

## SCSEP Participant Data Collection Sample Template

### Participant Information

1. Last name \_\_\_\_\_ 2. First name \_\_\_\_\_
3. Middle initial \_\_\_\_\_ 4. Social Security # \_\_\_\_\_
- 4a. Participant ID \_\_\_\_\_ 5. Home phone (\_\_\_\_) \_\_\_\_\_
- 5a. Cell phone (\_\_\_\_) \_\_\_\_\_
6. Mailing address
- 
- a. Number and Street, Apt. Number; or PO Box
- 
- b. City \_\_\_\_\_ c. State \_\_\_\_\_
- 
- d. ZIP Code \_\_\_\_\_ e. County \_\_\_\_\_
- 6a. Participant's e-mail address \_\_\_\_\_
- 6b. Emergency contact: Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Relationship \_\_\_\_\_
7. State of residence if different from mailing address \_\_\_\_\_
8. Homeless  Yes  No      8a. Urban/rural  Urban  Rural
9. Application date for enrollment or re-enrollment \_\_\_\_\_(MM/DD/YYYY)

### Eligibility Information

10. Date of birth \_\_\_\_\_(MM/DD/YYYY) 11. Number in family \_\_\_\_\_
12. Receiving public assistance? (Check as many as apply)
- a. No  b. Supplemental Security Income (SSI)
- c. TANF  d. State or local welfare (General Assistance)
- e. Suppl. Nutrition Assistance (SNAP)  f. Subsidized housing
- g. Social Security Disability (SSDI)  h. Other
- (specify) \_\_\_\_\_
13. Employed prior to participation?
- i. Employed  ii. Employed, but with notice of termination  iii. Not employed
14. Total includable family income (12-month or 6-month annualized)  
\$ \_\_\_\_\_
15. Family income at or below 100% of poverty level?  Yes  No

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16. Formerly a participant in any SCSEP project?  Yes  No
17. Transferred from another project?  Yes  No  
 If yes, specify prior grantee code \_\_\_\_\_  
 Date of transfer \_\_\_\_\_
- 17a. Change of sub-grantee?  Yes  No  
 If yes, specify prior sub-grantee code \_\_\_\_\_  
 Date of change \_\_\_\_\_

### Other Personal Characteristics and Information

18. Gender  Male  Female  Did not voluntarily report
19. Ethnicity: Hispanic, Latino, or Spanish origin?  
 Yes  No  Did not voluntarily report
20. Race (Check as many as apply)
- |   |  |
|---|--|
| <input type="checkbox"/> a. American Indian or Alaskan Native | <input type="checkbox"/> b. Asian                            |
| <input type="checkbox"/> c. Black, African American           | <input type="checkbox"/> d. Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> e. White                             | <input type="checkbox"/> f. Did not voluntarily report       |
21. Education \_\_\_\_\_ last grade completed (Select one code from following list)
- |  |  |                                |
|--|--|--------------------------------|
| 00=no grade school                                 | 88=GED or certificate of equivalency for HS            | 19=doctoral degree             |
| 1-11 years of school                               | 13-15 years of school completed (1-3 years of college) | 21=vocational/technical degree |
| A11=completed 12 years of school but no HS diploma | 16=BA/BS or equivalent                                 | 22=associate's degree          |
| 12=HS diploma                                      | 17=education beyond a bachelor's degree                |                                |
|  | 18=master's degree                                     |                                |
22. Limited English Proficiency (LEP)  Yes  No
23. If LEP, please specify primary language \_\_\_\_\_ (Select one code from following list)
- |                     |                  |                              |                 |
|---------------------|------------------|------------------------------|-----------------|
| 10. Amharic         | 20. Hebrew       | 30. Mon-Khmer (Cambodian)    | 40. Spanish     |
| 11. Arabic          | 21. Hindi        | 31. Navajo                   | 41. Tagalog     |
| 12. Armenian        | 22. Miao (Hmong) | 32. Persian (including Dari) | 42. Thai        |
| 13. Bosnian         | 23. Italian      | 33. Polish                   | 43. Urdu        |
| 14. Cantonese (Yue) | 24. Hungarian    | 34. Portuguese               | 44. Vietnamese  |
| 15. French          | 25. Ilocano      | 35. Punjabi                  | 45. Yiddish     |
| 16. French Creole   | 26. Japanese     | 36. Russian                  | 46. Other _____ |
| 17. German          | 27. Korean       | 37. Samoan                   | _____           |
| 18. Greek           | 28. Laotian      | 38. Serbo-Croatian           |                 |
| 19. Gujarathi       | 29. Mandarin     | 39. Somali                   |                 |
24. Low literacy skills?  Yes  No

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25. Veteran (or eligible spouse of veteran)?

- a. Veteran     b. Eligible spouse of veteran     c. Non-covered person  
If veteran, post-9/11 era veteran?     Yes     No

26. Disability?

- Yes, self-report     No  
 Yes, documentation     Did not voluntarily report

27. At risk of homelessness?     Yes     No

28. Displaced homemaker?     Yes     No

29. Failed to find employment after using WIA Title I?     Yes     No

30. Low employment prospects?     Yes     No

30a. Incarcerated or under supervision following release from prison or jail within the last 5 years?     Yes     No

31. Personal characteristics comments

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*Certification*

*I hereby certify that the above information is true and accurate to the best of my knowledge and belief. I understand that if I intentionally provide inaccurate information, I may be terminated from the SCSEP program and may be subject to legal penalties.*

32. Signature of applicant

\_\_\_\_\_

33. Date of signing

\_\_\_\_\_ (MM/DD/YYYY)