

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, WIC, or LHA / Colorado Housing Voucher

OR

- **Documentation of Household Income**

ALL documents must contain identifying information for the applicant, including Name and proof of alignment with the correct rebate year. For income documentation, this may be the current year.

Note: There are many different versions of forms that we receive for programs, vouchers, and income qualifying. For example, there may be several different versions of enrollment in SNAP that are valid.

If applying via **Documentation of Household Income**, **ONE** of the following is required:

- 1. Most recent tax return**

OR

- 2. Most recent W-2, or 1099, or SSA/SSI (or similar) tax document for all positions held AND 2 months of most recent checking account statements**

OR

- 3. 2 months of Documentation of Household Income for all positions AND 2 months of most recent checking account statements**

In addition to Paystubs, other income sources are accepted. Verification may include award letters and/or statements from:

- | | |
|---------------------------------|--|
| 1. Military pay | 9. Annuity statements, |
| 2. Social Security, Disability, | 10. Child support, |
| 3. Unemployment compensation, | 11. Income from retirement, |
| 4. Private disability | 12. Alimony/Maintenance, |
| 5. Insurance payments, | 13. VA Benefits Investment income, |
| 6. Worker's compensation, | 14. OAP-Old Age Pension (monthly
financial assistance), |
| 7. Pension statements, | 15. AND-Aid Needy Disabled |
| 8. TANF/Colorado Works Voucher, | |

If you **Rent**, you will also need to provide a **statement showing Rent information** or a **photo of your statement**.

One of the following four options will be accepted:

- **Copy of Lease** (*single document required)
- **Rent Payment Receipts** (*6 months' rent payment receipts required. **Note:** carbon copies of rent receipts are accepted)
- **Payment History from Rent Portal** (*6 months' rent payment history)
- **Letter from the Landlord** (*with Self-attestation)

Note: ALL Rent documentation must contain the Name, Address and Date.

Application Process

1) First, choose which way you would like to qualify. If you would like to qualify through either **LEAP, SNAP, Medicaid-MSP, 104PTC, USDA Free Lunch, WIC, or LHA / Colorado Housing Voucher**, 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:

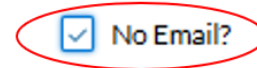
- I would like to qualify through uploading proof of program enrollment
- I would like to qualify through uploading proof of income

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


▼ Applicant Information

* First Name James	* Last Name Brown
* Phone Number (720) 720-7207	Date of Birth 01-01-1954
* Email Address james.brown1954@gmail.com	
<input type="checkbox"/> No Email?	
* Preferred Language English	
* Address ⓘ 1603 Main St	
* City Longmont	* Zip Code 80501

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



Date of Birth



February 1970

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 cursor 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) Fill out application information, as shown below:

Application Information

* Rent or Own?
Own

* What is your yearly household income?
\$ 55,000.00

Utility Account Number
264761

What date did you first become a Longmont resident? (estimated)
02-06-2025

* What is the current status of your electricity?
Have Electricity

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

Application Information

* Rent or Own?
Rent

* What is your monthly rent amount?
\$ 1,500.00

4) 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 service for low-income families with children within the St. Vrain Valley School District
- Recreational Services: Offers scholarships that helps kids join fun, healthy activities they might not otherwise be able to afford

5) Upload proof of assistance or income information (**LEAP, SNAP, Medicaid-MSP, 104PTC, USDA Free Lunch, WIC, LHA / Colorado Housing Voucher, or Documentation of Household Income**). 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.

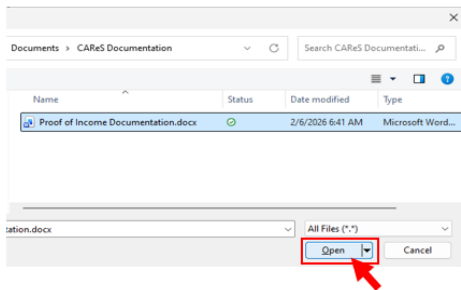
* Upload Qualifying Document or Proof of Income



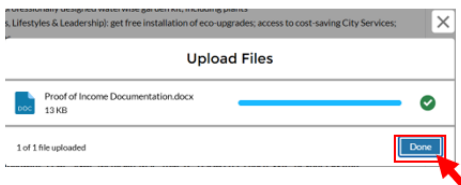
This will vary by the device you are using. **Note:** if using a mobile / tablet you can upload a photo / screenshot of your document:

Personal Computer

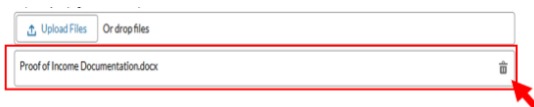
- Upload the relevant file from a folder on your PC



- Click “Done”

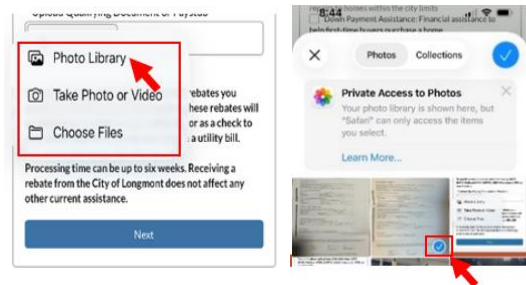


- You should see the document attached in the application form as shown below.



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 **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**):

* 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 prompts 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.

Previous

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
John

* Last Name
Brown

* Relationship
Child

* Date of Birth ⓘ
Feb 10, 1990

* Gender
Male

* Enrolled in St. Vrain Valley School District?
Yes

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

Previous

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



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

Draw Signature



Accept Clear

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

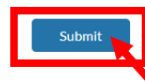
CAReS+ Application

Signature

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

J Braun

Your signature has been saved. Click submit to continue.



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