Non-recurring Short Term Assistance Program (NRSTA) Information

What is NRSTA?
The NRSTA Program must be used to deal with a specific crisis situation or episode of need, and must not be intended to meet on-going needs. Only needy families with children and pregnant women in their third trimester are eligible to apply for assistance. Assistance can include rent, mortgage, utilities, food, emergency housing, back to school supplies for school age children and burial assistance (if it is as a result of covid).

This funding CANNOT assist with the following:
- tax credits,
- child care,
- transportation, or
short-term education and training.

Where can I apply?
Applications can be accepted via email at elg@citci.org, faxed to 907-793-3394 or in person at 3600 San Jeronimo Drive, Anchorage AK 99508 if you do not have access to email or fax. There is a drop box outside of the building, or it can be dropped off in person on the 2nd floor.

What is the Eligibility?
Eligibility is not solely based on income. Each family is affected by COVID-19 differently so amount of assistance may vary depending on impact during the pandemic.

General Eligibility:
1. U.S. Citizen or Eligible Alien Status
2. Residency in the Municipality of Anchorage or Matanuska Susitna Valley
3. Financial Need Determination
4. Proof of a specific crisis situation or episode of need
5. Income must not exceed 250% of DHHS Poverty Guidelines for Alaska (see table)
6. Alaska Native or American Indian, or non-native head of household of Alaska Native or American Indian children.

You must notify us if you have already received COVID OR CARES grant from another agency or tribe.
It is not allowable to receive duplicate assistance.

What are the income limits?
250% of DHHS Poverty Guidelines For Alaska

<table>
<thead>
<tr>
<th>Persons in Family/Household</th>
<th>Income Limit per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (pregnant woman only)</td>
<td>$3,352</td>
</tr>
<tr>
<td>2</td>
<td>$4,535</td>
</tr>
<tr>
<td>3</td>
<td>$5,719</td>
</tr>
<tr>
<td>4</td>
<td>$6,902</td>
</tr>
<tr>
<td>5</td>
<td>$8,085</td>
</tr>
<tr>
<td>6</td>
<td>$9,268</td>
</tr>
<tr>
<td>7</td>
<td>$10,452</td>
</tr>
<tr>
<td>8</td>
<td>$11,635</td>
</tr>
</tbody>
</table>

For families with more than 8 ppl, add $1,183 for each additional person

How long will it take?
It may take up to 30 days to process your application. You will not be required to meet with a staff person, but they may call you with questions. Continue to pay your bills while waiting for a decision on your application.

What if I disagree with the decision on my application?
Any person whose application is denied or not acted upon with reasonable promptness, or whose benefits are reduced or terminated, has a right to file a grievance. Grievances must be filed in writing within 30 days of the decision. Grievances may be submitted to the CITC office via email, mailed or faxed. You may request a copy of the CITC Client Grievance Policy at the CITC office or call 793-3300.

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Checklist of documents required:

- Completed Application (attached) with all household (HH) members listed, all adults must sign application. Household is considered the financial unit.
- Certificate of Indian Blood, Tribal Enrollment, or Proof of IHS Eligibility. Required for head of household or for child if non-native head of household.
- Proof of how COVID-19 impacted HH, i.e. lay-off letter, loss of income, any other documentation that can verify situation/need. Proof must be submitted if requesting rent, mortgage, utilities.
- Proof of all income in the household for last 30 days from date stamp of application received by CITC. This includes all gross unearned and earned income.
- Copies of all bills/expenses that you are requesting to be paid.
- If requesting Back to School Supplies for school children, must provide school registration.
- If requesting burial assistance, you must provide death certificate or verification of covid-related death.
- Statement signed that applicant verifies household has not received any assistance to pay for the same expense that is requested (Applicant required to sign below form)
- W-9 (required for rent assistance and some other vendors- ask CITC staff for more information)

Print Name: _______________________________

Please provide a description of the impact of COVID-19 that is resulting in the request for assistance. Please describe the situation for the entire timeframe of assistance being requested (attach proof):
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

List any other assistance provided to household in the form of rental, emergency housing, utilities, food, internet or any other assistance during the COVID-19 Pandemic starting in March 2020 (list who and amounts received). If you leave blank you are certifying no assistance has been received:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

I certify that I am over the age of 18 and the information provided is true and accurate and by signing the form, I am under penalty of criminal prosecution if false information results in assistance for which I am not eligible.

______________________________  _____________________
Signature                               Date

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