

**Based on 200% 2009 Federal  
Poverty Guidelines**

<b>Family Size</b>	<b>Max. Monthly Income</b>	<b>Max Annual Income</b>
1	\$ 1,805	\$ 21,660
2	2,428	29,140
3	3,052	36,620
4	3,675	44,100
5	4,298	51,580
6	4,922	59,060
7	5,545	66,540
8	6,168	74,020

**For household sizes greater than 8 add  
\$7,480 to annual income for each  
additional household member.  
(Revised effective August 2009)**

Please visit our website ([www.caastlc.org](http://www.caastlc.org)) to find out more about our agency. It contains information on our programs and services, eligibility and income guidelines, required documentation, outreach sites, directions, upcoming events, employment opportunities, and more!

If you do not have Internet access at home, stop by your local library. The internet is available to use with a valid library card or current form of identification. Library cards are easy to obtain and are free to those living and paying taxes in their library district.

**CAA**  
Community Action Agency  
of St. Louis County, inc



**FAMILY INTAKE,  
ASSESSMENT AND  
REFERRAL**



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**CAASTLC, Inc.** offers a Family Intake Assessment, Intake, and Referral Program whereby all persons seeking assistance are screened to determine eligibility and appropriate needs. This service is available free of charge to all income eligible St. Louis County residents.

### **Intake**

Intake is a component which includes:

- 1) Effective outreach to reach potential households by encouraging and mobilizing the participation of low-income persons;
- 2) Maximum dissemination of information to the public, especially the low-income population;
- 3) Access to community resources;
- 4) Determination of household eligibility; and
- 5) Obtaining basic information from the household.

### **Assessment**

Assessment is a component which encompasses the joint effort of staff and the household to determine the household's impediments, strengths and needs. This is accomplished by interviewing the head of the household in order to determine the household's immediate needs for proper program referral. The interview is conducted in a comfortable, non-threatening manner in order to identify deficiencies, barriers and other detrimental situations to the household.

### **Referral**

Referral is a component that utilizes the information gained during the intake and assessment components to provide agency and community services in order to appropriately address the household's needs. Additional information supplied by the household enables CAASTLC to match the household with available resources to help stabilize the household.

### **Requirements and Documentation:**

The head of the household:

- Must be a St. Louis County resident, excluding Wellston.
- Must provide current picture identification, such as a driver license, school ID, MO state ID, or work ID.
- Must provide social security number documentation of all household members currently living at that address over the age of one (1) year. If a household member is under the age of one (1) year, a birth certificate or birth announcement is acceptable.
- Must provide proof of residency, such as a current utility bill, lease, deed, or occupancy permit.
- Must provide proof of all household income. All documentation of income is calculated to obtain an annual and a monthly income amount.

