a specific period of time. Derivative citizenship can be quite complex and may require careful legal analysis.

### I was born overseas. One of my parents was a U.S. citizen but never lived in the United States. One of my grandparents was also a U.S. citizen. Could I have derived U.S. citizenship?

If your parent was a U.S. citizen when you were born but had not lived in the United States for the required amount of time before your birth, but one of your grandparents was also a U.S. citizen and had already met the residence requirements, then you may still

have derived U.S. citizenship. The provisions of immigration law that govern derivative citizenship are quite precise and circumstances in individual cases can be complex. For specific information on how the law applies, please check our Web site at [www.uscis.gov](http://www.uscis.gov), or the U.S. Department of State Web site at [www.state.gov](http://www.state.gov), or call USCIS Customer Service at **1-800-375-5283**.

**I was born overseas. After I was born, my parent(s) became naturalized U.S. citizens. Could I have derived U.S. citizenship?**

If **one** of your parents naturalized after February 27, 2001, and you were a permanent resident and under 18 years old at the time, then you may have automatically acquired U.S. citizenship. Before that date, you may have automatically acquired U.S. citizenship if you were a permanent resident and under 18 years old when **both** parents naturalized, or if you had only **one** parent when that parent naturalized.

However, if your parent(s) naturalized after you were 18, then you will need to apply for naturalization on your own after you have been a permanent resident for at least 5 years.

**How do I apply to have my citizenship recognized?**

You have two options:

- You can apply to the U.S. Department of State for a U.S. passport. A passport is evidence of citizenship and also serves as a travel document if you need to travel. For information about applying for a U.S. passport, see the U.S. Department of State Web site at [www.state.gov](http://www.state.gov).
- If you are already in the United States, you also have the option of applying to USCIS using **Form N-600, Application for Certificate of Citizenship**. However, you may find applying for a passport to be more convenient because it also serves as a travel document and could be a faster process.

**How do I replace a lost, stolen, or destroyed Naturalization Certificate or Certificate of Citizenship?**

To apply to replace your Naturalization Certificate or Certificate of Citizenship issued by USCIS or by the U.S. Immigration and Naturalization Service, file a **Form N-565, Application for Replacement Naturalization Citizenship Document**. Filing instructions and forms are available on our Web site at [www.uscis.gov](http://www.uscis.gov).

**Key Information**

Key USCIS forms referenced in this guide	Form #
Application for Certificate of Citizenship	N-600
Application for Replacement Naturalization Citizenship Document	N-565

Other U.S. Government Services—Click or Call		
General Information	<a href="http://www.usa.gov">www.usa.gov</a>	1-800-333-4636
New Immigrants	<a href="http://www.welcometoUSA.gov">www.welcometoUSA.gov</a>	
U.S. Dept. of State	<a href="http://www.state.gov">www.state.gov</a>	1-202-647-6575
National Center for Health Statistics	<a href="http://www.cdc.gov">www.cdc.gov</a>	1-800-311-3435
	<a href="http://www.cdc.gov/nchs/birth.htm">www.cdc.gov/nchs/birth.htm</a>	

For more copies of this guide, or information about other customer guides, please visit [www.uscis.gov/howdoi](http://www.uscis.gov/howdoi).

You can also visit [www.uscis.gov](http://www.uscis.gov) to download forms, e-file some applications, check the status of an application, and more. It's a great place to start!

If you don't have Internet access at home or work, try your local library.

If you cannot find what you need, please call **Customer Service at: 1-800-375-5283**  
*Hearing Impaired TDD Customer Service:*  
 1-800-767-1833

**Disclaimer:** *This guide provides basic information to help you become generally familiar with our rules and procedures. For more information, or the law and regulations, please visit our Web site. Immigration law can be complex, and it is impossible to describe every aspect of every process. You may wish to be represented by a licensed attorney or by a nonprofit agency accredited by the Board of Immigration Appeals.*

## Documents that Establish Both Citizenship and Identity:

- Fully-valid, undamaged U.S. passport or passport card (can be expired). If the household member has a US passport or passport card, no further documentation is needed.
- U.S American Indian or Alaska Native tribal enrollment or membership card with photo

## If the household member does not have a U.S. passport or passport card, you need to establish Citizenship **AND** Identity:

### Citizenship for Adult and Children Household Members

All adult and child household members must have:

- one** of the following:
  - Birth certificate or birth record (including birth certificate cards) issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a US state or local government, a US territory, or the District of Columbia
  - Consular Report of Birth Abroad or Certification of Birth / US Department of State Certificate of Birth Abroad issued to US citizens born abroad (Form FS-240, DS-1350, or FS-545)
  - Official adoption decree that lists the individual's place of birth in a US state, a US territory, or the District of Columbia
  - Military record that lists the individual's place of birth in a US state, a US territory, or the District of Columbia

**two** of the following:

- Hospital birth certificate (often shows baby's footprints)<sup>2</sup>
- U.S. Census record<sup>2</sup>
- Early school records<sup>2</sup>
- Doctor's records of post-natal care<sup>2</sup>
- Baptism certificate<sup>2</sup>
- Family Bible record<sup>2</sup>
- *Form DS-10: Birth Affidavit*<sup>3</sup>

### **OR**

Note: If a household member's citizenship documentation lists their maiden name instead of their married name, the first name and date of birth on the household member's identification must match the first name and date of birth on the citizenship documentation.

### **AND**

### Identity for Adult (18 and older) Household Members - Must Have:

**one** of the following:

- Texas DL or photo ID within two years of expiration
- Government employee ID (city, county, state, or federal)
- U.S. military or military dependent ID
- Current (valid) foreign passport
- Matrícula Consular (Mexican Consular ID) - commonly used by a parent of a U.S. citizen child applicant
- Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards)
- Tribal Cards with photo and Native American tribal photo IDs
- Temporary driver's license with photo.
- Out-of-state driver's license or non-driver ID with photo within 60 days of expiration
- Concealed handgun license (actual card)<sup>†</sup>
- Unexpired foreign passport
- A valid Consular document issued by a state or national government
- Texas offender ID card or similar form of ID issued by TDCJ
- Federal inmate ID card

**two** of the following:

- Learner's or temporary driver's permit (without a photo)
- In-state, fully valid non-driver ID (without a photo)
- Temporary driver's license (without a photo)
- Social Security card (actual card)
- Voter registration card (actual card)<sup>†</sup>
- Employee work ID
- Student ID
- School yearbook with identifiable photograph
- Selective Service (draft) card
- Medicare or other health card
- Original or certified copy of a birth certificate or birth record issued by the appropriate State Bureau of Vital Statistics or equivalent agency from a US state or local government, a US territory, the District of Columbia, or a Canadian province
- Original or certified copy of the US Department of State Certificate of Birth Abroad issued to US citizens born abroad (Form FS-240, DS-1350, or FS-545)
- Original or certified copy of the court order with name and date of birth indicating an official change of name and/or gender from a US state, a US territory, the District of Columbia, or a
- Pilot's license (actual card)<sup>†</sup>
- Texas Department of Criminal Justice (TDCJ) parole or mandatory release certificate
- Professional license issued by Texas state agency
- W-2 or 1099 form
- School records (e.g. report cards, photo ID cards, etc.)<sup>†</sup>
- Military records (e.g., Form DD-214)
- Unexpired US military dependent ID card (actual card)
- Veteran Health Identification card (VHIC—actual card)
- Selective Service card (actual card)
- Original or certified copy of a marriage certificate or divorce decree (US jurisdiction or foreign jurisdiction - if not in English, a certified translation must accompany it) years)
- Current Texas motor vehicle registration or title
- Current Texas boat registration or title
- Immunization records<sup>†</sup>
- Federal parole or release certificate
- Tribal membership card from a federally recognized tribe (without photo)

Canadian province

• Certificate of Degree of Indian Blood (CDIB)

**Identity for Child (under 18) Household Members:**  
Use the same method as identifying adults (as listed on previous page)

**OR**

Establish parental/guardian relationship using one of the following documents (the document must list the name of the parents/guardians):

- U.S. birth certificate (also evidence of U.S. citizenship)
- Consular Report of Birth Abroad (also evidence of U.S. citizenship)

- Foreign birth certificate
- Adoption decree

- Divorce/Custody decree

- Unexpired Notarized Authorization Agreement for Voluntary Adult Caregiver signed by at least one of the child's parents or legal guardians<sup>4</sup>
- Department of Family and Protective Services Form 2085FC

**AND**

The parent/guardian must present documentation listed in Identity for Adult (18 and older), to confirm they are the parent/guardian listed on the document establishing parental/guardian relationship.

1. The U.S. Department of Health and Human Services (HHS) has not provided specific guidance regarding identity or citizenship documentation. If HHS provides guidance or promulgates regulations the Texas Department of Housing and Community Affairs (the Department) will share that information with its Subrecipients. However, Subrecipient has sole responsibility under the Contract to determine Household Eligibility, and this guidance from the Department does not modify or amend its Contract with Subrecipient.
  2. Early public or private documents are documents that were created and/or issued early in the applicant's life, preferably in the first five years.
  3. Available from the U.S. Department of State's website at <http://efarms.state.gov>
  4. Available from the Texas Department of Family and Protective Services Website at [https://www.dfps.state.tx.us/site\\_map/forms.asp](https://www.dfps.state.tx.us/site_map/forms.asp)
- Document must be issued by an institution, entity or government agency from a US state, a US territory, the District of Columbia, or a Canadian province.

If you have questions about this document, please contact Rachel Slack at 512-936-7798.



## **Please provide the following documents with your application. Failure to provide any of the documents could keep you from receiving assistance:**

- A completed Application (all forms) (LIHEAP requirement)
- A copy of a current Texas photo ID for every household member age 18 and over (LIHEAP requirement)
- A copy of the Social Security card (or document showing number) for every member living in the home (TDHCA)
- Food Stamps Benefit Statement (LIHEAP requirement)
- A copy of the most recent utility bills for heating or cooling the home – electric, natural gas, LP gas (LIHEAP)
- A 12-month billing history of your energy usage from each utility company providing service to you (CSNT requirement)

Utility companies may fax history to 903-665-9845

Utility companies may email histories to [history@csnthelp.org](mailto:history@csnthelp.org)

Utility bill MUST be either:

- in a household member's name
- in a landlord's name with a c/o sign to a household member

- Proof of income for the most recent 30 days (Examples: Check stubs, current Social Security Administration Benefit Letter for all beneficiaries in the household, DHS/TANF statement, payment listing for Unemployment Benefits, any proof of receiving payments for work) (LIHEAP requirement)
- Declaration of Income Statement (DIS Form) (TDHCA requirement)

### **Citizenship / Immigration and Naturalization Forms**

Please provide one of the following:

- A copy of a valid US passport for everyone in the household who has one (TDHCA requirement)
- A copy of the birth certificate of everyone living in the household who has one (TDHCA requirement)
- A copy of the Green Card for every person in the household who has one (TDHCA requirement)
- A copy of the Naturalization Certificate for everyone in the household who has one (TDHCA requirement)

and any documents used to determine identification or citizenship per the Acceptable Documentation List

**plus**

- A signed SAVE Certification Form (TDHCA requirement)

### **Make sure you have:**

Completed FORM 579 and FORM 545; Sign page 3 of the FORM 575 (CSNT requirement)

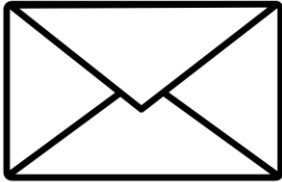
Signed FORM 702 if you are disabled and Signed FORM 705 if you have no proof of income (TDHCA requirement)

Signed FORM 711 and Signed CEAP Training Verification (CSNT requirement)

Signed SAVE Certification Form and provided proper Citizenship documents

Selected the proper mailing address from the back page

**DELIVER THIS APPLICATION TO THE LOCATION NEAREST YOU OR MAIL TO:**



Community Services of Northeast Texas, Inc.  
Energy Assistance Program  
P.O. Box 427  
Linden, Texas 75563

**Drop-off Locations:**

**YOU MUST ALSO DROP OFF OR MAIL ALL  
NEEDED DOCUMENTATION.  
DOING SO WILL ENSURE FAST PROCESSING**

BOWIE COUNTY – 1611 Robinson Rd., Texarkana, TX 75501

CAMP COUNTY – 200 W Marshall, Pittsburg, TX 75686

CASS COUNTY – 304 Houston St., Linden, TX 75563

DELTA COUNTY – 115 Putman St., Sulphur Springs, TX 75482

FRANKLIN COUNTY – 310 N. Edwards Ave., Mt. Pleasant, TX 75455

HOPKINS COUNTY - 115 Putman St., Sulphur Springs, TX 75482

LAMAR COUNTY – 5210 Loop 286 SE, Paris, TX 75460

MARION COUNTY – 510 Bonham, Jefferson, TX 75657

MORRIS COUNTY - 200 W Marshall, Pittsburg, TX 75686

RAINS COUNTY - 115 Putman St., Sulphur Springs, TX 75482

RED RIVER COUNTY – 5210 Loop 286 SE, Paris, TX 75460

TITUS COUNTY – 1506 W Ferguson Road - Suite 3, Mt. Pleasant TX 75455

ALL OTHER COUNTIES – P. O. Box 427, Linden, TX 75563