

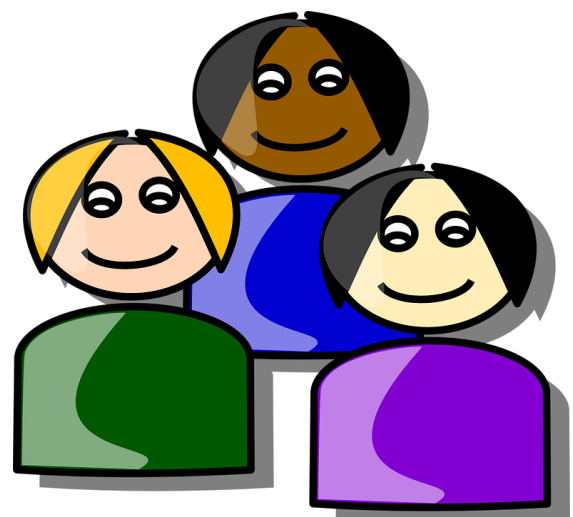


# Module 4, Section A – Characteristics for New Individuals and Household

The Characteristics for NEW Individuals and Households report will provide characteristic and demographic information on individuals and households who enter the CAA or eligible entity for services during the current reporting period. The report will provide a snapshot of demographic information for new participants and a stronger understanding of the participants who enter CAA services within the reporting year.

## Module 4, Section A: Characteristics for NEW Individuals and Households - Data Entry Form

The New Proposed Characteristics for NEW Individuals and Households provides data on the characteristics and demographics of NEW individuals and households who enter into the agency in the current reporting period for services provided by eligible entities (whether or not funded directly by CSBG or by other funding sources in the agency). If you are unable to collect information on new participants or you cannot assure an unduplicated count, do not include those individuals and households in this report and provide an estimate of the number of individuals and households not included in the report. Additionally, agencies should indicate the programs that do not allow agencies to obtain an unduplicated count of new participants, due to interoperability issues.



Name of Local Agency Reporting: \_\_\_\_\_

Total unduplicated number of NEW INDIVIDUALS about whom one or more characteristics were obtained: \_\_\_\_\_

Total unduplicated number of NEW HOUSEHOLDS about whom one or more characteristics were obtained: \_\_\_\_\_

Estimated total number of NEW Individuals not included in this report:  (0-200)  (201-400)  (401-600)  (600+) [Note programs here]

Estimated total number of NEW Households not included in this report:  (0-200)  (201-400)  (401-600)  (600+) [Note programs here]

INDIVIDUAL LEVEL CHARACTERISTICS		HOUSEHOLD LEVEL CHARACTERISTICS	
<b>1. Gender</b>	Number of Individuals	<b>7. Household Type</b>	Number of Households
a. Male		a. Single Person	
b. Female		b. Two Adults NO Children	
c. Other		c. Single Parent Female	
d. Unknown/not reported		d. Single Parent Male	
<b>TOTAL (auto calculated)</b>	0	e. Two Parent Household	
<b>2. Age</b>	Number of Individuals	f. Non-related Adults with Children	
a. 0-5		g. Multigenerational Household	
b. 6-13		h. Other	
c. 14-17		i. Unknown/not reported	
d. 18-24		<b>TOTAL (auto calculated)</b>	0
e. 25-44		<b>8. Household Size</b>	Number of Households
f. 45-54		a. Single Person	
g. 55-64		b. Two	
h. 65-74		c. Three	
i. 75-84		d. Four	
j. 85+		e. Five	
k. Unknown/not reported		f. Six or more	
<b>TOTAL (auto calculated)</b>	0	g. Unknown/not reported	
<b>3. Education Levels</b>	Number of Individuals	<b>TOTAL (auto calculated)</b>	0
	[ages 14-24] [ages 25+]	<b>9. Housing</b>	Number of Households
a. Grades 0-8		a. Own	
b. Grades 9-12/Non-Graduate		b. Rent	
c. High School Graduate/ Equivalency Diploma		c. Other permanent housing	
d. 12 grade + Some Post-Secondary		d. Homeless	
e. 2 or 4 years College Graduate		e. Other	
f. Graduate of other post-secondary school		f. Unknown/not reported	
g. Unknown/not reported		<b>TOTAL (auto calculated)</b>	0
<b>TOTAL (auto calculated)</b>	0 0	<b>10. Level of Household Income</b>	Number of Households
<b>4. Disconnected Youth</b>	Number of Individuals	(% of HHS Guideline)	
a. Youth ages 14-24 who are neither working or in school		a. Up to 50%	
<b>5. Health</b>	Number of Individuals	b. 51% to 75%	
	Yes No Unknown	c. 76% to 100%	
a. Health Insurance*		d. 101% to 125%	
<b>6. Work Status (Individuals 18+)</b>	Number of Individuals	e. 126% to 150%	
		f. 151% to 175%	
a. Employed Full-Time		g. 176% to 200%	
b. Employed Part-Time		h. 201% to 250%	
c. Migrant Seasonal Farm Worker		i. 250% and over	
d. Unemployed (Short-Term, 6 months or less)		j. Unknown/not reported	
e. Unemployed (Long-Term, more than 6 months)		<b>TOTAL (auto calculated)</b>	0
f. Unemployed (Not in Labor Force)		<b>11. Sources of Household Income</b>	Number of Households
g. Retired		a. Income from Employment Only	
h. Unknown/not reported		b. Income from Employment and Other Income Source	
<b>TOTAL (auto calculated)</b>	0	c. Income from Employment, Other Income Source, and Non-Cash Benefits	
		d. Income from Employment and Non-Cash Benefits	
		e. Other Income Source Only	
		f. Other Income Source and Non-Cash Benefits	
		g. No Income	
		h. Non-Cash Benefits Only	
		i. Unknown/not reported	
		<b>TOTAL (auto calculated)</b>	0

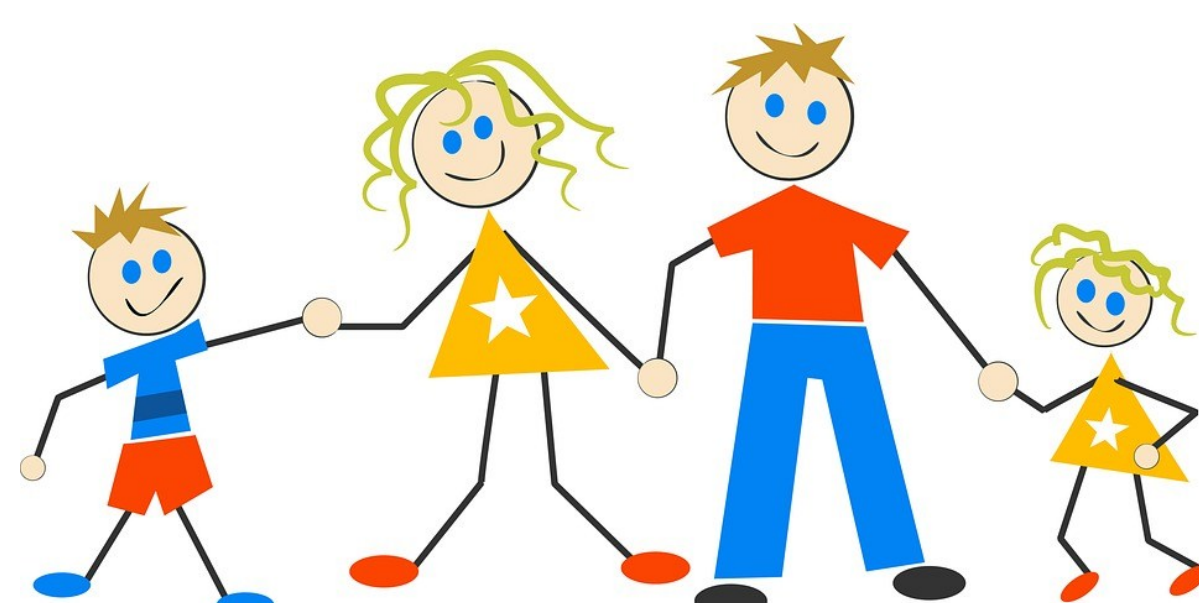


### Individual Level Characteristics

- Gender
- Age
- Education Levels
- Disconnected Youth
- Health
- Work Status

### Household Level Characteristics

- Household Type
- Household Size
- Housing
- Level of Household Income
- Sources of Household Income





# Module 4, Section B

## ALL Characteristics Report

The All Characteristics Report provides data on the characteristics and demographics of ALL individuals and households served in the current reporting period by eligible entities (whether or not funded directly by CSBG or by other funding sources in the agency).

**Module 4, Section B: Proposed All Characteristics Report - Data Entry Form**

Section B: Proposed All Characteristics provides data on the characteristics and demographics of ALL individuals and households served in the reporting period by eligible entities (whether or not funded directly by CSBG or by other funding sources in the agency). If you are unable to collect any characteristics, or if you cannot assure an unduplicated count, do not include those individuals and households in this report and provide an estimate of the number of individuals and households not included in the report. Additionally, agencies should indicate the programs that do not allow agencies to obtain an unduplicated count of all participants throughout the agency, due to interoperability issues.

Name of Local Agency Reporting: \_\_\_\_\_

Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained: \_\_\_\_\_

Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained: \_\_\_\_\_

Estimated total number of Individuals not included in this report:  (0-200)  (201-400)  (401-600)  (600+)

Estimated total number of Households not included in this report:  (0-200)  (201-400)  (401-600)  (600+)

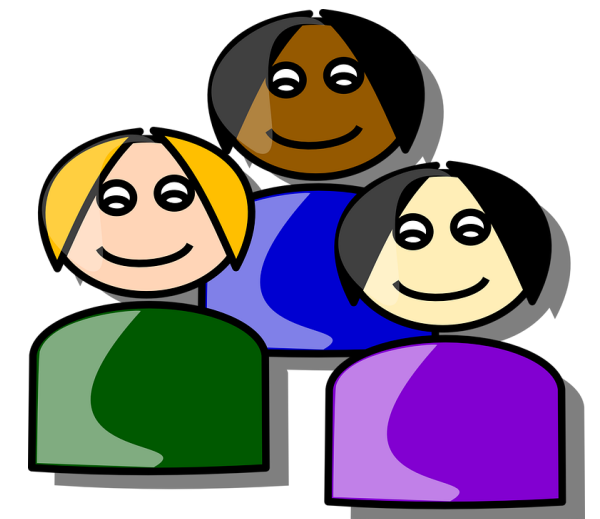
**INDIVIDUAL LEVEL CHARACTERISTICS**

I. Gender		II. Age		III. Education Levels		IV. Disconnected Youth		V. Health	
	Number of Individuals		Number of Individuals		Number of Individuals		Number of Individuals		Number of Individuals
a. Male		a. 0-5		a. Grades 0-8		a. Youth ages 14-24 who are neither working or in school		a. Disabling Condition	
b. Female		b. 6-13		b. Grades 9-12/Non-Graduate				b. Health Insurance*	
c. Other		c. 14-17		c. High School Graduate/ Equivalency Diploma				*If an individual reported that they had health insurance please identify the source of health insurance	
d. Unknown/not reported		d. 18-24		d. 12 grade + Some Post-Secondary				Health Insurance Sources	
TOTAL (auto calculated)		e. 25-44		e. 2 or 4 years College Graduate				I. Medicaid	
		f. 45-54		f. Graduate of other post-secondary school				II. Medicare	
		g. 55-59		g. Unknown/not reported				III. State Children's Health Insurance Program	
		h. 60-64		TOTAL (auto calculated)				IV. State Health Insurance for Adults	
		i. 65-74						V. Military Health Care	
		j. 75+						VI. Direct Purchase	
		Unknown/not reported						VII. Employment Based	
		TOTAL (auto calculated)						VIII. Unknown/not reported	
								TOTAL (auto calculated)	

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### Individual Level Characteristics

- Gender
- Age
- Education Levels
- Disconnected Youth
- Health
- Ethnicity/Race
- Military Status
- Work Status



### Household Level Characteristics

- Household Type
- Household Size
- Housing
- Level of Household Income
- Sources of Household Income
- Other Income Source
- Non-Cash Benefits

**Module 4, Section B: Proposed All Characteristics Report - Data Entry Form**

Section B: Proposed All Characteristics provides data on the characteristics and demographics of ALL individuals and households served in the reporting period by eligible entities (whether or not funded directly by CSBG or by other funding sources in the agency). If you are unable to collect any characteristics, or if you cannot assure an unduplicated count, do not include those individuals and households in this report and provide an estimate of the number of individuals and households not included in the report. Additionally, agencies should indicate the programs that do not allow agencies to obtain an unduplicated count of all participants throughout the agency, due to interoperability issues.

Name of Local Agency Reporting: \_\_\_\_\_

**HOUSEHOLD LEVEL CHARACTERISTICS**

9. Household Type		10. Household Size		11. Housing		12. Level of Household Income		13. Sources of Household Income		14. Other Income Source		15. Non-Cash Benefits	
	Number of Households		Number of Households		Number of Households		Number of Households		Number of Households		Number of Households		Number of Households
a. Single Person		a. Single Person		a. Own		a. Up to 50%		a. Income from Employment Only		a. TANF		a. SNAP	
b. Two Adults NO Children		b. Two		b. Rent		b. 51% to 75%		b. Income from Employment and Other Income Source		b. Supplemental Security Income (SSI)		b. WIC	
c. Single Parent Female		c. Three		c. Other permanent housing		c. 76% to 100%		c. Income from Employment, Other Income Source, and Non-Cash Benefits		c. Social Security Disability Income (SSDI)		c. LIHEAP	
d. Single Parent Male		d. Four		d. Homeless		d. 101% to 125%		d. Income from Employment and Non-Cash Benefits		d. VA Service-Connected Disability Compensation		d. Housing Choice Voucher	
e. Two Parent Household		e. Five		e. Other		e. 126% to 150%		e. Other Income Source Only		e. VA Non-Service Connected Disability Pension		e. Public Housing	
f. Non-related Adults with Children		f. Six or more		f. Unknown/not reported		f. 151% to 175%		f. Other Income Source and Non-Cash Benefits		f. Private Disability Insurance		f. Permanent Supportive Housing	
g. Multigenerational Household		g. Unknown/not reported		g. Unknown/not reported		g. 176% to 200%		g. No Income		g. Worker's Compensation		g. HUD-VASH	
h. Other		TOTAL (auto calculated)		TOTAL (auto calculated)		h. 201% to 250%		h. Non-Cash Benefits Only		h. Retirement Income from Social Security		h. Affordable Care Act Subsidy	
i. Unknown/not reported						i. 250% and over		i. Unknown/not reported		i. Pension		i. Other	
TOTAL (auto calculated)						j. Unknown/not reported		TOTAL (auto calculated)		j. Child Support		k. Unknown/not reported	
						TOTAL (auto calculated)				k. Alimony or other Spousal Support			
										l. Unemployment Insurance			
										m. ETC			
										n. Other			
										o. Unknown/not reported			

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