

Access to Benefits. Simplified.

External Page  
User Guide

**PURPOSE**

The purpose of this guide is to provide users with step-by-step instructions on completing an online Application and submitting the application through the internet. This guide can also be used by County Staff, Community Based Organization, or Help Desk Staff to aid users in completing the application.

## Contents

AM I ELIGIBLE? .....	5
LANGUAGE SELECTION .....	7
LOGIN-RETURNING USER .....	8
LOGIN PROBLEMS .....	11
FORGOT USER NAME .....	12
FORGOT PASSWORD .....	13
CALL ME .....	16
APPLY FOR BENEFITS .....	18
USER NAME AND PASSWORD .....	19
MY APPLICATIONS .....	21
LET’S GET STARTED .....	1
LET’S GET STARTED .....	23
INSTRUCTIONS .....	24
START APPLICATION TAB .....	24
YOUR INFORMATION .....	1
SELECT ADDRESS .....	28
TELL US MORE .....	30
BACKGROUND INFORMATION .....	31
YOUR INFORMATION .....	33
HOW TO APPLY FOR OTHERS IN THE HOME .....	35
INFORMATION ABOUT THE PEOPLE LIVING IN YOUR HOME .....	36
TELL US MORE .....	1
BACKGROUND INFORMATION .....	38
TELL US MORE ABOUT THIS CHILD .....	40
THIS IS WHO YOU HAVE TOLD US ABOUT SO FAR .....	41
JOBS .....	43
SCHOOL, COLLEGE, OR TRAINING .....	44
QUIT WORK OR TRAINING .....	48
STRIKE .....	52
JOB AND JOB HISTORY .....	56
INCOME INFORMATION .....	60
INCOME FROM OTHER SOURCES .....	62
INCOME FROM OTHER SOURCES CONTINUED .....	66
INCOME FROM UNEMPLOYMENT OR DISABILITY INSURANCE .....	69
FREE HOUSING OR RENT, UTILITIES OR CLOTHING .....	72
CHANGE IN INCOME .....	76
EXPENSE INFORMATION .....	79
MEALS AND ROOM .....	80
DISABLED ADULT CARE .....	83
CHILD CARE .....	86
CHILD SUPPORT .....	90
SPOUSAL SUPPORT .....	93
MEDICAL TREATMENT .....	96

MEDICAL EXPENSE .....99

MEDICARE COVERAGE .....102

OTHER HEALTH COVERAGE .....105

HOUSING COSTS .....108

UTILITY COSTS .....110

IN HOME SUPPORTIVE SERVICES .....114

PROPERTY INFORMATION .....117

    SOLD, SPENT, OR GIVEN AWAY PROERTY .....118

    OWN PROPERTY .....120

    OTHER PROPERTY .....125

    INCOME FROM PROPERTY .....129

    PERSONAL PROPERTY .....132

    MOTOR VEHICLE .....135

OTHER INFORMATION .....138

    SHELTER/FACILITY ..... 1

    FOOD PROGRAMS .....144

    DISCONTINUED BENEFITS .....147

    AUTHORIZATION .....150

    RUNNING FROM THE LAW .....151

    DRUG-RELATED FELONY .....152

    PREGNANCY .....155

    MILITARY SERVICE .....158

    MEDICAL CONDITION .....161

    OTHER AVAILABLE HEALTH CARE .....164

    ADDITONAL SERVICES .....167

APPLICATION SUMMARY .....170

    ADDITIONAL SERVICES .....171

    YOUR APPLICATION IS READY FOR SUBMISSION .....173

    DISCLAIMER (SAWS2A) .....175

    E-SIGNATURE .....176

    RESETTING USERNAME AND PIN .....183

CONGRATULATIONS! .....186

TIMED OUT .....187

MY MESSAGES .....188

MY THINGS TO DO .....189

    REGISTER/DEREGISTER AN ACCOUNT .....190

    REPORT MY CHANGES .....191

MY BENEFITS .....216

MY FORMS .....221

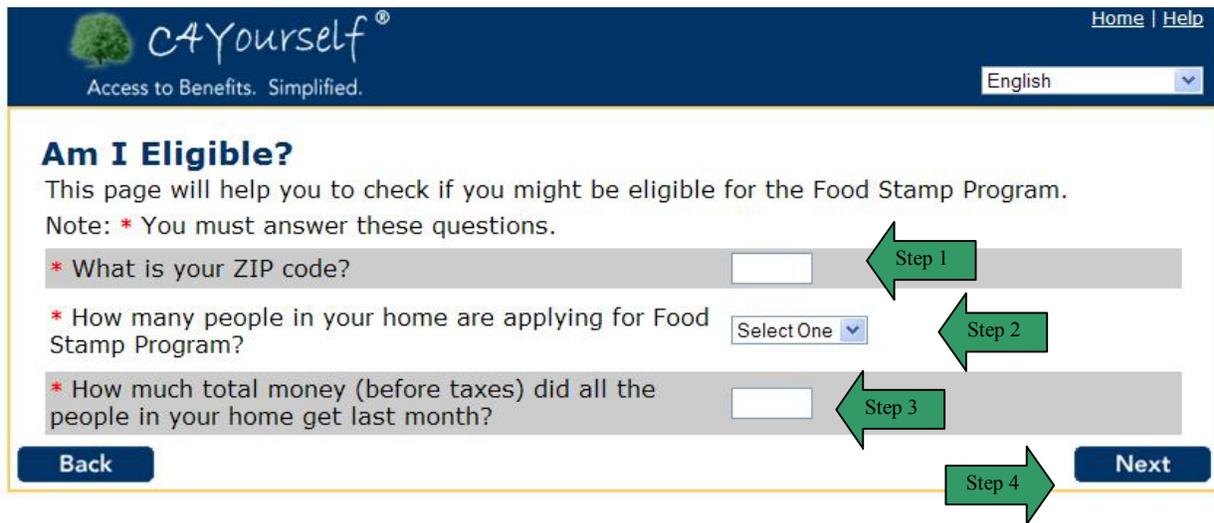
MY APPLICATIONS .....224

# AM I ELIGIBLE?

**PURPOSE** The purpose of **Am I Eligible?** is to gather minimal information to determine potential eligibility for Food Stamps.

**STARTING POINT** The user has navigated to the C4Yourself Home Page, clicked the Food and Nutrition hyperlink and clicked [Am I Eligible?](#)

STEP	ACTION
1	Enter <b>Zip Code</b> in the first text box.
2	In the second box, click the select arrow to display the number drop-down list and select the <b>total number of people</b> that will be included in this application.
3	Enter the household's <b>Total Gross Income</b> for the month in the last text box.
4	Click the <b>Next</b> button.



**TROUBLESHOOTING** This section provides a guide on error messages that might display if the user does not enter the correct information or leaves a field blank.

	Message	Action
1	<b>Please enter a valid ZIP Code.</b>	Have the user verify they have entered a ZIP Code. This is a 5 digit-code.
2	<b>Please select how many people are applying for Food Stamps.</b>	Have the user verify they have selected the number of people they are applying for.
3	<b>Please enter your income.</b>	Enter the total amount of income for all people in the home received last month. If zero was received, enter 0.

## AM I ELIGIBLE? (continued)

STEP	ACTION
5	The user will see one of two messages: <b>5.1 Based on your answers, you may get as much as.....</b> OR <b>5.2 Based on what you told us, we can not determine if you are eligible.....</b>
6	Click the <b>Next</b> button to continue.

**Am I Eligible?**

Based on your answers, you may get as much as \$668.00 from the Food Stamp Program. **Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Plumas, Riverside, San Benito, San Bernardino, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne and Yuba Counties** in California allow you to submit a Food Stamp application online. For other counties, you can print a blank application form from the [Food And Nutrition Information Page](#) . You can then turn your application in at your nearest social services office.

**Back** **Next**

OR

**Am I Eligible?**

Based on what you told us, we can not determine if you are eligible without more details. Please complete the application which will give us the information we need to make an eligibility determination. **Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Plumas, Riverside, San Benito, San Bernardino, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne and Yuba Counties** in California allow you to submit a Food Stamp application online. For other counties, you can print a blank application form from the [Food And Nutrition Information Page](#) . You can then turn your application in at your nearest social services office.

**Back** **Next**

## LANGUAGE SELECTION

### PURPOSE

The purpose of **Login** is to allow a returning user who created a user name and password to sign in and view or complete an E-App or access their C4 Yourself account, through the secured website.

Currently, C4Yourself supports English and Spanish. If you would like to fill out an application in another language, you can select the language from the drop down box of the Home page, in the top right corner.



When a language other than Spanish or English is selected, the screen below will display in a new window.



If you wish to complete an application in a language other than English or Spanish, we will direct you to a PDF form which you can print, fill out and mail to your local office.

[Click here](#) to proceed to the state website or close this window to go back to C4Yourself.

After clicking on "[Click Here](#)", you will be redirected to the California Department of Social Services (CDSS) website, to forms in the language you selected. You will need to scroll down the page and find the form called "SAWS2 Statement of Facts". This form is an acceptable application for Food Stamps, CalWORKs, Medi-Cal and CMSP.

For example: If Farsi is selected, this is the screen that will display after you click on "Click Here"



Office of Governor  
**Edmund G. Brown Jr.**  
 Visit his Website 

- » About CDSS
- » CDSS Websites
- » Report Abuse

### Farsi Translations

Problems with downloading forms? CDSS forms and publications are available Portable Document Format (PDF). For help with these files click here: [Tips for Us PDF Files](#)

For Farsi forms beginning with the following letters click below:

## LOGIN-RETURNING USER

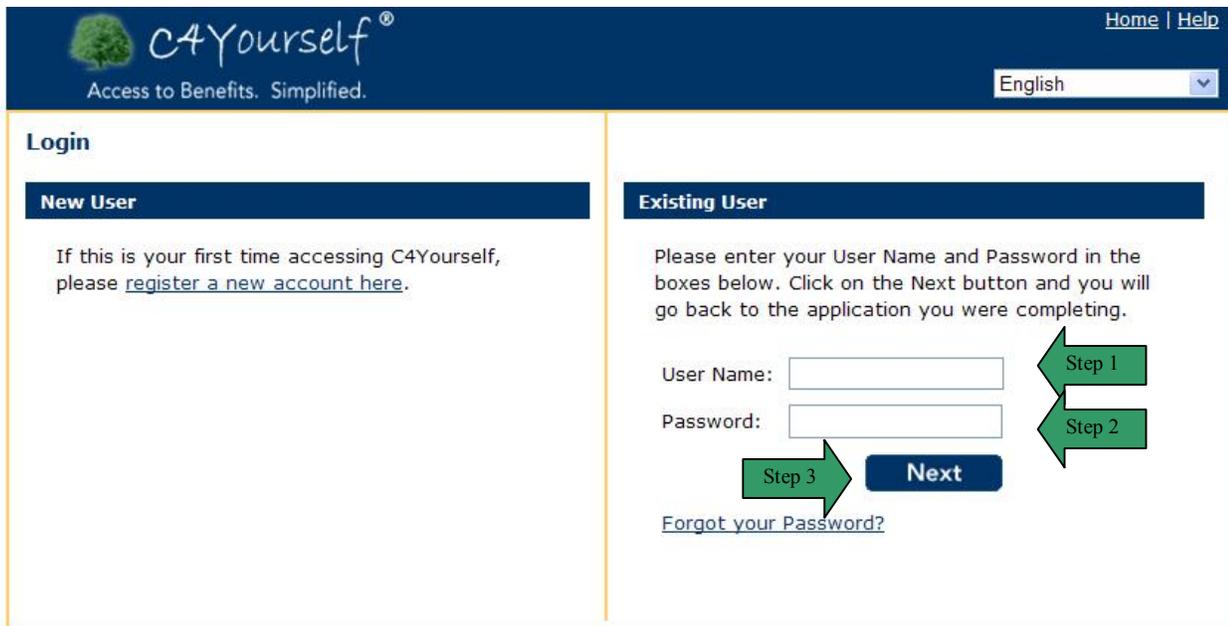
### PURPOSE

The purpose of **Login** is to allow a returning user who created a user name and password to sign in and view or complete an E-App or access their C4 Yourself account, through the secured website.

### STARTING POINT

The user has navigated to the C4Yourself Home Page and clicked the [Open Saved Applications](#) hyperlink.

STEP	ACTION
1	Enter <b>User Name</b> in the first text box (This field is case sensitive).
2	Enter <b>Password</b> in the second text box (This field is case sensitive).
3	Click the <b>Next</b> button to continue.



## LOGIN-RETURNING USER (continued)

STEP	ACTION
4	The <b>My Applications</b> page displays.
5	If the user has submitted applications in the past, the application will display in a list under <b>Previous Applications</b> . The user can click on the <b>E-App Number</b> hyperlink to view the <b>E-App Summary</b> .
6	To continue an application that has not been submitted, click the <b>Continue</b> button.

The screenshot shows the C4Yourself website header with the logo and navigation links. Below the header is a menu with 'My Applications' highlighted. The main content area is titled 'My Applications' and contains several sections: 'Start a New Application' with a 'Next' button, 'Applications for Renewal/Recertification' (no renewals to submit), 'Applications Missing Information' (no missing info), and 'Previous Applications'. The 'Previous Applications' section contains a table with two columns: 'E-App Number' and 'E-App Date'. A green arrow labeled 'Step 5' points to the 'E-App Number' link 'CIV-11-182-008730'.

E-App Number	E-App Date
<a href="#">CIV-11-182-008730</a>	07/01/2011

OR

The screenshot shows the C4Yourself website header and navigation menu. The 'My Applications' section is active. It contains sections for 'Current Application', 'Applications for Renewal/Recertification', 'Applications Missing Information', and 'Previous Applications'. The 'Current Application' section shows 'Last modified on 07/19/2011' and a 'Continue' button. A green arrow labeled 'Step 6' points to the 'Continue' button. Below the sections is a table with 'E-App Number' and 'E-App Date' columns.

E-App Number	E-App Date
<a href="#">CIV-11-182-008730</a>	07/01/2011

OR

## LOGIN-RETURNING USER (continued)

STEP	ACTION
7	The <b>My Applications</b> page displays. This is an example of when the user creates a user name and password but does not start an application. To start the application, click the Next button.

**My Applications**

**Start a New Application**  
Click the next button to start a new application. **Next** 

**Applications for Renewal/Recertification**  
You have no renewals to submit.

**Applications Missing Information**  
There are no applications missing any information.

**Previous Applications**

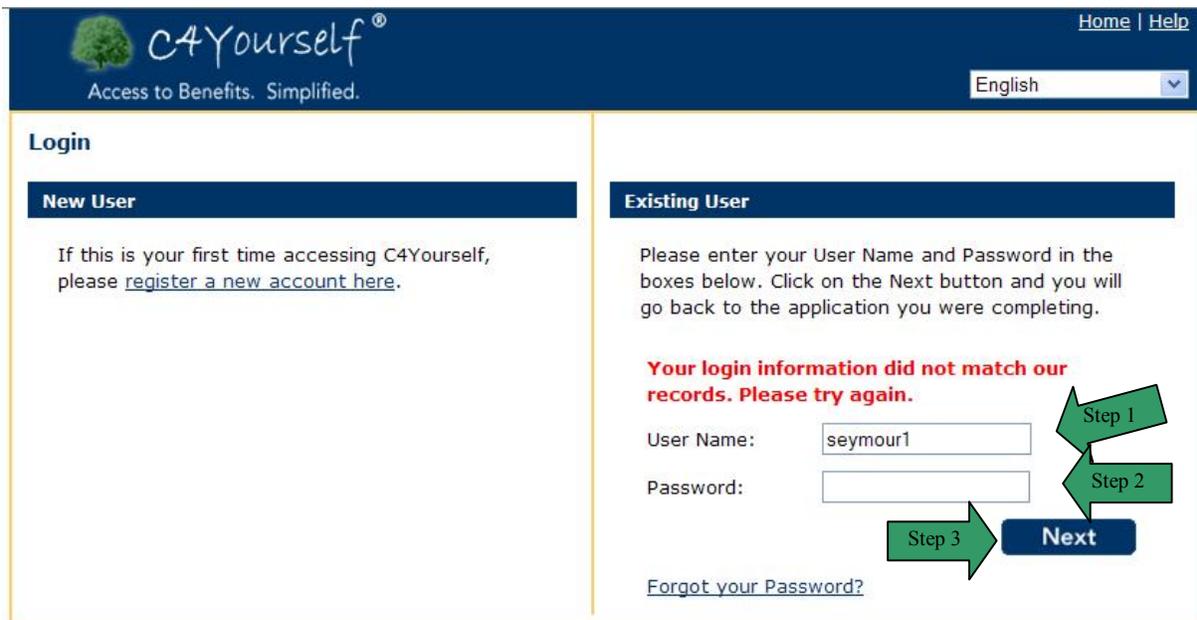
E-App Number	E-App Date
<a href="#">CIV-11-182-008730</a>	07/01/2011

# LOGIN PROBLEMS

**PURPOSE** The purpose of this guide is to give the user a description of messages that may display when they are trying to log into the C4Yourself application.

**STARTING POINT** The user has navigated to the C4Yourself Home Page and clicked on the hyperlink [Click here](#) under Apply for Benefits. The user has entered their user name and password and received an error message. The error message reads: **Your login information did not match our records, Please try again.**

STEP	ACTION
1	Re-enter <b>User Name</b> in the first text box (This field is case sensitive).
2	Re-enter <b>Password</b> in the second text box (This field is case sensitive).
3	Click the <b>Next</b> button to continue.



# FORGOT USER NAME

**PURPOSE** The purpose of the **Forgot User Name** guide is to give the user instruction on what steps are necessary if the user forgets their user name.

**STARTING POINT** The user has navigated to the C4Yourself Home Page and clicked the hyperlink [Click here](#) under Apply for Benefits.

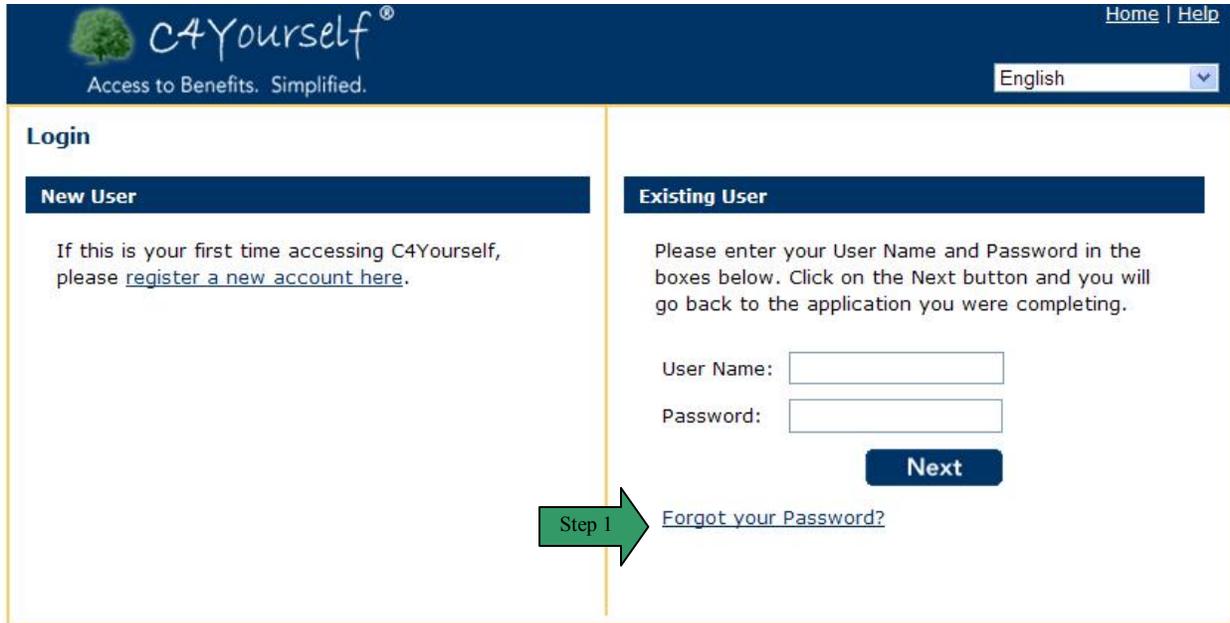
<b>STEP</b>	<b>ACTION</b>
<b>1</b>	If the user has forgotten the user name, they will need to follow the steps for applying for benefits on page on page 16 to create a new user name and password. The information entered previously can not be recovered.

# FORGOT PASSWORD

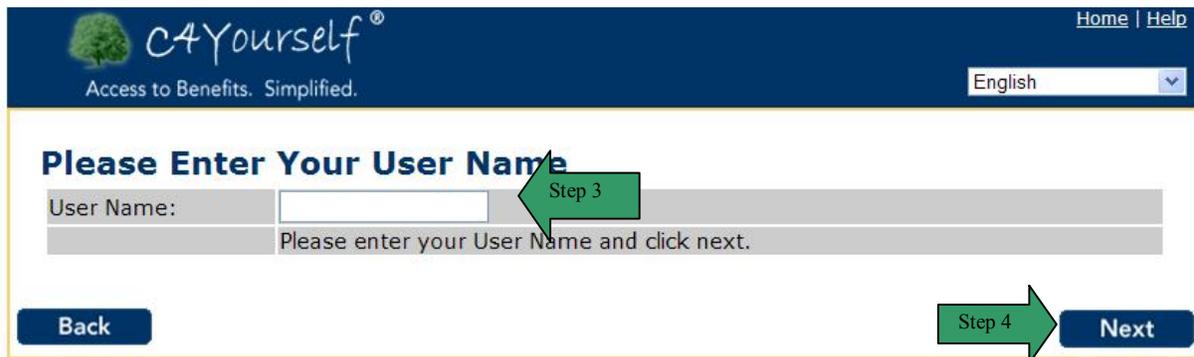
**PURPOSE** The purpose of the **Forgot Your Password** section is to give the user instruction on what process is needed if they forget their User Password.

**STARTING POINT** The user has navigated to the C4Yourself Home Page and clicked the hyperlink [Open Saved Applications](#). The user has forgotten their password.

STEP	ACTION
1	Click the hyperlink <a href="#">Forgot Your Password?</a>



STEP	ACTION
2	The <b>Please Enter Your User name</b> page displays
3	Enter <b>User Name</b> (This field is case sensitive).
4	Click the <b>Next</b> button to continue.



## FORGOT PASSWORD (continued)

STEP	ACTION
5	The <b>Secret Questions</b> page displays.
6	Enter the answer to the first <b>Secret Question</b> in the first text box (This field is case sensitive).
7	Enter the answer to the second <b>Secret Question</b> in the second text box (This field is case sensitive).
8	Click the <b>Next</b> button to continue.

**Secret Questions**

User Name: Seymour1

Secret question: What is your favorite pastime?

Your answer:  **Step 6**  
Please enter your answer to your first secret question.

Second Secret question: Which phone number do you remember most from your childhood?

Your answer:  **Step 7**  
Please enter your answer to your second secret question.

Click the Next button to check your answers against our records.

**Back** **Next** **Step 8**

## FORGOT PASSWORD (continued)

STEP	ACTION
9	The <b>Change Your Password</b> page displays.
10	Enter a new <b>Password</b> in the first text box (This field is case sensitive).
11	Re-enter the <b>Password</b> in the second text box (This field is case sensitive).
12	Click the <b>Next</b> button to continue.

**Change Your Password**

User Name: Seymour1

Password:  **Step 10**  
 Type in a Password. It must be between 5 and 20 letters or numbers and it should be different than your User Name.

Re-enter Password:  **Step 11**  
 You must enter the same password again.

Click the Next button to change your Password.

**Back** **Next** **Step 12**

STEP	ACTION
13	The <b>Your Application</b> page displays. The password has been changed. The user can click on an application if one is displayed or click the <b>Next</b> button to continue.

**My Applications**

**Start a New Application**

Click the next button to start a new application. **Next** **Step 13**

**Applications for Renewal/Recertification**

You have no renewals to submit.

**Applications Missing Information**

There are no applications missing any information.

**Previous Applications**

You have no previous applications.

# CALL ME

## PURPOSE

The purpose of the **Programs** page is to allow the applicant to select the programs they wish to apply for. In order to continue, they must select at least one of the three programs listed, which are Food Stamps, CalWORKs, and Medi-Cal.

**NOTE: The Call Me hyperlink is ONLY available for persons who live and are applying in San Bernardino County.**

## STARTING POINT

The user has logged into their C4Yourself Account.

STEP	ACTION
1	Click the hyperlink <b>Call Me</b> .
2	Enter your <b>Full Name</b> in the Full Name text box.
3	Enter your <b>Phone Number</b> in the Phone Number text box. Do NOT enter hyphens. Here is an example of how the phone number should be entered: 9095555555
4	Click <b>Call Me</b> , to have a person assist you with your questions/application or click <b>Exit</b> if you do not want someone to call you.



## CALL ME (continued)

After you click “Call Me” the following screen will display indicating your request has been submitted.



# APPLY FOR BENEFITS

## PURPOSE

The purpose of the **Apply for Benefits** link is to have the **user** create a user name and password. By creating a user name and password, the applicant will be able to leave the C4Yourself application and return to it without losing the information they already entered. After creating a user name and password, the user will start the application.

**NOTE:** The User Name, Password and Secret Questions/Answers should only be entered by the Primary Applicant/Recipient applying and **should not be shared** with relatives, friends, county staff, or county based organizations (hospitals, clinics, etc.).

## STARTING POINT

The user has navigated through the following pages:

1. **C4Yourself Home Page**
2. Click the hyperlink [Click here](#) under **Apply for Benefits**.

The **Login** page is displaying.

STEP	ACTION
1	Click the <a href="#">register a new account here</a> hyperlink.

**C4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Home | Help

English

### Login

**New User**

If this is your first time accessing C4Yourself, please [register a new account here](#).

← Step 1

**Existing User**

Please enter your User Name and Password in the boxes below. Click on the Next button and you will go back to the application you were completing.

User Name:

Password:

**Next**

[Forgot your Password?](#)

## USER NAME AND PASSWORD

STEP	ACTION
2	The <b>User name and password</b> page displays.
3	Select the <b>County</b> that you live in from the County drop down box.
4	Enter a <b>User Name</b> in the text box. The user name must be between 5 and 20 characters long and is case sensitive.
5	Enter <b>Password</b> in the text box (This field is case sensitive).
6	<b>Re-enter Password</b> in the text box (This field is case sensitive).
7	Click the select arrow box to display the drop-down list and select the <b>First secret question</b> .
8	Enter your answer in the <b>first Your answer</b> text box (This field is case sensitive).
9	Click the select arrow box to display the drop-down list and select the <b>Second secret question</b> .
10	Enter your answer in the <b>second Your answer</b> text box (This field is case sensitive).
11	Click the <b>Next</b> button.

The screenshot shows the 'Create User Account' page on the C4Yourself website. The page has a blue header with the logo and navigation links. The main content area is titled 'Create User Account' and contains several form fields with instructions. Green arrows point to each field, labeled with step numbers from 2 to 11. At the bottom, there are 'Back' and 'Next' buttons, with a green arrow pointing to the 'Next' button labeled 'Step 11'.

**Step 2** points to the 'Create User Account' title.

**Step 3** points to the 'County' dropdown menu.

**Step 4** points to the 'User Name' text box.

**Step 5** points to the 'Password' text box.

**Step 6** points to the 'Re-enter Password' text box.

**Step 7** points to the 'First secret question' dropdown menu.

**Step 8** points to the 'Your answer' text box for the first secret question.

**Step 9** points to the 'Second secret question' dropdown menu.

**Step 10** points to the 'Your answer' text box for the second secret question.

**Step 11** points to the 'Next' button.

## USER NAME AND PASSWORD (continued)

If you select a county that is NOT a C-IV supported county, you may see an error message after you click the Next Button in Step 11. **If you live in a non-C-IV county you can still complete an application online by clicking the “[Click Here](#)” hyperlink.** This hyperlink will take you to the California Benefits Portal, which will direct you to another website where you can apply online.

### Create User Account

Note: \*You must answer these questions.

County:*	Los Angeles <input type="button" value="v"/>
C4Yourself cannot send applications to the selected county. Please <a href="#">click here</a> to proceed further.	
Please select the county in which you live. This selection will be associated to your account. You will be able to change this later if you need to.	

STEP	ACTION
<b>12</b>	The <b>User name and password</b> page displays with a message that states: <b>You have successfully created your user name and password.</b>
<b>13</b>	Click the <b>Next</b> button.


C4Yourself®
Home | Help

Access to Benefits. Simplified.

English

## User name and password

You have successfully created your user name and password.

Step 13

Next

### FIRST SECRET QUESTIONS

What is your Father's middle Name?  
 What was the name of your first school?  
 Who was your childhood hero?  
 What is your favorite pastime:  
 What is your all-time favorite sports team?

### SECOND SECRET QUESTIONS

What was the first and last name of your first boyfriend or girlfriend?  
 Which phone number do you remember most from your childhood?  
 What was your favorite place to visit as a child?  
 Who is your favorite actor, musician, or artist?  
 What is your favorite movie?

## MY APPLICATIONS

STEP	ACTION
14	The <b>My Application</b> page displays.
15	Click the <b>Next</b> button.

Home | Help

English

My Messages My Things To Do My Benefits My Forms **My Applications**

### My Applications

**My Applications**

**Start a New Application**

Click the next button to start a new application. **Next** *Step 15*

**Applications for Renewal/Recertification**

You have no renewals to submit.

**Applications Missing Information**

## LET'S GET STARTED

STEP	ACTION
16	The <b>Let's get started</b> page displays. Note: The user must complete the Start Application section, in order for the information to automatically be saved.
17	To view a list of verifications the user might need to complete the application, click the hyperlink <a href="#">Click here</a> .

**Let's get started**

Here are some things to know before you start the application.

We will be asking you questions about you and the people in your home. We will need information on how much money you have and the bills you pay. It is helpful if you have a pay stub and the bills you pay like rent, utilities and child care. If you'd like to see a list of things that might be needed you can [Click here](#) before you start the application.

After you finish the application you can send it online to an office.

Before you can get benefits, the agency may need to get proof of some of the answers you have given. In some cases, you will also need to talk with a worker over the phone or in person. Your local agency will call you or send a letter about this.

It may take 15 minutes or more to finish all the questions.

[Back](#) [Next](#)

STEP	ACTION
18	The <b>Verifications</b> page displays.
19	Click the <b>Back</b> button or the <b>Next</b> button to return to the <b>Let's get started</b> page.

**Verifications**

The worker may ask you to give proof of some information. The list below is what the worker may need before we can approve your application.

- Identification
- Immigration Status
- Sponsored Noncitizen Information
- Residency
- SSN/Application for all Household Members
- Income (Earned, Unearned, or from self employment)
- Property/Assets
- Disability
- Utility Expenses
- Shelter Expenses
- Medical Expenses
- Child Support Obligations and Payments
- Pregnancy
- School Grants or Loans

[Back](#) [Next](#)

## LET'S GET STARTED

STEP	ACTION
20	The <b>Let's Get Started</b> page redisplay.
21	Click the <b>Next</b> button to continue.

**Let's get started**

Here are some things to know before you start the application.

We will be asking you questions about you and the people in your home. We will need information on how much money you have and the bills you pay. It is helpful if you have a pay stub and the bills you pay like rent, utilities and child care. If you'd like to see a list of things that might be needed you can [Click here](#) before you start the application.

After you finish the application you can send it online to an office.

Before you can get benefits, the agency may need to get proof of some of the answers you have given. In some cases, you will also need to talk with a worker over the phone or in person. Your local agency will call you or send a letter about this.

It may take 15 minutes or more to finish all the questions.

[Back](#) Step 21  [Next](#)

# INSTRUCTIONS

STEP	ACTION
22	The <b>Instructions</b> page displays.
23	Click the <b>Next</b> button to continue with the application.

**C4Yourself**  
Access to Benefits. Simplified.

Home | Help

English

## Instructions

Here are some tips for using this website.

Start Application | People | **Job** | Income | Expenses | Property | Other | Send Application

The tabs above tell you what kind of questions we will be asking. You will not have to answer all the questions. It is best to answer as many questions as you can. The more complete your application is, the faster the worker will be able to process it.

30%

This bar tells how close you are to finishing the application.

You'll see some questions with a star \* - next to them. You must answer these questions before you can go on to the next page.

Check this  box next to the item you want to select.

Check this  button next to the item you want to select.

**Next**

The Next button takes you to the next page.

**Back**

The Back button takes you to the page before the one you are on now.

**Exit**

The Exit button ends your application. If you created a user name and password, all your information will be saved. If you do not have a user name and password, you will be asked to create one so that your application can be saved.

**Remove**

The Remove button removes the person or information from your application.

**Edit**

The Edit button takes you to a person's information so you can make changes.

Link Text

Text that is underlined and blue is a hyperlink. Clicking this text will direct you to another web page.

**Send Application**

The Send Application button sends your application. If you click this button, it will send your application to the county office.

[Home](#) | [My C4Yourself](#) | [Help](#)

The Help link shows help for the page you are on. If you click this button, it will show information to help you understand the questions on the page.

OK. Let's start the application.

**Back** **Next**

Step 23 →

## START APPLICATION TAB

**PURPOSE**

The purpose of the **Programs** page is to allow the applicant to select the programs they wish to apply for. In order to continue, they must select at least one of the three programs listed, which are Food Stamps, CalWORKs, and Medi-Cal.

**NOTE:** Persons applying for CMSP should select Medi-Cal on the Programs page. CMSP will be a selection on a subsequent page.

**STARTING POINT**

The user has navigated through the following pages:

- **C4Yourself Home Page**
- **Create user name and password**
- **Let's Get Started**
- **Instructions**

The **Programs** page is displaying.

Step	Action
1	Check the box for each program being applied for. <b>NOTE:</b> If the person is applying for CMSP, Medi-Cal should be selected.
2	Click the <b>Next</b> button to continue.

Home | [My C4Yourself](#) | [Help](#)

**c4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Exit

Start Application | People | Job | Income | Expenses | Property | Other | Send Application

0%

## Programs

Please select the programs you wish to apply for. You must apply for at least one program. You may apply for as many programs as you wish.

Programs:

*Step 1* →

Food Stamps  
 CalWORKs  
 Medi-Cal

Back *Step 2* → Next

## YOUR INFORMATION

**PURPOSE** The purpose of the **Your Information** page is to gather information about the primary applicant. Each C4Yourself application requires a primary applicant.

**STARTING POINT** The user has navigated through the following pages:

- **C4Yourself Home Page**
- **Create user name and password**
- **Let's Get Started**
- **Instructions**

The **Your Information** page is displaying.

Step	Action
1	Enter the <b>First Name</b> . <b>This is required information.</b>
2	Enter the <b>Middle Name</b> .
3	Enter the <b>Last Name</b> . <b>This is required information.</b>
4	Click the select arrow to display the drop-down list and select <b>best way to contact</b> user.
5	Click the radio button to indicate if the user is <b>homeless</b> . If <b>No</b> is selected in this step, steps 11 and 12 are required. <b>This is required information.</b>
6	Enter the <b>Address Line 1</b> including house number and street name.
7	Enter additional information on <b>Address Line 2</b> including space, apartment number, building number, etc.
8	Enter the <b>City</b> . <b>This is required information.</b>
9	California will always be pre-populated in the <b>State</b> section.
10	Enter the <b>ZIP Code</b> . <b>This is required information.</b>
11	Click the select arrow to display the drop-down list and select a <b>County</b> . <b>This is required information.</b>
12	Click the check box to apply for CMSP
13	Enter the <b>Contact Number</b> . Also include the extension.
14	Enter the <b>Email</b> address. <b>NOTE:</b> If the primary applicant/recipient would like to have emails sent to their personal email address when e-Messages are posted to their C4Yourself account, an email address should be entered. For more information on e-Messages, see page 176.
15	Click the radio button to indicate if the person is <b>applying for benefits on behalf of someone else</b> .
16	Click the check box to indicate if the person is a minor/teenager and wants confidential Minor Consent Services, for family planning, pregnancy related care, mental health, drug and alcohol abuse treatment/counseling, sexually transmitted diseases (STD) or sexual assault. Note: If the person applying meets the criteria above and checks the box, an error message will display stating the following: <b>To maintain confidentiality, you must take your application to the local social services office or eligibility worker site. DO NOT MAIL OR SUBMIT AN ONLINE APPLICATION.</b>
17	Click the <b>Next</b> button to continue.

## YOUR INFORMATION (continued)

Home | My C4Yourself | Help



Access to Benefits. Simplified.

Exit

Start Application | People | Job | Income | Expenses | Property | Other | Send Application

0%

### Your Information

Please give us information about yourself. You must give us at least your name and address. If you can not answer a question you can skip it.

Note: \*You must answer these questions.

* First Name:	<input type="text"/>	Step 1
Middle Name:	<input type="text"/>	Step 2
* Last Name:	<input type="text"/>	Step 3
What is the best way to contact you?	Select One	Step 4
* Are you homeless?	<input type="radio"/> Yes <input type="radio"/> No	Step 5
* Address Line 1:	<input type="text"/>	Step 6
Address Line 2:	<input type="text"/>	Step 7
* City:	<input type="text"/>	Step 8
State:	California	Step 9
* Zip Code:	<input type="text"/>	Step 10
* County:	Select One <input type="checkbox"/> <small>Click this box to apply for C4Yourself in your county.</small>	Step 11
Contact Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>	Step 12
Email:	<input type="text"/>	Step 13
* Are you applying for benefits on behalf of someone else?	<input type="radio"/> Yes <input type="radio"/> No	Step 14
<input type="checkbox"/> I'm a minor/teenager and want confidential Minor Consent Services, for family planning, pregnancy related care, mental health, drug and alcohol abuse treatment/counseling, sexually transmitted diseases (STD) or sexual assault.		Step 15

Step 16

Back

Step 17

Next

## SELECT ADDRESS

### PURPOSE

The purpose of the **Select Address** page is to confirm the address entered by the primary applicant/recipient. When an address is entered, the address will go through a normalization process. If the address does not match any address known to the postal service, the page will display the "User-entered Address". There may be times when potential matches display due to changes in zoning and/or software updates (see page 29).

Home | [My C4Yourself](#) | [Help](#)

**C4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Exit

Start Application | People | Job | Income | Expenses | Property | Other | Send Application

0%

### Select Address

We could not verify your address. Please double-check what you entered below. If you believe it is correct, please click the circle next to it and click the next button. Otherwise, click back and change it.

User-entered Address

1 NIRVANA LANE  
UTOPIA, CA 92325  
San Bernardino County

Back Next

## SELECT ADDRESS (continued)

There may be times when multiple potential matches display (due to changes in zoning, software updates, or typographical errors). Below is an example of what the Select Address page will display if there is a discrepancy and/or multiple potential matches.

[Home](#) | [My C4Yourself](#) | [Help](#)

  
Access to Benefits. Simplified.

[Exit](#)

Start Application People Job Income Expenses Property Other Send Application

0%

### Select Address

The address you entered could not be found. Below is a list of possible matches. Please select your address. **You can only select one.**

**Possible Matches**

- 7977 SIERRA AVE  
FONTANA, CA 92336  
San Bernardino County
- 8137 SIERRA AVE  
FONTANA, CA 92335  
San Bernardino County
- 8117 SIERRA AVE  
FONTANA, CA 92335  
San Bernardino County
- 8101 SIERRA AVE  
FONTANA, CA 92335  
San Bernardino County
- 7977 SIERRA AVE  
FONTANA, CA 92336  
San Bernardino County

**User-entered Address**

- 7977 SIERRA  
FONTANA, CA 92335  
San Bernardino County

Back

Next

## TELL US MORE

**PURPOSE** The purpose of the **Tell us more** page is to gather additional information about the primary applicant. Each C4Yourself application requires a primary applicant.

**STARTING POINT** The user has navigated through the following pages:

- **C4Yourself Home Page**
- **Create user name and password**
- **Let's Get Started**
- **Instructions**

The **Tell us more** page is displaying.

Step	Action
1	Click the radio button to indicate <b>male or female</b> .
2	Click the select arrow to display the drop-down list and select the <b>Month</b> of birth.
3	Click the select arrow to display the drop-down list and select the <b>Day</b> of birth.
4	Click the select arrow to display the drop-down list and select the <b>Year</b> of birth.
5	Enter the <b>Social Security Number</b> .
6	Click the select arrow to display the drop-down list and select the <b>Marital Status</b> .
7	Check the box to indicate <b>Elderly, Without Money, Disabled, Blind, Pregnant</b> or a <b>Migrant/Seasonal Farm worker</b> . The user can select more than one.
8	Click the <b>Next</b> button to continue.



### Tell us more

Please give us additional information about yourself. If you can not answer a question you can skip it.

Are you male or female? Step 1 →  Male  Female

Date of Birth:    Step 2-4 ←

Social Security Number: Step 5 →  -  -

Marital Status:  Step 6 ←

Are you any of these? You can select more than one: Step 7 →

Elderly (60 and older)  
 Without money for food  
 Disabled, Blind, Pregnant  
 Migrant/Seasonal Farmworker

**Back**



**Next**

## BACKGROUND INFORMATION

**PURPOSE** The purpose of the **Background Information** page is to gather additional information about the primary applicant. Each C4Yourself application requires a primary applicant.

**STARTING POINT** The user has navigated through the following pages:

- **C4Yourself Home Page**
- **Create user name and password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**

The **Background Information** page is displaying.

Step	Action
1	Click the select arrow to display the drop-down list and select a preferred <b>language</b> .
2	Click the select arrow to display the drop-down list and indicate <b>citizenship</b> .
3	Click the radio button to indicate <b>sponsored citizenship</b> .
4	Enter the <b>city of birth</b> .
5	Click the select arrow to display the drop-down list and select the <b>state</b> you were born in.
6	Click the select arrow to display the drop-down list and select the <b>country of birth</b> .
7	Click the radio button to indicate <b>Hispanic or Latino</b> .
8	Check the box next to <b>race or ethnic origin</b> .
9	Click the <b>Next</b> button to continue.

## BACKGROUND INFORMATION (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)

Access to Benefits. Simplified.Exit

Start Application | People | Job | Income | Expenses | Property | Other | Send Application

**0%**

### Background Information

Please give us additional information about yourself. If you can not answer a question you can skip it.

What is your preferred language?	Select One	Step 1
What is your citizenship status?	Select One	Step 2
Are you sponsored?	<input type="radio"/> Yes <input type="radio"/> No	Step 3
What city were you born in?	<input type="text"/>	Step 4
What state were you born in?	Select One	Step 5
What country were you born in?	Select One	Step 6
Are you Hispanic or Latino?	<input type="radio"/> Yes <input type="radio"/> No	Step 7

Please give us your race or ethnic origin:

- American Indian or Alaskan Native
- Black or African American
- Asian (If checked, please select one or more of the following)
  - Filipino  Chinese
  - Japanese  Cambodian
  - Korean  Vietnamese
  - Asian Indian  Laotian
  - Other Asian (specify)
- Native Hawaiian or Other Pacific Islander (If checked, please select one or more of the following)
  - Native Hawaiian  Guamanian
  - Samoan
  - Other (specify)
- White
- Unknown

BackNext

## YOUR INFORMATION

**PURPOSE** The purpose of the **Your Information** page is to gather additional information about the primary applicant’s household. Each C4Yourself application requires a primary applicant.

**STARTING POINT** The user has navigated through the following pages:

- **C4Yourself Home Page**
- **Create user name and password**
- **Let’s Get Started**
- **Instructions**
- **Start Application Tab**

The **Your Information** page is displaying.

Step	Action
1	Enter the amount of <b>rent or mortgage</b> that will be paid the month of application.
2	Enter the amount of <b>utilities</b> that will be paid in the month of application if they are not included in the rent/mortgage.
3	Enter in the text box <b>how much money</b> is currently on hand.
4	Check the box to indicate a <b>hardship</b> . The user can select more than one.
5	Click the radio button to indicate if <b>language assistance</b> is needed during the interview at no cost.
6	Click the radio button to indicate if assistance is needed during the interview due to a <b>physical or mental condition</b> .
7	Click the radio button to indicate an <b>eviction notice</b> .
8	Click the radio button to indicate a <b>utility shut off notice</b> .
9	Click the radio button to indicate <b>food will run out in 3 days or less</b> .
10	Click the radio button to indicate <b>essential clothing is need</b> .
11	Click the radio button to request <b>help with transportation to get food, clothing, medical care or other emergency item</b> .
12	Click the <b>Next</b> button to continue.

# YOUR INFORMATION (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)



Access to Benefits. Simplified.

[Exit](#)

[Start Application](#) | [People](#) | [Job](#) | [Income](#) | [Expenses](#) | [Property](#) | [Other](#) | [Send Application](#)

0%

## Your Information

OK. You are almost finished with this section.

How much is your rent/mortgage this month?	<input type="text"/>	← Step 1
How much are your utilities this month, if separate from your rent/mortgage?	<input type="text"/>	← Step 2
How much money do you have? This includes money in a bank account, in your home, or any other place.	<input type="text"/>	← Step 3
Do you have any of these hardships? You can select more than one:	<input type="checkbox"/> You are 65 years old/or older and do not have someone to represent you <input type="checkbox"/> You have a disability and your household members have no income <input type="checkbox"/> You live in a remote area <input type="checkbox"/> It is hard for you to get a ride or there is not any other type of transportation near you <input type="checkbox"/> You are sick or care for another household member <input type="checkbox"/> The weather is/or has been bad for a long time	→ Step 4
Would you like to have a person who speaks your first language help when you visit the office at no cost?	<input type="radio"/> Yes <input type="radio"/> No	← Step 5
Do you think you will need help during your interview because you have a physical or mental condition? We can help you with this.	<input type="radio"/> Yes <input type="radio"/> No	← Step 6
Do you have an eviction notice or notice to pay or quit?	<input type="radio"/> Yes <input type="radio"/> No	← Step 7
Have your utilities been shut off or do you have a shut-off notice?	<input type="radio"/> Yes <input type="radio"/> No	← Step 8
Will your food run out in 3 days or less?	<input type="radio"/> Yes <input type="radio"/> No	← Step 9
Do you need essential clothing, such as diapers or clothing needed for cold weather?	<input type="radio"/> Yes <input type="radio"/> No	← Step 10
Do you need help with transportation to get food, clothing, medical care or other emergency item(s)?	<input type="radio"/> Yes <input type="radio"/> No	← Step 11

[Back](#) → Step 12 [Next](#)

# HOW TO APPLY FOR OTHERS IN THE HOME – PEOPLE TAB

**PURPOSE** The **Information about the people living in your home** page allows the user to add other people living in the home to the C4Yourself application.

**STARTING POINT** The user has navigated through the following pages:

- **C4Yourself Home Page**
- **User name and password**
- **Let’s Get Started**
- **Instructions**
- **Start Application Tab**

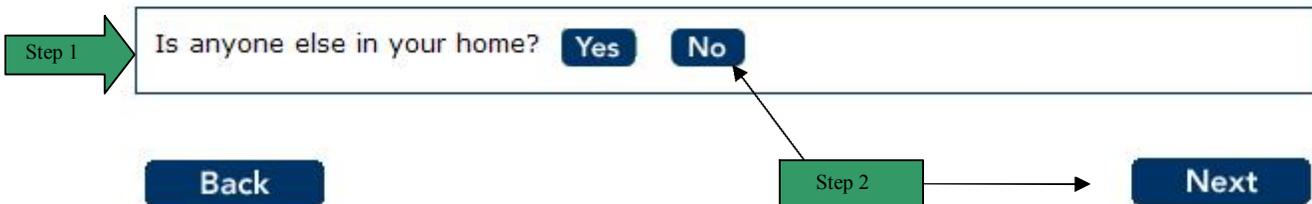
The **Information about the people living in your home** page is displaying.

Step	Action
1	To add another person to the application, click the <b>Yes</b> button.
2	If there are no other applicants, click the <b>No</b> button or the <b>Next</b> button to continue.



## Information about the people living in your home

Thank you for the information about you. Now tell us about the people living in your home.



## INFORMATION ABOUT THE PEOPLE LIVING IN YOUR HOME

**PURPOSE** The purpose of the **Information about the people living in your home** page is to give the user the option to add other people living in the home to the C4Yourself application.

**STARTING POINT** The user has navigated through the following areas:

- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**

The **Information about the people living in your home** page is displaying.

Step	Action
1	Enter the <b>First Name</b> of the person being added. <b>This is required information.</b>
2	Enter the <b>Middle Name</b> of the person being added.
3	Enter the <b>Last Name</b> of the person being added. <b>This is required information.</b>
4	Click the select arrow to display the drop-down list to select the <b>living situation</b> of this person to the primary applicant.
5	Click the select arrow to display the drop-down list to select the <b>relationship</b> of this person to the primary applicant.
6	Click the radio button to indicate the person <b>purchases and prepares food</b> with the primary applicant.
7	Click the <b>Next</b> button to continue.



### Information about the people living in your home

Note: \* You must answer these questions.

## TELL US MORE

**PURPOSE** The purpose of the **Tell us more** page, is to gather additional information of other people living in the home.

**STARTING POINT** The user has navigated through the following areas:

- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**

The **Tell us more** page is displaying.

Step	Action
1	Click the radio button to indicate <b>male or female</b> .
2	Click the select arrow to display the drop-down list and select the <b>Month</b> of birth.
3	Click the select arrow to display the drop-down list and select the <b>Day</b> of birth.
4	Click the select arrow to display the drop-down list and select the <b>Year</b> of birth.
5	Enter the <b>Social Security Number</b> .
6	Click the select arrow to display the drop-down list and select the <b>Marital Status</b> .
7	Check the box/boxes to indicate <b>Elderly, Without Money, Disabled, Blind, Pregnant, or a Migrant/Seasonal Farm worker</b> .
8	Click the <b>Next</b> button.



### Tell us more

Please give us additional information about this person. If you can not answer a question you can skip it.

Is this person a male or female?  Male  Female ← Step 1

Date of Birth: Month  Day  Year  ← Step 2-4

Social Security Number:  -  -  ← Step 5

Marital Status: Select One  ← Step 6

Is this person any of these? You can select more than one:

- Elderly (60 and older)
- Without money for food
- Disabled, Blind, Pregnant
- Migrant/Seasonal Farmworker

← Step 7

← Step 8

## BACKGROUND INFORMATION

**PURPOSE** The purpose of the **Background Information** page is to gather additional information about other persons in the home. Each C4Yourself application requires a primary applicant.

**STARTING POINT** The user has navigated through the following pages:

- **C4Yourself Home Page**
- **Create user name and password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**

The **Background Information** page is displaying.

Step	Action
1	Click the select arrow to display the drop-down list and select a preferred <b>language</b> .
2	Click the select arrow to display the drop-down list and indicate <b>citizenship</b> .
3	Click the radio button to indicate <b>sponsored citizenship</b> .
4	Enter the <b>city of birth</b> .
5	Click the select arrow to display the drop-down list and select the <b>state</b> you were born in.
6	Click the select arrow to display the drop-down list and select the <b>country of birth</b> .
7	Click the radio button to indicate <b>Hispanic or Latino</b> .
8	Check the box next to <b>race or ethnic origin</b> .
9	Click the <b>Next</b> button to continue.

## BACKGROUND INFORMATION (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)

 **C4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

[Send Application](#) [Exit](#)

---

[Start Application](#) | **People** | [Job](#) | [Income](#) | [Expenses](#) | [Property](#) | [Other](#) | [Send Application](#)

**15%**

### Background Information

OK. You are almost finished with this section.

What is this person's preferred language?	Select One	Step 1	
What is this person's citizenship status?	Select One	Step 2	
Is this person sponsored?	<input type="radio"/> Yes <input type="radio"/> No	Step 3	
What city was this person born in?		Step 4	
What state was this person born in?	Select One	Step 5	
What country was this person born in?	Select One	Step 6	
Is this person Hispanic or Latino?	<input type="radio"/> Yes <input type="radio"/> No	Step 7	
Please give us this person's race or ethnic origin:	<input type="checkbox"/> American Indian or Alaskan Native	Step 8	
	<input type="checkbox"/> Black or African American		
	<input type="checkbox"/> Asian (If checked, please select one or more of the following)		
	<input type="checkbox"/> Filipino		<input type="checkbox"/> Chinese
	<input type="checkbox"/> Japanese		<input type="checkbox"/> Cambodian
	<input type="checkbox"/> Korean		<input type="checkbox"/> Vietnamese
	<input type="checkbox"/> Asian Indian		<input type="checkbox"/> Laotian
	<input type="checkbox"/> Other Asian (specify) <input type="text"/>		
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander (If checked, please select one or more of the following)		
	<input type="checkbox"/> Native Hawaiian		<input type="checkbox"/> Guamanian
<input type="checkbox"/> Samoan			
<input type="checkbox"/> Other (specify) <input type="text"/>			
<input type="checkbox"/> White			
<input type="checkbox"/> Unknown			

[Back](#) Step 9 [Next](#)

## TELL US MORE ABOUT THIS CHILD

**PURPOSE** The **Tell us more about this child** page collects additional information on children applying for benefits.

**STARTING POINT** The user has navigated through the following areas:

- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**

The **Tell us more about this child** page is displaying.

Step	Action
1.	Click the radio button to indicate if the child is a foster child.
2.	Click the radio button to indicate if the child is 18-21 and claimed as a tax dependent.
3.	Click the <b>Next</b> button to continue.



### Tell us more about this child

If you can not answer a question you can skip it.

Is this child a foster child?  Yes  No

Is this child 18-21 and claimed as a dependant for tax purposes?  Yes  No

**Back**
**Next**

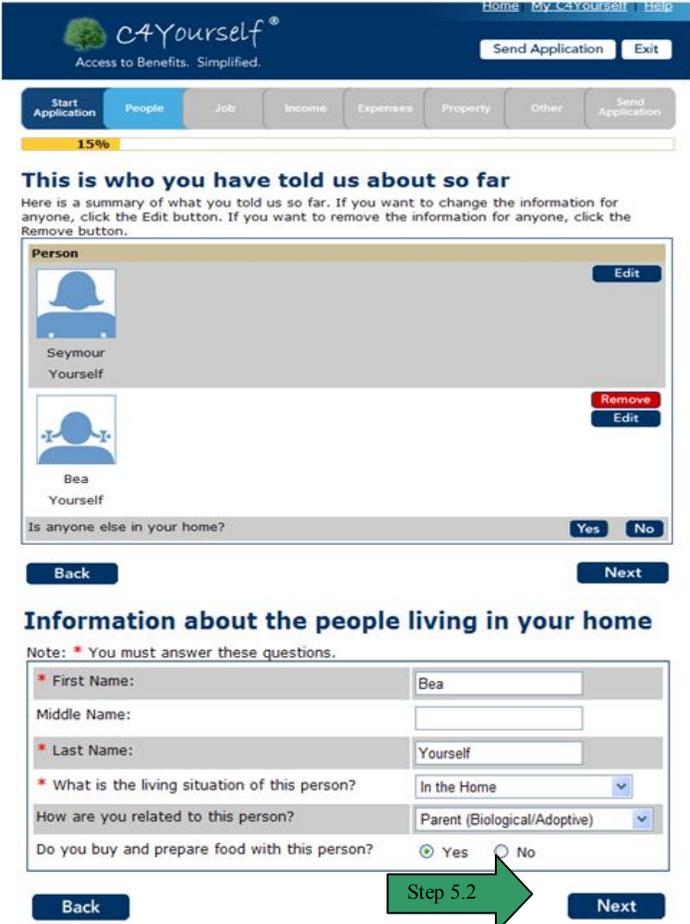
# THIS IS WHO YOU HAVE TOLD US ABOUT SO FAR

**PURPOSE** This is who you have told us about so far page provides a summary of who is applying for benefits.

**STARTING POINT** The user has navigated through the following areas:

- C4Yourself Home Page
- Create User Name and Password
- Let's Get Started
- Instructions
- Start Application Tab

This is who you have told us about so far page is displaying.

Step	Action
1	A summary page displays giving the user an overview of the people that are included in this request for benefits. Review the information.
2	To continue without changing or adding anyone – click the <b>No</b> button or the <b>Next</b> button.
3	To add another person – click the <b>Yes</b> button.
4	To remove a person – click the <b>Remove</b> button
5	<p>To edit the information the user entered about a person – click the <b>Edit</b> button across from the person you want to change. The page redisplay in edit mode.</p> <p><b>5.1</b> The user can now change the information that was previously entered.</p> <p><b>5.2</b> Click the <b>Next</b> button to continue.</p> 

## THIS IS WHO YOU HAVE TOLD US ABOUT SO FAR (continued)

Home | Help



Access to Benefits. Simplified.

Send Application Exit

Start Application People Job Income Expenses Property Other Send Application

15%

### This is who you have told us about so far



Here is a summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

**Person**

 Seymour Yourself Edit

 Bea Yourself Remove Edit

Is anyone else in your home? Yes No

Back Next



# JOBS

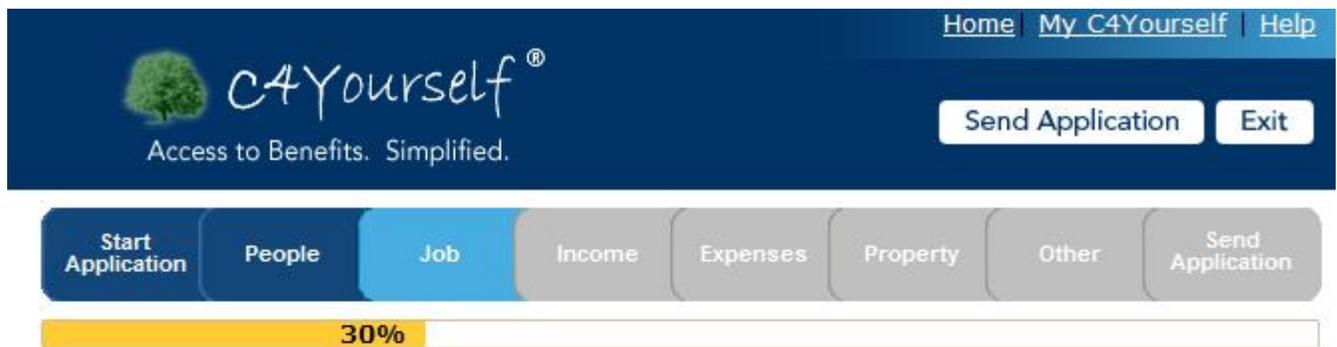
**PURPOSE** The purpose of the **Job Information** page is to ask questions about **School, College, Training, Strike, Self-Employment, or Work** that is expected in the next two months.

**STARTING POINT** The user has navigated through the following areas:

- **C4Yourself Home Page**
- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**
- **People Tab**

The **Job Information** page is displaying.

Step	Action
1	Answer the questions by clicking the <b>Yes</b> or <b>No</b> radio buttons.
2	Click the <b>Next</b> button to continue.



## Job Information

Next we will ask you some questions about the people in your home that have a job, attend school or are in training.

Is anyone 14 years of age or older going to school, college, or in training?	<input type="radio"/> Yes	<input type="radio"/> No
Has anyone quit or not accepted work or training in the last 60 days?	<input type="radio"/> Yes	<input type="radio"/> No
Is anyone on strike?	<input type="radio"/> Yes	<input type="radio"/> No
Is anyone working, planning to work in the next two months or is self employed?	<input type="radio"/> Yes	<input type="radio"/> No

## SCHOOL, COLLEGE, OR TRAINING

**PURPOSE** The purpose of the **School, College, or Training** page is to gather detailed information from the user regarding enrollment in school, college, and/or training.

**STARTING POINT** The user has answered yes to a question on the **Job Information** page regarding **School, College, or Training**.

Step	Action
1	To select the <b>person/persons</b> attending School, College, or Training, check the box next to the person.
2	Enter the <b>Name of the School/Training</b> in the text box.
3	Click the select arrow to display the drop-down list and select <b>full or part-time</b> to show enrollment of this student.
4	Enter the amount of <b>Tuition/Fees per Term</b> in the text box.
5	Enter the amount spent on <b>Books, Equipment, Misc Costs per Term</b> in the text box.
6	Enter the <b>Units/Hours per week</b> in the text box.
7	Enter the <b>Transportation Costs</b> in the text box.
8	Click the select arrow to display the drop-down list and select the <b>Month</b> of their expected graduation date.
9	Click the select arrow to display the drop-down list and select the <b>Day</b> of their expected graduation date.
10	Click the select arrow to display the drop-down list and select the <b>Year</b> of their expected graduation date.
11	Click the <b>Next</b> button to continue.

## SCHOOL, COLLEGE, OR TRAINING (continued)

Home | My C4Yourself | Help

**c4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Send Application | Exit

Start Application | People | **Job** | Income | Expenses | Property | Other | Send Application

30%

### School, College or Training

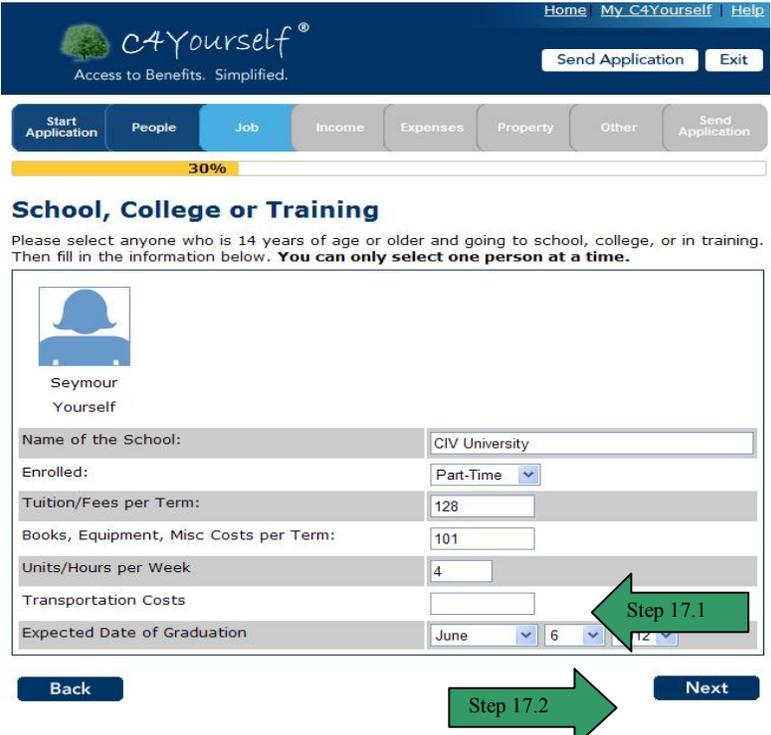
You told us that there are some people in your home who are 14 years of age or older and going to school, college, or in training.

Please select the people and fill in their information. **You can select more than one person.**

Person	School/College/Training Info
<input type="checkbox"/>  Seymour Yourself	Name of the School <input type="text"/> <span style="float: right;">← Step 2</span>
	Enrolled <input type="text" value="Select One"/> <span style="float: right;">← Step 3</span>
	Tuition/Fees per Term: <input type="text"/> <span style="float: right;">← Step 4</span>
	Books, Equipment, Misc Costs per Term: <input type="text"/> <span style="float: right;">← Step 5</span>
	Units/Hours per Week <input type="text"/> <span style="float: right;">← Step 6</span>
	Transportation Costs <input type="text"/> <span style="float: right;">← Step 7</span>
	Expected Date of Graduation <input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/> <span style="float: right;">← Step 8-10</span>

Back Step 11 → Next

## SCHOOL, COLLEGE, OR TRAINING (continued)

Step	Action
12	The <b>School, College, or Training</b> summary page displays.
13	Review the information for all people listed.
14	If the list is correct, click the <b>No</b> button or the <b>Next</b> button to continue.
15	To add a person that is enrolled in school, colleges, or training, click the <b>Yes</b> button. The page will refresh and provide the user a list to select the person to be added. Repeat steps 1-11.
16	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
17	<p>To edit the information provided on a person in the list, click the <b>Edit</b> button across from the person you want to change. The page refreshes in edit mode.</p> <p><b>17.1</b> Enter the correct information</p> <p><b>17.2</b> Click the Next button.</p> 

## SCHOOL, COLLEGE, OR TRAINING (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)
C4Yourself<sup>®</sup>

Access to Benefits. Simplified.

Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

30%

### School, College or Training



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	School/College/Training Info		
 Seymour Yourself	Name of the School	CIV University	
	Enrolled	Part-Time	<input style="width: 60px;" type="button" value="Remove"/>
	Tuition/Fees per Term:	\$128	<input style="width: 60px;" type="button" value="Edit"/>
	Books, Equipment, Misc Costs per Term:	\$101	
	Units/Hours per Week	4	
	Transportation Costs		
	Expected Date of Graduation	06/06/2012	
Is anyone else in the home 14 years of age or older and going to school, college, or in training?			<input style="width: 40px;" type="button" value="Yes"/> <input style="width: 40px;" type="button" value="No"/>

Back

Step 14

Next

## QUIT WORK OR TRAINING

**PURPOSE** The purpose of the **Quit Work or Training** page is to gather detailed information from the user regarding jobs or training that they have quit in the last 60 days.

**STARTING POINT** The user has answered yes to a question on the **Job Information** page regarding **Quit Work or Training**.

Step	Action
1	To select the <b>person/persons</b> that quit work or training check the box next to the person.
2	Enter the <b>name of the company</b> the person/persons worked for in the text box.
3	Enter the <b>number of hours of work/training</b> the person/persons worked this month in the text box.
4	Click the select arrow to display the drop-down list and select the <b>Month</b> of their last paycheck.
5	Click the select arrow to display the drop-down list and select the <b>Day</b> of their last paycheck.
6	Click the select arrow to display the drop-down list and select the <b>Year</b> of their last paycheck.
7	Enter the <b>last paycheck amount (before deductions)</b> the person/persons worked for in the text box.
8	Enter the amount of <b>tips or commissions</b> the person/persons earned in the text box.
9	Click the <b>Next</b> button to continue.

## QUIT WORK OR TRAINING (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)



[Send Application](#) [Exit](#)

[Start Application](#) [People](#) [Job](#) [Income](#) [Expenses](#) [Property](#) [Other](#) [Send Application](#)

30%

### Quit Work or Training

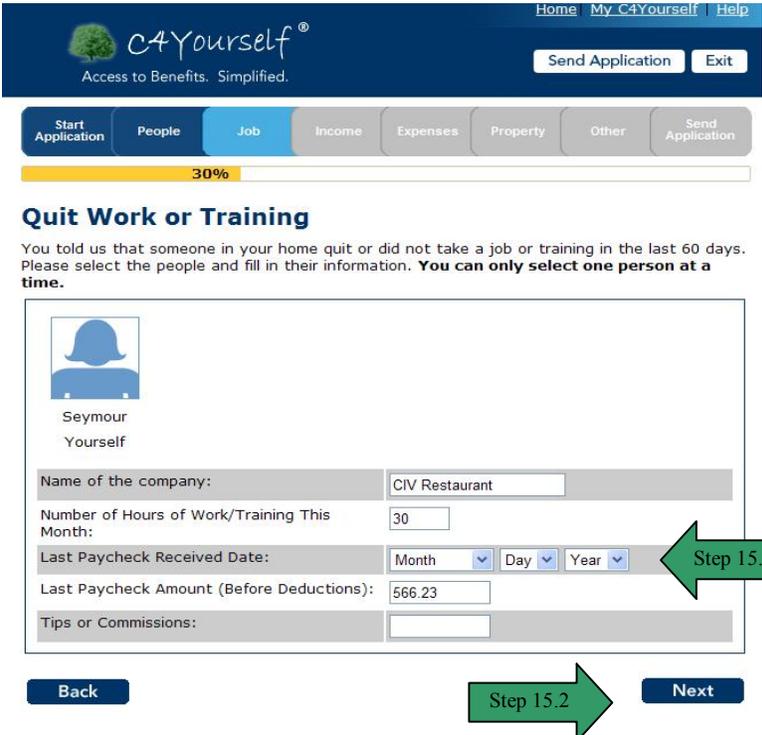
You told us that someone in your home quit or did not take a job or training in the last 60 days.

Please select the people and fill in their information. **You can select more than one person.**

Person	
<input checked="" type="checkbox"/>  Bea Yourself	Name of the company: <input type="text"/> <span style="float: right;">← Step 2</span> Number of Hours of Work/Training This Month: <input type="text"/> <span style="float: right;">← Step 3</span> Last Paycheck Received Date: Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> <span style="float: right;">← Step 4-6</span> Last Paycheck Amount (Before Deductions): <input type="text"/> <span style="float: right;">← Step 7</span> Tips or Commissions: <input type="text"/> <span style="float: right;">← Step 8</span>
<input type="checkbox"/>  Seymour Yourself	Name of the company: <input type="text"/> Number of Hours of Work/Training This Month: <input type="text"/> Last Paycheck Received Date: Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> Last Paycheck Amount (Before Deductions): <input type="text"/> Tips or Commissions: <input type="text"/>

[Back](#) ← Step 9 [Next](#)

## QUIT WORK OR TRAINING (continued)

Step	Action
10	The <b>Quit Work or Training</b> summary page displays.
11	Review the information for all people listed.
12	If the list is correct, click the <b>No</b> button or the <b>Next</b> button to continue.
13	To add a person that quit work or training, click the <b>Yes</b> button. The page will refresh and provide the user a list to select the person to be added. Repeat steps 1-9.
14	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
15	<p>To edit the information provided on a person in the list, click the <b>Edit</b> button next to that person. The page refreshes in edit mode.</p> <p><b>15.1</b> Enter the correct information</p> <p><b>15.2</b> Click the Next button.</p> 

## QUIT WORK OR TRAINING (continued)

Home | My C4Yourself | Help



Send Application    Exit

Start Application    People    **Job**    Income    Expenses    Property    Other    Send Application

30%

### Quit Work or Training



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Name of the company:		
 Seymour Yourself	Name of the company:	CIV Restaurant	 <b>Remove</b>
	Number of Hours of Work/Training This Month:	30	 <b>Edit</b>
	Last Paycheck Received Date:		
	Last Paycheck Amount (Before Deductions):	\$566.23	 <b>Yes</b> <b>No</b>
	Tips or Commissions:		
Did anyone else in the home quit or did not take a job or training in the last 60 days?			<b>Yes</b> <b>No</b>

**Back**

 **Next**

## **STRIKE**

### **PURPOSE**

The purpose of the **Strike** page is to gather detailed information from the user regarding someone who is on strike.

### **STARTING POINT**

The user has answered yes to a question on the **Job Information** page regarding **Strike**.

<b>Step</b>	<b>Action</b>
<b>1</b>	To select the <b>person/persons</b> that is on strike check the box next to the person.
<b>2</b>	Enter the <b>Name of the Company</b> the person/persons worked for in the text box.
<b>3</b>	Enter the <b>Name of the Union</b> the person/persons worked for in the text box.
<b>4</b>	Click the select arrow to display the drop-down list and select the <b>Month</b> they went on strike.
<b>5</b>	Click the select arrow to display the drop-down list and select the <b>Day</b> they went on strike.
<b>6</b>	Click the select arrow to display the drop-down list and select the <b>Year</b> they went on strike.
<b>7</b>	Click the <b>Next</b> button to continue.

## STRIKE (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)



[Send Application](#) [Exit](#)

Start ApplicationPeopleJobIncomeExpensesPropertyOtherSend Application

30%

### Strike

You told us that someone in your home is on strike.

Please select the people and fill in their information. **You can select more than one person.**

Person	Name of the company	Name of Union	Start Date
<input type="checkbox"/>  Bea Yourself	<input type="text"/>	<input type="text"/>	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
<input type="checkbox"/>  Seymour Yourself	<input type="text"/>	<input type="text"/>	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>

Step 1 →

↑ Step 2

↑ Step 3

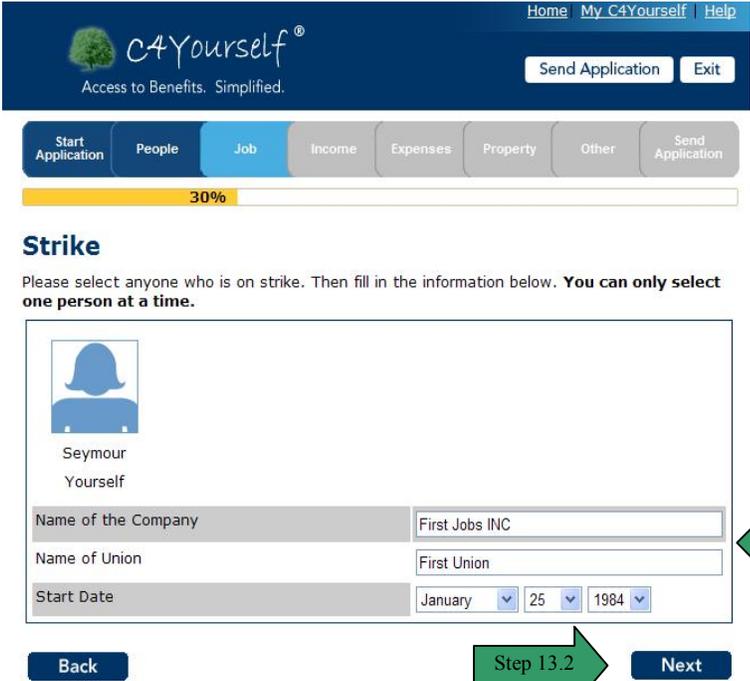
↑ Step 4-6

[Back](#)

→ Step 7

[Next](#)

## STRIKE (continued)

Step	Action
8	The <b>Strike</b> summary page displays.
9	Review the information for all people listed.
10	If the list is correct, click the <b>No</b> button or the <b>Next</b> button to continue.
11	To add a person that is on Strike, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-7.
12	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
13	<p>To edit the information provided on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>13.1</b> Enter the correct information.</p> <p><b>13.2</b> Click the <b>Next</b> button to continue.</p> 

# STRIKE (continued)

Home | My C4Yourself | Help



Send Application Exit

Start Application | **People** | **Job** | Income | Expenses | Property | Other | Send Application

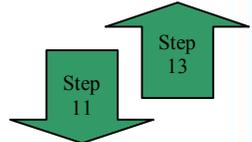
30%

## Strike



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Name of the company	Name of Union	Start Date	
 Seymour Yourself	First Jobs INC	First Union	01/25/1984	<b>Remove</b> <b>Edit</b>
Is anyone else in the home on strike?				<b>Yes</b> <b>No</b>



Back

Step 10

Next

## JOB AND JOB HISTORY

**PURPOSE** The purpose of the **Job and Job History** page is to gather detailed information from the user regarding someone who has a job.

**STARTING POINT** The user has answered yes to a question on the **Job Information** page regarding a **Job**.

Step	Action
1	To select the <b>person/persons</b> that is working or expects to be working in the next two months, check the box next to the person.
2	Click the radio button to indicate <b>Work or Training</b> .
3	Click the radio button to indicate <b>Self employment</b> .
4	Click the select arrow to display the drop-down list and select the <b>Month</b> they began work or training.
5	Click the select arrow to display the drop-down list and select the <b>Day</b> they began work or training.
6	Click the select arrow to display the drop-down list and select the <b>Year</b> they began work or training.
7	Click the select arrow to display the drop-down list and select the <b>Month</b> they ended work or training.
8	Click the select arrow to display the drop-down list and select the <b>Day</b> they ended work or training.
9	Click the select arrow to display the drop-down list and select the <b>Year</b> they ended work or training.
10	Enter the <b>Name of the Company</b> that the person/person works for or is planning to work for in the next two months.
11	Enter the <b>Job title</b> of the person.
12	Enter the <b>Number of Hours of work per month</b> the person works.
13	Enter the <b>Monthly Gross Income (before taxes)</b> the person earns per month.
14	Enter the amount of <b>Tips or commission</b> the person receives.
15	Click the <b>Next</b> button to continue.

## JOB AND JOB HISTORY (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)



[Send Application](#) [Exit](#)

Access to Benefits. Simplified.

Start ApplicationPeopleJobIncomeExpensesPropertyOtherSend Application

30%

### Job and Job History

You told us that there are people in your home who have been working, self-employed, or in training in the past 24 months or planning to work in the next two months. Please tell us more about these people.

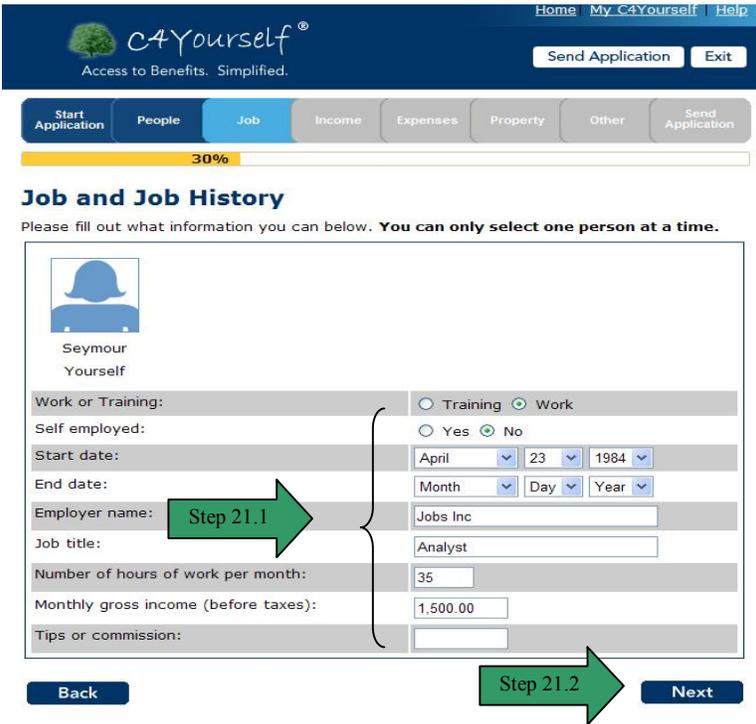
Select a person and fill in their information. **You can select more than one person.**

Person	Current or past employment
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"><input type="checkbox"/> <p style="text-align: center;">Bea Yourself</p></div> <div style="border: 1px solid #ccc; padding: 5px;"><input type="checkbox"/> <p style="text-align: center;">Seymour Yourself</p></div>	<div style="margin-bottom: 10px;"><p>Work or Training: <span style="float: right;"><input type="radio"/> Training <input type="radio"/> Work</span></p><p>Self employed: <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span></p><p>Start date: <span style="float: right;">Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></span></p><p>End date: <span style="float: right;">Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></span></p><p>Employer name: <input style="width: 100%;" type="text"/></p><p>Job title: <input style="width: 100%;" type="text"/></p><p>Number of hours of work per month: <input style="width: 50%;" type="text"/></p><p>Monthly gross income (before taxes): <input style="width: 50%;" type="text"/></p><p>Tips or commission: <input style="width: 50%;" type="text"/></p></div> <div style="background-color: #f0f0f0; padding: 5px;"><p>Work or Training: <span style="float: right;"><input type="radio"/> Training <input type="radio"/> Work</span></p><p>Self employed: <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span></p><p>Start date: <span style="float: right;">Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></span></p><p>End date: <span style="float: right;">Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></span></p><p>Employer name: <input style="width: 100%;" type="text"/></p><p>Job title: <input style="width: 100%;" type="text"/></p><p>Number of hours of work per month: <input style="width: 50%;" type="text"/></p><p>Monthly gross income (before taxes): <input style="width: 50%;" type="text"/></p><p>Tips or commission: <input style="width: 50%;" type="text"/></p></div>

[Back](#)

[Next](#)

## JOB AND JOB HISTORY (continued)

Step	Action
16	The <b>Job</b> summary page displays.
17	Review the information for all people listed.
18	If the list is correct, click the <b>No</b> button or the Next button.
19	To add a person that is working or is going to be working in the next two months, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-15.
20	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
21	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>21.1</b> Enter the correct information</p> <p><b>21.2</b> Click the <b>Next</b> button.</p> 

## JOB AND JOB HISTORY (continued)

Home | My C4Yourself | Help



Send Application Exit

Start Application People **Job** Income Expenses Property Other Send Application

30%

### Job and Job History

← Step 16

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Current or past employment		
 Seymour Yourself	Work or Training:	Work	<span>Remove</span> <span>Edit</span>
	Self employed:	No	
	End date:		
	Start date:	04/23/1984	
	Employer name:	Jobs Inc	
	Job title:	Analyst	
	Number of hours of work per month:	35	
	Monthly gross income (before taxes):	\$1,500.00	
Tips or commission:			
Has anyone else in the home been working, self-employed, or in training in the past 24 months or planning to work in the next two months?			<span>Yes</span> <span>No</span>

Back

Step 18 →

Next

← Step 20

Step 21 →

Step 19 ↓

# INCOME INFORMATION

**PURPOSE** The purpose of the **Income Information** page is to ask questions about different types of income in the household.

**STARTING POINT** The user has navigated through the following areas:

- **C4Yourself Home Page**
- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**
- **People Tab**
- **Jobs Tab**

The **Income Information** page is displaying.

<b>Step</b>	<b>Action</b>
<b>1</b>	Answer the questions by clicking the <b>Yes</b> or <b>No</b> radio buttons.
<b>2</b>	Click the <b>Next</b> button to continue.

## INCOME INFORMATION (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)



Access to Benefits. Simplified.

[Send Application](#) [Exit](#)

Start Application | People | Job | **Income** | Expenses | Property | Other | Send Application

45%

### Income Information

In the next few pages we will ask you about the people in your home who earn or get money.

Is anyone getting or going to get money from any of these? This includes children.	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"><li>• Cash assistance (CalWORKs, Refugee Assistance, CAPI, General Assistance/Relief, Tribal TANF)</li><li>• Unemployment Benefits</li><li>• Disability Insurance Benefits</li><li>• Veterans Administration payments such as Disability, Education, Aid and Attendance</li><li>• Social Security Benefits or SSI/SSP, Railroad Retirement Board (Disability or Retirement)</li><li>• Other disability</li><li>• Retirement</li></ul>	
Is anyone getting or going to get money from any of these? This includes children.	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"><li>• Survivors</li><li>• Child/Spousal support</li><li>• Educational grants, loans, and/or scholarships, per capita payments</li><li>• Winnings such as bingo, lottery, prizes</li><li>• Strike benefits</li><li>• Training allowances</li><li>• Meals and/or room</li></ul>	
Has anyone applied for or received unemployment or disability insurance benefits in the last 12 months?	<input type="radio"/> Yes <input type="radio"/> No
Does anyone get housing or rent, utilities, food or clothing free or in exchange for work?	<input type="radio"/> Yes <input type="radio"/> No
Does anyone expect a change in the amount of money they get?	<input type="radio"/> Yes <input type="radio"/> No



[Back](#)



[Next](#)

## INCOME FROM OTHER SOURCES

**PURPOSE** The purpose of the **Income From Other Sources** page is to gather detailed information from the user regarding someone who has other income.

**STARTING POINT** The user has answered yes to the first question on the **Income Information** page regarding a specific type of income.

Step	Action
1	To select the <b>person</b> that has income from other sources, check the radio button next to the person.
2	Check the box next to the <b>Source of Money</b> . The user can select more than one source of money for each person.
3	Enter <b>How Much</b> income the person receives from the corresponding Source of Money.
4	Click the select arrow to display the drop-down list and select <b>How Often</b> the income is received.
5	Click the <b>Next</b> button to continue.

## INCOME FROM OTHER SOURCES (continued)

Home | My C4Yourself | Help
C4Yourself<sup>®</sup>  
Access to Benefits. Simplified.

Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

45%

### Income from Other Sources

You told us that someone in your home gets or might get money from some of the sources listed below.

Please select the people and fill in the information below. **You can only select one person** but you can select more than one source for each person.

Bea  
Yourself

Seymour  
Yourself

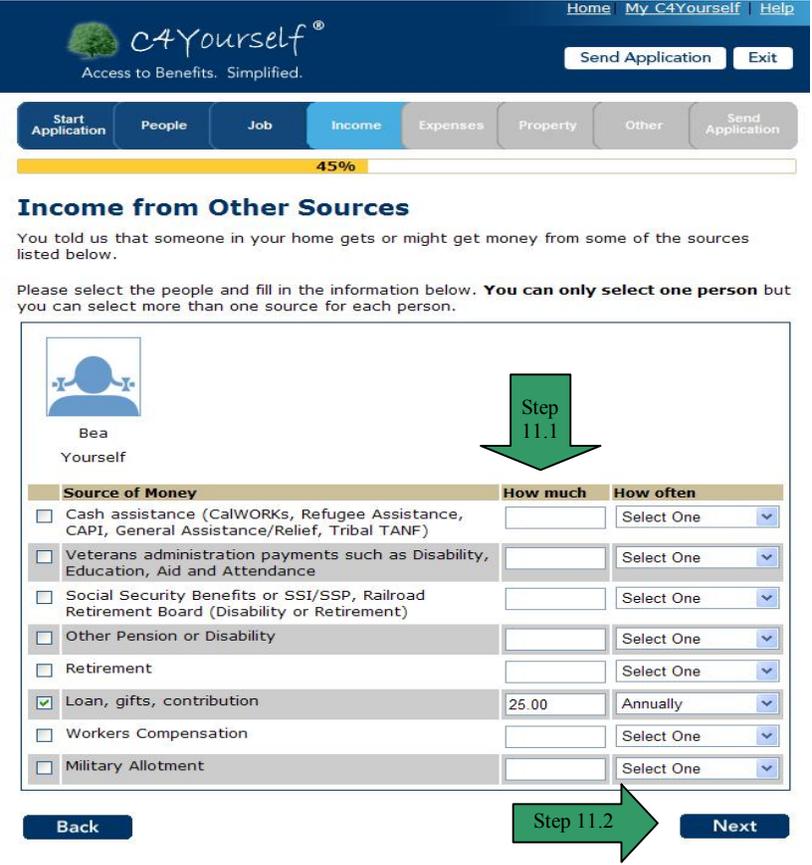
Source of Money	How much	How often
<input type="checkbox"/> Cash assistance (CalWORKs, Refugee Assistance, CAPI, General Assistance/Relief, Tribal TANF)	<input type="text"/>	Select One <span style="font-size: 0.8em;">▼</span>
<input type="checkbox"/> Veterans administration payments such as Disability, Education, Aid and Attendance	<input type="text"/>	Select One <span style="font-size: 0.8em;">▼</span>
<input type="checkbox"/> Social Security Benefits or SSI/SSP, Railroad Retirement Board (Disability or Retirement)	<input type="text"/>	Select One <span style="font-size: 0.8em;">▼</span>
<input type="checkbox"/> Other Pension or Disability	<input type="text"/>	Select One <span style="font-size: 0.8em;">▼</span>
<input type="checkbox"/> Retirement	<input type="text"/>	Select One <span style="font-size: 0.8em;">▼</span>
<input type="checkbox"/> Loan, gifts, contribution	<input type="text"/>	Select One <span style="font-size: 0.8em;">▼</span>
<input type="checkbox"/> Workers Compensation	<input type="text"/>	Select One <span style="font-size: 0.8em;">▼</span>
<input type="checkbox"/> Military Allotment	<input type="text"/>	Select One <span style="font-size: 0.8em;">▼</span>

Back

}

Next

## INCOME FROM OTHER SOURCES (continued)

Step	Action
6	The <b>Income from Other Sources</b> summary page displays.
7	Review the information for all people listed.
8	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
9	To add a person that has income from other sources, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-5.
10	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
11	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>11.1</b> Enter the correct information</p> <p><b>11.2</b> Click the <b>Next</b> button.</p> 

## INCOME FROM OTHER SOURCES (continued)

Home | My C4Yourself | Help



Send Application | Exit

Start Application | People | Job | **Income** | Expenses | Property | Other | Send Application

45%

### Income from Other Sources



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Source of Money	How much	How often	
 Bea Yourself	Loan, gifts, contribution	\$25.00	Annually	<b>Remove</b> <b>Edit</b>
Is anyone else in the home getting or going to get money from other sources?				<b>Yes</b> <b>No</b>



Back

Step 8

Next

## INCOME FROM OTHER SOURCES CONTINUED

**PURPOSE** The purpose of the **Income From Other Sources Continued** page is to gather detailed information from the user regarding someone who has other income.

**STARTING POINT** The user has answered yes to the second question on the **Income Information** page regarding a specific type of income.

Step	Action
1	To select the <b>person</b> that has income from other sources, check the box next to the person.
2	Check the box next to the <b>Source of Money</b> . The user can select more than one source of money for each person.
3	Enter <b>How Much</b> income the person receives from the corresponding Source of Money.
4	Click the select arrow to display the drop-down list and select <b>How Often</b> the income is received.
5	Click the <b>Next</b> button to continue.



### Income from Other Sources Continued

You told us that someone in your home gets or might get money from some the sources listed below.

Please select the people and fill in the information below. **You can only select one person** but you can select more than one source for each person.

Step 1 →

Step 3 ↓

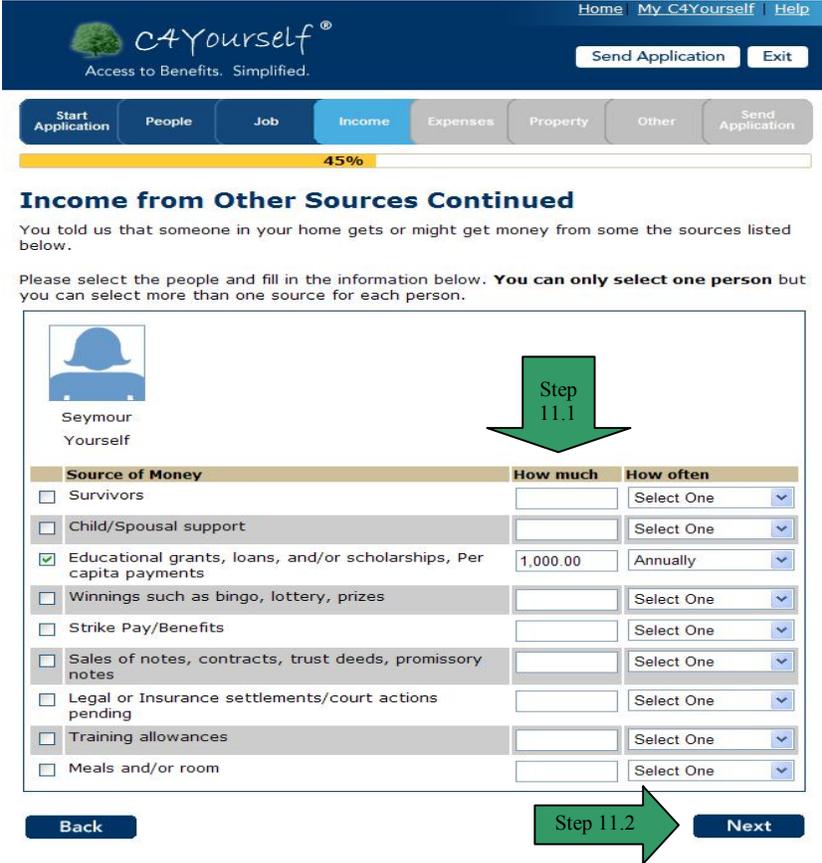
Step 4 ↓

Source of Money	How much	How often
<input type="checkbox"/> Survivors	[ ]	Select One ▾
<input type="checkbox"/> Child/Spousal support	[ ]	Select One ▾
<input type="checkbox"/> Educational grants, loans, and/or scholarships, Per capita payments	[ ]	Select One ▾
<input type="checkbox"/> Winnings such as bingo, lottery, prizes	[ ]	Select One ▾
<input type="checkbox"/> Strike Pay/Benefits	[ ]	Select One ▾
<input type="checkbox"/> Sales of notes, contracts, trust deeds, promissory notes	[ ]	Select One ▾
<input type="checkbox"/> Legal or Insurance settlements/court actions pending	[ ]	Select One ▾
<input type="checkbox"/> Training allowances	[ ]	Select One ▾
<input type="checkbox"/> Meals and/or room	[ ]	Select One ▾

Step 2 →

Step 5 →

## INCOME FROM OTHER SOURCES CONTINUED (continued)

Step	Action
6	The <b>Income from Other Sources</b> summary page displays.
7	Review the information for all people listed.
8	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
9	To add a person that has income from other sources, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-5.
10	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
11	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>11.1</b> Enter the correct information</p> <p><b>11.2</b> Click the <b>Next</b> button.</p> 

## INCOME FROM OTHER SOURCES CONTINUED (continued)

Home | My C4Yourself | Help



Access to Benefits. Simplified.

Send Application    Exit

Start Application    People    Job    **Income**    Expenses    Property    Other    Send Application

45%

### Income from Other Sources Continued



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Source of Money	How much	How often	
 Seymour Yourself	Educational grants, loans, and/or scholarships, Per capita payments	\$1,000.00	Annually	 <b>Remove</b> <b>Edit</b>
Is anyone else in the home getting or going to get money from other sources?				 <b>Yes</b> <b>No</b>



**Back**

Step 8

**Next**

## INCOME FROM UNEMPLOYMENT OR DISABILITY INSURANCE

**PURPOSE** The purpose of the **Income from Unemployment or Disability Insurance** page is to gather detailed information from the user regarding someone who has unemployment or disability benefits.

**STARTING POINT** The user has answered yes to the first question on the **Income Information** page regarding a specific type of income.

Step	Action
1	To select the <b>person/persons</b> that has income from other sources, check the radio button next to the person.
2	Check the box next to the <b>Source of Money</b> . The user can select more than one source of money for each person.
3	Enter <b>How Much</b> income the person receives from the corresponding Source of Money.
4	Click the select arrow to display the drop-down list and select <b>How Often</b> the income is received.
5	Click the <b>Next</b> button to continue.



### Income from Unemployment or Disability Insurance

You told us that someone in your home has applied for or has received money from unemployment or insurance benefits.

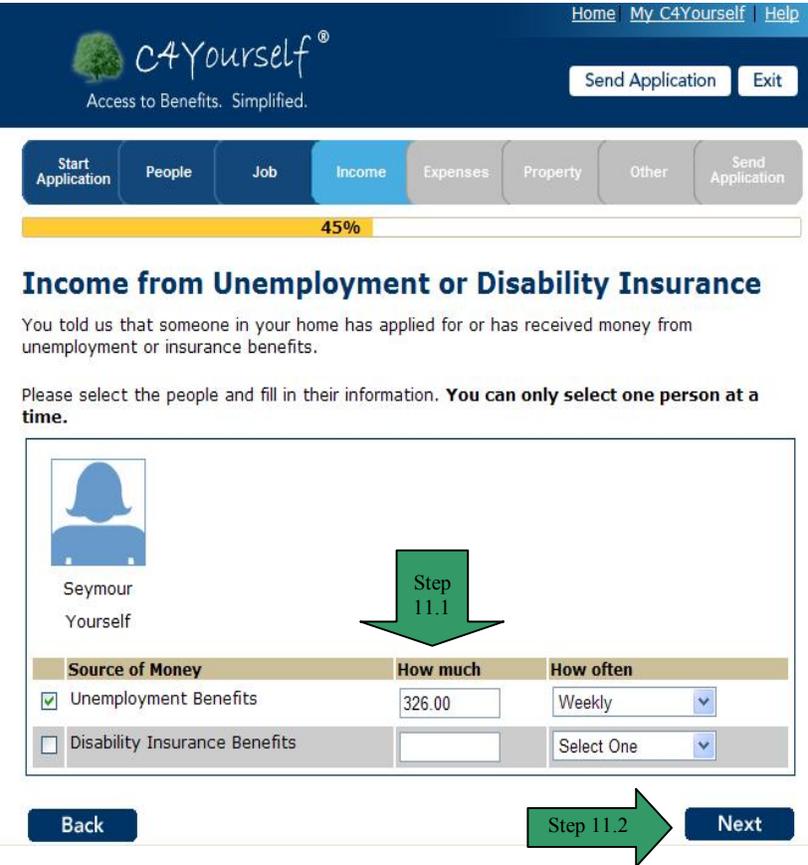
Please select the people and fill in their information. **You can only select one person at a time.**

**Source of Money**

Source of Money	How much	How often
<input type="checkbox"/> Unemployment Benefits	<input type="text"/>	Select One <span>▼</span>
<input type="checkbox"/> Disability Insurance Benefits	<input type="text"/>	Select One <span>▼</span>

**Back** **Next**

## INCOME FROM UNEMPLOYMENT OR DISABILITY INSURANCE (continued)

Step	Action
6	The <b>Income from Unemployment or Disability Insurance</b> summary page displays.
7	Review the information for all people listed.
8	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
9	To add a person that has income from unemployment or disability insurance, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-5.
10	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
11	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>11.1</b> Enter the correct information</p> <p><b>11.2</b> Click the <b>Next</b> button.</p> 

## INCOME FROM UNEMPLOYMENT OR DISABILITY INSURANCE (continued)

Home | My C4Yourself | Help



Send Application    Exit

Start Application    People    Job    **Income**    Expenses    Property    Other    Send Application

45%

### Income from Unemployment or Disability Insurance



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Type	Amount	Frequency	
 Seymour Yourself	Unemployment Benefits	\$326.00	Weekly	<b>Remove</b> Edit
Is anyone else in the home getting or going to get money from unemployment or disability insurance?				<b>Yes</b> <b>No</b>



Back



Next

## FREE HOUSING OR RENT, UTILITIES OR CLOTHING

**PURPOSE**

The purpose of the **Free housing or Rent, Utilities, Food or Clothing** page is to gather detailed information from the user regarding someone who receives these benefits free or in exchange for work.

**STARTING POINT**

The user has answered yes to the first question on the **Income Information** page regarding a specific type of income.

Step	Action
1	To select the <b>person</b> that receive housing or rent, utilities, food or clothing free or in exchange for work, check the radio button next to the person.
2	Check the box next to <b>What</b> the person receives. The user can select more than one source for each person.
3	Click the radio button to indicate if the person receives the item <b>Free</b> or in <b>Exchange</b> for work.
4	Enter the <b>Value</b> of the item the person receives in the text box.
5	Enter <b>Who Provides the Item</b> of the item in the text box.
6	Click the <b>Next</b> button to continue.

## FREE HOUSING OR RENT, UTILITIES, FOOD, OR CLOTHING (Continued)

[Home](#) | [My C4Yourself](#) | [Help](#)



45%

### Free Housing or Rent, Utilities, Food or Clothing

You told us that someone in your home receives housing or rent, utilities, food or clothing free or in exchange for work.

Please select the people and fill in their information. **You can only select one person at a time.**



Step 1



Step 3



Step 4



Step 5

What	Value	Value	Who Provides the Item
<input type="checkbox"/> Housing or rent	<input type="radio"/> Free <input type="radio"/> Exchange	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Utilities	<input type="radio"/> Free <input type="radio"/> Exchange	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Food	<input type="radio"/> Free <input type="radio"/> Exchange	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Clothing	<input type="radio"/> Free <input type="radio"/> Exchange	<input type="text"/>	<input type="text"/>



## FREE HOUSING OR RENT, UTILITIES, FOOD, OR CLOTHING (Continued)

Step	Action
7	The <b>Free housing or Rent, Utilities, Food or Clothing</b> summary page displays.
8	Review the information for all people listed.
9	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
10	To add a person that receives <b>Free housing or Rent, Utilities, Food or Clothing</b> , click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-6.
11	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
12	To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode. 12.1 Enter the correct information 12.2 Click the <b>Next</b> button.

The screenshot displays the C4Yourself interface for editing benefits. At the top, there are navigation links for Home, My C4Yourself, and Help, along with 'Send Application' and 'Exit' buttons. Below this is a progress bar showing 45% completion. The main heading is 'Free Housing or Rent, Utilities, Food or Clothing'. A message states: 'You told us that someone in your home receives housing or rent, utilities, food or clothing free or in exchange for work. Please select the people and fill in their information. You can only select one person at a time.' Below this is a form for 'Bea Yourself'. The form has columns for 'What', 'Value', and 'Who Provides the Item'. The 'Clothing' row is selected with a value of 200.00 and 'Grandmother' as the provider. A green arrow labeled 'Step 12.1' points to the profile icon, and another green arrow labeled 'Step 12.2' points to the 'Next' button.

## FREE HOUSING OR RENT, UTILITIES, FOOD, OR CLOTHING (Continued)

[Home](#) | [My C4Yourself](#) | [Help](#)





**C4Yourself**<sup>®</sup>  
 Access to Benefits. Simplified.

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

45%

### Free Housing or Rent, Utilities, Food or Clothing Step 7

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	What	Value	Who Provides the Item	
 Bea Yourself	Clothing – Free	\$200.00	Grandmother	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
Does anyone else in the home receive housing or rent, utilities, food or clothing free or in exchange for work?				<input type="button" value="Yes"/> <input type="button" value="No"/>

Back
Next

## CHANGE IN INCOME

**PURPOSE** The purpose of the **Change in Income** page is to gather detailed information from the user regarding someone who receives these benefits free or in exchange for work.

**STARTING POINT** The user has answered yes to the first question on the **Income Information** page regarding a specific type of income.

Step	Action
1	To select the <b>person</b> who expects a change in income, click the radio button next to the person.
2	Check the box next to the <b>Type of Income</b> the person expects to change. The user can select more than one source for each person.
3	Click the select arrow to display the drop-down list and select the <b>Type of Income</b> .
4	Enter the new <b>Amount</b> of the income in the text box.
5	Click the select arrow to display the drop-down list and select the <b>Month</b> they expect the income to change.
6	Click the select arrow to display the drop-down list and select the <b>Day</b> they expect the income to change.
7	Click the select arrow to display the drop-down list and select the <b>Year</b> they expect the income to change.
8	Click the <b>Next</b> button to continue.



### Change in Income

You told us that someone in your household expects a change in the amount of money received.

Please select the people and fill in their information. **You can only select one person at a time.**

The form displays two person cards: "Bea Yourself" and "Seymour Yourself". A "Step 1" arrow points to the "Bea Yourself" card. Below the cards are three columns: "Type of Income" with a checkbox and a dropdown menu (currently showing "Select One"), "Amount" with a text input field, and "When" with dropdown menus for "Month", "Day", and "Year". A "Step 2" arrow points to the "Bea Yourself" card, a "Step 3" arrow points to the "Amount" field, and a "Step 4-6" arrow points to the "When" dropdowns. At the bottom are "Back" and "Next" buttons, with a "Step 7" arrow pointing to the "Next" button.

## CHANGE IN INCOME (Continued)

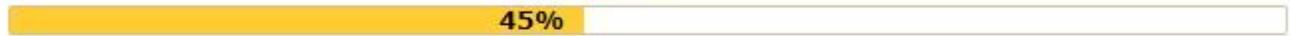
Step	Action
9	The <b>Change in Income</b> summary page displays.
10	Review the information for all people listed.
11	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
12	To add a person that receives <b>Change in Income</b> , click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-7.
13	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
14	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>13.1</b> Enter the correct information</p> <p><b>13.2</b> Click the <b>Next</b> button.</p> 

## CHANGE IN INCOME (Continued)

[Home](#) | [Help](#)


Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application



### Change in Income

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Step 8

Person	Type of Income	Amount	When	
 Seymour Yourself	Educational grants, loans, and/or scholarships, Per capita payments	\$0	12/31/2009	<span style="background-color: red; color: white; padding: 5px 10px; border: 1px solid black;">Remove</span> <span style="background-color: #004a7c; color: white; padding: 5px 10px; border: 1px solid black;">Edit</span>
Does anyone else in the home expect a change in income?				<span style="background-color: #004a7c; color: white; padding: 5px 10px; border: 1px solid black;">Yes</span> <span style="background-color: #004a7c; color: white; padding: 5px 10px; border: 1px solid black; margin-left: 10px;">No</span>

Step 12

Step 13

Step 11

Back

Step 10

Next

# EXPENSE INFORMATION

**PURPOSE**

The purpose of the **Expense Information** page is to ask questions about different types of expenses in the household.

**STARTING POINT**

The user has navigated through the following areas:

- **C4Yourself Home Page**
- **User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application**
- **People Tab**
- **Jobs Tab**
- **Income Tab**

The **Expense Information** page is displaying.

Step	Action
1	Answer the questions by clicking the <b>Yes</b> or <b>No</b> radio buttons.
2	Click the <b>Next</b> button to continue.



## Expense Information

In the next few pages we will ask you about the people in your home who have expenses. Does anyone in your home pay for:

Meals and room?	<input type="radio"/> Yes	<input type="radio"/> No
Disabled adult care?	<input type="radio"/> Yes	<input type="radio"/> No
All or part of your childcare costs?	<input type="radio"/> Yes	<input type="radio"/> No
Child Support?	<input type="radio"/> Yes	<input type="radio"/> No
Spousal Support?	<input type="radio"/> Yes	<input type="radio"/> No
Medical treatment?	<input type="radio"/> Yes	<input type="radio"/> No
Medical expenses such as a wheelchair, etc.?	<input type="radio"/> Yes	<input type="radio"/> No
Medicare coverage?	<input type="radio"/> Yes	<input type="radio"/> No
Health care services?	<input type="radio"/> Yes	<input type="radio"/> No
Housing costs?	<input type="radio"/> Yes	<input type="radio"/> No
Utility costs?	<input type="radio"/> Yes	<input type="radio"/> No
In home supportive services?	<input type="radio"/> Yes	<input type="radio"/> No



**Back**

**Next**

## MEALS AND ROOM

**PURPOSE** The purpose of the **Meals and Room** page is to gather detailed information from the user regarding Meals and/or Room expenses.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding Meals and Room.

Step	Action
1	Check the box next to <b>meals and/or room</b> that is by the person that has this expense.
2	Enter <b>How Much</b> is paid for this expense.
3	Click the select arrow to display the drop-down list and select <b>How Often</b> the expense is paid.
4	Click the <b>Next</b> button to continue.

### Meals and Room

You told us that there are people in your home who pay for meals and/or room. Please tell us more about these people.

Please select anyone that pays and fill in their information. **You can select more than one person.**

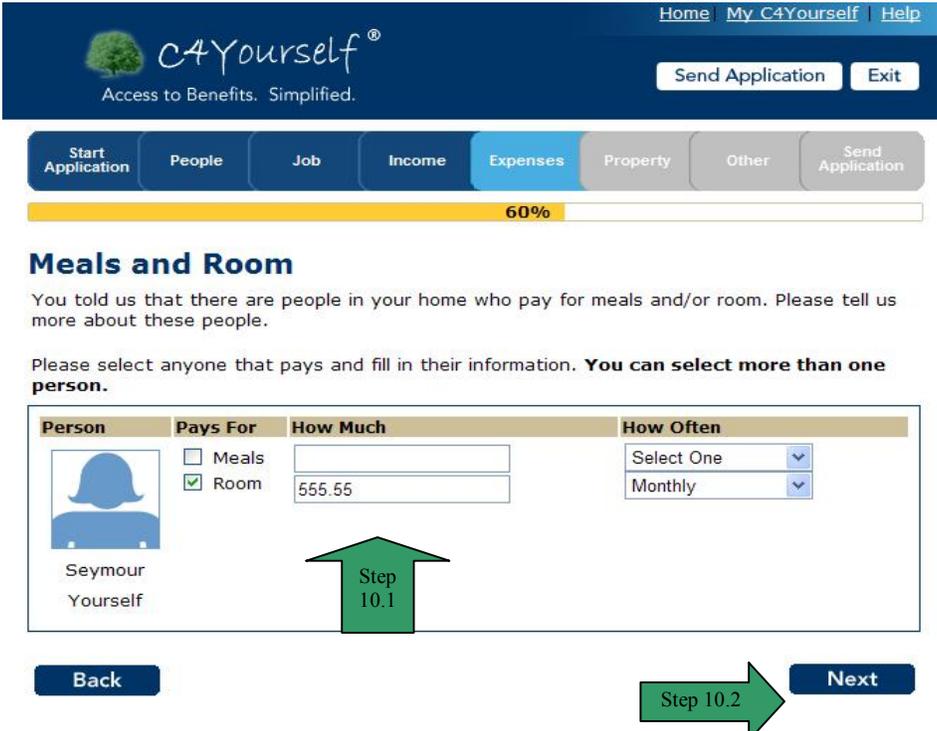
Person	Pays For	How Much	How Often
 Bea Yourself	<input type="checkbox"/> Meals <input type="checkbox"/> Room	<input type="text"/> <input type="text"/>	Select One Select One
 Seymour Yourself	<input type="checkbox"/> Meals <input type="checkbox"/> Room	<input type="text"/> <input type="text"/>	Select One Select One

**Back**

Step 4

**Next**

## MEALS AND ROOM (continued)

Step	Action
5	The <b>Meals and Room</b> summary page displays.
6	Review the information for all people listed.
7	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
8	To add a person that pays for meals and/or a room, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-4.
9	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
10	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>10.1</b> Enter the correct information</p> <p><b>10.2</b> Click the <b>Next</b> button.</p> 

## MEALS AND ROOM (continued)

Home | My C4Yourself | Help

**C4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Send Application Exit

Start Application | People | Job | Income | **Expenses** | Property | Other | Send Application

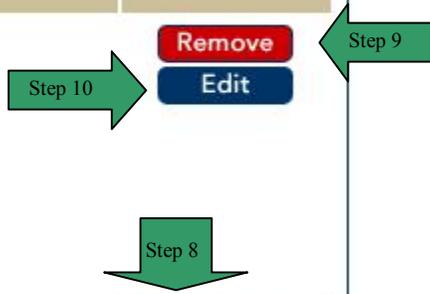
60%

### Meals and Room



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Pays For	How Much	How Often	
 Seymour Yourself	Room	\$555.55	Monthly	<b>Remove</b> <b>Edit</b>
Does anyone else in the home have Meals and/or Room expenses?				<b>Yes</b> <b>No</b>



Back

Step 7 → Next

## DISABLED ADULT CARE

**PURPOSE** The purpose of the **Disabled Adult Care** page is to gather detailed information from the user regarding the expense.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding Disabled Adult Care.

Step	Action
1	Check the box next to the <b>person/persons</b> that pays the Disabled Adult Care expense.
2	Enter <b>How Much</b> is paid for this expense.
3	Click the select arrow to display the drop-down list and select <b>How Often</b> the expense is paid.
4	Enter <b>Who Else Pays</b> .
5	Click the <b>Next</b> button to continue.

The screenshot shows the C4Yourself interface for the 'Disabled Adult Care' section. At the top, there is a navigation bar with 'Home', 'My C4Yourself', and 'Help' links, along with 'Send Application' and 'Exit' buttons. Below this is a menu with 'Start Application', 'People', 'Job', 'Income', 'Expenses' (highlighted), 'Property', 'Other', and 'Send Application'. A progress bar indicates 60% completion.

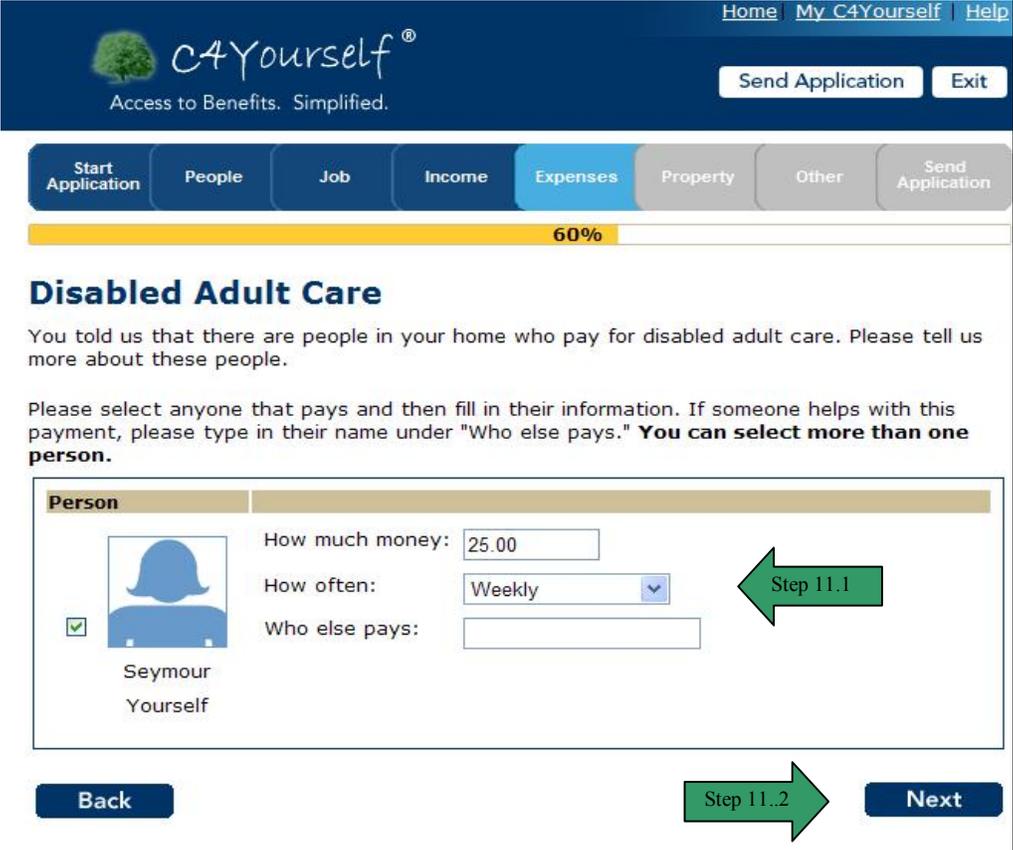
The main heading is 'Disabled Adult Care'. Below it, the text reads: 'You told us that there are people in your home who pay for disabled adult care. Please tell us more about these people.' This is followed by instructions: 'Please select anyone that pays and then fill in their information. If someone helps with this payment, please type in their name under "Who else pays." **You can select more than one person.**'

The form contains two entries for 'Person':

- Bea Yourself:** Includes a checkbox, a person icon, and fields for 'How much money:', 'How often:' (a dropdown menu currently set to 'Select One'), and 'Who else pays:'. Green callout arrows point to the 'How much money:' field (Step 2), the dropdown arrow (Step 3), and the 'Who else pays:' field (Step 4).
- Seymour Yourself:** Includes a checkbox, a person icon, and fields for 'How much money:', 'How often:' (a dropdown menu currently set to 'Select One'), and 'Who else pays:'. A green callout arrow points to the checkbox (Step 1).

At the bottom of the form, there are 'Back' and 'Next' buttons. A green callout arrow points to the 'Next' button (Step 5).

## DISABLED ADULT CARE (continued)

Step	Action
6	The <b>Disabled Adult Care</b> summary page displays.
7	Review the information for all people listed.
8	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
9	To add a person that pays for disabled adult care, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-5.
10	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
11	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p>11.1 Enter the correct information</p> <p>11.2 Click the <b>Next</b> button.</p> 

## DISABLED ADULT CARE (continued)

Home | My C4Yourself | Help

Send Application | Exit

Start Application | People | Job | Income | Expenses | Property | Other | Send Application

60%

### Disabled Adult Care

Step 6

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	How much money	How often	Who else pays
 Seymour Yourself	\$25.00	Weekly	

Remove | Edit

Step 10

Step 11

Step 9

Does anyone else in the home pay for Disabled Adult Care?

Yes | No

Back | Next

Step 8

## CHILD CARE

**PURPOSE** The purpose of the **Child Care** page is to gather detailed information from the user regarding the expense.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding Child Care.

Step	Action
1	Check the box next to the <b>person/persons</b> that pays the Child Care expense.
2	Enter <b>How Much</b> is paid for this expense.
3	Click the select arrow to display the drop-down list and select <b>How Often</b> the expense is paid.
4	Enter <b>Who get care</b> .
5	Enter <b>Money Paid By Others</b> for this expense.
6	Click the <b>Next</b> button to continue.



Send Application

Exit

Start Application

People

Job

Income

Expenses

Property

Other

Send Application

60%

## Child Care

You told us that there are people in your home who pay for or have part of their child care costs paid for. Please tell us more about these people.

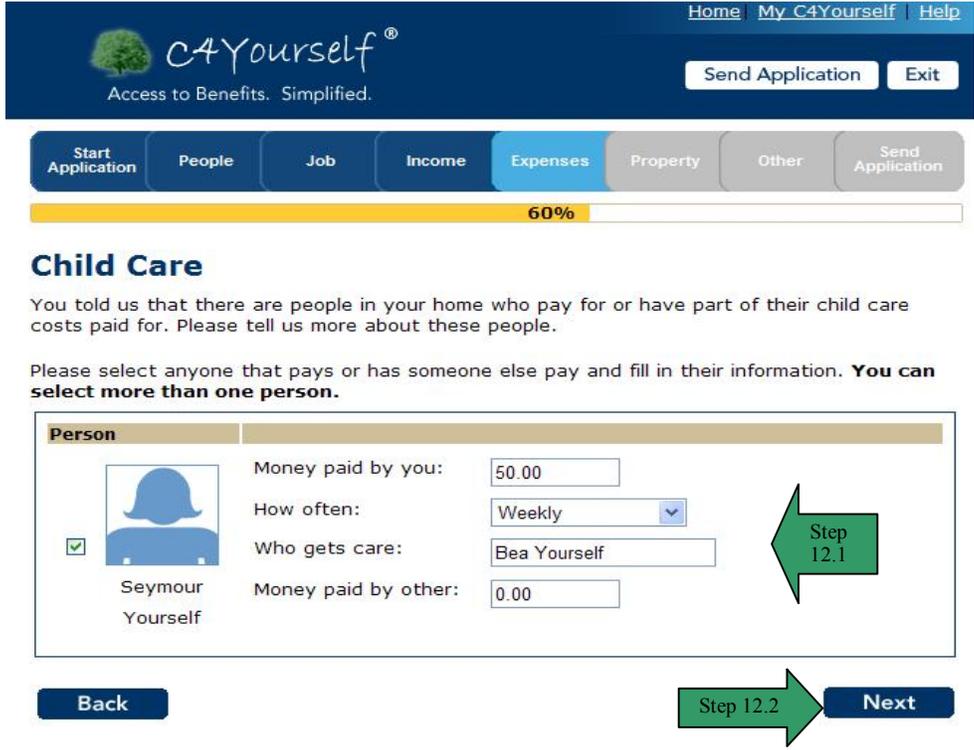
Please select anyone that pays or has someone else pay and fill in their information. **You can select more than one person.**

Person	
<input type="checkbox"/>  Bea Yourself	Money paid by you: <input type="text"/> How often: <input type="text" value="Select One"/> Who gets care: <input type="text"/> Money paid by other: <input type="text"/>
<input type="checkbox"/>  Seymour Yourself	Money paid by you: <input type="text"/> How often: <input type="text" value="Select One"/> Who gets care: <input type="text"/> Money paid by other: <input type="text"/>

Step 1 (points to checkbox), Step 2 (points to input), Step 3 (points to dropdown), Step 4 (points to input), Step 5 (points to input), Step 6 (points to Next button)

Back Next

## CHILD CARE (continued)

Step	Action
7	The <b>Child Care</b> summary page displays.
8	Review the information for all people listed.
9	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
10	To add a person that pays for child care, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-6.
11	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
12	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p>12.1 Enter the correct information</p> <p>12.2 Click the <b>Next</b> button.</p> 

## CHILD CARE (continued)

Home | My C4Yourself | Help



Send Application Exit

Start Application People Job Income Expenses Property Other Send Application

**60%**

### Child Care ← Step 7

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person		
 Seymour Yourself	Money paid by you:	\$50.00
	How often:	Weekly
	Who gets care:	Bea Yourself
	Money paid by other:	\$0.00
Does anyone else in the home pay all or part of their child care costs?		<span style="border: 1px solid #ccc; padding: 2px 10px;">Yes</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">No</span>

BackNext

→  
Step 11

←  
Step 12

↓  
Step 10

→  
Step 9

## CHILD SUPPORT

**PURPOSE** The purpose of the **Child Support** page is to gather detailed information from the user regarding the expense.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding Child Support.

Step	Action
1	Check the box next to the <b>person/persons</b> that pays the Child Support expense.
2	Enter <b>Amount Paid per Month</b> for this expense.
3	Click the <b>Next</b> button to continue.



### Child Support

You told us that there are people in your home who pay child support. Please tell us more about these people.

Please select anyone that pays and then fill in their information. **You can select more than one person.**

Person	Amount Paid per Month
<input type="checkbox"/>  Bea Yourself	<input type="text"/>
<input type="checkbox"/>  Seymour Yourself	<input type="text"/>

## CHILD SUPPORT (continued)

Step	Action
4	The <b>Child Support</b> summary page displays.
5	Review the information for all people listed.
6	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
7	To add a person that pays for child support, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-3.
8	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
9	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>9.1</b> Enter the correct information  <b>9.2</b> Click the <b>Next</b> button.</p> 

## CHILD SUPPORT (continued)

Home | My C4Yourself | Help



Access to Benefits. Simplified.

Send Application    Exit

Start Application    People    Job    Income    **Expenses**    Property    Other    Send Application

60%

### Child Support



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Amount Paid per Month	
 Seymour Yourself	\$100.00	<b>Remove</b> <b>Edit</b>
Does anyone else in the home pay child support?		<b>Yes</b> <b>No</b>



**Back**

**Step 6**

**Next**

## SPOUSAL SUPPORT

**PURPOSE** The purpose of the **Spousal Support** page is to gather detailed information from the user regarding the expense.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding Spousal Support.

Step	Action
1	Check the box next to the <b>person/persons</b> that pays the Spousal Support expense.
2	Enter <b>Amount Paid per Month</b> for this expense.
3	Click the <b>Next</b> button to continue.

Home | My C4Yourself | Help

Send Application Exit

Start Application People Job Income Expenses Property Other Send Application

60%

### Spousal Support

You told us that there are people in your home who pay spousal support. Please tell us more about these people.

Please select anyone that pays and then fill in their information. **You can select more than one person.**

**Person**      **Amount Paid per Month**

**Step 2**

Bea  
Yourself

Seymour  
Yourself

**Back**      **Next** **Step 3**

## SPOUSAL SUPPORT (continued)

Step	Action
4	The <b>Spousal Support</b> summary page displays.
5	Review the information for all people listed.
6	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
7	To add a person that pays for spousal support, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-3.
8	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
9	To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode. <ul style="list-style-type: none"> <li>9.1 Enter the correct information</li> <li>9.2 Click the <b>Next</b> button</li> </ul>

Home | My C4Yourself | Help

Send Application Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

60%

### Spousal Support

You told us that there are people in your home who pay spousal support. Please tell us more about these people.

Please select anyone that pays and then fill in their information. **You can select more than one person.**

Person	Amount Paid per Month
<input checked="" type="checkbox"/> Seymour Yourself	<input style="width: 80px;" type="text" value="100.00"/> <div style="text-align: center; margin-top: 10px;"> <span style="font-size: 2em; color: green;">↑</span>  <span style="color: green;">Step 9.1</span> </div>

Back

→ Step 9.2 Next

## SPOUSAL SUPPORT (continued)

Home | My C4Yourself | Help



Send Application | Exit

Start Application | People | Job | Income | **Expenses** | Property | Other | Send Application

60%

### Spousal Support



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Amount Paid per Month	
 Seymour Yourself	\$100.00	<b>Remove</b> Edit
Does anyone else in the home pay spousal support?		<b>Yes</b> <b>No</b>



Back



Next

## MEDICAL TREATMENT

**PURPOSE** The purpose of the **Medical Treatment** page is to gather detailed information from the user regarding Medical expense(s) and whether or not they need to request for Medical coverage for the three months prior to the month they are applying in.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding Medical Treatment.

Step	Action
1	Check the box next to the <b>person/persons</b> that paid medical treatment expense.
2	Click the select arrow to display the drop-down list and select the <b>Months of Care</b> the expense was paid.
3	Click <b>Yes</b> or <b>No</b> radio buttons if <b>Medi-Cal requested for these months</b> .
4	Click the <b>Next</b> button to continue.



### Medical Treatment

You told us that there are people in your home who received medical/pregnancy treatment in the past three months.

Please select anyone that paid and then fill in their information. **You can select more than one person.**

The image shows the Medical Treatment form with annotations for steps 1 through 4. Step 1 points to the selection checkbox for Bea Yourself. Step 2 points to the "Months of care (3 prior months)" dropdown menu. Step 3 points to the "Medi-Cal requested for these months?" radio buttons (Yes/No). Step 4 points to the "Next" button. The form lists two people: Bea Yourself and Seymour Yourself. Bea's row is active, while Seymour's row is greyed out.

## MEDICAL TREATMENT (continued)

Step	Action
5	The <b>Medical Treatment</b> summary page displays.
6	Review the information for all people listed.
7	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
8	To add a person that pays for medical treatment, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-4.
9	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
10	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>10.1</b> Enter the correct information</p> <p><b>10.2</b> Click the <b>Next</b> button.</p>

The screenshot displays the C4Yourself interface for the Medical Treatment section. At the top, there is a navigation bar with links for Home, My C4Yourself, and Help. Below this is a progress bar indicating 60% completion. The main heading is "Medical Treatment", followed by instructions: "You told us that there are people in your home who received medical/pregnancy treatment in the past three months. Please select anyone that paid and then fill in their information. You can select more than one person." Below the instructions is a table with columns: "Person", "Months of care (3 prior months)", and "Medi-Cal requested for these months?". The table contains one entry for "Bea Yourself" with a checked checkbox, a dropdown menu set to "September", and radio buttons for "Yes" (selected) and "No". A green arrow labeled "Step 10.1" points to the "September" dropdown. At the bottom, there are "Back" and "Next" buttons, with a green arrow labeled "Step 10.2" pointing to the "Next" button.

## MEDICAL TREATMENT (continued)

Home | My C4Yourself | Help



Send Application    Exit

Start Application    People    Job    Income    **Expenses**    Property    Other    Send Application

60%

## Medical Treatment



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Months of care (3 prior months)	Medi-Cal requested for these months?	
 Bea Yourself	September	Yes	 <b>Remove</b> <b>Edit</b> 
Did anyone else in the home receive medical/pregnancy treatment in the past three months?			 <b>Yes</b> <b>No</b>

**Back**

 **Next**

## MEDICAL EXPENSE

**PURPOSE** The purpose of the **Medical Expense** page is to gather detailed information from the user regarding Medical expense(s).

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding Medical Expense.

Step	Action
1	Check the box next to the <b>person/persons</b> that paid medical expenses.
2	Enter <b>How Much</b> paid for this expense.
3	Click the select arrow to display the drop-down list and select <b>How Often</b> the expense is paid.
4	Click the <b>Next</b> button to continue.

### Medical Expense

You told us that there are some people in your home who have a disability that requires a wheelchair or other medical expense.

Please select the people. **You can select more than one person.**

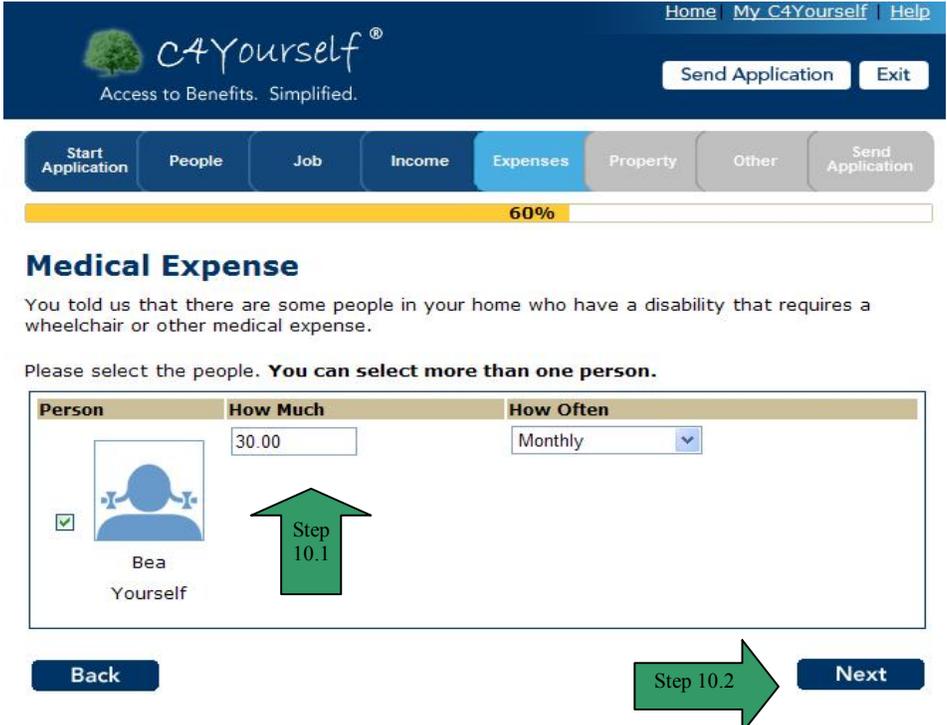
Person	How Much	How Often
<input type="checkbox"/>  Bea Yourself	<input type="text"/>	Select One 
<input type="checkbox"/>  Seymour Yourself	<input type="text"/> 	<input type="text"/> 

**Back**



**Next**

## MEDICAL EXPENSE (continued)

Step	Action
5	The <b>Medical Expense</b> summary page displays.
6	Review the information for all people listed.
7	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
8	To add a person that pays for medical expense, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-4.
9	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
10	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>10.1</b> Enter the correct information</p> <p><b>10.2</b> Click the <b>Next</b> button.</p> 

## MEDICAL EXPENSE (continued)

Home My C4Yourself Help



Access to Benefits. Simplified.

Send Application Exit

Start Application People Job Income **Expenses** Property Other Send Application

60%

## Medical Expense



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	How Much	How Often	
 Bea Yourself	\$30.00	Monthly	<b>Remove</b> Edit
Does anyone else in the home have medical expenses related to a disability?			<b>Yes</b> <b>No</b>



Back



Next

## MEDICARE COVERAGE

**PURPOSE** The purpose of the **Medicare Coverage** page is to gather detailed information from the user regarding Medicare.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding Medicare Expense.

Step	Action
1	Check the box next to the <b>person/persons</b> that paid Medicare expenses.
2	Enter the <b>Medicare claim number</b> .
3	Click the select arrow to display the drop-down list and select <b>Part A Payment Type</b> .
4	Click the select arrow to display the drop-down list and select <b>Part B Payment Type</b> .
5	Click the <b>Next</b> button to continue.



### Medicare Coverage

You told us that there are people in your home who have Medicare coverage. Please tell us more about these people.

Please select anyone that has Medicare coverage and then fill in their information. **You can select more than one person.**

Person	Medicare claim number	Part A Payment Type	Part B Payment Type
<input type="checkbox"/> Bea Yourself	<input type="text"/> ↑ Step 2	Select One ▼ ↑ Step 3	Select One ▼ ↑ Step 4
<input type="checkbox"/> Seymour Yourself	<input type="text"/>	Select One ▼	Select One ▼

## MEDICARE COVERAGE (continued)

Step	Action
6	The <b>Medicare Coverage</b> summary page displays.
7	Review the information for all people listed.
8	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
9	To add a person that pays for medical coverage, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-5.
10	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
11	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p>11.1 Enter the correct information</p> <p>11.2 Click the <b>Next</b> button.</p> 

## MEDICARE COVERAGE (continued)

Home | My C4Yourself | Help

**C4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Send Application Exit

Start Application | People | Job | Income | **Expenses** | Property | Other | Send Application

60%

## Medicare Coverage



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Medicare claim number	Part A Payment Type	Part B Payment Type	
 Seymour Yourself	999370000A	Self	State	<b>Remove</b> <b>Edit</b>
Does anyone else in the home have Medicare coverage?				<b>Yes</b> <b>No</b>



Back



Next

## OTHER HEALTH COVERAGE

**PURPOSE** The purpose of the **Other Health Coverage** page is to gather detailed information from the user regarding health insurance they currently have.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding Other Health Coverage Expense.

Step	Action
1	Check the box next to the <b>person/persons</b> that paid <b>Other Health Coverage</b> expenses.
2	Enter in the text box <b>how much</b> the other health coverage expense is.
3	Click the select arrow to display the drop-down list and select <b>How Often</b> the expense is paid.
4	Click the <b>Next</b> button to continue.

### Other Health Coverage

You told us that there are people in your home who pay for other health care coverage including health, dental, vision, hospitalization, or long term care. Please tell us more about these people.

Please select anyone that pays and then fill in their information. **You can select more than one person.**

## OTHER HEALTH COVERAGE (continued)

Step	Action
5	The <b>Other Health Coverage</b> summary page displays
6	Review the information for all people listed.
7	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
8	To add a person that pays for other health coverage, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-4.
9	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
10	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>10.1</b> Enter the correct information  <b>10.2</b> Click the <b>Next</b> button.</p>  <p>The screenshot displays the C4Yourself interface for editing other health coverage. At the top, there is a navigation bar with links for Home, My C4Yourself, and Help, along with 'Send Application' and 'Exit' buttons. Below this is a menu with tabs for Start Application, People, Job, Income, Expenses (selected), Property, Other, and another Send Application button. A progress bar indicates 60% completion. The main heading is 'Other Health Coverage', followed by an explanatory paragraph and a selection instruction: 'Please select anyone that pays and then fill in their information. You can select more than one person.' Below this is a table with columns for Person, How Much, and How Often. The 'Person' column shows a selected individual, Seymour Yourself, with a checkmark. The 'How Much' column has a text input field containing '220.00', with a green arrow labeled 'Step 10.1' pointing to it. The 'How Often' column has a dropdown menu set to 'Monthly'. At the bottom of the form, there are 'Back' and 'Next' buttons, with a green arrow labeled 'Step 10.2' pointing to the 'Next' button.</p>

## OTHER HEALTH COVERAGE (continued)

Home | My C4Yourself | Help



Send Application Exit

Start Application | People | Job | Income | **Expenses** | Property | Other | Send Application

60%

### Other Health Coverage



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	How Much	How Often	
 Seymour Yourself	\$222.00	Monthly	 <b>Remove</b> <b>Edit</b> 
Does anyone else in the home pay for other health coverage?			<b>Yes</b> <b>No</b> 

Back

Step 7

Next

## HOUSING COSTS

**PURPOSE** The purpose of the **Housing Costs** page is to gather detailed information from the user regarding housing expenses.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding housing expenses.

Step	Action
1	Check the radio button next to the <b>person</b> that paid <b>Housing Costs</b> expenses.
2	Check the box next to the <b>Type</b> of housing expense.
3	Enter in the text box <b>how much</b> the housing expense is.
4	Click the select arrow to display the drop-down list and select <b>How Often</b> the expense is paid.
5	Click the <b>Next</b> button to continue.



### Housing Costs

You told us that someone in your home pays for housing costs.

Please select the people and fill in the information below. **You can only select one person** but you can select more than one type for each person.

Step 1 →

Step 2 →



Bea  
Yourself



Seymour  
Yourself

Type	How Much	How Often
<input type="checkbox"/> Rent	<input type="text"/>	Select One <span style="float: right;">▼</span>
<input type="checkbox"/> House (mortgage) payment	<input type="text"/>	Select One <span style="float: right;">▼</span>
<input type="checkbox"/> Property Taxes (if not in house payment)	<input type="text"/>	Select One <span style="float: right;">▼</span>
<input type="checkbox"/> Insurance (if not in house payment)	<input type="text"/>	Select One <span style="float: right;">▼</span>
<input type="checkbox"/> Other (explain): <input style="width: 150px;" type="text"/>	<input type="text"/>	Select One <span style="float: right;">▼</span>

Back

Step 5 →

Next

## HOUSING COSTS (continued)

Step	Action
6	The <b>Housing Costs</b> summary page displays.
7	Review the information for all people listed.
8	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
9	To add a person that pays for housing cost expense, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-5.
10	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
11	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p>11.1 Enter the correct information</p> <p>11.2 Click the <b>Next</b> button.</p> 

## HOUSING COSTS (continued)

Home My C4Yourself Help

**c4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Send Application Exit

Start Application People Job Income **Expenses** Property Other Send Application

60%

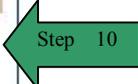
## Housing Costs



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Type	How Much	How Often	
 Seymour Yourself	Rent	\$555.55	Monthly	Remove Edit
	Other (explain): HOA	\$100.00	Monthly	

Does anyone else in the home pay housing costs? Yes No



Back



Next

## UTILITY COSTS

**PURPOSE** The purpose of the **Utility Costs** page is to gather detailed information from the user regarding housing expenses.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding utility expenses.

Step	Action
1	Check the box next to the <b>person</b> that paid <b>Utility Costs</b> expenses.
2	Check the box next to the <b>Type</b> of utility expense.
3	Enter in the text box <b>how much</b> the utility expense is.
4	Click the select arrow to display the drop-down list and select <b>How Often</b> the expense is paid.
5	Click the <b>Next</b> button to continue.



## Utility Costs

You told us that someone in your home pays for utility costs.

Please select the people and fill in the information below. **You can only select one person** but you can select more than one type for each person.

Step 1

Step 3

Step 4

Type	How much	How often
<input type="checkbox"/> Gas	<input type="text"/>	Select One
<input type="checkbox"/> Electricity	<input type="text"/>	Select One
<input type="checkbox"/> Water	<input type="text"/>	Select One
<input type="checkbox"/> Telephone (basic rates for one phone plus tax)	<input type="text"/>	Select One
<input type="checkbox"/> Heating or cooking fuel (propane/wood)	<input type="text"/>	Select One
<input type="checkbox"/> Sewage	<input type="text"/>	Select One
<input type="checkbox"/> Garbage or trash	<input type="text"/>	Select One
<input type="checkbox"/> Installation of utilities	<input type="text"/>	Select One
<input type="checkbox"/> Other (explain): <input style="width: 150px;" type="text"/>	<input type="text"/>	Select One

Step 2

Step 5

Back
Next

### UTILITY COSTS (continued)

Step	Action
6	The <b>Utility Costs</b> summary page displays.
7	Review the information for all people listed.
8	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
9	To add a person that pays for utility expense, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-5.
10	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
11	To edit the information on a person in the list, click the <b>Edit</b> button. 11.1 Enter the correct information 11.2 Click the <b>Next</b> button.

Home My C4Yourself Help

Send Application Exit

Start Application People Job Income Expenses Property Other Send Application

60%

### Utility Costs

You told us that someone in your home pays for utility costs. Please select the people and fill in the information below. **You can only select one person** but you can select more than one type for each person.

Seymour Yourself

Type	How much	How often
<input checked="" type="checkbox"/> Gas	41.00	Monthly
<input checked="" type="checkbox"/> Electricity	75.00	Monthly
<input type="checkbox"/> Water		Select One
<input checked="" type="checkbox"/> Telephone (basic rates for one phone plus tax)	12.00	Monthly
<input type="checkbox"/> Heating or cooking fuel (propane/wood)		Select One
<input type="checkbox"/> Sewage		Select One
<input type="checkbox"/> Garbage or trash		Select One
<input type="checkbox"/> Installation of utilities		Select One
<input type="checkbox"/> Other (explain):		Select One

Back Step 11.2 Next

**UTILITY COSTS (continued)**


Home | My C4Yourself | Help

Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

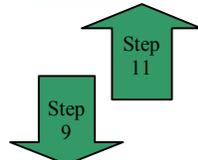
60%

## Utility Costs



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Type	How Much	How Often	
 Seymour Yourself	Gas	\$41.00	Monthly	<span style="background-color: red; color: white; padding: 2px 5px;">Remove</span>
	Electricity	\$75.00	Monthly	<span style="background-color: #004a87; color: white; padding: 2px 5px;">Edit</span>
	Telephone (basic rates for one phone plus tax)	\$12.00	Monthly	
	Garbage or trash	\$45.00	Monthly	
Does anyone else in the home pay utility costs?				<span style="background-color: #004a87; color: white; padding: 2px 5px;">Yes</span> <span style="background-color: #004a87; color: white; padding: 2px 5px; margin-left: 10px;">No</span>


Back
Step 8
Next

## IN HOME SUPPORTIVE SERVICES

**PURPOSE** The purpose of the **In-Home Supportive Services** page is to gather detailed information from the user regarding IHSS.

**STARTING POINT** The user has answered yes to the question on the **Expense Information** page regarding IHSS.

Step	Action
1	Check the box next to the <b>person/persons</b> that paid <b>In-Home Supportive Services</b> expenses.
2	Enter in the text box <b>how much</b> the utility expense is.
3	Click the select arrow to display the drop-down list and select <b>How Often</b> the expense is paid.
4	Click the <b>Next</b> button to continue.

Home My C4Yourself Help

Send Application Exit

Start Application People Job Income Expenses Property Other Send Application

60%

### In-Home Supportive Services

You told us that there are some people in your home who receive In-Home Supportive Services (IHSS).

Please select the people and fill in the information below. **You can select more than one person.**

Person	How Much	How Often
<input type="checkbox"/> Bea Yourself	<input type="text"/>	Select One <input type="button" value="v"/>
<input type="checkbox"/> Seymour Yourself	<input type="text"/>	Select One <input type="button" value="v"/>

Back Step 4

## IN HOME SUPPORTIVE SERVICES (continued)

Step	Action
5	The <b>In-Home Supportive Services</b> summary page displays.
6	Review the information for all people listed.
7	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
8	To add a person that pays for IHSS expense, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-5.
9	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
10	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>10.1</b> Enter the correct information</p> <p><b>10.2</b> Click the <b>Next</b> button.</p> 

## IN HOME SUPPORTIVE SERVICES (continued)

Home | My C4Yourself | Help



Access to Benefits. Simplified.

Send Application    Exit

Start Application    People    Job    Income    **Expenses**    Property    Other    Send Application

60%

## In-Home Supportive Services



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	How Much	How Often	
 Seymour Yourself	\$33.00	Monthly	<b>Remove</b> <b>Edit</b>
Does anyone else in the home pay for In-Home Supportive Services?			<b>Yes</b> <b>No</b>



**Back**



**Next**

# PROPERTY INFORMATION

**PURPOSE** The purpose of the **Property Information** page is to ask questions about different types of property in the household.

**STARTING POINT** The user has navigated through the following areas:

- **C4Yourself Home Page**
- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Applications Tab**
- **People Tab**
- **Jobs Tab**
- **Income Tab**
- **Expenses Tab**

The **Property Information** page is displaying.

Step	Action
1	Answer the questions by clicking the <b>Yes</b> or <b>No</b> radio buttons.
2	Click the <b>Next</b> button to continue.

Home | My C4Yourself | Help

Send Application Exit

Start Application People Job Income Expenses **Property** Other Send Application

75%

## Property Information

In the next few pages we will ask you about the people in your home who have property.

Has anyone sold, spent or given away any real or personal property such as a house, bank account, money from a legal or accident settlement or anything else?  Yes  No

Do you or anyone in the household own property? Is anyone buying property even if you don't live at that property?  Yes  No

Does anyone have any of these?

- Cash/Uncashed Check
- Mortgages/Deeds
- Retirement Plans
- Money Market
- Other Real Property
- Trust Fund
- Checking Account
- Savings Account
- Certificate of Deposit
- Stocks/Bonds
- Other Liquid Property
- Credit Union Accounts
- Oil, Mining, or Mineral Rights
- Burial/Funeral Arrangements, Burial Trusts, Plots or Burial Space
- IRA or Keogh Plans
- Employee deferred Compensation Plans
- Life Insurance or Annuity
- Life Estate Interest In Any Property

Does anyone get or expect to get money from any of the above resources, such as interest, dividends, etc.?  Yes  No

Does anyone own any personal property which costs at least \$500 or which is now worth at least \$500?

- Boats, 3-wheelers, off-road vehicles, snowmobiles, mobile homes, campers, or trailers
- Guns, tools, business, or sporting equipment, etc
- Pets or livestock
- Jewelry, artwork, antiques, collections, cameras, musical equipment (pianos, guitars, amplifiers, etc.)
- Do Not Include wedding and engagement rings or heirlooms

Does anyone own, have the use of or have their name on the registration of any motor vehicle, even if not running?  Yes  No

Back Next

Step 1 →

Step 2 →

## SOLD, SPENT, OR GIVEN AWAY PROERTY

**PURPOSE**

The purpose of the **Sold, Spent, or Given Away Property** page is to gather detailed information from the user regarding property that was sold, spent, or given away in the last three months.

**STARTING POINT**

The user has answered yes to the question on the **Property Information** page regarding property that was **Sold, Spent, or Given Away**.

Step	Action
1	Check the box next to the <b>person/persons</b> that pays that sold, spent, or gave away property in the last three months.
2	Enter <b>What</b> item was sold, spend or given away in the text box.
3	Click the select arrow to display the drop-down list and select the <b>Month</b> of the month property was sold, spend or given away.
4	Click the select arrow to display the drop-down list and select the <b>Day</b> the property was sold, spend or given away.
5	Click the select arrow to display the drop-down list and select the <b>Year</b> the property was sold, spend or given away.
6	Click the <b>Next</b> button to continue.



### Sold, Spent, or Given Away Property

You told us that there are people in your home who have sold, spent, or given away real or personal property. (List any property sold or traded within the last 12 months if you are applying for cash aid, 3 months for food stamps, and within the last 30 months if you are applying for Medi-Cal).

Please select the people and fill in the information below. **You can select more than one person.**

Person	What?	When?
<input type="checkbox"/> <p>Bea Yourself</p>	<input type="text"/>	Month <input type="button" value="v"/> Day <input type="button" value="v"/> Year <input type="button" value="v"/>
<input type="checkbox"/> <p>Seymour Yourself</p>	<input type="text"/>	Month <input type="button" value="v"/> Day <input type="button" value="v"/> Year <input type="button" value="v"/>

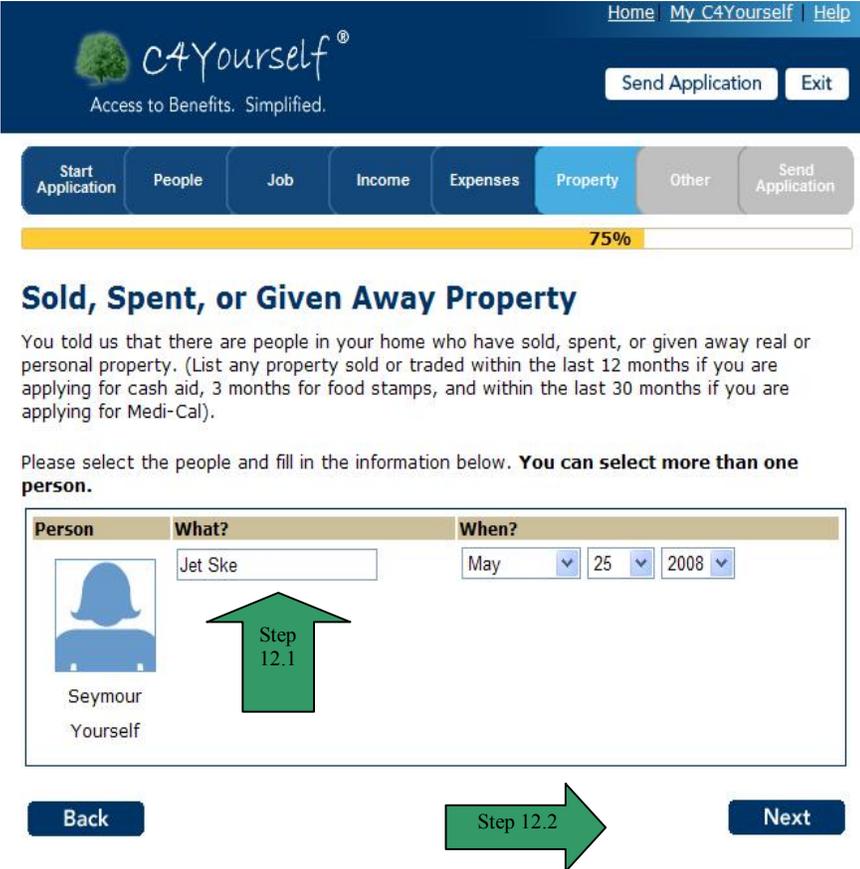


**Back**



**Next**

## SOLD, SPENT, OR GIVEN AWAY PROPERTY (continued)

Step	Action
7	The <b>Sold, Spent, or Given Away Property</b> summary page displays.
8	Review the information for all people listed.
9	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
10	To add people that sold, spent, or gave away property click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-6.
11	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
12	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>12.1</b> Enter the correct information  <b>12.2</b> Click the <b>Next</b> button.</p>  <p>The screenshot displays the C4Yourself interface. At the top, there are navigation links for Home, My C4Yourself, and Help. Below this is the C4Yourself logo and the tagline 'Access to Benefits. Simplified.' There are buttons for 'Send Application' and 'Exit'. A horizontal menu contains tabs for 'Start Application', 'People', 'Job', 'Income', 'Expenses', 'Property' (which is active), 'Other', and 'Send Application'. A progress bar shows 75% completion. The main heading is 'Sold, Spent, or Given Away Property'. Below the heading is explanatory text and instructions to select people. A table with columns 'Person', 'What?', and 'When?' is shown. The 'Person' column lists 'Seymour Yourself'. The 'What?' column has a text input field with 'Jet Ske'. The 'When?' column has dropdown menus for 'May', '25', and '2008'. A green arrow labeled 'Step 12.1' points to the 'What?' field. At the bottom, there are 'Back' and 'Next' buttons, with a green arrow labeled 'Step 12.2' pointing to the 'Next' button.</p>

## SOLD, SPENT, OR GIVEN AWAY PROPERTY (continued)

Home | My C4Yourself | Help

Send Application | Exit

Start Application | People | Job | Income | Expenses | **Property** | Other | Send Application

75%

### Sold, Spent, or Given Away Property

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	What?	When?	
 Seymour Yourself	Jet Ski	05/25/2008	<b>Remove</b> Edit

Has anyone else in the home sold, spent, or given away property? **Yes** **No**

**Back** **Next**

Step 7 (points to progress bar)

Step 11 (points to table header)

Step 12 (points to Remove/Edit buttons)

Step 10 (points to Remove/Edit buttons)

Step 9 (points to Next button)

## OWN PROPERTY

**PURPOSE**

The purpose of the **Own Property** page is to gather detailed information from the user regarding property that is owned or being purchased somewhere.

**STARTING POINT**

The user has answered yes to the question on the **Property Information** page regarding property that is **Owned Property**.

Step	Action
1	Check the box next to the <b>person/persons</b> that owns or is buying property somewhere.
2	Check the box next to the type under <b>Property used as</b> .
3	Click the select arrow to display the drop-down list and select the <b>Type</b> of the property.
4	Enter the <b>Amount Owed</b> in the text box.
5	Click the select arrow to display the drop-down list and select the <b>Month</b> you expect to return to the property.
6	Click the select arrow to display the drop-down list and select the <b>Day</b> you expect to return to the property.
7	Click the select arrow to display the drop-down list and select the <b>Year</b> you expect to return to the property.
8	Answer if there is <b>Lien</b> on the property by clicking the <b>Yes</b> or <b>No</b> radio buttons.
9	Enter the property address by clicking <b>Edit Address</b> <b>9.1</b> Enter address. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>
10	Click the <b>Next</b> button to continue.
11	Click the <b>Next</b> button to continue.

## OWN PROPERTY (continued)

Home | My C4Yourself | Help
Access to Benefits. Simplified.

Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

100%

### Own Property

You told us that someone might own property or is buying property somewhere. Please tell us more about these people.

Select the person and add their information. **You can select more than one person.**

Person	Property Information
<div style="margin-bottom: 10px;"> <input type="checkbox"/> <p style="text-align: center; margin: 0;">Bea Yourself</p> </div> <div> <input type="checkbox"/> <p style="text-align: center; margin: 0;">Seymour Yourself</p> </div>	<div style="margin-bottom: 10px;"> <p>Property Used As:</p> <input type="checkbox"/> Home  <input type="checkbox"/> Rental of Land, Buildings, Personal Property                 </div> <p>Property Type: <span style="float: right;">Step 3</span></p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Amount Owed: <span style="float: right;">Step 4</span></p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Date expected to return to property: <span style="float: right;">Step 5-7</span></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Month <span style="float: right;">Step 8</span></p> <p>Day</p> <p>Year</p> </div> <div style="width: 35%;"> <p>Yes <input type="radio"/> No <input type="radio"/></p> </div> </div> <p>Address: <span style="float: right;">Step 9</span></p> <div style="text-align: right; background-color: #004a80; color: white; padding: 2px 5px; border-radius: 3px;">Edit Address</div>
<div style="margin-bottom: 10px;"> <input type="checkbox"/> <p style="text-align: center; margin: 0;">Bea Yourself</p> </div> <div> <input type="checkbox"/> <p style="text-align: center; margin: 0;">Seymour Yourself</p> </div>	<div style="margin-bottom: 10px;"> <p>Property Used As:</p> <input type="checkbox"/> Home  <input type="checkbox"/> Rental of Land, Buildings, Personal Property                 </div> <p>Property Type: <span style="float: right;">Step 3</span></p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Amount Owed: <span style="float: right;">Step 4</span></p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Date expected to return to property: <span style="float: right;">Step 5-7</span></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Month <span style="float: right;">Step 8</span></p> <p>Day</p> <p>Year</p> </div> <div style="width: 35%;"> <p>Yes <input type="radio"/> No <input type="radio"/></p> </div> </div> <p>Address: <span style="float: right;">Step 9</span></p> <div style="text-align: right; background-color: #004a80; color: white; padding: 2px 5px; border-radius: 3px;">Edit Address</div>

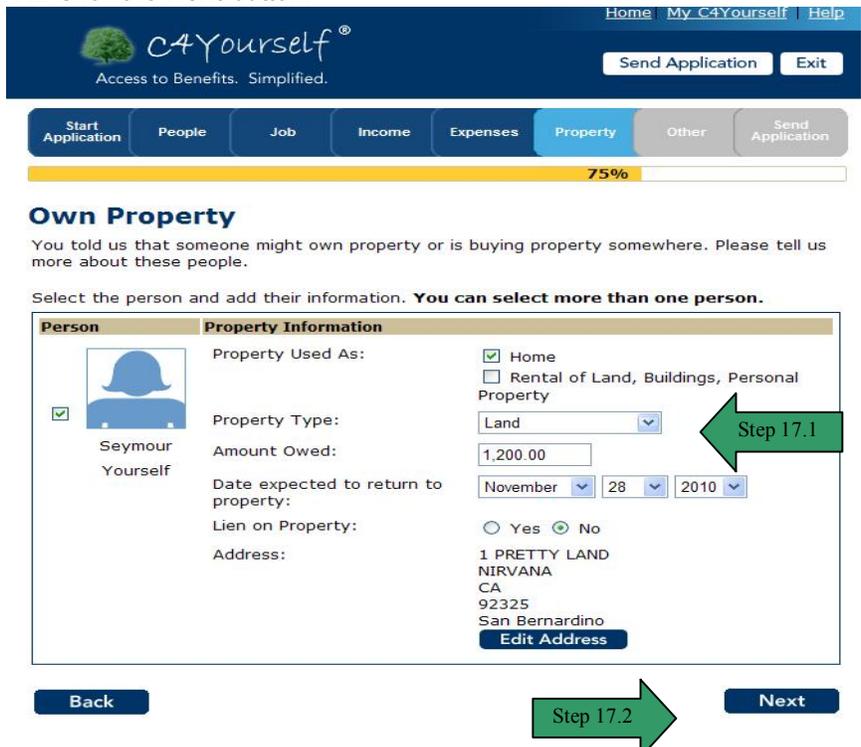
Back

→

Step 11

Next

## OWN PROPERTY (continued)

Step	Action
12	The <b>Own Property</b> summary page displays.
13	Review the information for all people listed.
14	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
15	To add a person that owns property, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-10.
16	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
17	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p>17.1 Enter the correct information</p> <p>17.2 Click the <b>Next</b> button.</p> 

## OWN PROPERTY (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)



Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

75%

## Own Property ← Step 12

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Property Information	
 Seymour Yourself	Property Used As: Home Property Type: Land Amount Owed: \$1,200.00 Date expected to return to property: 11/28/2010 Lien on Property: No Address: 1 PRETTY LAND NIRVANA CA 92325 San Bernardino	<div style="margin-bottom: 10px;"> <span style="color: green; font-size: 2em;">→</span> <span style="border: 1px solid green; padding: 2px 5px;">Step 16</span> </div> <div style="margin-bottom: 10px;"> <span style="border: 1px solid black; padding: 2px 10px; color: white; background-color: red;">Remove</span>  <span style="border: 1px solid black; padding: 2px 10px; background-color: #0070C0; color: white;">Edit</span> <span style="color: green; font-size: 2em;">←</span> <span style="border: 1px solid green; padding: 2px 5px;">Step 17</span> </div> <div style="margin-bottom: 10px;"> <span style="color: green; font-size: 2em;">↓</span> <span style="border: 1px solid green; padding: 2px 5px;">Step 15</span> </div>
Does anyone else own property or plan to buy property?		<span style="border: 1px solid black; padding: 2px 10px; background-color: #0070C0; color: white;">Yes</span> <span style="border: 1px solid black; padding: 2px 10px; background-color: #0070C0; color: white; margin-left: 10px;">No</span>

Back

Step 14
Next

## OTHER PROPERTY

**PURPOSE** The purpose of the **Other Property** page is to gather detailed information from the user regarding property that someone might own.

**STARTING POINT** The user has answered yes to the question on the **Property Information** page regarding property that may be owned by someone.

Step	Action
1	Click on the <b>radio button</b> next to the person that might have property.
2	Check the box next to the <b>Type of Property</b> .
3	Enter the <b>Current Value</b> in the text box.
4	Enter the <b>Amount owned (if any)</b> in the text box.
5	Enter the <b>Name of Bank</b> in the text box.
6	Enter the <b>Account/Policy #</b> in the text box.
7	Enter the <b>Address of Bank</b> by clicking <b>Edit Address</b> 7.1 Enter address.
8	Click the <b>Next</b> button
9	Click the <b>Next</b> button.

## OTHER PROPERTY (continued)

Home | My C4Yourself | Help



Send Application Exit

Access to Benefits. Simplified.

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

75%

### Other Property

You told us that someone might have other property.

Please select the person and fill in the information below. **You can only select one person at a time.**

  
 Bea  
Yourself

  
 Seymour  
Yourself



Step 4



Step 5



Step 6

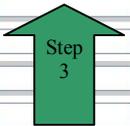
	Type of Property	Current Value	Amount owed (if any)	Name of Bank	Account/Policy #	Address of Bank
<input type="checkbox"/>	Cash/Uncashed Check	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Mortgages/Deeds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Retirement Plans	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Money Market	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Other Real Property	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Trust Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Checking Account	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Savings Account	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Certificate of Deposit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Stocks/Bonds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Other Liquid Property	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Credit Union Accounts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Oil, Mining, or Mineral Rights	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Burial/Funeral Arrangements, Burial Trusts, Plots or Burial Space	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	IRA or Keogh Plans	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Employee Deferred Compensation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Life Insurance or Annuity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>
<input type="checkbox"/>	Life Estate Interest In Any Property	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Edit Address"/>



Step 1



Step 2



Step 3



Step 7



Step 9

## OTHER PROPERTY (continued)

Step	Action
10	The <b>Other Property</b> summary page displays.
11	Review the information for all people listed.
12	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
13	To add a person that might own property, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-9.
14	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
15	To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode. <b>15.1</b> Enter the correct information <b>15.2</b> Click the <b>Next</b> button.


C4Yourself®
Home | My C4Yourself | Help

Access to Benefits. Simplified.

Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

75%

### Other Property

You told us that someone might have other property.

Please select the person and fill in the information below. **You can only select one person at a time.**



Seymour  
Yourself

Type of Property	Current Value	Amount owed (if any)	Name of Bank	Account/Policy #	Address of Bank
<input checked="" type="checkbox"/> Cash/Uncashed Check	127.35	0.00	CIV Bank	00000001	* <a href="#" style="color: #007bff; text-decoration: none;">Edit Address</a>

Back

→ Step 15.2
 
Next



## OTHER PROPERTY (continued)

Home | My C4Yourself | Help

**C4Yourself**  
Access to Benefits. Simplified.

Send Application | Exit

Start Application | People | Job | Income | Expenses | **Property** | Other | Send Application

75%

### Other Property

Step 10

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Property Info	
 Seymour Yourself	Type of Property:	Checking Account
	Current Value:	\$127.35
	Amount owed (if any):	
	Name of Bank:	CIV Bank
	Account/Policy #:	00000001
	Address of Bank:	1 NIRVANA LANE UTOPIA CA 92325 San Bernardino
	Type of Property:	Cash/Uncashed Check
	Current Value:	\$3.00
	Amount owed (if any):	
	Name of Bank:	
Account/Policy #:		
Address of Bank:		
Does anyone have any other property?		Yes No

Step 14

Step 15

Step 13

Back

Step 12

Next

## INCOME FROM PROPERTY

**PURPOSE** The purpose of the **Income from Property** page is to gather detailed information from the user regarding income from property people in the home are expecting to receive.

**STARTING POINT** The user has answered yes to the question on the **Property Information** page regarding people who expect to get money from property.

Step	Action
1	Check the box next to the <b>person/persons</b> that owns or is buying property somewhere.
2	Enter the <b>Amount Owed</b> in the text box.
3	Click the select arrow to display the drop-down list and select <b>How Often</b> the income is received.
4	Click the <b>Next</b> button.



### Income from Property

You told us that there are people in your home expecting to get money from property.

Please select the people and fill in the information below. **You can select more than one person.**

Person	Amount	How Often
<input type="checkbox"/> Bea Yourself	<input type="text"/>	Select One
<input type="checkbox"/> Seymour Yourself	<input type="text"/>	Select One

## INCOME FROM PROPERTY (continued)

Step	Action
5	The <b>Income from Property</b> summary page displays.
6	Review the information for all people listed.
7	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
8	To add a person that might get money from property they own, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-4.
9	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
10	To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode. <ul style="list-style-type: none"> <li>10.1 Enter the correct information</li> <li>10.2 Click the <b>Next</b> button.</li> </ul>

Home | My C4Yourself | Help



Access to Benefits. Simplified.

Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

75%

### Income from Property

You told us that there are people in your home expecting to get money from property.

Please select the people and fill in the information below. **You can select more than one person.**

Person	Amount	How Often
 Seymour Yourself	<input style="width: 80%;" type="text" value="300.00"/>	<input style="width: 80%;" type="text" value="Annually"/>

Back

Next

## INCOME FROM PROPERTY (continued)

Home | My C4Yourself | Help

**C4Yourself**  
Access to Benefits. Simplified.

Send Application | Exit

Start Application | People | Job | Income | Expenses | **Property** | Other | Send Application

75%

### Income from Property



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Amount	How Often	
 Seymour Yourself	\$300.00	Annually	 <b>Remove</b> <b>Edit</b>
Does anyone else in the home get money from property they own?			 <b>Yes</b> <b>No</b>



**Back**

 **Next**

## PERSONAL PROPERTY

**PURPOSE**

The purpose of the **Personal Property** page is to gather detailed information from the user regarding personal property which costs at least \$500 or which is now worth at least \$500 (Do not include wedding/engagement rings or heirlooms. List jewelry worth more than \$100).

**STARTING POINT**

The user has answered yes to the question on the **Property Information** page regarding personal property.

Step	Action
1	Check the box next to the <b>person/persons</b> that owns personal property.
2	Enter the <b>Item</b> in the text box.
3	Click the select arrow to display the drop-down list and select the <b>Month</b> you bought the property.
4	Click the select arrow to display the drop-down list and select the <b>Day</b> you bought the property.
5	Click the select arrow to display the drop-down list and select the <b>Year</b> you bought the property.
6	Enter the <b>Amount Owed</b> in the text box.
7	Click the <b>Next</b> button.



### Personal Property

You told us that someone owns personal property which costs at least \$500 or which is now worth at least \$500 (Do not include wedding/engagement rings or heirlooms. List jewelry worth more than \$100).

Please tell us more about this person. **You can select more than one person.**



## PERSONAL PROPERTY (continued)

Step	Action
8	The <b>Personal Property</b> summary page displays.
9	Review the information for all people listed.
10	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
11	To add a person that might own personal property, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-7.
12	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
13	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>13.1</b> Enter the correct information</p> <p><b>13.2</b> Click the <b>Next</b> button.</p> 

## PERSONAL PROPERTY (continued)

Home | My C4Yourself | Help



Send Application    Exit

Start Application    People    Job    Income    Expenses    **Property**    Other    Send Application

75%

### Personal Property



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Item:	Date Bought:	Amount Owed:	
 Seymour Yourself	Diamond Ring	04/29/1998	\$0.00	<b>Remove</b> <b>Edit</b>
Does anyone else in the home own property which costs at least \$500 or is now worth at least \$500?				<b>Yes</b> <b>No</b>



**Back**



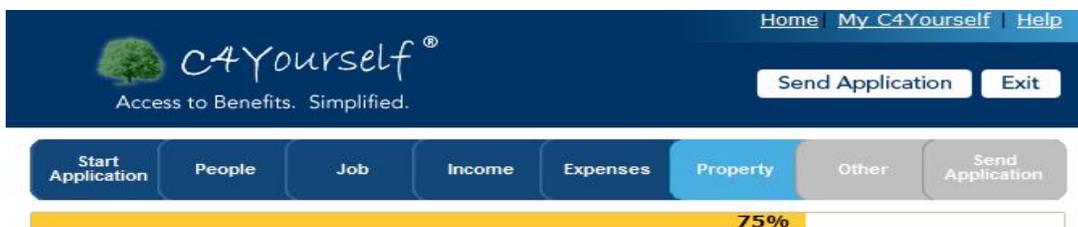
**Next**

## MOTOR VEHICLE

**PURPOSE** The purpose of the **Motor Vehicle** page is to gather detailed information from the user regarding a motor vehicle

**STARTING POINT** The user has answered yes to the question on the **Property Information** page regarding a motor vehicle

Step	Action
1	Check the radio button next to the <b>person</b> who owns or has their name on a vehicle registration.
2	Click the select arrow to display the drop-down list and select the <b>Year</b> of the vehicle.
3	Enter the <b>Make</b> of the vehicle in the text box.
4	Enter the <b>Model</b> of the vehicle in the text box.
5	Enter the <b>License Number</b> in the text box.
6	Enter the <b>Estimate Value</b> in the text box.
7	Enter the <b>Balanced Owed</b> in the text box.
8	Indicate if the vehicle is <b>Licensed</b> by clicking the <b>Yes</b> or <b>No</b> radio buttons.
9	Click the select arrow to display the drop-down list and select the <b>Use</b> of the vehicle.
10	Click the <b>Next</b> button.

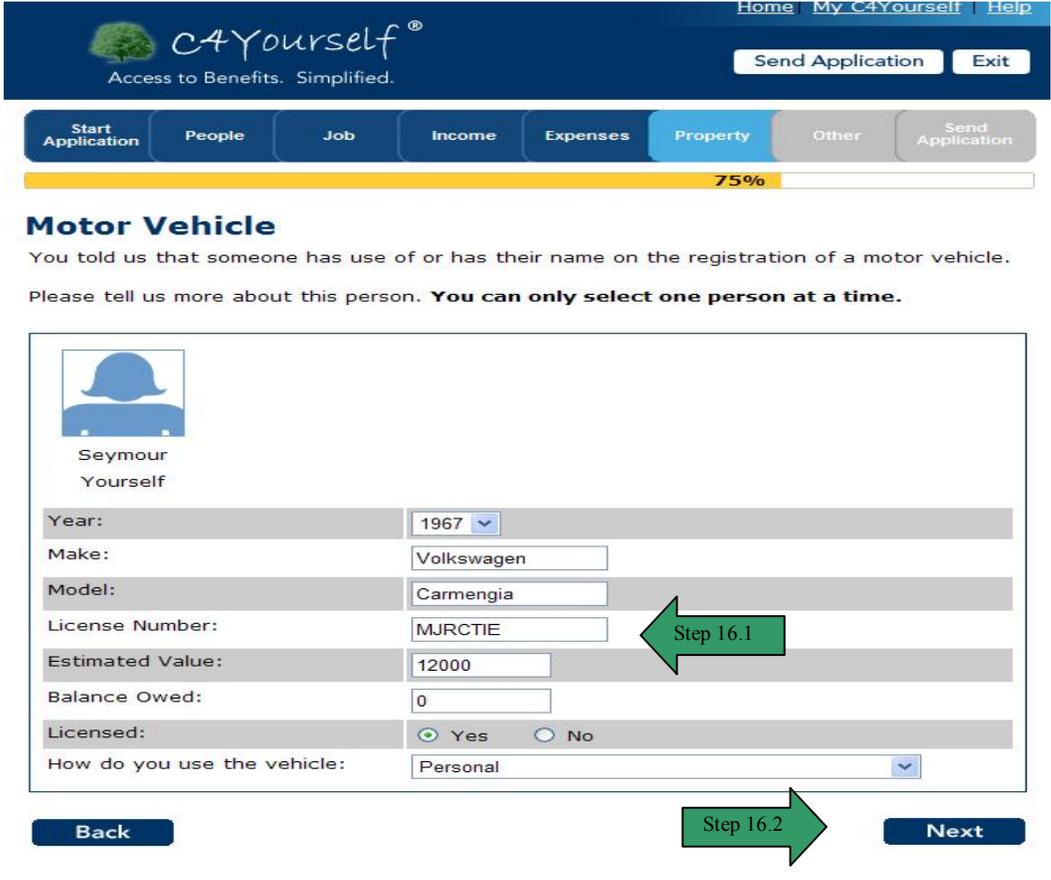


### Motor Vehicle

You told us that someone has use of or has their name on the registration of a motor vehicle.

Please tell us more about this person. **You can only select one person at a time.**

### MOTOR VEHICLE (continued)

Step	Action
11	The <b>Motor Vehicle</b> summary page displays.
12	Review the information for all people listed.
13	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
14	To add a person that might have use of or have their name on the registration of a motor vehicle, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-10.
15	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
16	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p>16.1 Enter the correct information                      16.2 Click the <b>Next</b> button.</p> 

**MOTOR VEHICLE (continued)**

[Home](#) | [My C4Yourself](#) | [Help](#)



Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

75%

## Motor Vehicle



Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Motor Vehicle Info	
 Seymour Yourself	Year: 1967	<span style="border: 1px solid black; padding: 2px 5px;">Remove</span>
	Make: Volkswagen	<span style="border: 1px solid black; padding: 2px 5px;">Edit</span>
	Model: Carmengia	
	License Number: MJRQTIE	
	Estimated Value: \$12000	
	Balance Owed: \$0	
	Licensed: Yes	
	How do you use the vehicle: Personal	
Does anyone else have use of or have their name on the registration of a motor vehicle?		<span style="border: 1px solid black; padding: 2px 5px;">Yes</span> <span style="border: 1px solid black; padding: 2px 5px; margin-left: 10px;">No</span>

Back

Step 13

Next



## OTHER INFORMATION

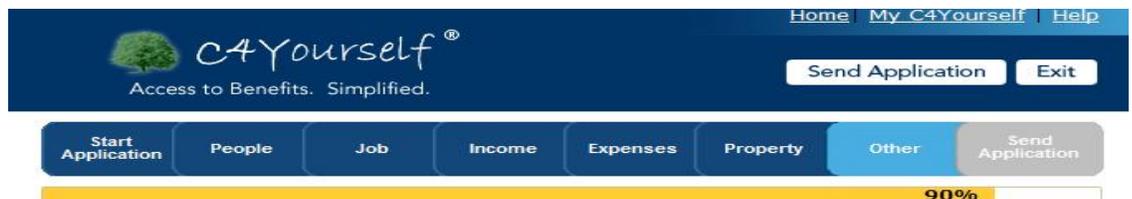
**PURPOSE** The purpose of the **Other Information** page is to ask questions about different types of situations that a household might have.

**STARTING POINT** The user has navigated through the following areas:

- **C4Yourself Homepage**
- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application**
- **People Tab**
- **Jobs Tab**
- **Income Tab**
- **Expenses Tab**
- **Property Tab**

The **Property Information** page is displaying.

Step	Action
1	Answer the questions by clicking the <b>Yes</b> or <b>No</b> radio buttons.
2	Click the <b>Next</b> button to continue.



### Other Information

In the next few pages we will ask you additional questions about the people in your home.

Does anyone live in any of these places?

- Homeless Shelter
- Shelter for Battered Women
- Drug/Alcohol Rehabilitation Center
- Federally Subsidized Housing
- Correctional Facility/Prison Institution
- Psychiatric Hospital/Mental Institution
- Reservation for Native Americans
- Group Living Arrangement for the Disabled/Blind
- Hospital or Nursing Home
- Board and Care Home

Yes  No

---

Does anyone take part in a food program? ➔ Step 1

- Meals on Wheels
- Food Distribution operated by a Native American reservation
- Communal dining facility for elderly or disabled
- Other food program

Yes  No

---

Have Cash Aid, Food Stamps or Medi-Cal benefits been stopped for anyone because of:

- Work or Training Sanctions
- Failure to meet Able-Bodied Adult Without Dependent (ABAWD) Work Requirements
- Intentional Program Violation or Welfare Fraud

Yes  No

---

Do you want to let someone use your Food Stamps? This could be someone that lives in your home or someone that does not live in your home.

Yes  No

---

Do you want information on medical coverage? (Medi-Cal or Healthy Families)

Yes  No

Back

➔

Next

## OTHER INFORMATION (continued)

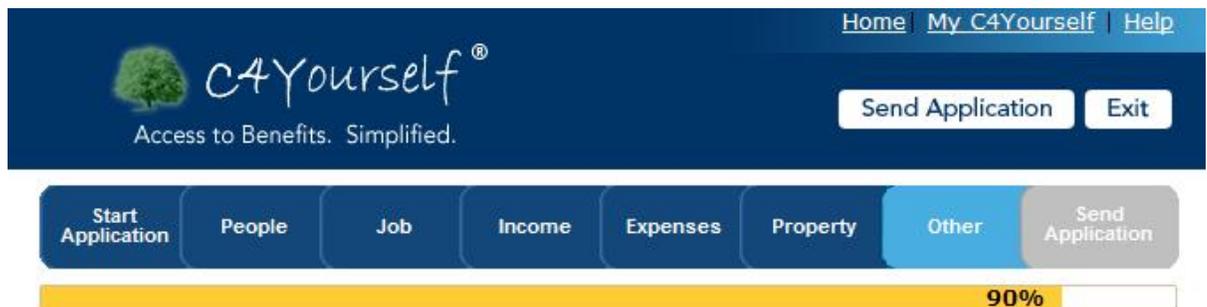
**PURPOSE** The purpose of the **Other Information** page is to ask questions about different types of situations that a household might have.

**STARTING POINT** The user has navigated through the following areas:

- **C4Yourself Home Page**
- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**
- **People Tab**
- **Jobs Tab**
- **Income Tab**
- **Expenses Tab**
- **Property Tab**

The **Other Information continued** page is displaying.

Step	Action
1	Answer the questions by clicking the <b>Yes</b> or <b>No</b> radio buttons.
2	Click the <b>Next</b> button to continue.



### Other Information continued

In the next few pages we will ask you additional questions about the people in your home.

Is any member of your household running from the law to avoid felony prosecution, custody or confinement after conviction, or is any member in violation of probation or parole?	<input type="radio"/> Yes	<input type="radio"/> No
Since August 22, 1996, have you or anyone you are applying for been convicted of a drug-related felony?	<input type="radio"/> Yes	<input type="radio"/> No
Have you or any member of your household:	<input type="radio"/> Yes <input type="radio"/> No	
Finished a drug treatment program that is recognized by the government?		
Been part of a treatment program that is recognized by the government?		
Enrolled in a government recognized drug treatment program?		
Are they on a waiting list for a drug treatment program that is recognized by the government?		
Stopped the use of any controlled substances and have evidence that they have stopped?	<input type="radio"/> Yes	<input type="radio"/> No

**Back**



**Next**

## OTHER INFORMATION (continued)

**PURPOSE** The purpose of the **Other Information** page is to ask questions about different types of situations that a household might have.

**STARTING POINT** The user has navigated through the following areas:

- **C4Yourself Home Page**
- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**
- **People Tab**
- **Jobs Tab**
- **Income Tab**
- **Expenses Tab**
- **Property Tab**

The **Other Information continued** page is displaying.

Step	Action
1	Answer the questions by clicking the <b>Yes</b> or <b>No</b> radio buttons.
2	Click the <b>Next</b> button to continue.



### Other Information continued

In the next few pages we will ask you additional questions about the people in your home.

Does everyone live in California?	<input type="radio"/> Yes	<input type="radio"/> No
Does everyone plan to stay in California permanently?	<input type="radio"/> Yes	<input type="radio"/> No
Does anyone own, lease or maintain a home outside California?	<input type="radio"/> Yes	<input type="radio"/> No
Is anyone currently getting public assistance in California?	<input type="radio"/> Yes	<input type="radio"/> No
Is anyone planning to leave California for more than 60 days?	<input type="radio"/> Yes	<input type="radio"/> No
Is anyone under age 20 and pregnant or a teen parent?	<input type="radio"/> Yes	<input type="radio"/> No
Has anyone been in the U.S. Military service or is a spouse, parent or child of a person who has been in the military service?	<input type="radio"/> Yes	<input type="radio"/> No
Does anyone have a medical condition or emotional problem which makes it difficult to work or take care of their needs?	<input type="radio"/> Yes	<input type="radio"/> No
Is there anyone who can get health care coverage from an employer or absent parent but has not yet applied for coverage?	<input type="radio"/> Yes	<input type="radio"/> No
Is anyone getting In-Home Supportive Services (IHSS)?	<input type="radio"/> Yes	<input type="radio"/> No
Does the household want to apply for a special need payment for housing or essential housing items?	<input type="radio"/> Yes	<input type="radio"/> No
Does the household want additional services like CHDP medical and dental services?	<input type="radio"/> Yes	<input type="radio"/> No
Do you want your application and other information from your Medi-Cal case forwarded to the Healthy Families Program if your children receive a Share of Cost on their Medi-Cal or become ineligible due to excess property?	<input type="radio"/> Yes	<input type="radio"/> No

**Back**

**Next**



# SHELTER/FACILITY

**PURPOSE**

The purpose of the **Shelter/Facility** page is to ask questions about different types of situations that a household might have.

**STARTING POINT**

The user has answered yes to the question on the **Other Information** page regarding living in a **Shelter/Facility**.

Step	Action
1	To select the <b>person</b> that is participating in a shelter program, check the radio button next to the person. <b>The user can only select one person at a time.</b>
2	Check the box to show the <b>Type of Facility</b> the person is participating in.
3	Click the select arrow to display the drop-down list and select the <b>Month</b> you entered the shelter/facility.
4	Click the select arrow to display the drop-down list and select the <b>Day</b> you entered the shelter/facility.
5	Click the select arrow to display the drop-down list and select the <b>Year</b> entered the shelter/facility.
6	Click the select arrow to display the drop-down list and select the <b>Month</b> you expect to leave the shelter/facility.
7	Click the select arrow to display the drop-down list and select the <b>Day</b> you expect to leave the shelter/facility.
8	Click the select arrow to display the drop-down list and select the <b>Year</b> you expect to leave the shelter/facility.
9	Click the <b>Next</b> button.

The screenshot shows the C4Yourself interface for the 'Shelter/Facility' section. At the top, there is a navigation bar with 'Home', 'My C4Yourself', and 'Help' links, along with 'Send Application' and 'Exit' buttons. Below this is a menu with 'Start Application', 'People', 'Job', 'Income', 'Expenses', 'Property', 'Other', and 'Send Application'. A progress bar indicates 90% completion.

The main heading is 'Shelter/Facility' with the subtext 'You told us that someone in your home lives in a facility. Select the person and fill in the information. **You can only select one person at a time.**'

Two radio buttons are shown for selecting a person: 'Seymour Yourself' (selected) and 'Bea Yourself'. A green arrow labeled 'Step 1' points to the 'Seymour Yourself' radio button.

Below the person selection is a table with columns: 'Type of Facility', 'Date Entered' (Month, Day, Year), and 'Date Expected to Leave' (Month, Day, Year). A green arrow labeled 'Step 2' points to the 'Type of Facility' column. A green arrow labeled 'Step 3-5' points to the 'Date Entered' column, and another green arrow labeled 'Step 6-8' points to the 'Date Expected to Leave' column.

The table lists various facility types with checkboxes and dropdown menus for dates:

- Homeless Shelter
- Shelter for Battered Women
- Drug/Alcohol Rehabilitation Center
- Federally Subsidized Housing for the Elderly
- Correctional Facility/Penal Institution
- Psychiatric Hospital/Mental Institution
- Reservation for Native Americans
- Group Living Arrangements for the Disabled/Blind
- Hospital or Nursing Home
- Board and Care Home

At the bottom, there are 'Back' and 'Next' buttons. A green arrow labeled 'Step 9' points to the 'Next' button.

## SHELTER/FACILITY (continued)

Step	Action
10	The <b>Shelter/Facility</b> summary page displays.
11	Review the information for all people listed.
12	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
13	To add a person that lives in a Shelter/Facility, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-9.
14	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
15	To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode. <b>15.1</b> Enter the correct information <b>15.2</b> Click the <b>Next</b> button.

Home | My C4Yourself | Help

Send Application | Exit

Start Application | People | Job | Income | Expenses | Property | Other | Send Application

90%

### Shelter/Facility

You told us that someone in your home lives in a facility.

Select the person and fill in the information. **You can only select one person at a time.**

Seymour Yourself      Bea Yourself

Type of Facility	Date Entered	Date Expected to Leave		
<input checked="" type="checkbox"/> Homeless Shelter	October 31 2009	November 14 2009		
<input type="checkbox"/> Shelter for Battered Women	Month Day Year	Month Day Year		
<input type="checkbox"/> Drug/Alcohol Rehabilitation Center	Month Day Year	Month Day Year		
<input type="checkbox"/> Federally Subsidized Housing for the Elderly	Month Day Year	Month Day Year		
<input type="checkbox"/> Correctional Facility/Penal Institution	Month Day Year	Month Day Year		
<input type="checkbox"/> Psychiatric Hospital/Mental Institution	Month Day Year	Month Day Year		
<input type="checkbox"/> Reservation for Native Americans	Month Day Year	Month Day Year		
<input type="checkbox"/> Group Living Arrangements for the Disabled/Blind	Month Day Year	Month Day Year		
<input type="checkbox"/> Hospital or Nursing Home	Month Day Year	Month Day Year		
<input type="checkbox"/> Board and Care Home	Month Day Year	Month Day Year		

Back      Step 15.2      Next

## SHELTER/FACILITY (continued)

Home | My C4Yourself | Help

**c4Yourself**  
Access to Benefits. Simplified.

Send Application | Exit

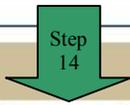
Start Application | People | Job | Income | Expenses | Property | **Other** | Send Application

90%

### Shelter/Facility



Here is the summary of what you told us so far. If you want to change information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Type of Facility	Date Entered	Date Expected to Leave	
 Seymour Yourself	Homeless Shelter	10/31/2009	11/07/2009	 <b>Remove</b> <b>Edit</b>
Does anyone else in the home live in a facility?				 <b>Yes</b> <b>No</b>



**Back**

Step 12

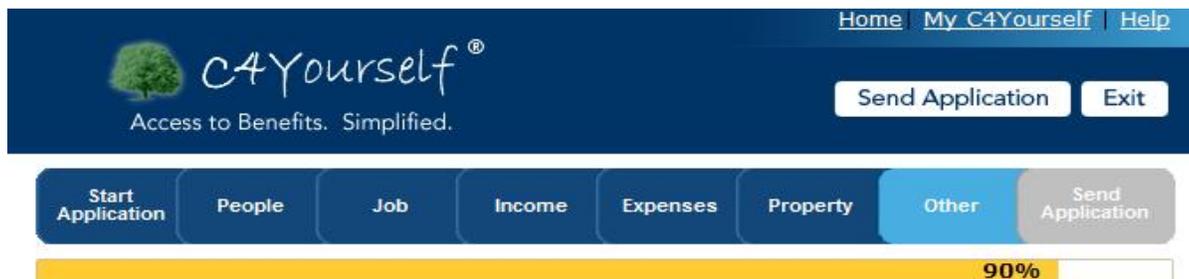
**Next**

## FOOD PROGRAMS

**PURPOSE** The purpose of the **Food Programs** page is to collect information regarding a food program the person takes part in.

**STARTING POINT** The user has answered yes to the question on the **Other Information** page regarding food programs.

Step	Action
1	To select the <b>person</b> that is participating in a food program, check the radio button next to the person. <b>The user can only select one person at a time.</b>
2	Check the box to show the <b>Program</b> the person is participating in.
3	Click <b>Next</b> to continue.



### Food Programs

You told us that someone in your home takes part in a food program.

Select the person and fill in the information. **You can only select one person at a time.**

## FOOD PROGRAMS (continued)

Step	Action
4	The <b>Food Programs</b> summary page displays.
5	Review the information for all people listed.
6	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
7	To add a person that is in a <b>Food Program</b> , click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-3.
8	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
9	To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode. 9.1 Enter the correct information 9.2 Click the <b>Next</b> button.

Home My C4Yourself Help

**C4Yourself**  
Access to Benefits. Simplified.

Send Application Exit

Start Application People Job Income Expenses Property Other Send Application

90%

### Food Programs

You told us that someone in your home takes part in a food program.

Select the person and fill in the information. **You can only select one person at a time.**



Seymour  
Yourself

**Program**

Meals on Wheels

Food Distribution operated by a Native American reservation ← Step 9.1

Communal dining facility for the elderly or disabled

Other food program

Back Step 9.2 → Next

## FOOD PROGRAMS (continued)

Home | My C4Yourself | Help



Send Application    Exit

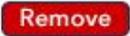
Start Application    People    Job    Income    Expenses    Property    **Other**    Send Application

90%

### Food Programs



Here is the summary of what you told us so far. If you want to change information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Program	
 Seymour Yourself	Other food program	 
Does anyone else in the home take part in a food program?		 



Back



Next

## DISCONTINUED BENEFITS

### PURPOSE

The purpose of the **Discontinued Benefits** page is to ask questions about people who had from Cash Aid, Food Stamps or Medi-Cal stopped because they were work or training sanctioned, failed to meet able-bodied adult without dependent (ABAWD) work rules or for Intentional Program Violation or welfare fraud.

### STARTING POINT

The user has answered yes to the question on the **Other Information** page regarding **Discontinued Benefits**.

Step	Action
1	To select the <b>person/persons</b> that have been discontinued from Food Stamps, Cash Aid or Medi-Cal, check the box next to the person.
2	Click the select arrow to display the drop-down list and select the <b>Program</b> your benefits were discontinued for.
3	Click the select arrow to display the drop-down list and select the <b>Month</b> you had your benefits discontinued in.
4	Click the select arrow to display the drop-down list and select the <b>Day</b> you had your benefits discontinued in.
5	Click the select arrow to display the drop-down list and select the <b>Year</b> you had your benefits discontinued in.
6	Click the select arrow to display the drop-down list and select the <b>State</b> you had your benefits discontinued in.
7	Click the select arrow to display the drop-down list and select the <b>County</b> you had your benefits discontinued in.
8	Click the <b>Next</b> button.



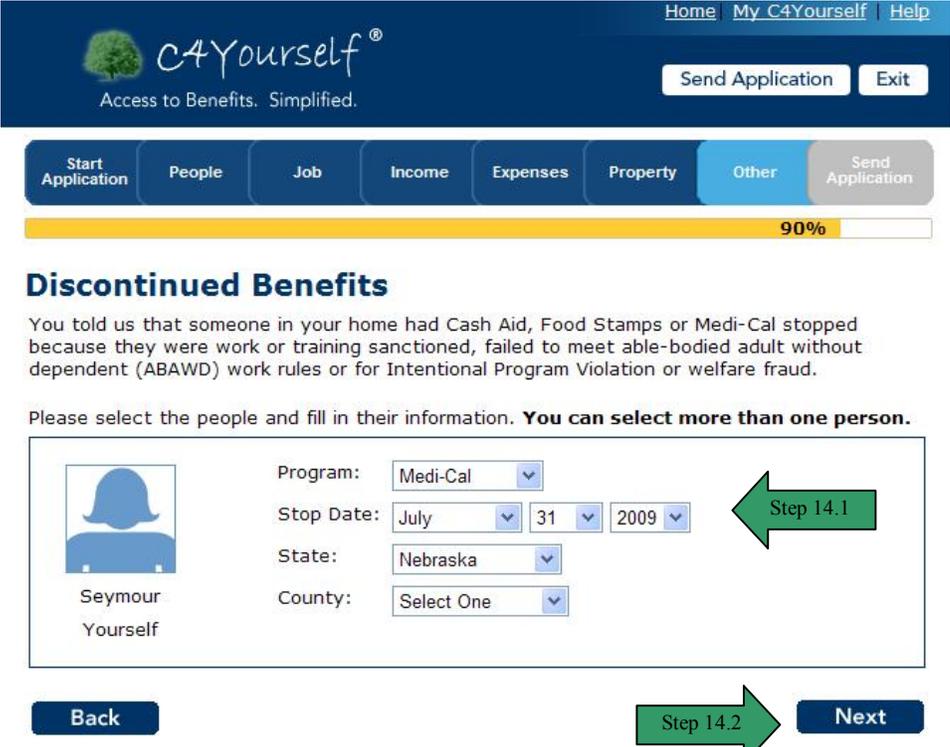
### Discontinued Benefits

You told us that someone in your home had Cash Aid, Food Stamps or Medi-Cal stopped because they were work or training sanctioned, failed to meet able-bodied adult without dependent (ABAWD) work rules or for Intentional Program Violation or welfare fraud.

Please select the people and fill in their information. **You can select more than one person.**

The screenshot shows a form with two rows of input fields. The first row is for 'Seymour Yourself' and the second for 'Bea Yourself'. Each row has a checkbox, a 'Program' dropdown, and 'Stop Date' fields for 'Month', 'Day', and 'Year'. Below these are 'State' and 'County' dropdowns. Green arrows point to various elements: Step 1 points to the checkbox for Seymour; Step 2 points to the 'Program' dropdown; Step 3-5 point to the 'Month', 'Day', and 'Year' dropdowns; Step 6 points to the 'State' dropdown; Step 7 points to the 'County' dropdown; and Step 8 points to the 'Next' button. A 'Back' button is also visible.

## DISCONTINUED BENEFITS (continued)

Step	Action
9	The <b>Discontinued Benefits</b> summary page displays.
10	Review the information for all people listed.
11	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
12	To add a person that has been discontinued from benefits, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-8.
13	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
14	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>14.1</b> Enter the correct information  <b>14.2</b> Click the <b>Next</b> button.</p> 

## DISCONTINUED BENEFITS (continued)

Home | My C4Yourself | Help

**c4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Send Application    Exit

Start Application    People    Job    Income    Expenses    Property    **Other**    Send Application

90%

## Discontinued Benefits



Here is the summary of what you told us so far. If you want to change information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Program	Stop Date	County	State	
 Seymour Yourself	Medi-Cal	07/31/2009		Nebr	 <b>Remove</b> <b>Edit</b> 
Does anyone else in your home have Cash Aid, Food Stamps or Medi-Cal stopped because they were work or training sanctioned, failed to meet able-bodied adult without dependent (ABAWD) work rules or for Intentional Program Violation or welfare fraud?					 <b>Yes</b> <b>No</b>

**Back**

 **Next**

## AUTHORIZATION

**PURPOSE** The purpose of the **Authorization** page is to gather information from the user about someone who has authorization to use their Food Stamps.

**STARTING POINT** The user has answered yes to the question on the **Other Information** page regarding **Authorization** to use their Food Stamps.

Step	Action
1	To select the <b>person</b> that will have authorization to use food stamps, check the box next to the person. If this person is someone out of the home, see step 2. <b>The user can only select one person.</b>
2	If the person is <b>Someone Outside the Home</b> , enter the <b>name of the authorized person</b> in the text box.
3	Click the <b>Next</b> button.



### Authorization

You told us that you would like to let someone in your home or someone outside your home use your food stamps.

Please select the person.

## RUNNING FROM THE LAW

**PURPOSE** The purpose of the **Running from the Law** page is to gather information from the user about people who may be running from the law to avoid prosecution, custody or confinement, or is in violation of probation or parole.

**STARTING POINT** The user has answered yes to the question on the **Other Information** page regarding **Running from the Law**.

Step	Action
1	To select the <b>person/persons</b> that are running from the law, check the box next to the person
2	Click the <b>Next</b> button.

The screenshot shows the C4Yourself interface. At the top, there are navigation links for Home, My C4Yourself, and Help, along with buttons for Send Application and Exit. Below this is a menu with categories: Start Application, People, Job, Income, Expenses, Property, Other (highlighted), and Send Application. A progress bar indicates 90% completion. The main heading is "Running from the Law". The text below reads: "You told us that someone in your home is running from the law to avoid felony prosecution, custody, or confinement after conviction, or there is a member in violation of probation or parole. Please select the people. **You can select more than one person.**"

The selection area is titled "Person" and contains two entries:

- Bea Yourself
- Seymour Yourself

At the bottom of the selection area are "Back" and "Next" buttons. A green arrow labeled "Step 1" points to the selection area, and another green arrow labeled "Step 2" points to the "Next" button.

## RUNNING FROM THE LAW (continued)

Step	Action
3	The <b>Running from the Law</b> summary page displays.
4	Review the information for all people listed.
5	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
6	To add people that are running from the law, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-2.
7	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.



### Running from the Law



Here is the summary of what you told us so far. If you want to remove the information for anyone, click the Remove button.

**Person**



Seymour  
Yourself

Step 7 → Remove

Is anyone else in the home running from the law to avoid felony prosecution, custody, or confinement after conviction, or there is a member in violation of probation or parole?

Yes
No

Back

Step 5 → Next

## DRUG-RELATED FELONY

**PURPOSE** The purpose of the **Drug-Related Felony** page is to gather information from the user about people who have been convicted of a drug-related felony since August 22 1996.

**STARTING POINT** The user has answered yes to the question on the **Other Information and Other Information continued** pages regarding a person who has a drug-related felony conviction.

Step	Action
1	To select the <b>person/persons</b> that have a drug-related felony, check the box next to the person.
2	Click the <b>Next</b> button.

The screenshot shows the C4Yourself interface. At the top, there are navigation links for Home, My C4Yourself, and Help. Below that is a header with the C4Yourself logo and the tagline 'Access to Benefits. Simplified.' There are two buttons: 'Send Application' and 'Exit'. A secondary navigation bar contains tabs for 'Start Application', 'People', 'Job', 'Income', 'Expenses', 'Property', 'Other', and 'Send Application'. The 'Other' tab is selected, and a progress bar below it shows 90% completion.

The main heading is 'Drug-Related Felony'. Below it, the text reads: 'You told us that there are some people in your home who, since August 22, 1996, have been convicted of a drug-related felony. Please select the people. **You can select more than one person.**'

The selection area is titled 'Person' and contains two entries:
 

- Bea Yourself
- Seymour Yourself

 A green arrow labeled 'Step 1' points to the checkboxes. Below the selection area are 'Back' and 'Next' buttons. A green arrow labeled 'Step 2' points to the 'Next' button.

## DRUG-RELATED FELONY (continued)

Step	Action
3	The <b>Drug-Related Felony</b> summary page displays.
4	Review the information for all people listed.
5	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
6	To add people that have a drug-related felony, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-2.
7	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.

Home | My C4Yourself | Help

Send Application | Exit

Access to Benefits. Simplified.

Start Application | People | Job | Income | Expenses | Property | Other | Send Application

90%

### Drug-Related Felony



Here is the summary of what you told us so far. If you want to remove the information for anyone, click the Remove button.

**Person**



Remove

Seymour  
Yourself

Has anyone else in the home been convicted of a drug-related felony? Yes No

Back
Next

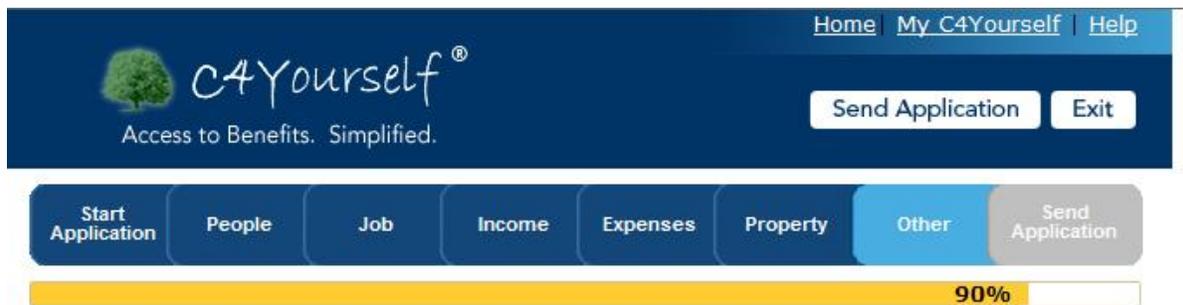


# PREGNANCY

**PURPOSE** The purpose of the **Pregnancy** page is to gather information from the user about who is pregnant.

**STARTING POINT** The user has answered yes to the question on the **Other Information and Other Information continued** pages regarding a person who is pregnant.

Step	Action
1	To select the <b>person/persons</b> that are pregnant, check the box next to the person. <b>User can select more than one person at a time.</b>
2	Click the select arrow to display the drop-down list and select the <b>Month</b> the baby will be born in.
3	Click the select arrow to display the drop-down list and select the <b>Day</b> the baby will be born in.
4	Click the select arrow to display the drop-down list and select the <b>Year</b> the baby will be born in.
5	Click the <b>Next</b> button.



## Pregnancy

You told us that there are some people in your home who are under the age of 20 and pregnant or teen parents.

Please select the people and fill in their information. **You can select more than one person.**

Person	Pregnancy Due Date
<input type="checkbox"/> Bea Yourself	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
<input type="checkbox"/> Seymour Yourself	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>

## PREGNANCY (continued)

Step	Action
6	The <b>Pregnancy</b> summary page displays.
7	Review the information for all people listed.
8	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
9	To add a person that is pregnant, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-5.
10	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
11	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p>11.1 Enter the correct information</p> <p>11.2 Click the <b>Next</b> button.</p>

Home | My C4Yourself | Help

**C4Yourself**  
Access to Benefits. Simplified.

Send Application Exit

Start Application People Job Income Expenses Property Other Send Application

90%

### Pregnancy

You told us that there are some people in your home who are under the age of 20 and pregnant or teen parents.

Please select the people and fill in their information. **You can select more than one person.**

Person	Pregnancy Due Date
 Seymour Yourself	December 24 2009

Back Step 11.2 Next

## PREGNANCY (continued)

Home | My C4Yourself | Help



Access to Benefits. Simplified.

Send Application    Exit

Start Application    People    Job    Income    Expenses    Property    **Other**    Send Application



### Pregnancy



Here is the summary of what you told us so far. If you want to change information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Pregnancy Due Date	
 Seymour Yourself	12/24/2009	<b>Remove</b> <b>Edit</b>
Is anyone else in the home under the age of 20 and pregnant or a teen parent?		<b>Yes</b> <b>No</b>



**Back**



**Next**

## MILITARY SERVICE

**PURPOSE**

The purpose of the **Military Service** page is to gather information from the user about who is in or was in the Military.

**STARTING POINT**

The user has answered yes to the question on the **Other Information and Other Information continued** pages regarding a person who is in or was in the military.

Step	Action
1	To select the <b>person/persons</b> those are in or have been in the military, check the box next to the person.
2	Click the select arrow to display the drop-down list and select the <b>Branch of Service</b> .
3	Click the select arrow to display the drop-down list and select whether or not the person had an <b>Honorable Discharge</b> .
4	Click the select arrow to display the drop-down list and select the <b>Month</b> they enlisted.
5	Click the select arrow to display the drop-down list and select the <b>Day</b> they enlisted.
6	Click the select arrow to display the drop-down list and select the <b>Year</b> they enlisted.
7	Click the select arrow to display the drop-down list and select the <b>Month</b> they were discharged.
8	Click the select arrow to display the drop-down list and select the <b>Day</b> they were discharged.
9	Click the select arrow to display the drop-down list and select the <b>Year</b> they were discharged.
10	Click the <b>Next</b> button.

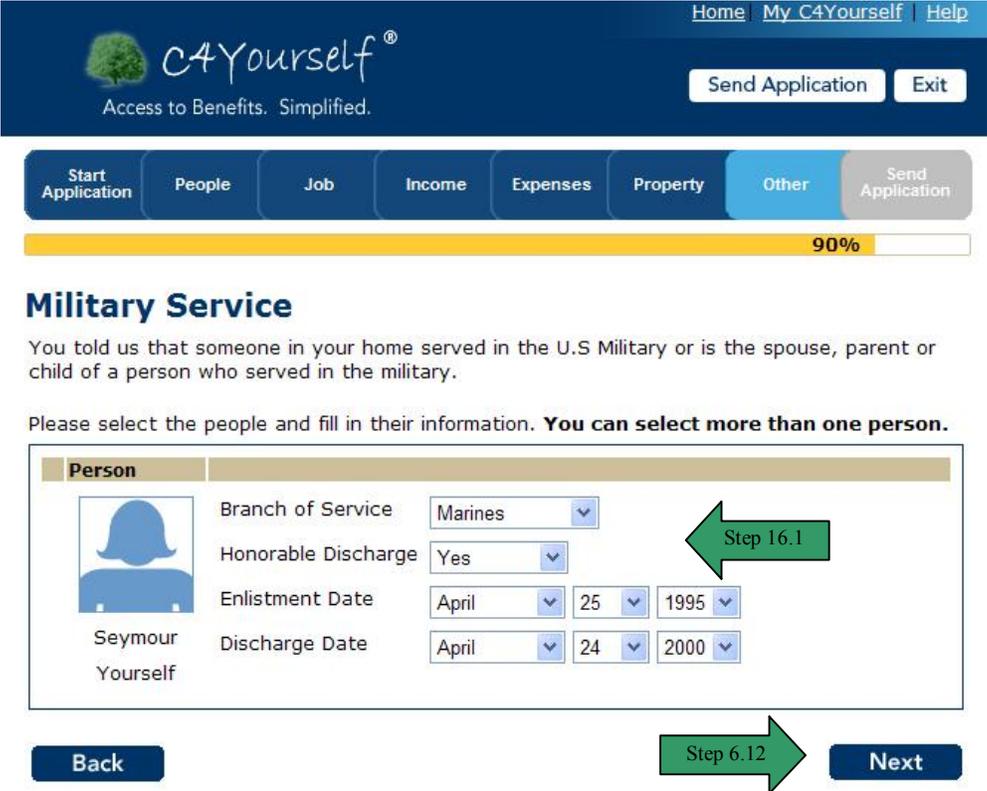
The screenshot shows the C4Yourself interface for the 'Military Service' section. At the top, there is a navigation bar with 'Home', 'My C4Yourself', and 'Help' links, along with 'Send Application' and 'Exit' buttons. Below this is a progress bar showing '90%' completion. The main heading is 'Military Service' with a sub-heading: 'You told us that someone in your home served in the U.S Military or is the spouse, parent or child of a person who served in the military. Please select the people and fill in their information. You can select more than one person.'

The form contains two entries for 'Person':

- Bea Yourself:** Includes a checkbox (checked), a profile picture, and fields for Branch of Service, Honorable Discharge, Enlistment Date (Month, Day, Year), and Discharge Date (Month, Day, Year). Step callouts: Step 1 points to the checkbox; Step 2 points to the Branch of Service dropdown; Step 3 points to the Honorable Discharge dropdown; Step 4-6 point to the Enlistment Date dropdowns.
- Seymour Yourself:** Includes a checkbox (unchecked), a profile picture, and fields for Branch of Service, Honorable Discharge, Enlistment Date (Month, Day, Year), and Discharge Date (Month, Day, Year). Step callout: Step 7-9 points to the Enlistment Date dropdowns.

At the bottom, there are 'Back' and 'Next' buttons. A 'Step 10' callout points to the 'Next' button.

## MILITARY SERVICE (continued)

Step	Action
11	The <b>Military Service</b> summary page displays.
12	Review the information for all people listed.
13	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
14	To add a person that was in or is in the military, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-10.
15	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
16	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>16.1</b> Enter the correct information</p> <p><b>16.2</b> Click the <b>Next</b> button.</p> 

## MILITARY SERVICE (continued)

[Home](#) | [My C4Yourself](#) | [Help](#)
C4Yourself<sup>®</sup>  
Access to Benefits. Simplified.

Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

90%

### Military Service



Here is the summary of what you told us so far. If you want to change information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Branch of Service	Honorable Discharge	Enlistment Date	Discharge Date	
 Seymour Yourself	Marines	Yes	04/25/1995	04/24/2000	<span style="border: 1px solid red; padding: 2px 5px; color: red; font-weight: bold;">Remove</span> <span style="border: 1px solid blue; padding: 2px 5px; color: white; font-weight: bold;">Edit</span>
Has anyone else in the home served in the U.S. military or is the spouse, parent or child of a person who served in the military?					<span style="border: 1px solid blue; padding: 2px 5px; color: white; font-weight: bold;">Yes</span> <span style="border: 1px solid blue; padding: 2px 5px; color: white; font-weight: bold; margin-left: 10px;">No</span>

Back

Step 13
Next



## MEDICAL CONDITION

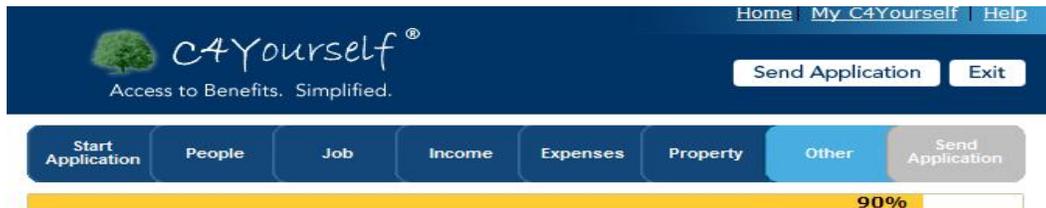
### PURPOSE

The purpose of the **Medical Condition** page is to gather information from the user who has a medical condition which makes it difficult to work or take care of their needs due to an injury or accident.

### STARTING POINT

The user has answered yes to the question on the **Other Information and Other Information continued** pages regarding a person who has a medical condition.

Step	Action
1	To select the <b>person/persons</b> who have a medical condition, check the box next to the person.
2	Check the box if the medical condition is a result of an <b>Injury/Accident</b> .
3	Click the select arrow to display the drop-down list and select the <b>Month</b> the medical condition began.
4	Click the select arrow to display the drop-down list and select the <b>Day</b> the medical condition began.
5	Click the select arrow to display the drop-down list and select the <b>Year</b> the medical condition began.
6	Click the select arrow to display the drop-down list and select the <b>Month</b> the person is expected to recover.
7	Click the select arrow to display the drop-down list and select the <b>Day</b> the person is expected to recover.
8	Click the select arrow to display the drop-down list and select the <b>Year</b> the person is expected to recover.
9	Click the <b>Next</b> button.



### Medical Condition

You told us that someone in your home has a medical condition which makes it difficult to work or take care of their needs due to an injury or accident.

Please select the people and fill in their information. **You can select more than one person.**

## MEDICAL CONDITION (continued)

Step	Action
10	The <b>Medical Condition</b> summary page displays.
11	Review the information for all people listed.
12	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
13	To add a person who has a medical condition, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-9.
14	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
15	To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode. <b>15.1</b> Enter the correct information <b>15.2</b> Click the <b>Next</b> button.

Home My C4Yourself Help

**C4Yourself**  
Access to Benefits. Simplified.

Send Application Exit

Start Application People Job Income Expenses Property Other Send Application

90%

### Medical Condition

You told us that someone in your home has a medical condition which makes it difficult to work or take care of their needs due to an injury or accident.

Please select the people and fill in their information. **You can select more than one person.**

Person	Injury/Accident	Start Date	Expected Recovery Date
 Bea Yourself	<input checked="" type="checkbox"/>	March 26 1988	Month Day Year

Back Step 15.2 **Next**

## MEDICAL CONDITION (continued)

Home | My C4Yourself | Help

**c4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Send Application | Exit

Start Application | People | Job | Income | Expenses | Property | **Other** | Send Application



### Medical Condition



Here is the summary of what you told us so far. If you want to change information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Injury/Accident	Start Date	Expected Recovery Date	
 Bea Yourself	Yes	03/26/1988		<b>Remove</b> <b>Edit</b>
Does anyone else in the home have a medical condition which makes it difficult to work or take care of their needs?				<b>Yes</b> <b>No</b>



Back



Next

## OTHER AVAILABLE HEALTH CARE

**PURPOSE**

The purpose of the **Other Available Health Care** page is to gather information from the user who can get health care coverage from an employer or absent parent but have not yet applied for coverage.

**STARTING POINT**

The user has answered yes to the question on the **Other Information and Other Information continued** pages regarding a person who has other available health care.

Step	Action
1	To select the <b>person/persons</b> that have or may have other health care coverage, check the box next to the person.
2	Click the check box next to the <b>Insurance Source</b> .
3	Enter the <b>Provider Name</b> in the text box.
4	Click the <b>Next</b> button.

Home My C4Yourself Help

Send Application Exit

Start Application People Job Income Expenses Property Other Send Application

90%

### Other Available Health Care

You told us that there are people in your home who can get health care coverage from an employer or absent parent but have not yet applied for coverage. Please tell us more about these people.

Please select the people and fill in their information. **You can select more than one person.**

Person	Insurance Source	Provider Name
<input type="checkbox"/> Bea Yourself	<input type="checkbox"/> Employer <input type="checkbox"/> Absent Parent	<input type="text"/>
<input type="checkbox"/> Seymour Yourself	<input type="checkbox"/> Employer <input type="checkbox"/> Absent Parent	<input type="text"/>

Back Step 4

## OTHER AVAILABLE HEALTH CARE (continued)

Step	Action						
5	The <b>Other Available Health Care</b> summary page displays.						
6	Review the information for all people listed.						
7	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.						
8	To add a person who has other health care coverage, click the <b>Yes</b> button. The page refreshes and provides the user a list to select the person to be added. Repeat steps 1-4.						
9	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.						
10	To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.						
	<p data-bbox="545 552 943 579">10.1 Enter the correct information</p> <p data-bbox="545 579 857 606">10.2 Click the <b>Next</b> button.</p>  <p data-bbox="521 888 997 919"><b>Other Available Health Care</b></p> <p data-bbox="521 934 1419 1003">You told us that there are people in your home who can get health care coverage from an employer or absent parent but have not yet applied for coverage. Please tell us more about these people.</p> <p data-bbox="521 1031 1435 1058">Please select the people and fill in their information. <b>You can select more than one person.</b></p> <table border="1" data-bbox="526 1064 1448 1329"> <thead> <tr> <th data-bbox="526 1064 773 1092">Person</th> <th data-bbox="773 1064 1078 1092">Insurance Source</th> <th data-bbox="1078 1064 1448 1092">Provider Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="526 1092 773 1329">                       Bea                      Yourself                 </td> <td data-bbox="773 1092 1078 1329"> <input type="checkbox"/> Employer  <input checked="" type="checkbox"/> Absent Parent                 </td> <td data-bbox="1078 1092 1448 1329"> <input type="text" value="Believein Yourself"/> </td> </tr> </tbody> </table> <p data-bbox="526 1360 659 1394"><b>Back</b></p> <p data-bbox="1110 1360 1256 1394">Step 16.2 <b>Next</b></p>	Person	Insurance Source	Provider Name	 Bea Yourself	<input type="checkbox"/> Employer <input checked="" type="checkbox"/> Absent Parent	<input type="text" value="Believein Yourself"/>
Person	Insurance Source	Provider Name					
 Bea Yourself	<input type="checkbox"/> Employer <input checked="" type="checkbox"/> Absent Parent	<input type="text" value="Believein Yourself"/>					

## OTHER AVAILABLE HEALTH CARE (continued)

Home | My C4Yourself | Help



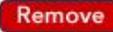
Send Application    Exit

Start Application    People    Job    Income    Expenses    Property    **Other**    Send Application

90%

### Other Available Health Care

Here is the summary of what you told us so far. If you want to change information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Insurance Source	Provider Name	
 Bea Yourself	Absent Parent	Believein Yourself	 
Can anyone else in the home get other health care coverage from an employer or absent parent but have not yet applied for coverage?			 



## ADDITIONAL SERVICES

**PURPOSE** The purpose of the **Additional Services** page is to ask the user if they would like information sent to them regarding additional services available.

**STARTING POINT** The user has answered yes to the question on the **Other Information and Other Information continued** pages regarding additional services.

Step	Action
1	Answer the questions by clicking the <b>Yes</b> or <b>No</b> radio buttons.
2	Click the <b>Next</b> button to continue.

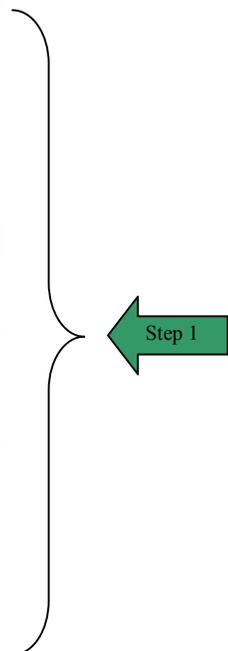


### Additional Services

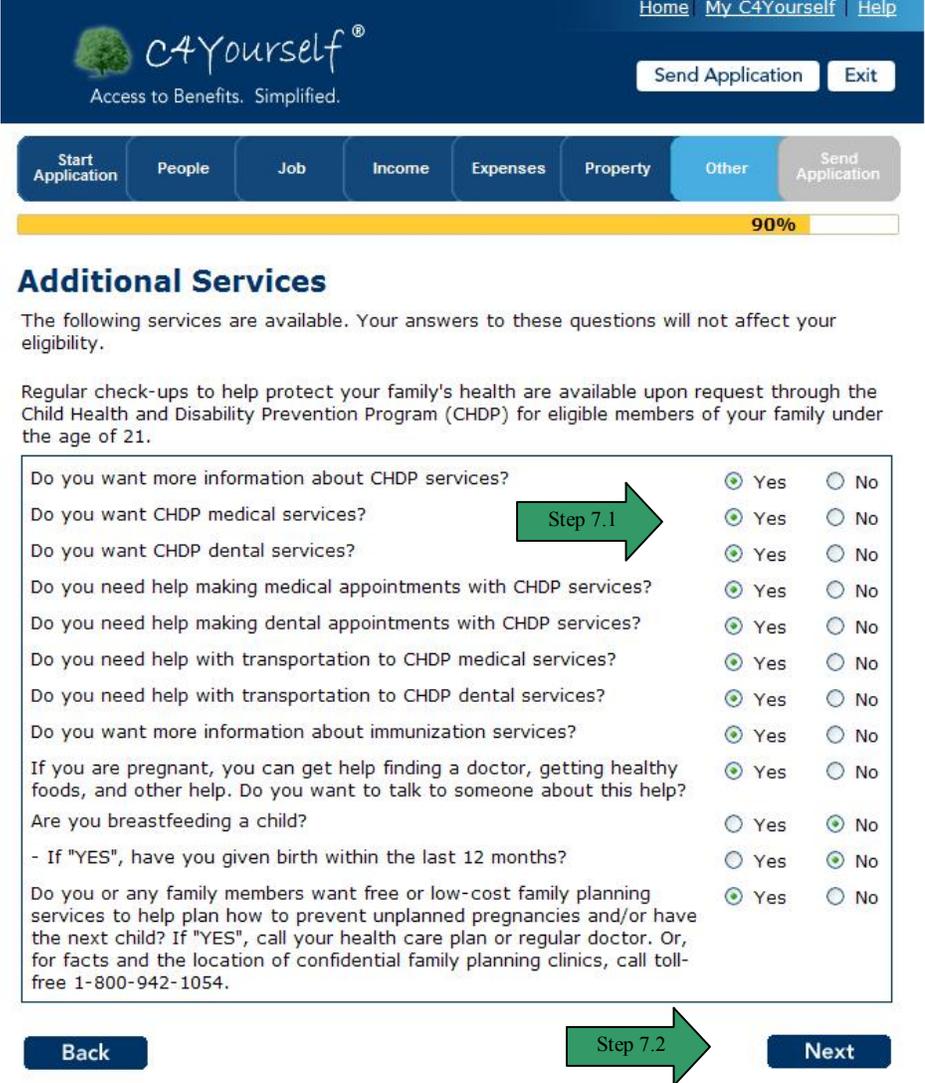
The following services are available. Your answers to these questions will not affect your eligibility.

Regular check-ups to help protect your family's health are available upon request through the Child Health and Disability Prevention Program (CHDP) for eligible members of your family under the age of 21.

Do you want more information about CHDP services?	<input type="radio"/> Yes	<input type="radio"/> No
Do you want CHDP medical services?	<input type="radio"/> Yes	<input type="radio"/> No
Do you want CHDP dental services?	<input type="radio"/> Yes	<input type="radio"/> No
Do you need help making medical appointments with CHDP services?	<input type="radio"/> Yes	<input type="radio"/> No
Do you need help making dental appointments with CHDP services?	<input type="radio"/> Yes	<input type="radio"/> No
Do you need help with transportation to CHDP medical services?	<input type="radio"/> Yes	<input type="radio"/> No
Do you need help with transportation to CHDP dental services?	<input type="radio"/> Yes	<input type="radio"/> No
Do you want more information about immunization services?	<input type="radio"/> Yes	<input type="radio"/> No
If you are pregnant, you can get help finding a doctor, getting healthy foods, and other help. Do you want to talk to someone about this help?	<input type="radio"/> Yes	<input type="radio"/> No
Are you breastfeeding a child?	<input type="radio"/> Yes	<input type="radio"/> No
- If "YES", have you given birth within the last 12 months?	<input type="radio"/> Yes	<input type="radio"/> No
Do you or any family members want free or low-cost family planning services to help plan how to prevent unplanned pregnancies and/or have the next child? If "YES", call your health care plan or regular doctor. Or, for facts and the location of confidential family planning clinics, call toll-free 1-800-942-1054.	<input type="radio"/> Yes	<input type="radio"/> No



## ADDITIONAL SERVICES (continued)

Step	Action
3	The <b>Additional Services</b> summary page displays.
4	Review the information listed.
5	If the list is correct, click the <b>Next</b> button.
6	To remove list, click the <b>Remove</b> button. The page refreshes and the Additional Services Question page displays.
7	<p>To edit the information, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p>7.1 Enter the correct information 7.2 Click the <b>Next</b> button.</p>  <p>The screenshot shows the C4Yourself interface with the following elements:</p> <ul style="list-style-type: none"> <li>Header: Home   My C4Yourself   Help</li> <li>Logo: C4Yourself® Access to Benefits. Simplified.</li> <li>Buttons: Start Application, People, Job, Income, Expenses, Property, Other, Send Application, Exit.</li> <li>Progress Bar: 90%</li> <li>Section: <b>Additional Services</b></li> <li>Text: "The following services are available. Your answers to these questions will not affect your eligibility."</li> <li>Text: "Regular check-ups to help protect your family's health are available upon request through the Child Health and Disability Prevention Program (CHDP) for eligible members of your family under the age of 21."</li> <li>Form: A list of questions with radio button options for 'Yes' and 'No'. <ul style="list-style-type: none"> <li>Do you want more information about CHDP services? (Yes selected)</li> <li>Do you want CHDP medical services? (Yes selected)</li> <li>Do you want CHDP dental services? (Yes selected)</li> <li>Do you need help making medical appointments with CHDP services? (Yes selected)</li> <li>Do you need help making dental appointments with CHDP services? (Yes selected)</li> <li>Do you need help with transportation to CHDP medical services? (Yes selected)</li> <li>Do you need help with transportation to CHDP dental services? (Yes selected)</li> <li>Do you want more information about immunization services? (Yes selected)</li> <li>If you are pregnant, you can get help finding a doctor, getting healthy foods, and other help. Do you want to talk to someone about this help? (Yes selected)</li> <li>Are you breastfeeding a child? (No selected)</li> <li>- If "YES", have you given birth within the last 12 months? (No selected)</li> <li>Do you or any family members want free or low-cost family planning services to help plan how to prevent unplanned pregnancies and/or have the next child? If "YES", call your health care plan or regular doctor. Or, for facts and the location of confidential family planning clinics, call toll-free 1-800-942-1054. (Yes selected)</li> </ul> </li> <li>Navigation: Back button, Next button.</li> </ul>

## ADDITIONAL SERVICES (continued)



[Home](#) | [My C4Yourself](#) | [Help](#)

Send Application
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

90%

### Additional Services



The following services are available. Your answers to these questions will not affect your eligibility. Regular check-ups to help protect your family's health are available upon request through the Child Health and Disability Prevention Program (CHDP) for eligible members of your family under the age of 21.

Do you want more information about CHDP services?	Yes	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #dc3545; color: white;">Remove</span>
Do you want CHDP medical services?	Yes	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #004a87; color: white;">Edit</span>
Do you want CHDP dental services?	Yes	
Do you need help making medical appointments with CHDP services?	Yes	
Do you need help making dental appointments with CHDP services?	Yes	
Do you need help with transportation to CHDP medical services?	Yes	
Do you need help with transportation to CHDP dental services?	Yes	
Do you want more information about immunization services?	Yes	
If you are pregnant, you can get help finding a doctor, getting healthy foods, and other help. Do you want to talk to someone about this help?	Yes	
Are you breastfeeding a child?	No	
- If "YES", have you given birth within the last 12 months?	No	
Do you or any family members want free or low-cost family planning services to help plan how to prevent unplanned pregnancies and/or have the next child? If "YES", call your health care plan or regular doctor. Or, for facts and the location of confidential family planning clinics, call toll-free 1-800-942-1054.	Yes	


Back

Next

# APPLICATION SUMMARY

## PURPOSE

The purpose of the **Application Summary** page is to give the user an opportunity to review each section of the application before it is submitted. The user can click any hyperlink to see a summary of the information given for a section.

## STARTING POINT

There are two ways a user can access this page:

A. The user has navigated through the following areas:

- **C4Yourself Home Page**
- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**
- **People Tab**
- **Jobs Tab**
- **Income Tab**
- **Expenses Tab**
- **Property Tab**
- **Other Information Tab**

B. The user has completed the section on **Your Information** and clicked the **Submit** button.

Step	Action
1	To view a specific section of the C4Yourself application, click the hyperlink for that section.
2	By clicking the hyperlink, the user is navigated to the summary page of that section. To exit a summary page, click the <b>Next</b> button on the summary page.
3	Click the <b>Next</b> button.

Home My C4Yourself | Help

**C4Yourself**<sup>®</sup>  
Access to Benefits. Simplified. Exit

Start Application People Job Income Expenses Property Other Send Application

**100%**

### Application Summary

You are almost done with your application. Here is your contact information.

Name:	Seymour Yourself
Home Address:	1 NIRVANA LANE UTOPIA, CA 92325
Contact Number:	

You can click the Next button to go to the next page of the application. You can also look at the information you gave by clicking any of the blue links below. All the information will be used to see if you are eligible. The worker will look at the information before your meeting. The more information the worker has the better.

- [Your Information](#)
- [People](#)
- [Job](#)
- [Income](#)
- [Expenses](#)
- [Property](#)
- [Other](#)

Back Next

## ADDITIONAL SERVICES

**PURPOSE** The purpose of the **Additional Services** page is to inform the user of reasons they may be eligible for Expedited Food Stamps, as well as provide links to the National School Lunch Program (NSLP) and Women, Infants and Children Program (WIC).

- STARTING POINT**
- **C4Yourself Home Page**
  - **Create User Name and Password**
  - **Let's Get Started**
  - **Instructions**
  - **Start Application Tab**
  - **People Tab**
  - **Jobs Tab**
  - **Income Tab**
  - **Expenses Tab**
  - **Property Tab**
  - **Other Information Tab**
  - **Application Summary**

Step	Action
1	Review the information
2	Click the <b>Next</b> button.

[Home](#) [My C4Yourself](#) [Help](#)

  
**C4Yourself**<sup>®</sup>  
Access to Benefits. Simplified.

Exit

Start ApplicationPeopleJobIncomeExpensesPropertyOtherSend Application

**100%**

## Additional Services

You can click the next button to go to the next page of the application.

### Links

[National School Lunch Program \(NSLP\)](#)

The National School Lunch Program is a federally funded program that assists schools and other agencies in providing nutritious lunches to children at reasonable prices.

For children, the National School Lunch Program provides a nutritious meal that contains one-third of the recommended dietary allowance of necessary nutrients. For parents, the program offers a convenient method of providing a nutritionally balanced lunch at the lowest possible price.

[Women, Infants and Children Program \(WIC\)](#)

WIC is a federally-funded health and nutrition program for women, infants, and children. WIC helps families by providing checks for buying healthy supplemental foods from WIC-authorized vendors, nutrition education, and help finding healthcare and other community services.

### Expedited Food Stamps

We will look at your application and review it for Expedited Service within 3 days.

Here are some reasons why you may be able to get Expedited Service:

1. The total monthly income of all the people in your home is \$150 or less.
2. The total resources with all the people in your home is \$100 or less. The examples of this money are cash with you, in your bank account, savings and resources. For more details on the Expedited Service in Food Stamps, click the Help button on this page.
3. You are a migrant or seasonal farm worker without money or resources.

If the county finds that you are eligible to Expedited Service, we will need to contact you. Please check your information below.

Name:	Seymour Yourself
Home Address:	1 NIRVANA LANE UTOPIA, CA 92325-
Contact Number:	ext.

BackNext

## YOUR APPLICATION IS READY FOR SUBMISSION

**PURPOSE** The purpose of the **Your Application is ready for submission** page is for the user to select an office to service this application

**STARTING POINT** The user has navigated through the following pages:

- **C4Yourself Home Page**
- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application**
- **People Tab**
- **Jobs Tab**
- **Income Tab**
- **Expenses Tab**
- **Property Tab**
- **Other Information Tab**
- **Application Summary**
- **Expedited Food Stamps**

<b>Step</b>	<b>Action</b>
<b>1</b>	Review the information.
<b>2</b>	Select an office by clicking the <b>radio button</b> next to the office of choice.
<b>3</b>	Click the <b>Next</b> button.



Exit

- Start Application
- People
- Job
- Income
- Expenses
- Property
- Other
- Send Application

100%

## Your Application is ready for submission

Thank you! Your application is ready to be sent. Please select the office you want your application sent to.

- Adelanto TAD/ESP/Child Care  
10875 RANCHO RD  
ADELANTO, CA 92301-3410  
(760) 246-3075
- SB TAD 01/ESP/Child Care/PID  
265 E 4TH ST  
SAN BERNARDINO, CA 92410-9946  
(909) 386-9502
- Rancho Cucamonga TAD/ESP/Child Care/PID  
10825 ARROW RTE  
RANCHO CUCAMONGA, CA 91730-4800  
(800) 247-5816
- SB TAD 02/ESP/Child Care/PID  
2050 N. MASSACHUSETTS  
SAN BERNARDINO, CA 92415-0085  
(800) 247-5816
- Twentynine Palms TAD/ESP/Child Care/PID  
73629 SUN VALLEY DR  
TWENTYNINE PALMS, CA 92277-2236  
(760) 361-4636
- Redlands TAD/Child Care/WIA/PID  
881 W REDLANDS BLVD  
REDLANDS, CA 92373-8069  
(800) 247-5816
- Ontario TAD/ESP/Child Care/PID  
1637 E HOLT BLVD  
ONTARIO, CA 91761-2107  
(909) 933-6330



Back



Next

## DISCLAIMER (SAWS2A)

### PURPOSE

The **Disclaimer** page is the customer's rights and responsibilities for Cash Aid and Food Stamps (CalFresh) and is the equivalent of the SAWS2A. To continue, the customer must read the rights and responsibilities, scroll down to the bottom of the page and check the box indicate they have read the document. The SAWS2A can also be printed.

Step	Action
1	Click the <b>Print</b> button to print a copy of the Rights and Responsibilities.
2	Review the information and scroll down to the bottom of the Disclaimer document.
3	Once the Disclaimer section has been read, check the box next to 'I have read the Rights, Responsibilities and other Important Information'.
4	Click the <b>Next</b> button.
5	Click the <b>Back</b> button or <b>Exit</b> to return to the prior page.

Home My C4Yourself Help

**C4Yourself**  
Access to Benefits. Simplified.

Start Application People Job Income Expenses Property Other Send Application

100%

### Disclaimer

Read all the information below very carefully. When you are done, check the checkbox on the bottom to indicate that you have read all of the information and agree to the Terms and Conditions provided.

- I understand my rights and responsibilities and agree to comply with my responsibilities.
- I also understand the penalties for giving incomplete or wrong facts, or for failing to report facts or situations that may affect my eligibility or benefit level for cash aid or food stamps, and/or my Medi-Cal/34-County CMSP share of cost.
- I certify I was given a copy of The Rights, Responsibilities, and Other Important Information (SAWS 2A QR).
- I also certify that if I applied for Medi-Cal/34-County CMSP, I got a copy of the MC 219 /CMSP 219 and its contents were explained to me.

I have read the Rights, Responsibilities and other Important Information.

Back Next Print

## E-SIGNATURE

**PURPOSE** The purpose of the **E-Signature** page is for the user to certify and sign the application.

**STARTING POINT** The user has navigated through the following areas:

- **C4Yourself Home Page**
- **Create User Name and Password**
- **Let's Get Started**
- **Instructions**
- **Start Application Tab**
- **People Tab**
- **Jobs Tab**
- **Income Tab**
- **Expenses Tab**
- **Property Tab**
- **Other Information Tab**

- **Application Summary**
- **Expedited Food Stamps**
- **Your Application is ready for submission**

In order to electronically sign the e-Application, an eSign Username and PIN must be created for EACH person who needs to sign the e-Application (i.e. primary applicant, second parent in the home, interpreter, etc.). Once an eSign Username is created, it will appear as a selection in the “Name” drop down box.

**The following instructions are for customers who have already created an eSign Username/PIN.**

<b>Step</b>	<b>Action</b>
<b>1</b>	Read the Certification section.
<b>2</b>	Click the select arrow to display the drop-down list and select the <b>Name</b> .
<b>3</b>	Enter <b>eSign Username</b>
<b>4</b>	Enter <b>eSign PIN</b>
<b>5</b>	Click <b>Submit Your Application</b> .

## **E-SIGNATURE (continued)**

Home Help
Exit

Start Application
People
Job
Income
Expenses
Property
Other
Send Application

100%

### E-Signature

Read all the information below very carefully. When you are done, select your name and enter your eSign Username and eSign PIN at the bottom to indicate you agree all the information that you provided in the application is accurate. You can still change information on your application now; however, once you click 'Submit Your Application' button below this will submit your application and you won't be able to make any further changes.

I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct and complete.

### Certification

- I understand the questions on this form.
- I understand that any facts that I have given, including benefit and income facts, will be matched with local, state, and federal records, such as employers, the Social Security Administration, tax, welfare, and unemployment agencies, etc. and for cash aid and food stamps, records will be matched with law enforcement agencies for arrest warrants.
- I understand that the county will send information to the U.S. Citizenship and Immigration Service (USCIS) for verification of noncitizen status, and to the Social Security Administration to check work quarters information for noncitizens applying for benefits.
- I understand that the information the county gets from USCIS and/or Social Security may affect my eligibility for benefits.
- I understand information, including benefit and income facts, that I have given on this form is subject to investigation and review by county, state, and federal personnel and that if I give incorrect facts my benefits may be denied or stopped.
- I understand that I must apply for and keep any available health coverage if no cost is involved; if I do not my Medi-Cal will be denied or stopped.
- I understand that I or other family members will be required to repay any cash aid I should not have received.
- I understand that any Food Stamp household adult member (even if they move out), the sponsor of a noncitizen household member or the authorized representative of residents in an eligible institution may be required to repay any benefits the household should not have received.
- I understand that my case may be selected for additional review to ensure that my eligibility was correctly figured and that I must cooperate fully with county, state, or federal personnel in any investigation or review, including a quality control review.
- I understand that any member of my household who is avoiding or running from the law to avoid a felony prosecution, custody or confinement after conviction or is in violation of their parole or probation cannot get cash aid, food stamps or CMSP.
- I understand that anyone who has been convicted since August 22, 1996, of a drug-related felony for possession, use, manufacturing, sale, distribution of a controlled substance, or any activity in connection with these unlawful acts, or harvesting, cultivating or processing marijuana, or involving a minor in the above activities, cannot receive food stamp benefits.

**\* I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct and complete.**

Name	Select One	
eSign Username	<input type="text"/>	eSign PIN <input type="text"/>
Description	Signature (Parent, Spouse, Stepparent, Relative, Medi-Cal Applicant, Adult Food Stamp Household Member, or Food Stamp Authorized Representative)	
Name	Select One	
eSign Username	<input type="text"/>	eSign PIN <input type="text"/>
Description	Signature (Other Parent Living in the Home, if applying for cash aid)	
Name	Select One	
eSign Username	<input type="text"/>	eSign PIN <input type="text"/>
Description	Signature of Witness to Mark, Interpreter or Person Acting for Applicant/Beneficiary	

Please select your name and enter your eSign Username and eSign PIN. Click the **Submit Your Application** button to send your application.

Back
Submit Your Application



## E-SIGNATURE (continued)

The following instructions are for customers who need to create an eSign username/PIN.

Step	Action
1	Read the Certification section.
2	Click the select arrow to display the drop-down list and select <b>Create New E-Signature</b> .
3	The Page will refresh and the <b>Create a New E-Signature</b> page will display.

**\* I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct and complete.**

**Name**

**eSign Username**

**Description**

**Name**

**eSign Username**

**eSign PIN**

**Description**



Step	Action
4	Click the select arrow to display the drop-down list and select <b>Add a Person</b> .



### Create a New E-Signature

You may use this page to create a username and PIN which is unique to you or a particular person on this C4Yourself account. It should be different than the C4Yourself username and password you are using. This username and PIN will be asked for everytime this particular person is asked to sign a form or application in C4Yourself. **You should create a username and PIN for each person who will sign applications or forms in C4Yourself.**

**Person:**

The above drop down is a list of people you have entered information for. If the person you are creating an eSignature for is not listed, please select "Add Person..."



### E-SIGNATURE (continued)

Step	Action
5	Enter the <b>First Name</b> of the person who you are creating an E-signature for.
6	Enter the <b>Middle Name</b> of the person who you are creating an E-signature for.
7	Enter the <b>Last Name</b> of the person who you are creating an E-signature for.
8	Click the button next to <b>Male or Female</b> .
9	Click the select arrow to display the drop-down list and select the <b>Month</b> of birth.
10	Click the select arrow to display the drop-down list and select the <b>Day</b> of birth.
11	Click the select arrow to display the drop-down list and select the <b>Year</b> of birth.
12	Enter the persons <b>Social Security Number</b> .
13	Click the select arrow to display the drop-down list and select the persons <b>Marital Status</b> .
14	Click the <b>Next</b> button.



## E-Signature Personal Information

Note: \* You must answer these questions.

The screenshot shows a form with the following fields and steps:

- Step 5:** First Name (required)
- Step 6:** Middle Name
- Step 7:** Last Name (required)
- Step 8:** Is this person a male or female? (Radio buttons for Male and Female)
- Step 9-11:** Date of Birth (Month, Day, Year dropdowns)
- Step 12:** Social Security Number (Three input boxes with dashes)
- Step 13:** Marital Status (Dropdown menu)
- Step 14:** Next button

There is also a Back button on the left.

The page will refresh and return you to the Create a New e-Signature page.

Step	Action
15	Click the select arrow to display the drop-down list and select <b>the person you just added</b> .
16	To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.
17	To remove a person from the list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed.

## E-SIGNATURE (continued)



## Create a New E-Signature

You may use this page to create a username and PIN which is unique to you or a particular person on this C4Yourself account. It should be different than the C4Yourself username and password you are using. This username and PIN will be asked for each time this particular person is asked to sign a form or application in C4Yourself. **You should create a unique username and PIN for each person who will sign applications or forms in C4Yourself.**

Person	<input type="text" value="Bea Yourself - 02/24/2010"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
The above drop down is a list of people you have entered information for. If the person you are creating an eSignature for is not listed, please select "Add Person...".			
User Name: *	<input type="text"/>		
Type in a User Name. It must be between 5 and 20 letters or numbers and it should be something easy for you to remember.			
PIN: *	<input type="text"/>		
Type in a PIN. It must be between 5 and 20 letters or numbers and it should be different than your username.			
Re-enter PIN: *	<input type="text"/>		
You must enter the same PIN again.			
First secret question: *	<input type="text" value="Select One"/>		
Select a secret question for which you know the answer. If you forget your PIN or username, you will be asked to answer this question to recover your PIN and username.			
Your answer: *	<input type="text"/>		
Make sure your answer is easy for you to remember.			
Second secret question: *	<input type="text" value="Select One"/>		
Select another secret question for which you know the answer. If you forget your PIN or username, you will be asked to answer this question to recover your PIN and username.			
Your answer: *	<input type="text"/>		
Make sure your answer is easy for you to remember.			

### E-SIGNATURE (continued)

Step	Action
18	Enter this persons e-Signature <b>Username</b> . The user name must be between 5-20 letters or numbers (no characters).
19	Enter this persons e-Signature <b>PIN</b> . The PIN must be between 5-20 letters or numbers (no characters).
20	Re-enter the e-Signature <b>PIN</b> . The PIN must be between 5-20 letters or numbers (no characters).
21	Click the select arrow box to display the drop-down list and select the <b>First secret question</b> .
22	Enter your answer in the <b>first Your answer</b> text box (This field is case sensitive).
23	Click the select arrow box to display the drop-down list and select the <b>Second secret question</b> .
24	Enter your answer in the <b>second Your answer</b> text box (This field is case sensitive).
25	Click the <b>Next</b> button. The Next button will return you to the E-Signature page.
26	Click the select arrow to display the drop-down list and select <b>the person you just added</b> .
27	Enter the <b>eSign Username</b> .
28	Enter the <b>eSign PIN</b> .
29	Click the <b>Submit Your Application</b> button.

**\* I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct and complete.**

**Name**  

**eSign Username**  **eSign PIN**   

**Description** Signature (Parent or Caretaker Relative, Medi-Cal Applicant, Adult Food Stamp Household Member or Food Stamp Authorized Representative)

---

**Name**  

**eSign Username**  **eSign PIN**

**Description** Signature (Other Parent Living in the Home, if applying for cash aid)

---

**Name**

**eSign Username**  **eSign PIN**

**Description** Signature of Witness to Mark, Interpreter or Person Acting for Applicant/Beneficiary

Please select your name and enter your eSign Username and eSign PIN. Click the **Submit Your Application** button to send your application.

[Back](#)

 Step 29

[Submit Your Application](#)

## RESETTING USERNAME AND PIN

If a customer forgets their eSign Username or ePIN they will receive an error message.

**\* I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct and complete.**

Step	Action
1	Click the <a href="#">click here</a> hyperlink.



### Select a Person

Step	Action
2	Click the select arrow to display the drop-down list and select the <b>eSign Username</b> that needs to be reset.
3	Click the <b>Next</b> button.

## RESETTING USERNAME AND PIN (continued)

Step	Action
4	Enter <b>Your Answer</b> to Secret Question number 1 in the Your Answer box.
5	Enter <b>Your Answer</b> to Secret Question number 2 in the Your Answer box.
6	Click the <b>Next</b> button.



### Secret Questions

Secret question:	What is your favorite pastime?
Your answer:	<input type="text"/>
Please enter your answer to your first secret question.	
Second Secret question:	Which phone number do you remember most from your childhood?
Your answer:	<input type="text"/>
Please enter your answer to your second secret question.	
Click the Next button to check your answers against our records.	

**Back**



**Next**

## RESETTING USERNAME AND PIN (continued)

Step	Action
7	Enter <b>Your New Username</b> in the User Name box.
8	Enter <b>Your New PIN</b> in the PIN box.
9	Re-enter <b>Your New PIN</b> in the PIN box.
10	Click the <b>Next</b> button.



### Change Your E-Signature Username and PIN

User Name:	<input type="text"/>
	Type in a User Name. It must be between 5 and 20 letters or numbers and it should be something easy for you to remember.
PIN:	<input type="text"/>
	Type in a PIN. It must be between 5 and 20 letters or numbers and it should be different than your username.
Re-enter PIN:	<input type="text"/>
	You must enter the same PIN again.

**Back**

**Next**

# CONGRATULATIONS!

**PURPOSE**

The purpose of the **Congratulations** page is to provide the user with an e-App Number and the address of the office where the application was sent.

**STARTING POINT**

The user has clicked the **Submit Application** button on the **E-Signature** page.

Step	Action
1	Read the Congratulations page.
2	Click the <b>Print</b> button to print a copy of the application.
3	Click the <b>View Summary</b> button to view the application that was submitted.
4	To close the application, click the <b>Exit</b> button. This will log the user out.

The screenshot shows the C4Yourself website interface. At the top, there is a navigation bar with 'Home', 'MyC4Yourself', and 'Help' links. Below this is a menu with buttons for 'Start Application', 'People', 'Job', 'Income', 'Expenses', 'Property', 'Other', and 'Send Application'. A progress bar indicates '100%' completion. The main heading is 'Congratulations!' followed by 'Print' and 'View Summary' buttons. Below the heading is a message: 'Your application has been sent to the county office successfully. The county office will contact you. Please write down or print the following details.' This message is followed by a table containing application details. At the bottom, there is a 'Verifications' section with a list of required information.

E-app number:	<b>CIV-09-304-007611</b>
Here is the office your applications was sent to:	SB TAD 01/ESP/Child Care/PID 265 E 4TH ST SAN BERNARDINO, CA 92410-9946 (909) 386-9502
The e-app number is important. You may need it if you contact the county office. It will help us pull up your application.	

### Verifications

The worker may ask you to give proof of some information. The list below is what the worker may need before we can approve your application.

- Identification
- Immigration Status
- Sponsored Noncitizen Information
- Residency
- SSN/Application for all Household Members
- Income (Earned, Unearned, or from self employment)
- Property/Assets
- Disability
- Utility Expenses
- Shelter Expenses
- Medical Expenses
- Child Support Obligations and Payments
- Pregnancy
- School Grants or Loans

## TIMED OUT

### PURPOSE

The purpose of the **Timed Out** page is to provide a security feature for the user. If the user needs to leave the application and isn't able to return, the application will lock until the user does return and enters their user name and password again.

Helpful Tip: Occasionally the application will display the timed out message when you try to log on or in the middle of completing the application, prior to the 30 time out period. Should this occur, you can either refresh the page or close the browser window and reopen it. Either method should resolve the issue.

### STARTING POINT

The user has left the application idle for 30 minutes or more.

Step	Action
1	The user will be directed back to the login page. The user can enter their User Name and Password to return to the application.



## Timed out

You have been logged out of C4Yourself. Click [here](#) to return to the home page.

# MY MESSAGES

## PURPOSE

The purpose of this section is to provide a review of the My Messages section. The My Messages tab will display key dates (i.e. holidays/office closures) and messages sent to the user. The example below shows the user has received a message regarding a new document. To view the document, the user will need to go to the My Forms tab (see page 182). A worker also has the ability to send a personalized message. If the customer receives either type (system generated or sent by the worker), they cannot reply or send messages back to the worker from their C4Yourself account.

NOTE: The messages posted will be purged on a quarterly basis, so the user may have questions about an old message that no longer displays because it is out-dated.

## STARTING POINT

The user has accessed their My C4Yourself and clicked on My Messages or logged into C4 Yourself by clicking My Messages on the Home Page.

Step	Action
1	Click the <b>hyperlink</b> to review the message.
2	Click the <b>Remove</b> button to permanently delete the message.
3	Click the <b>Close</b> button to hide the text under the hyperlink. This does not delete the message.

The screenshot displays the C4Yourself user interface. At the top, the logo and navigation links are visible. The 'My Messages' tab is active. The interface includes a calendar for July 2011 and a message inbox. The first message in the inbox is 'New Document Posted' from 10/15/2010. It contains a blue hyperlink, a 'Remove' button, and a 'Close' button. Green arrows labeled 'Step 1', 'Step 2', and 'Step 3' point to the hyperlink, the 'Remove' button, and the 'Close' button respectively.

# MY THINGS TO DO

**PURPOSE** The purpose of this section is to provide a review of the My Things To Do tab. From the My Things To Do tab, the user can start a new application, complete their redetermination (renew/recertify), register/deregister their C4Yourself account with their case, link a C4Yourself account to their case, or update an existing application. Managing applications can also be completed through the My Applications tab (page 186).

**STARTING POINT** The user has accessed their My C4Yourself and clicked on My Things To Do or logged into C4 Yourself by clicking My Things To Do on the Home Page.

**My Things To Do**

You can use this page to renew/recertify your benefits, update, or finish/start a new application.

**Manage My Account**

- [Manage My Account Profile](#)
- [Register With My County](#)
- [Deregister From My County](#)

**Manage My Applications**

- [Renew/Recertify My Benefits](#)
- [Start New Application](#)
- [Finish Saved/Incomplete/Unsubmitted Applications](#)
- [Add Missing Application Information](#)
- [See Prior Applications](#)

**Manage My Forms and Status Reports**

- [Sign Statement of Facts \(SAWS 2\)](#)
- [See Pending Verifications](#)
- [Complete Status Report](#)
- [Report My Changes](#)

**Manage My Account Profile**

[Click here](#) to update your profile information. This information will be used throughout the application for identification purposes.

## REGISTER/DEREGISTER AN ACCOUNT

### Register an account

“Register With My County” is for recipients (persons who have already applied), who did not submit an application through C4Yourself, but have created a C4Yourself account. By “registering”, they will be able to view information about their case on the My Benefits tab. When the request to register is complete, a message will be displayed in the My Messages tab, indicating the request has been processed. To register your C4Yourself account to your case, click the [Click here](#) hyperlink

### Register With My County

[Click here](#) to request a link to your case(s). This will let you view benefits, forms and information about your existing case(s) through your C4Yourself account.

### Deregister an account

Recipients also can request their account be “de-linked”. For example: if a recipient gets divorced and removes the spouse from their existing case, they can request their current C4Yourself account to be delinked. After deregistering, you will not be able to view the case information you were linked to unless you request another link. When the deregistering requested is complete, a message will be displayed in the My Messages tab, indicating the request has been processed. To deregister your C4Yourself account to your case, click the [Click here](#) hyperlink.

### Deregister From My County

[Click here](#) to deregister the link to your case(s). Once deregistered, you will not be able to view the case information you were linked to unless you request another link.

## REPORT MY CHANGES

Report My Changes allows a customer to send changes in their household, to their worker electronically. Changes that can be reported may include but are not limited to:

- Address Change
- Someone moved into or out of the household (including newborns)
- An increase, decrease in income
- Income that started or stopped
- A change in property (for example a car was purchased or sold)
- Changes to employment – started/stopped working
- Changes to school/training status – started/stopped attending school/training
- Changes to expenses (for example a rent/mortgage increase)
- Other (When “Other” is selected, a text box will display. This will allow a customer to enter any changes other than what’s listed above. For example, if a customer was pregnant and miscarried, the customer could report the date of the miscarriage.

### STARTING POINT

The user has accessed their My C4Yourself and clicked on My Things To Do or logged into C4 Yourself by clicking My Things To Do on the Home Page.

Step	Action
1	Click the <b>Report My Changes</b> (in the blue field on the left).
2	Scroll to the top of the page.
3	Click the <a href="#">Click here</a> hyperlink.

## REPORT MY CHANGES (continued)

**My Things To Do**

You can use this page to renew/recertify your benefits, update, or finish/start a new application.

**Manage My Account**

- [Manage My Account Profile](#)
- [Register With My County](#) **Step 3**
- [Deregister From My County](#)

**Manage My Applications**

- [Renew/Recertify My Benefits](#)
- [Start New Application](#)
- [Finish Saved/Incomplete/Unsubmitted Applications](#)
- [Add Missing Application Information](#)
- [See Prior Applications](#)

**Manage My Forms and Status Reports**

- [Sign Statement of Facts \(SAWS 2\)](#)
- [See Pending Verifications](#)
- [Complete Status Report](#)
- [Report My Changes](#) **Step 1**

**Report My Changes**

[Click here](#) to report changes in your address, name, number of people living in your home, income, employment, property, school/training attendance, expenses, or any other changes.

Step	Action
1	Select the current <b>Case Number</b> from the Case Number drop down box.  <b>NOTE:</b> the Case Number drop down box, will display all case numbers where the customer is the Primary Applicant/Recipient. If they are not the Primary/Applicant Recipient on the case, but are receiving benefits on another case (For example Food Stamps), that case number will not display. A case number will only display for active/pending cases, where the e-Application has been linked to a C-IV case.
2	Click the <b>Next</b> button to start reporting a change or to finish reporting a change.
3	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.

## REPORT MY CHANGES (continued)

Home | My C4Yourself | Help

Exit

### Report My Changes

You may resume a report or view reports you have already sent.

**Current Report/Start New Report**

\* Case Number:  Click next to start your new report. **Next**

**View Previous Reports**

Report Id	Date Submitted
<a href="#">00000003</a>	08/11/2011

**Back**

Step	Action
1	Click the <b>Yes or No</b> Radio button for any change in the household.  <b>Note:</b> If Yes is selected for “Has your address changed,” Has there been a change in anyone’s expenses” will automatically be selected. The new rent/mortgage/utilities amount(s) should be reported with the address change.
2	Click the <b>Next</b> button to continue reporting a change.
3	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.

## REPORT MY CHANGES (continued)



### Report My Changes

Please select yes or no for the following questions.

Has your personal information changed, or did anyone move into, or out of the home?	<input type="radio"/> Yes	<input type="radio"/> No
Has your address changed?	<input type="radio"/> Yes	<input type="radio"/> No
Has the income of anyone in your home recently changed?	<input type="radio"/> Yes	<input type="radio"/> No
Has the employer or employment status of anyone recently changed?	<input type="radio"/> Yes	<input type="radio"/> No
Has anyone sold property or purchased new property?	<input type="radio"/> Yes	<input type="radio"/> No
Has anyone started or stopped school or training?	<input type="radio"/> Yes	<input type="radio"/> No
Has there been a change in anyone's expenses?	<input type="radio"/> Yes	<input type="radio"/> No
Have there been any other changes?	<input type="radio"/> Yes	<input type="radio"/> No



#### Information about the people in your home

The user has answered yes to the question on the **Report My Changes** page, indicating personal information changed and/or someone moving into or out of the home.

Step	Action
1	Enter the <b>First Name</b> of the person who either had a change in personal information or moved into or out of the home.
2	Enter the <b>Last Name</b> of the person who either had a change in personal information or moved into or out of the home.
3	Click the select arrow to display the drop-down list and select the <b>Living situation</b> of the person.
4	Click the radio button next to <b>Male or Female</b> .
5	Click the select arrow to display the drop-down list and select the <b>Marital Status</b> of the person.
6	Click the select arrow to display the drop-down list and select the <b>Month</b> of birth.
7	Click the select arrow to display the drop-down list and select the <b>Day</b> of birth.
8	Click the select arrow to display the drop-down list and select the <b>Year</b> of birth.
9	Enter the <b>Social Security Number</b> .
10	Click the select arrow to display the drop-down list and select the <b>Month</b> of the change.
11	Click the select arrow to display the drop-down list and select the <b>Day</b> of the change.
12	Click the select arrow to display the drop-down list and select the <b>Year</b> of the change.

## REPORT MY CHANGES (continued)

13	Click the radio button to indicate the person <b>buys and prepares food</b> with the primary applicant.
14	Enter the new <b>Email</b> address.
15	Enter the new <b>Contact Number</b> . <b>Note:</b> If a new phone number is being reported, the customer should report the type of phone number in the other section (Home, Cell, Neighbor, Work, etc.).
16	Click the <b>Next</b> button to continue.
17	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.



### Information about the people in the home

Note \* You must answer the following questions.

\* First Name:  Step 2

\* Last Name:  Step 3

\* What is the living situation of this person?  Step 4

Is this person a male or female?  Male  Female Step 5

Marital Status:  Step 6-8

Date of Birth:    Step 9

Social Security Number:  -  -  Step 10-12

\* Date of Change:    Step 13

Do you buy and prepare food with this person?  Yes  No Step 14

Email:  Step 15

Contact Number:  -  -  Ext:  Step 16

Step 17

## REPORT MY CHANGES (continued)

Step	Action
18	The 'This is who you have told us about so far' summary page displays. Review the information for all people listed.
19	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
20	To add a person that had other changes click the <b>Yes</b> button. The page refreshes and the user can add another person. Repeat steps 1-16.
21	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
22	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p>22.1 Enter the correct information</p> <p>22.2 Click the <b>Next</b> button.</p> 
23	Click the <b>Next</b> or <b>No</b> button to continue.

## REPORT MY CHANGES (continued)



## This is who you have told us about so far

Here is a summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person			
 Seymour Yourself	What is the living situation of this person?	In the Home	Remove
	Is this person a male or female?	Female	Edit
	Marital Status:	Never Married	
	Date of Birth:	04/29/1972	
	Social Security Number:	456-45-4645	
	Date of Change:	08/01/2011	
	Do you buy and prepare food with this person?	Yes	
	Email:	Seymour1@c-iv.org	
	Contact Number:	(555) 555-5555	
	Is anyone else in your home?		Yes

Back



Next

### Address Change

The user has answered yes to the question on the **Report My Changes** page, indicating there was a change of address. If everyone in the household moved, a change in address record should be created for each person.

Step	Action
1	Click the select arrow to display the drop-down list and select the <b>Person Name</b> who has a change in address.
2	Click the radio button next to <b>Are you homeless?</b>
	<b>Physical Address</b>
3	Enter the <b>Physical Address</b> on line 1
4	Enter the <b>City</b>
5	Click the select arrow to display the drop-down list and select the <b>State</b> .
6	Enter the <b>Zip Code</b> in the Zip Code text box.
7	Click the select arrow to display the drop-down list and select the <b>County</b> of residence.
8	Click the radio button next to <b>'Is your mailing address the same as your physical address?'</b>
	<b>Note:</b> If the customer has a PO BOX, this should be entered on Address Line 1 of the Mailing address section.
9	Enter the <b>Mailing Address</b> on line 1
10	Enter the <b>City</b>
11	Click the select arrow to display the drop-down list and select the <b>State</b> .
12	Enter the <b>Zip Code</b> in the Zip Code text box.

## REPORT MY CHANGES (continued)

13	Click the select arrow to display the drop-down list and select the <b>County</b> of residence.
14	Click the <b>Next</b> button to continue.
15	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.



## Change in Address

Note: \* You must answer these questions.

**Person**

\* Person: Step 1 → Seymour Yourself ▾

**Physical Address**

\* Are you homeless? ← Step 2  Yes  No

\* Address Line 1: Step 3 →

Address Line 2:

\* City: Step 4 →

\* State: California ▾ ← Step 5

\* Zip Code: Step 6 →

\* County: Select One ▾ ← Step 7

Is your mailing address the same as your physical address? ← Step 8  Yes  No

**Mailing Address**

\* Address Line 1: Step 9 →

Address Line 2:

\* City: Step 10 →

\* State: California ▾ ← Step 11

\* Zip Code: Step 12 →

\* County: Select One ▾ ← Step 13

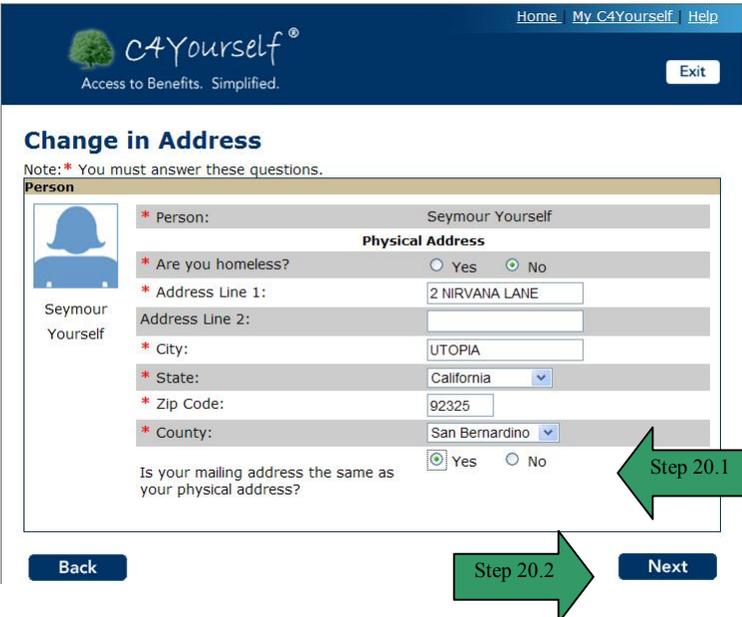
Back

← Step 15

Step 14 →

Next

## REPORT MY CHANGES (continued)

Step	Action
16	The <b>'Change in Address'</b> summary page displays. Review the information for all people listed.
17	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
18	To add a person that had other changes click the <b>Yes</b> button. The page refreshes and the user can add another person. Repeat steps 1-15.
19	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
20	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>20.1</b> Enter the correct information  <b>20.2</b> Click the <b>Next</b> button.</p> 
21	Click the <b>Next</b> or <b>No</b> button to continue.

**REPORT MY CHANGES (continued)**

[Home](#) | [My C4Yourself](#) | [Help](#)



Exit

## Change in Address

Here is a summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

**Person**

	Physical Address	2 NIRVANA LANE UTOPIA, CA 92325 San Bernardino County	<div style="border: 1px solid #ccc; padding: 2px; background-color: #f00; color: white; width: 60px; margin: 0 auto;">Remove</div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #0056b3; color: white; width: 60px; margin: 0 auto;">Edit</div>
	Mailing Address	PO BOX 0000 UTOPIA, CA 92325 San Bernardino County	

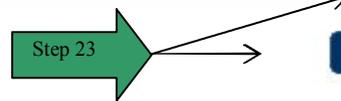
Seymour Yourself

Has any other address information changed? 

Yes

No

Back



Next

### Income Change

The user has answered yes to the question on the **Report My Changes** page, indicating there was a change in earned and/or unearned income.

Step	Action
1	Click the select arrow to display the drop-down list and select the <b>Person Name</b> who has a change in income.
2	Click the select arrow to display the drop-down list and select the <b>Type of Change</b> .
3	Click the select arrow to display the drop-down list and select the <b>Type of Income</b> .
4	Enter the <b>Amount of Income</b>
5	Click the select arrow to display the drop-down list and select <b>How often</b> this income is received.
6	Click the select arrow to display the drop-down list and select the <b>Month</b> of change.
7	Click the select arrow to display the drop-down list and select the <b>Day</b> of change.
8	Click the select arrow to display the drop-down list and select the <b>Year</b> of change.
9	Click the <b>Next</b> button to continue.
10	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.

## REPORT MY CHANGES (continued)



## Change in Income

You told us that someone in your household expects a change in the amount of earned or unearned money received. Please fill in this information.

The screenshot shows a form titled "Person" with the following fields and callouts:

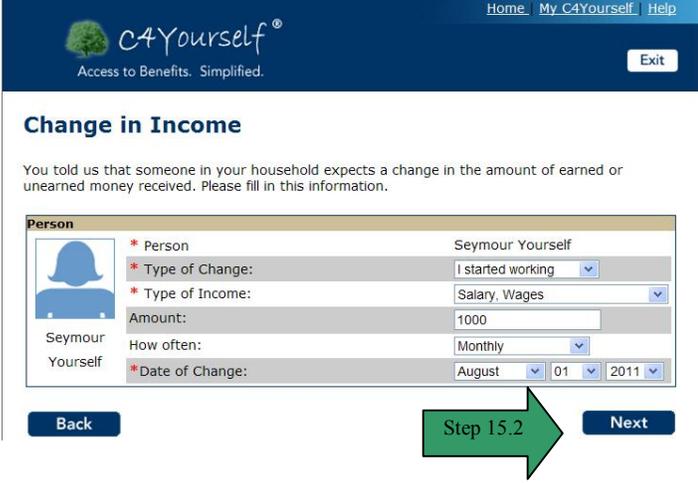
- \* Person:** Callout Step 1 points to the "Select One" dropdown.
- \* Type of Change:** Callout Step 2 points to the "Select One" dropdown.
- \* Type of Income:** Callout Step 3 points to the "Select One" dropdown.
- Amount:** Callout Step 4 points to the text input field.
- How often:** Callout Step 5 points to the "Select One" dropdown.
- \* Date of Change:** Callout Step 6-8 points to the "Month", "Day", and "Year" dropdowns.

Navigation buttons are located below the form:

- Back:** Callout Step 10 points to the left.
- Next:** Callout Step 9 points to the right.

Step	Action
11	The 'Change in Income' summary page displays. Review the information for all people listed.
12	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
13	To add a person that had other changes click the <b>Yes</b> button. The page refreshes and the user can add another person. Repeat steps 1-9.

## REPORT MY CHANGES (continued)

14	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
15	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>15.1</b> Enter the correct information  <b>15.2</b> Click the <b>Next</b> button.</p> 
16	Click the <b>Next</b> or <b>No</b> button to continue.



## Change in Income

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

<b>Person</b>			
 Seymour Yourself	Type of Change:	I started working	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
	Type of Income:	Salary, Wages	
	Amount:	\$1900	
	How often:	Monthly	
	Date of Change:	08/01/2011	
Has any other income information changed?			<input type="button" value="Yes"/> <input type="button" value="No"/>

Step 23

## REPORT MY CHANGES (continued)

**Change in Job** The user has answered yes to the question on the **Report My Changes** page, indicating

**and Job History**      there was a change in someone's Job.

Step	Action
1	Click the select arrow to display the drop-down list and select the <b>Person Name</b> who has a change in their Job.
2	Click the button next to <b>Work or Training</b> .
3	Click the button next to <b>Self-employed</b> .
4	Click the select arrow to display the drop-down list and select the <b>Month</b> the change started.
5	Click the select arrow to display the drop-down list and select the <b>Day</b> the change started.
6	Click the select arrow to display the drop-down list and select the <b>Year</b> the change started.
7	Click the select arrow to display the drop-down list and select the <b>Month</b> the change ended.
8	Click the select arrow to display the drop-down list and select the <b>Day</b> the change ended.
9	Click the select arrow to display the drop-down list and select the <b>Year</b> the change ended.
10	Enter the <b>Employer's</b> name.
11	Enter the <b>Job Title</b> .
12	Enter the <b>Number of hours of work per month</b> .
13	Enter the <b>Monthly Gross Income</b> (this is the amount before Taxes are taken out).
14	Enter the amount of any <b>tips or commissions</b> received on this Job.
15	Click the <b>Next</b> button to continue.
16	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.

**REPORT MY CHANGES (continued)**

Home | My C4Yourself | Help



Step 16 Exit

## Change in Job and Job History

You told us that someone in your household expects a change in job or job status. Please fill in the information below.

Person	Current or past employment
	* Person <span style="float: right;">Step 1</span>
	Work or Training: <span style="float: right;">Step 2</span>
	Self employed: <span style="float: right;">Step 3</span>
	* Start date: <span style="float: right;">Step 4-6</span>
	End date: <span style="float: right;">Step 7-9</span>
	Employer name: <span style="float: right;">Step 10</span>
	Job title:
	Number of hours of work per <span style="float: right;">Step 11</span>
	Monthly gross income (bef <span style="float: right;">Step 12</span>
	Tips or commission: <span style="float: right;">Step 13</span>
<span style="border: 1px solid black; padding: 5px 15px;">Back</span> <span style="float: right; margin-left: 20px;">Step 14</span> <span style="float: right; margin-left: 20px;">Step 15</span> <span style="border: 1px solid black; padding: 5px 15px;">Next</span>	

Step	Action
17	The 'Change in Job and Job History' summary page displays. Review the information for all people listed.
18	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
19	To add a person that had other changes click the <b>Yes</b> button. The page refreshes and the user can add another person. Repeat steps 15.
20	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.

### REPORT MY CHANGES (continued)

**21** To edit the information on a person in the list, click the **Edit** button. The page refreshes in edit mode.

**21.1** Enter the correct information  
**21.2** Click the **Next** button.

**22** Click the **Next** or **No** button to continue.

### Change in Job and Job History

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

Person	Current or past employment	
 Seymour Yourself	Work or Training:	Work <span style="float: right;"><b>Remove</b></span>
	Self employed:	<span style="float: right;"><b>Edit</b></span>
	Start date:	07/31/2011
	End date:	
	Employer name:	Yensid Bank
	Job title:	Bank Teller
	Number of hours of work per month:	27
	Monthly gross income (before taxes):	\$1,300.00
	Tips or commission:	
Has any other employment information changed?		<b>Yes</b> <b>No</b>

**Back**

Step 23 →

**Next**

### REPORT MY CHANGES (continued)

**Property Change** The user has answered yes to the question on the **Report My Changes** page, indicating there was a change in Property. This may include but is not limited to open or closing a checking account/savings account and/or purchasing/selling property.

Step	Action
1	Click the select arrow to display the drop-down list and select the <b>Person Name</b> who has a change in their Property.
2	Click the select arrow to display the drop-down list and select the <b>Type of Change</b> in their Property.
3	Enter <b>what changed</b> . For Example if a car was purchased, the customer should enter 'I bought a car'.
4	Click the select arrow to display the drop-down list and select the <b>Month</b> the change started.
5	Click the select arrow to display the drop-down list and select the <b>Day</b> the change started.
6	Click the select arrow to display the drop-down list and select the <b>Year</b> the change started.
7	Enter a value in the <b>Amount</b> text field. The amount should either be the balance of the open/closed account or the amount received or paid for property.
8	Click the button next to <b>Money Owed</b> . For example if the customer is reporting a car was purchased, if there is a balance owed, select yes.
9	Click the <b>Next</b> button to continue.
10	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.



## Change in Property

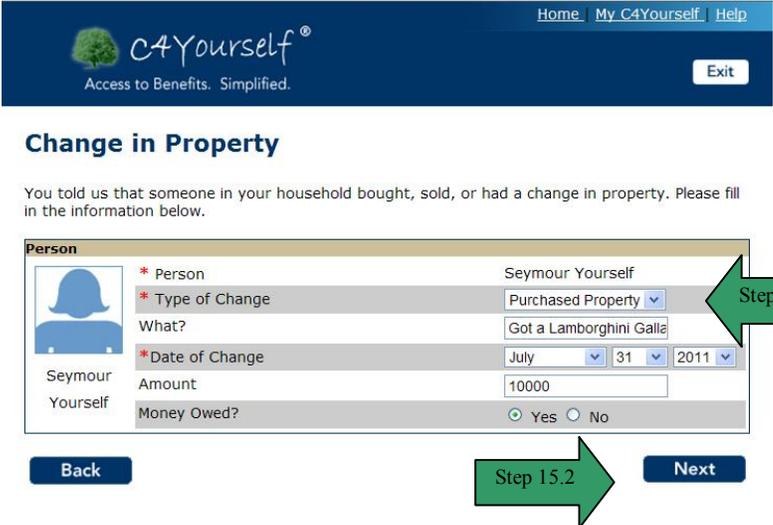
You told us that someone in your household bought, sold, or had a change in property. Please fill in the information below.

The screenshot shows a form titled "Person" with the following fields and annotations:

- \* Person:** A dropdown menu with "Select One" and a downward arrow. A green arrow labeled "Step 1" points to it.
- \* Type of Change:** A dropdown menu with "Select One" and a downward arrow. A green arrow labeled "Step 2" points to it.
- What?:** A text input field. A green arrow labeled "Step 3" points to it.
- \* Date of Change:** Three dropdown menus for "Month", "Day", and "Year". A green arrow labeled "Step 4-6" points to this group.
- Amount:** A text input field. A green arrow labeled "Step 7" points to it.
- Money Owed?:** Radio buttons for "Yes" and "No". A green arrow labeled "Step 8" points to the "Yes" button.

At the bottom of the form are two buttons: "Back" and "Next". A green arrow labeled "Step 10" points to the "Back" button, and another green arrow labeled "Step 9" points to the "Next" button.

### REPORT MY CHANGES (continued)

Step	Action
11	The 'Change in Property' summary page displays. Review the information for all people listed.
12	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
13	To add a person that had other changes click the <b>Yes</b> button. The page refreshes and the user can add another person. Repeat steps 1-9.
14	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
15	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>15.1</b> Enter the correct information  <b>15.2</b> Click the <b>Next</b> button.</p> 
16	Click the <b>Next</b> or <b>No</b> button to continue.

**REPORT MY CHANGES (continued)**

Home | My C4Yourself | Help



Exit

## Change in Property

Here is the summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

**Person**

	Type of Change	Purchased Property	<a href="#" style="color: red; text-decoration: none;">Remove</a>
	What?	Bought a Lamborghini Diablo	<a href="#" style="border: 1px solid #0056b3; color: white; padding: 2px;">Edit</a>
	Date of Change	07/31/2011	
	Amount	10000	
Seymour Yourself	Money Owed?	Yes	

Is there any other property information which has changed? [Yes](#) [No](#)

[Back](#)


[Next](#)

### Change in School or Training

The user has answered yes to the question on the **Report My Changes** page, indicating there was a change in school or training. This may include but is not limited to starting/stopping school/training and/or a change in school/training tuition/fees.

Step	Action
1	Click the select arrow to display the drop-down list and select the <b>Person Name</b> who has a change in their school or training.
2	Enter the <b>Name of the School</b> .
3	Click the select arrow to display the drop-down list and select the <b>Enrollment Status</b> .
4	Enter the amount of <b>Books, Equipment, Misc Costs per Term</b> .
5	Enter the amount of <b>Tuition/Fees per Term</b> .
6	Enter the number of <b>Units/Hours per Week</b> .
7	Enter the amount of <b>Transportation Costs</b> (bus, train, etc.).
8	Click the select arrow to display the drop-down list and select the <b>Month</b> the person will graduate school/training.
9	Click the select arrow to display the drop-down list and select the <b>Day</b> the person will graduate school/training.
10	Click the select arrow to display the drop-down list and select the <b>Year</b> the person will graduate from school/training.
11	Click the select arrow to display the drop-down list and select the <b>Month</b> the person started attending school/training.
12	Click the select arrow to display the drop-down list and select the <b>Day</b> the person started attending school/training.
13	Click the select arrow to display the drop-down list and select the <b>Year</b> the person started attending school/training.

### REPORT MY CHANGES (continued)

14	Click the select arrow to display the drop-down list and select the <b>Month</b> the person stopped attending school/training.
15	Click the select arrow to display the drop-down list and select the <b>Day</b> the person stopped attending school/training.
16	Click the select arrow to display the drop-down list and select the <b>Year</b> the person stopped attending school/training.
17	Click the <b>Next</b> button to continue.
18	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.



## Change in School or Training

You told us that someone in your household expects a change to school, college, or training.

The screenshot shows a form titled "Person" with a profile picture icon on the left. The form fields are as follows:

- \* Person: Select One (Step 1)
- Name of the School: (Step 2)
- Enrollment Status: Select One (Step 3)
- Tuition/Fees per Term: (Step 4)
- Books, Equipment, Misc Costs per Term: (Step 5)
- Units/Hours per Week: (Step 6)
- Transportation Costs: (Step 7)
- Date of Graduation: Month, Day, Year (Step 8-10)
- Date Started Attending School: Month, Day, Year (Step 11-13)
- Date Stopped Attending School: Month, Day, Year (Step 14-16)

At the bottom of the form, there are two buttons: "Back" (Step 18) and "Next" (Step 17).

## REPORT MY CHANGES (continued)

Step	Action
19	The <b>'Change in School or Training'</b> summary page displays. Review the information for all people listed.
20	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
21	To add a person that had other changes click the <b>Yes</b> button. The page refreshes and the user can add another person. Repeat steps 1-17.
22	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
23	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>23.1</b> Enter the correct information  <b>23.2</b> Click the <b>Next</b> button.</p> 
24	Click the <b>Next</b> or <b>No</b> button to continue.

**REPORT MY CHANGES (continued)**

[Home](#) | [My C4Yourself](#) | [Help](#)



Exit

## Change in School or Training

Here is a summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

**Person**



Name of the School: Yensid College Remove

Enrollment Status: Part-Time Edit

Tuition/Fees per Term: \$128

Books, Equipment, Misc Costs per Term: \$150

Units/Hours per Week: 4

Transportation Costs

Date of Graduation: 06/29/2012

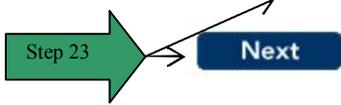
Date Started Attending School: 08/22/2004

Date Stopped Attending School:

Seymour Yourself

Has any other school or training information changed? Yes No

Back



Next

### Expense Change

The user has answered yes to the question on the **Report My Changes** page, indicating there was a change in expenses. This may include but is not limited to rent, utilities, child care, and child/spousal support.

Step	Action
1	Click the select arrow to display the drop-down list and select the <b>Person Name</b> who has a change in their expenses.
2	Enter the type of the expense that is paid.  Note: This field is a dynamic field. For example, if you type "C" in the box and nothing else, the field will show a list of <i>suggested</i> expenses with the letter "C" in it. If the expense being reported does not display, the expense can be typed in without selecting a expense from the drop down box.  
3	Enter the amount of the <b>Amount Paid per Month</b> .
4	Click the <b>Next</b> button to continue.
5	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.

### REPORT MY CHANGES (continued)



## Change In Expenses

You told us that someone in your household expects a change in expenses.

Please select anyone that pays or has stopped paying and then fill in their information.

Step	Action
6	The 'Change in Expenses' summary page displays. Review the information for all people listed.
7	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
8	To add a person that had other changes click the <b>Yes</b> button. The page refreshes and the user can add another person. Repeat steps 1-4.
9	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.

## REPORT MY CHANGES (continued)

**10** To edit the information on a person in the list, click the **Edit** button. The page refreshes in edit mode.

**10.1** Enter the correct information  
**10.2** Click the **Next** button.

**11** Click the **Next** or **No** button to continue.



### Change In Expenses

Here is a summary of what you told us so far. If you want to change the information for anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

**Person**

 Seymour Yourself	Expense:	Telephone (basic rates for one phone plus tax)\	<a href="#">Remove</a>
	Amount Paid per Month:	\$25.00	<a href="#">Edit</a>

Has any other expense information changed?

[Yes](#) [No](#)

[Back](#)

[Next](#)

Step 11

### REPORT MY CHANGES (continued)

**Other Information** The user has answered yes to the question on the **Report My Changes** page, indicating

there was other information that changed. This may include but is not limited to reporting a pregnancy/birth, change in immigration status, or someone became disabled or deceased.

Step	Action
1	Enter the <b>Other Information</b> that changed.
2	Click the <b>Next</b> button to continue.
3	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.



## Other Information

Are there any other changes you wish to report?



Step	Action
4	The <b>'Other'</b> summary page displays. Review the information for all people listed.
5	If the list is correct, click the <b>No</b> button or the <b>Next</b> button.
6	To add a person that had other changes click the <b>Yes</b> button. The page refreshes and the user can add another person. Repeat steps 1-3.

## REPORT MY CHANGES (continued)

7	To remove a person from the summary list, click the <b>Remove</b> button. The page refreshes and the person is no longer displayed in the summary.
8	<p>To edit the information on a person in the list, click the <b>Edit</b> button. The page refreshes in edit mode.</p> <p><b>8.1</b> Enter the correct information  <b>8.2</b> Click the <b>Next</b> button.</p> 
9	Click the <b>Next</b> button to continue.



### Other Information

Here is the summary of what you told us so far. If you want to change the information below, click the Edit button.

**Other Information**

I became pregnant. My due date is 12/25/2011. [Edit](#)

[Back](#)
Step 9 
[Next](#)

### REPORT MY CHANGES (continued)

**Confirm Your** After completing the necessary pages, for reporting changes, a summary of all the changes

**Changes** reported will display. Customer's should print this page and keep it for their records.

Step	Action
1	Click the <b>Print</b> button to print the summary page.
2	To remove information from the summary list, click the <b>Remove</b> button. The page refreshes and the information is no longer displayed in the summary.
3	To edit the information in the list, click the <b>Edit</b> button. The page refreshes in edit mode.
4	Check the box next to ' <b>Please enter the name of the person reporting these changes</b> ', and type the name of the person reporting the changes.
5	Click the <b>Next</b> button to continue.
6	Click the <b>Back</b> button or the <b>Exit</b> button to return to the prior page.



## Confirm Your Changes



Here is the summary of the information you provided in your application. To print the summary, click the Print button. If you want to change the information to anyone, click the Edit button. If you want to remove the information for anyone, click the Remove button.

**Case Number:** 3606082

### Expense Information

**Person**



Seymour  
Yourself

Expense: Telephone (basic rates for one phone plus tax)\

Amount Paid per Month: \$25.00

**Remove**

**Edit**



### Other Information

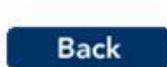
**Other Information**

I became pregnant. My due date is 12/25/2011.

**Edit**

Please enter the name of the person reporting these changes.



## MY BENEFITS

### PURPOSE

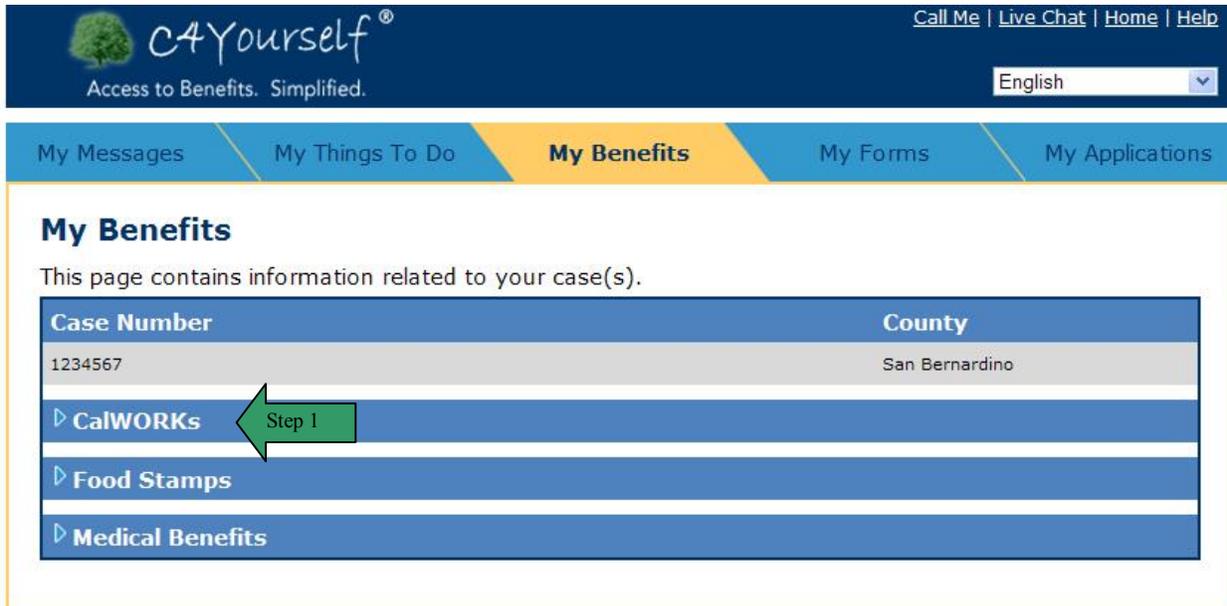
The purpose of the **My Benefits** tab is to provide the user with a review of their application/benefits. The My Benefits tab provides the user with their Case Number, Worker

Name/Number, status of their benefits (Pending, Active, Denied or Discontinued), the amount of their benefits for that month, their reporting months and if they are eligible to Cash Aid or Food Stamps, a link to the State’s website so they can view their EBT (electronic benefit transfer) balance (see page 186). If the user has applied for Medi-Cal (without Cash Aid), the Medi-Cal section will display their share of cost (SOC) and whether or not they are receiving full or restricted medical benefits. The My Benefits section will be updated on a monthly basis.

**STARTING POINT**

The user has accessed their My C4Yourself and clicked on My Benefits or logged into C4 Yourself by clicking My Benefits on the Home Page.

Step	Action
1	Click the <Program> hyperlink to expand or close the section.
2	Click <b>EBT Link</b> to access the State website, for benefit balance(s).



**MY BENEFITS (continued)**

[Call Me](#) | [Live Chat](#) | [Home](#) | [Help](#)

 English ▼

Access to Benefits. Simplified.

My Messages
My Things To Do
My Benefits
My Forms
My Applications

## My Benefits

This page contains information related to your case(s).

Case Number	County
1234567	San Bernardino
<b>▼ CalWORKs</b>	
Program Status:	Active
Benefit Amount:	\$194.00
See Remaining Balance:	<a href="#">EBT Link</a>
Redetermination Due Month:	09/2011
Reporting Type:	Quarterly Reporting
Report Due:	March, June, September, December
Worker Name:	Worker, Super
Worker Number:	36LS09440H
Worker Phone:	(909) 335-3368
* If you are eligible for CalWORKs benefits you may be eligible for Medi-Cal benefits.	
<b>▼ Food Stamps</b>	
Program Status:	Active
Food Stamp Allotment:	\$656.00
See Remaining Balance:	<a href="#">EBT Link</a>
Authorized Representative:	
Reporting Type:	Quarterly Reporting
Report Due:	March, June, September, December
Recertification Due Month:	09/2011
Worker Name:	Worker, Super
Worker Number:	36LS09440H
Worker Phone:	(909) 335-3368
<b>▶ Medical Benefits</b>	



### MY BENEFITS (continued)



## California EBT Client Website

[Home](#) [En Español](#)

[Create Login](#) [Login to Your Account](#)



### Welcome to the California Electronic Benefit Transfer (EBT) Client Website

- » [Lost, Stolen, or Damaged Cards](#)
- » [Where Can I Use My EBT Card?](#)
- » [EBT Brochures](#)
- » [Other Links](#)

This website is a resource for California EBT cardholders to check individual account balances, view transaction history detail, check claim status, and locate retailers and automated teller machines (ATMs) that accept the EBT card. The Golden State Advantage card is California's EBT card. It is similar to a bank debit card that provides a way for you to spend your food and/or cash benefits when your monthly benefits are deposited into your EBT account. You can use your EBT card at any store or ATM that displays the Quest<sup>®</sup> mark throughout California and across the country.

You must have a card number and password to log into your account.

If you have recently requested and received your replacement card, please enter your new card number.

Cardholders are required to have a card number and password to view their:

- Account Balance
- Transaction History
- Claim Status

To establish a password for this site, [click here](#). If you do not remember your password, [click here](#).

For additional information about about California EBT, visit: [www.ebtproject.ca.gov](http://www.ebtproject.ca.gov)

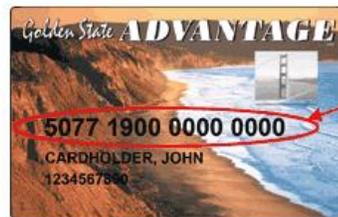
**If your card is lost or stolen, or if you need to change your PIN:**

Call (877) 328-9677

**Card Number**

**Password**



Card Number

**Misuse of your food and cash benefits is a violation of federal and state laws.**

**REMEMBER:**

- » Do not sell, trade, or give away your food benefits, EBT card, or personal identification number (PIN).
- » Do not allow a retailer to buy your food benefits in exchange for cash.
- » Do not let someone else use your food benefits or EBT card.

People who do not follow the rules for the Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, may be disqualified from the program, fined, put in prison, or all three, and may be required to pay back any misused food benefits.

[Back to Top](#)

[Conditions of Use](#) | [Privacy Policy](#) | [Site Map](#)  
Copyright © 2009 State of California

## MY BENEFITS (continued)



[Call Me](#) | [Live Chat](#) | [Home](#) | [Help](#)

English v

[My Messages](#) | 
 [My Things To Do](#) | 
 **[My Benefits](#)** | 
 [My Forms](#) | 
 [My Applications](#)

## My Benefits

This page contains information related to your case(s).

Case Number	County		
1234567	San Bernardino		
<a href="#">▶ CalWORKs</a>			
<a href="#">▶ Food Stamps</a>			
<a href="#">▼ Medical Benefits</a>			
Program Status:	Active		
Re-Evaluation due Month:	09/2011		
Report Due:	March		
Worker Name:	Worker, Super		
Worker Number:	36LS09440H		
Worker Phone:	(909) 335-3368		
<b>Medical Benefits</b>			
Name	Status	SOC Amount	Type
Seymour Yourself	Active	\$0.00	Full

# MY FORMS

## PURPOSE

The purpose of the My Forms tab is to provide the user a central area for any forms or requests that require an action. In the example below, the worker has posted a Verification Request List and a Status Report. In this scenario, the user would click on the Verification Request List and view what information or documents their worker has requested. They would also click on Medi-Cal Status Report so they could print, complete and return the document. The user can send any documents/verification by mail or they can FAX the information. If the user wants to FAX the information, they can click on the FAX Cover Sheet hyperlink, print the document, and FAX it with their information. If the user wants to mail their information, they can click on the Mail in Cover Sheet hyperlink and send it with their information.

If the customer is on Food Stamps for CalWORKs they will receive an electronic QR-7 (status report) in addition to one mailed through the mail. If they choose to, they can electronically sign and submit the QR-7 back to their worker. A QR-7 with this functionality will be displayed with an “Editable” status on the My Forms page.

## STARTING POINT

The user has accessed their My C4Yourself and clicked on My Forms or logged into C4 Yourself by clicking My Forms on the Home Page.

**Blank Forms**

- [Mail in Cover Sheet](#)
- [Fax Cover Sheet](#)
- [CMSP Rights and Responsibilities \(CMSP 219\)](#)

Pending Verifications	Status	Due Date
You currently have no verification documents.		

Status Reports	Status	Due Date
<a href="#">Quarterly Eligibility Status Report</a>	Editable	08/06/2010

Statement of Facts	Status	Due Date
You currently have no statement of facts documents.		

To complete the QR-7 electronically, the customer will need to click the Quarterly Eligibility Status Report hyperlink. Once the hyperlink is clicked, the QR-7 will display (see snapshot below). Four pages will display for the customer. The first page provides instructions to the customer and what type of information they need to report. Page 2 is blank. Page 3 displays questions 1-3 and page 4 displays 4-9 as well as the customer signature area. To view a sample of the form, click [here](#).

Once the customer has answered all the questions, typed their name in the signature box, and click the save button, they will receive a “Form Saved” message. When they close that window (below), the status will be updated to “Sign”.

## MY FORMS (continued)

## Form Saved

**Your form has been saved.** If you are ready to sign and submit your form, please close this window and click the sign button next to the form title.



**Blank Forms**

- [Mail in Cover Sheet](#)
- [Fax Cover Sheet](#)
- [CMSP Rights and Responsibilities \(CMSP 219\)](#)

Pending Verifications	Status	Due Date
You currently have no verification documents.		

Status Reports	Status	Due Date
<a href="#">Quarterly Eligibility Status Report</a>	<a href="#">Sign</a>	08/06/2010

Statement of Facts	Status	Due Date
You currently have no statement of facts documents.		

In order to complete the electronic signature process, the customer must click the “Sign” button to access the Electronic Signature page. On the Electronic Signature page, the customer will need to complete the following:

Step	Action
1	Check the <b>Check to Sign</b> check box.
2	Enter the name of the person signing in the <b>Name</b> text field.
3	Click the <b>Sign</b> button.

If they have completed these steps, page below will display. When the QR-7 status is Viewable, no changes can be made.

## MY FORMS (continued)



[Call Me](#) | [Live Chat](#) | [Home](#) | [Help](#)

English

My Messages
My Things To Do
My Benefits
My Forms
My Applications

### My Forms

Listed below are forms that you may print, fill out, and mail FAX or drop off at your local office.

**Blank Forms**

[Mail in Cover Sheet](#)

[Fax Cover Sheet](#)

[CMSP Rights and Responsibilities \(CMSP 219\)](#)

Pending Verifications	Status	Due Date
You currently have no verification documents.		

Status Reports	Status	Due Date
<a href="#">Quarterly Eligibility Status Report</a>	Viewable	08/06/2010

Statement of Facts	Status	Due Date
You currently have no statement of facts documents.		

**MY FORMS (continued)**

## Electronic Signature

Read all the information below very carefully. When you are done, check the checkbox on the bottom to indicate that you agree that all the information that you provided in the form is accurate. You can still change information on your form now; however, once you click the "Sign" button below this will submit your form and you won't be able to make any further changes. I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct and complete.

### Certification

- I understand the questions and statements on this form.
- I understand that any facts that I have given, including benefit and income facts, will be matched with local, state, and federal records, such as employers, the Social Security Administration, tax, welfare, and unemployment agencies, etc.
- I understand that the county will send information to the U.S. Citizenship and Immigration Service (USCIS) for verification of noncitizen status, and to the Social Security Administration to check work quarters information for noncitizens applying for benefits.
- I understand that the information the county gets from USCIS and/or Social Security may affect my eligibility for benefits.
- I understand information, including benefit and income facts, that I have given on this form is subject to investigation and review by county, state, and federal personnel and that if I give incorrect facts my benefits may be denied or stopped.
- I understand that I must report all changes in income, property, and/or other changes to the county within 10 days.
- I understand that the household, any adult member of the household (even if they move out), the sponsor of a noncitizen household member or the authorized representative of residents in an eligible institution may be required to repay any benefits the household should not have received.
- I understand that my case may be selected for additional review to ensure that my eligibility was correctly figured and that I must cooperate fully with county, state, or federal personnel in any investigation or review, including a quality control review.
- I understand that any member of my household who is avoiding or running from the law to avoid a felony prosecution, custody or confinement after conviction or is in violation of their parole or probation cannot get benefits.
- I understand that anyone who has been convicted since August 22, 1996, of a drug-related felony for manufacturing, sale, distribution of a controlled substance, or any activity in connection with these unlawful acts, or harvesting, cultivating or processing marijuana, or involving a minor in the above activities, cannot receive benefits.

**\*I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct and complete.**

#### Check to Sign Name

- |                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> |  | Signature   |
| <input type="checkbox"/> |  | Signature of spouse, domestic partner or other parent of cash aided children. |

Please check the above checkbox, enter the name of the person signing the form and then click the **Sign** button to electronically sign the document. If you are receiving Cash Aid, you and your aided spouse, domestic partner, and the other parent (of cash-aided children) if living in the home, must also sign.

**Sign**

C4Yourself® is a registered trademark of California Statewide Automated Welfare System (SAWS) Consortium IV Joint Powers Authority. Read our [Privacy Statement](#).



## MY APPLICATIONS

### PURPOSE

The purpose of the My Applications tab is to allow the user to complete a new application, submit missing information, complete a renewal/recertification or view a prior application they

submitted.

**STARTING POINT**

The user has accessed their My C4Yourself and clicked on My Applications or logged into C4 Yourself by clicking My Applications on the Home Page.

- What is a “*Current Application*”?  
A “Current Application” is an application that was started, but it was not finished and/or Submitted to the local office.
- What is a “*Renewal/Recertification*”?  
A “Renewal/Recertification” occurs once a year.
- What is an “*Application Missing Information*”?  
An “Application Missing Information” is an e-Application that was submitted to an office, reviewed by a Worker, and was missing information. When this occurs, the worker can send a copy of the e-Application back to a C4Yourself account, so the user can complete the missing information. When an e-Application displays with an edit button in this section you may also have a Message from your worker under the My Messages tab.
- What is a “*Previous Application*”? A previous application is an application that has already been submitted to a local office. E-Applications under this section cannot be changed or resent to a worker/office.

Step	Action
1	To continue entering information for an application you have not submitted, click the <b>Continue</b> button.
2	To add/edit information on a pending application, click the <b>Edit</b> button
3	To view a prior application, click the <b>E-App Number hyperlink</b> .

The screenshot shows the C4Yourself user interface. At the top, there is a navigation bar with the C4Yourself logo and the tagline "Access to Benefits. Simplified." On the right side of the navigation bar, there are links for "Call Me", "Live Chat", "Home", and "Help", along with a language dropdown menu set to "English". Below the navigation bar, there is a horizontal menu with tabs for "My Messages", "My Things To Do", "My Benefits", "My Forms", and "My Applications". The "My Applications" tab is selected and highlighted in yellow.

The main content area is titled "My Applications" and is divided into several sections:

- Current Application:** This section shows a single application entry with the text "Last modified on 06/15/2011" and a blue "Continue" button. A green arrow labeled "Step 1" points to the "Continue" button.
- Applications for Renewal/Recertification:** This section contains the text "You have no renewals to submit."
- Applications Missing Information:** This section contains a table with two columns: "E-App Number" and "E-App Date". The first row shows "CIV-10-026-008072" and "01/26/2010". To the right of this row is a blue "Edit" button. A green arrow labeled "Step 2" points to the "Edit" button.
- Previous Applications:** This section contains a table with two columns: "E-App Number" and "E-App Date". The first row shows "CIV-11-082-008705" and "03/23/2011". A green arrow labeled "Step 3" points to the "E-App Number" link.