



CENTRAL COUNCIL
Tlingit and Haida Indian Tribes of Alaska
 Mendenhall Mall Annex
 9109 Mendenhall Mall Blvd.
 Juneau, Alaska 99801
 907•463-7158 / FAX 907•463-7758
www.ccthita.org

“477” Employment & Training Application for Services Requirements

The following documentation is required for your application to be complete:

Personal & Tribal Enrollment Identification Requirements:

- Verification of Tribal Enrollment for everyone in the household, or verification that you have applied for Tribal Enrollment
- Photo Identification for all adults in the household (Must be current Alaska Identification Card).
- Birth Certificates for everyone in the household, or proof that you've applied for a birth certificate
- Social Security Card for everyone in the household, or verification that you have requested a copy of your social security card
- Male age 18 or older must provide proof of registering with Selective Service
- Each adult in the household with a High School Diploma or GED must provide a copy of the diploma or Transcripts verifying completion of the 12th grade
- Tribal Child Support Form (One for each absent parent)
- Release of Information (Needs to be completed by applicant and significant other)

*Applicant must reside in our service delivery area which includes:
 Craig, Haines, Juneau, Klawock, Pelican, Petersburg, Saxman, Skagway, Tenakee, Thorne Bay & Wrangell*

Income & Expense Verification Requirements:

- Verification of Income for the past 30 days (i.e, Unemployment, *SSI/SSA, APA, food stamps, child support, pay stubs, etc.) for all household members who are working
- Detailed bank statement for the past 30 days for all bank accounts
- Verification of all other household resources including property and vehicles owned
- Signed rental/ lease agreement, shelter statement or mortgage statement and payment receipts
- Current utility bills and payment receipts made within past 30 days (lights, electricity, cable & fuel oil)
- Current bills and payment receipts for all other expenses including cell phones, credit cards, car payments, car insurance, car repairs and child care, etc.
- Verification of Employment (must be completed and signed by your **employer**) if applicable
- Request for Vendor Setup – furnished at intake and completed by the Head of Household

**SSI=Social Security Income *SSA=Social Security Administration*

Next Steps:

- Intake will now forward your application to the “477” Case Manager Supervisor for assignment to a Case Manager
- You will be contacted within 4 (four) business days by the “477” Appointment Clerk advising you of the date and time of your appointment with your assigned Case Manager
- Bring this application and all highlighted documents with you to your appointment

If you have any questions regarding the application information you may call the 477 Appointment Clerks at 463-7158

CENTRAL COUNCIL OFFICE USE ONLY

Applicant Name	Intake Specialist (Print Name)	Date of Application by Intake	Date Application to CM Supervisor
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