



Family Self-Sufficiency Program

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FSS Application

The information gathered in this application is used for assessment only.
Your desire to participate is the only qualification for entering the FSS program. Please answer honestly and completely.

DATE: \_\_\_\_\_ NAME \_\_\_\_\_ PHONE(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

How did you hear about this program? \_\_\_\_\_

List other adults in the household who are 18 years or older? \_\_\_\_\_

SKILLS & INTEREST

Hobbies & Interests: \_\_\_\_\_

What activities do you do as a family? \_\_\_\_\_

How often do you get time alone? \_\_\_\_\_

How often do you socialize outside the family (without kids)? \_\_\_\_\_

To what clubs, groups, or organizations do you belong? \_\_\_\_\_

Do you have internet access at home? \_\_\_\_\_

Volunteer experience(s): \_\_\_\_\_

How do you spend your time? \_\_\_\_\_

FUTURE PLANS

Please tell us why you are interested in the Family Self-Sufficiency Program. \_\_\_\_\_

What are your personal goals for the next five years? \_\_\_\_\_

What are your professional goals for the next five years? \_\_\_\_\_

# EDUCATION

Circle Highest Grade Completed: 6 7 8 9 10 11 12 13 14 15 16 +

The month and year you last attended school \_\_\_\_\_ Last School Attended \_\_\_\_\_

Do you have a diploma \_\_\_\_\_ or a GED? \_\_\_\_\_ Date obtained \_\_\_\_\_

List college or technical degree \_\_\_\_\_

List major subjects or vocational courses: \_\_\_\_\_

\_\_\_\_\_

Do you have tools for a trade or occupation? \_\_\_\_\_

Do you have a trade license or certificate? \_\_\_\_\_

Are you currently enrolled in school? \_\_\_\_\_ Where? \_\_\_\_\_

Daily class schedule (times) \_\_\_\_\_

\_\_\_\_\_

Do you have a desire to obtain higher education? \_\_\_\_\_

# EMPLOYMENT

I WOULD LIKE TO WORK IN A JOB THAT ALLOWED ME TO:

WORK WITH MY HANDS	RECEIVE LIMITED SUPERVISION
WORK WITH PEOPLE	WORK WITH NUMBERS/INFORMATION
WORK ALONE	WORK IN AN OFFICE
WORK OUTSIDE	CAN HAVE CLOSE SUPERVISION
WHERE I DO NOT HAVE TO DRESS UP	WHERE I CAN DRESS UP
WORK IN A FACTORY	

What wage per hour do you expect? \_\_\_\_\_

Besides money, why do you want to work? \_\_\_\_\_

What is your dream job? \_\_\_\_\_

\_\_\_\_\_

Check any of the following that may be problems that would keep you from getting a job:

- No GED or high school diploma       Unable to read       Criminal record
- No work experience       Lose *temper* easily       Lack of transportation
- Family problems       Fearful of change       Angry at the system
- Inadequate housing       Alcohol/drug problems       Poor physical appearance
- Fear of returning to school       Non-English speaking       Lack of self-confidence
- Poor health       No appropriate clothing       Lack of childcare
- Poor work references       No driver's license       Legal problems
- Not sure what to do       No telephone       Need degree/trade

Other \_\_\_\_\_

**EMPLOYMENT HISTORY** PLEASE LIST MOST RECENT EMPLOYER FIRST

1. COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_ JOB DUTIES: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

2. COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

JOB TITLE \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

JOB DUTIES: \_\_\_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

BRIEF DESCRIPTION OF OTHER PAST EMPLOYMENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LIST TWO PROFESSIONAL REFERENCES (people you have worked with not including your boss)

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

AND ONE PERSONAL REFERENCE (AN UNRELATED FRIEND)

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

## COMMUNITY SERVICES

What community services have you used in the past, or are now using?

Current	Past	Need Information	
___	___	___	TANF (Temporary Aid to Needy Families)
___	___	___	Social Security
___	___	___	Food Stamps
___	___	___	WIC
___	___	___	Township Trustee
___	___	___	Medicaid
___	___	___	Health/Public Nursing
___	___	___	Unemployment Office/ Workforce Development Services/ Vocational Rehabilitation
___	___	___	Community Justice and Mediation Center
___	___	___	Legal Aid
___	___	___	Food Pantry
___	___	___	Energy Assistance / Weatherization / Community Action Program (CAP)
___	___	___	Healthy Families / First Steps
___	___	___	Head Start
___	___	___	Parenting Education / Groups
___	___	___	Substance Abuse Treatment
___	___	___	Personal/Family Counseling
___	___	___	Middle Way House / The Rise
___	___	___	Big Brothers Big Sisters
___	___	___	AA, Al-Anon, ACOA (Adult Children of Alcoholics)
___	___	___	Literacy Council or Literacy Program
___	___	___	ABE / GED Classes
___	___	___	Day Care Assistance / Title XX

# Goal Setting Example

**Final Goal:** Seek and maintain suitable employment. Be free from TANF.  
Obtain a job working in public school administration while raising my three children in my own safe and healthy home.

## Interim Goals:

- Report progress and barriers to FSS Coordinator once a month for six months.
- Follow through with referrals my FSS Coordinator gives me.
- Treat ADD & child's ADHD.
- Establish a safe plan for exchanging children with their father.
- Establish activities and supportive services for children.
- Repair car.
- Get interview clothes.
- Write resume.
- Obtain employment.
- Re-establish federal financial aid.
- Complete classes at Ivy Tech
- Enroll and complete IU - ED degree.
- Establish a credit rating of at least 600.
- Buy home through "Steps to Home Program".
- Establish a healthy interpersonal relationship with a potential partner.

## Assets:

- Have high school diploma and 12 credit hours at IVY Tech general studies.
- Is organized and determined.
- Has family in town that can assist with some child care.
- Has housing assistance.
- Has food stamps.
- Has TANF.
- Has Hoosier Health Wise for children
- Has a repairable credit report.
- Have three good work references.
- Has phone and easy access to a computer.

## Barriers:

- Not in good standing with federal financial aid and Ivy Tech.
- Need to complete general studies associates' degree at Ivy Tech and obtain bachelors' degree from the IU school of Ed.
- Has untreated adult ADD.
- Needs income for day-to-day expenses, school books, classes, and to repair credit.
- Not sure how to get extra resources.
- Car in bad repair.
- No interview or working clothes.
- No resume.
- Conflict with the father of children.
- Youngest child may have untreated ADHD.
- Children have no positive male role model(s).
- Children are not involved with supportive activities and services.

# Goal Setting

Final Goal: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Interim Goals: \_\_\_\_\_  
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Assets: \_\_\_\_\_  
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Barriers: \_\_\_\_\_  
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**Bloomington Housing Authority**  
 1007 North Summit, Bloomington, Indiana 47404  
 812-339-3491 fax 812-339-7177



**Family Self-Sufficiency Program**

**Steps to Home**



# “FAMILY SELF-SUFFICIENCY” PROGRAM

## AUTHORIZATION FOR RELEASE OF INFORMATION

I, \_\_\_\_\_, hereby authorize the Bloomington Housing Authority and its staff to contact any employers, agencies, offices, groups or organizations, case managers, counselors, or other individuals deemed necessary to obtain information that is necessary to process my application for the Family Self-Sufficiency Program (FSS); verify and document progress toward my goals set in the Individual Service and Training Plan (ISTP), and coordinate community services I may need to complete my FSS contract of participation.

\_\_\_\_\_  
**Signature of Head of Household**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Spouse or Other Adult**

\_\_\_\_\_  
**Date**