

**Mayor’s Office of Housing**

**& Community Development (MOHCD)**

**MOHCD Client Intake Form**

1. Review this form with client and complete all items
2. Refer to the instruction sheet to help with form completion

3. Keep on file for five years

First Name: Last Name or Client ID:

Street Address: City:

State: Zip Code: Phone Number *(Optional)*:

### Email Address: Date of Birth: / /

(Optional)

|  |  |
| --- | --- |
| **1. Race and Ethnicity Which best describes your race/ethnicity?** (Mark ALL check boxes that apply) | |
| **Indigenous**  American Indian/Native American (Specific Group: )  Indigenous from Mexico, the Caribbean, Central America or South America (Specific Group: ) Other Indigenous | |
| **Asian**  Chinese Filipino Japanese Korean Mongolian Central Asian South Asian  Southeast Asian  Other Asian  **Latino**  Caribbean Central American Mexican  South American  Other Latino | **Black**  African  African American  Caribbean, Central American, South American or Mexican Other Black  **Middle Eastern/West Asian or North African**  North African West Asian  Other Middle Eastern or North African  **Pacific Islander**  Chamorro Native Hawaiian Samoan  Other Pacific Islander  **White**  European  Other White |
| **2. Gender Identity and Sexual Orientation** | |
| **What is your gender?**  (Mark the ONE that best describes your current gender identity)  Female Male  Genderqueer/Gender Non-Binary Trans Female  Trans Male  Not Listed. Please Specify: Decline to Answer | **How do you describe your sexual orientation or sexual identity?** (Mark ONE)  Bisexual  Gay/Lesbian/Same-Gender Loving Questioning/Unsure Straight/Heterosexual  Not Listed. Please Specify: Decline to Answer |
| **By what name do you wish to be called?** | |

(Optional)

## What gender pronouns do you use? [Optional]

**3. Language**

**What is your primary language spoken at home?**

(Mark ONE)

Chinese – Cantonese Russian

Chinese – Mandarin Spanish

English Vietnamese

Filipino Other Language. Please Specify:

### (Mark ONE)

She/Her/Hers They/Them/Theirs

He/Him/His Not Listed. Please Specify:

1. **Veteran and Disability Status**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you a veteran?**  Yes No

**Are you a person with a disability?**  Yes No

# Family Size and Income

**Which best describes your family?** A family includes a single

person or a group of people living together. (Mark ONE)

Single Headed Family Dual Headed Family

**Number of persons living in your family** (including yourself):

**Estimated income for next 12 months for all adult members:**

$

# Income Certification

**Do you receive any type of public benefits assistance?**

(Mark ALL that apply)

CalWorks CalFresh

Cash Assistance Linked to Medi-Cal (CALM) Cash Assistance Program for Immigrants (CAPI) County Adult Assistance Program (CAAP)

Medi-Cal

Refugee Cash Assistance

Social Security Disability Insurance (SSDI) Supplemental Security Income (SSI)

**What source(s) of information were used to verify your**

**income?** (Mark ALL that apply)

Public Benefits *(mark here if you chose any option to the left)*

Payroll Stub Tax Return

Unemployment Benefits Veteran’s Benefits

Rental Assistance *(e.g., Section 8 voucher)*

Placed in Foster Care

Self-Certified. Please explain:

I hereby certify that, to the best of my knowledge, the above statements are true and correct. I understand this information is subject to verification only by authorized U.S. Department of Housing & Urban Development (HUD) officials for federally-funded grants.

## CLIENT INTERVIEWER

Client Printed Name Interviewer Printed Name

Parent/Client Signature Date Interviewer Signature Date

MOHCD collects data on race, ethnicity, sexual orientation and gender identity, in order to ensure the programs and services we fund are addressing the needs of the vulnerable communities we serve, and to report anonymous information to key funders like HUD.

MOHCD protects your personally identifiable information (PII) from loss, theft, misuse and unauthorized access and disclosure. PII includes your name, address, birthdate, race and ethnicity, gender, sexual orientation/identify, and household size and income. Also, PII is never included in reports, public documents or public websites, and can only be seen by authorized persons when it’s

necessary to achieve the purposes noted above.