WATERBURY
Development Corporation

ESGG CLIENT DATA INTAKE FORM INSTRUCTIONS

***NOTE 1 –** This data intake form will be kept by and for your agency as hard data to be used in completing your monthly direct benefit activity reports that are required by HUD and sent to WDC on a monthly basis. In the event of monitoring by HUD your agency must have these on file for five years.

***NOTE 2 –** If your agency receives CDBG funding for multiple programs/activities please keep data intake forms for each program/activity.

CLIENT - This should be filled out with client identification.

SIGNATURE – Original signature required.

DATE - Shows date the form is completed.

PROGRAM NAME – Identify program per application

Question 1 – If filling out data intake form for the first time since October 1st, complete form. If form has previously been filled out since October 1st there is no need to complete again. (This form tracks participants in the overall program year, not individual attendance/visits)

Question 2 – Check off marital status.

Question 3 – Circle total number of persons in family, and circle the income level under that total number of persons in family that appropriately describes their annual total income. This will be used for questions 4 and 5 on the DBAR.

Question 4 – Check off homeless status

Question 5 – Check all homelessness status that apply. More than one status can be checked.

Question 6 - The client needs to answer "yes" or "no" to this question. If they answer "yes," for Hispanic/Latino ethnicity please make sure the clients also answers question 5 regarding race, as race and ethnicity are two separate categories.

Question 7 - The client needs to check off the category that best describes their racial background.