

## CARes+ Application Guide

For your Cares+ application you will need **either**:

- Proof that you receive assistance from one of the following programs:  
**LEAP, SNAP, Medicaid-MSP, 104PTC, USDA Free Lunch or WIC**
- or**
- A **Paystub** or **Proof of Income** document

If you **Rent**, you will also need:

- **Rent information for the past year** or a **photo** of your statement. (For example, a **Copy of Lease, Rent Payment Receipts, Payment History from Rent Portal, or a Letter from your Landlord**)

1) First, choose which way you'd like to qualify. If you would like to qualify through either **LEAP, SNAP, Medicaid-MSP, 104PTC, USDA Free Lunch or WIC**, the first option should be selected, as shown in the red section below:

### Longmont CARes+ Application

Apply here to enroll in Longmont's city-wide assistance programs. If your household receives any of the following, you might qualify: LEAP, SNAP, Medicaid-MSP, 104PTC, USDA free lunch, WIC, OR Income-based assistance based on Proof of Income

Fields marked with a red asterisk ( \* ) are required and must be completed before submitting the application.

Get started by selecting the way you'd like to qualify - either option works:

- I would like to qualify through uploading proof of program enrollment
- I would like to qualify through uploading proof of income

If you are applying through a **Paystub / Proof of Income**, please select the second option, as below:

Get started by selecting the way you'd like to qualify - either option works:

- I would like to qualify through uploading proof of program enrollment
- I would like to qualify through uploading proof of income

2) Next, fill out personal information, as shown below. All fields with a red asterisk (\*) **must** be completed:

Applicant Information

\* First Name  \* Last Name

\* Phone Number  Date of Birth

\* Email Address

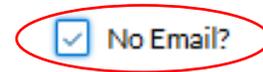
No Email?

\* Preferred Language

\* Address

\* City  \* Zip Code

**Note:** If you do not have an email, select the "No Email?" box. This option may delay the application process.



Date of Birth

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Today

**Note:** to enter your Date of Birth:

-Click the calendar icon to reveal a Calendar, as shown to the left.

-Select the year from the picklist by clicking the year in the top right of the Calendar

-Click the arrows to toggle between the months.

-Click the Date as shown in the blue circle to enter this into the field.

**Note:** Placing your mouse arrow over any  symbol will reveal additional help text:

Household income is defined as yearly income from all sources amongst all household members

\* What is your yearly household income? 

### 3) Next, fill out application information, as shown below:

#### Application Information

\* Rent or Own?

\* What is your yearly household income? ⓘ

Utility Account Number ⓘ

What date did you first become a Longmont resident? (estimated)



\* What is the current status of your electricity?

**Note:** If you select “Rent”, as shown below, an additional monthly rent question will be required:

#### Application Information

\* Rent or Own?

\* What is your monthly rent amount?

### 4) Next, select any other Longmont programs you are interested in:

By submitting this application, you are automatically being considered for the CAREs+ Rebate program. Please select any other Longmont programs you are interested in.

- Life Support Discount - Electric rate discount for customers using medically necessary life-sustaining electrical equipment
- Efficiency Programs: Upgrade fixtures or receive a home audit to help you use electricity and water more efficiently
- Garden In A Box: Discount on a professionally designed waterwise garden kit, including plants
- SOLL (Sustainable Opportunities, Lifestyles & Leadership): get free installation of eco-upgrades; access to cost-saving City Services; and education in sustainable lifestyles
- Housing Rehabilitation: Financial Assistance to make repairs to homes within the city limits
- Down Payment Assistance: Financial assistance to help first-time buyers purchase a home
- True North: A housing program designed to make low-income homeownership accessible
- NextLight Internet Assistance Program: Discounted internet service for qualifying customers
- Recreation Youth Scholarship: Offers scholarships that helps kids join fun, healthy activities they might not otherwise be able to afford

5) Next, upload proof of assistance or income information (**LEAP, SNAP, Medicaid-MSP, 104PTC, USDA Free Lunch, WIC, or your Paystub**). Click “Upload Files”, as below, to upload your **document or photo** from your personal device.

To qualify, please upload one of the following: LEAP, SNAP, Medicaid-MSP, 104PTC, USDA Free Lunch, WIC, or Proof of Income.

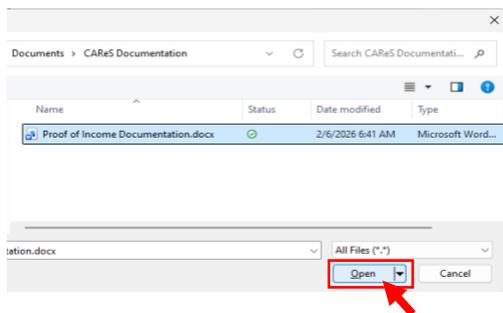
\* Upload Qualifying Document or Proof of Income



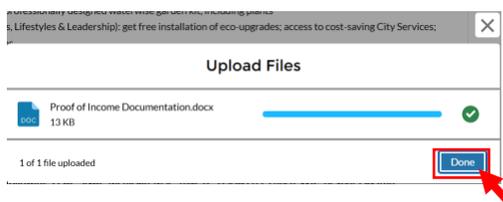
This will vary by the device you are using. **Note:** if using a mobile / tablet you can upload a **photo / screenshot** of your document:

### Personal Computer

- Upload the relevant file from a folder on your PC



- Click “Done”

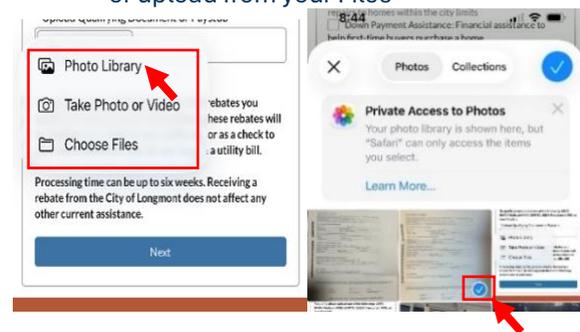


- You should see the document attached in the application form as shown below.



### Mobile / Tablet

- Upload the relevant file from your Photo, Library, Take a Photo of Your Document, or upload from your Files



- Click “Done”



- You should see the document attached in the application form as shown below.



**Note:** You can delete and re-attach documents using the “trash” icons above.

6) If you selected “Rent” in a previous section, you must upload a statement showing prior year **rent information or a photo** of your statement. (This could be a **Copy of Lease, Rent Payment Receipts, Payment History from Rent Portal, or a Letter from your Landlord**):

Please attach a statement showing prior year rent information.

\* Upload Rent Payment Document ⓘ

Or drop files

7) Click “Next” at the bottom of the screen:

You will receive notification of the City rebates you qualify for based on your information. These rebates will be applied as a credit on your utility bill or as a check to your home address if you do not receive a utility bill.

Processing time can be up to six weeks. Receiving a rebate from the City of Longmont does not affect any other current assistance.



8) The next screen allows you to add additional Household members by clicking the button shown below:

### Household Information

If you have any additional family members that are a part of your household, please click "Add Household Member" and enter their information below.



### Steps

- ✓ Longmont CARES+ Application
- Household Information
- Confirmation Page
- Signature
- Confirmation

This allows you to enter information on the additional household member, as shown below. You can continue to add multiple household members by clicking “Add Household Member”.

\* First Name

\* Last Name

\* Relationship

\* Date of Birth

\* Gender

\* Enrolled in St. Vrain Valley School District?



When all household members are entered, click “Next”:



9) You will be directed to a Confirmation page. **Note:** This is the last chance to review or edit any information entered on the previous pages:

### Confirmation Page

WARNING: You are about to proceed to sign and submit this form. If you want to review any information on a previous page, please click "Previous" to do so.

Once you click "Next", you will no longer be able to make changes to your application.



### Steps

- ✓ Longmont CARES+ Application
- ✓ Household Information
- Confirmation Page
- Signature
- Confirmation

10) The final screen requires an applicant signature. This can either be typed or drawn directly in the signature box.

### Signature

Please ensure you click "Accept" to confirm your Signature before submitting the Application

Type name

J Brown

**Type your name in this box**

Draw Signature

A large rectangular box for drawing a signature. The name 'J Brown' is written in a cursive font.

When the signature has been entered, you **must click “Accept”** before the application can be submitted:

Draw Signature

A large rectangular box for drawing a signature. The name 'J Brown' is written in a cursive font.

11) Once your signature has been saved, hit "submit" to finish the application.

## CAReS+ Application

### Signature

Please ensure you click "Accept" to confirm your Signature before submitting the Application

*J Brown*

Your signature has been saved. Click submit to continue.

Submit

### Steps

- ✓ Longmont CAReS+ Application
- ✓ Household Information
- ✓ Confirmation Page
- Signature
- Confirmation

12) You will see a "Success" notification screen and receive an email to the email address entered in your application when your submission has been successful:



## CAReS+ Application

### Success

Success!

Your submission has been received. The CAReS team will review your submission and follow up shortly.

[Click to return to the CAReS Home Page.](#)

### Steps

- ✓ Longmont CAReS+ Application
- ✓ Household Information
- ✓ Confirmation Page
- ✓ Signature
- Confirmation