

# Financial Readiness Program Intake Form



DATE: \_\_\_\_\_

Welcome to Fort Gordon Army Community Services. To best serve you, please provide applicable information below. **Sponsor Information**

Servicemember/ Sponsor  Government Service Civilian

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

PHONE: \_\_\_\_\_ PRIMARY EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

City State Zip Country

DOD ID NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ PEBD: \_\_\_\_\_

MARITAL STATUS:  Single  Married  Dual Military  Divorced  Separated  Single Parent  Widowed

GENDER:  Male  Female  Undisclosed or Other. Date of Marriage: \_\_\_\_\_

BRANCH:  Army  Navy  Air Force  Marines  Coast Guard  Space Force

COMPONENT:  Active Duty  Reserve  National Guard  DoD Civilian  Retiree  Other: \_\_\_\_\_

UNIT: \_\_\_\_\_

**Dependents information if applicable:**

Military Spouse  Military Child  Other: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

PHONE: \_\_\_\_\_ PRIMARY EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

City State Zip Country

DOD ID NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MARITAL STATUS:  Single  Married  Dual Military  Divorced  Separated  Single Parent  Widowed

GENDER:  Male  Female  Undisclosed or Other

**EMPLOYMENT STATUS:**

- Employed Full-time, NOT looking for work
- Employed Part-time, NOT looking for work
- Unemployed, NOT looking for work
- Employed Full-time, looking for work
- Employed Part-time, looking for work
- Unemployed, looking for work
- Self-employed

Are you currently interested in assistance with a job search?  Yes  No

**Please tell us about the rest of your family:**

**CHILDREN:**

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ Lives with SM/Sponsor:  YES  NO

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ Lives with SM/Sponsor:  YES  NO

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ Lives with SM/Sponsor:  YES  NO

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ Lives with SM/Sponsor:  YES  NO

**OTHER HOUSEHOLD MEMBERS:**

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

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What brings you into ACS today?

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Have you recently experienced, or do you anticipate experiencing, any of the following milestones in the next 6 months?

**Military Milestones**

- Newly joined the military
- Promotion
- Deployment
- PCS move
- Retirement/Leaving Active-Duty service

**Non-Military Milestones**

- Marriage
- Divorce
- Birth or adoption of a child

- Bringing in another dependent
- Graduation
- Beginning college
- Employment change
- Major purchase (car, home, boat, etc.)
- Disaster/Emergency
- Sudden financial hardship
- Injury
- Loss of a family member

**Financial Circumstances**

- |   |                                    |                                   |  |   |  |
|---|------------------------------------|-----------------------------------|--|---|--|
|   | <b><u>Strongly Disagree</u></b>    | <b><u>Disagree</u></b>            | <b><u>Neither Agree nor Disagree</u></b> | <b><u>Agree</u></b>                     | <b><u>Strongly Agree</u></b>             |
| 1. I have enough money to meet my expenses.   | <input type="checkbox"/>           | <input type="checkbox"/>          | <input type="checkbox"/>                 | <input type="checkbox"/>                | <input type="checkbox"/>                 |
|   | <b><u>No difficulty at all</u></b> | <b><u>A little difficulty</u></b> | <b><u>Some difficulty</u></b>            | <b><u>Quite a bit of difficulty</u></b> | <b><u>A great deal of difficulty</u></b> |
| 2. Amount of difficulty paying monthly bills.   | <input type="checkbox"/>           | <input type="checkbox"/>          | <input type="checkbox"/>                 | <input type="checkbox"/>                | <input type="checkbox"/>                 |
|   | <b><u>More than enough</u></b>     | <b><u>Quite a bit</u></b>         | <b><u>A little bit</u></b>               | <b><u>Not enough</u></b>                |  |
| 3. Amount of money I have left at the end of the month.   | <input type="checkbox"/>           | <input type="checkbox"/>          | <input type="checkbox"/>                 | <input type="checkbox"/>                |  |
| 4. Do you need immediate or upcoming financial aid to cover an unplanned (e.g., property damage, out-of-pocket medical care, unemployment, childcare costs, or other financial emergency) or educational expense?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                                   |  |   |  |

**Financial Goals:** \_\_\_\_\_

1. **Do you have any immediate safety concerns for yourself or your child(ren)?**  Yes  No
2. **Do you feel safe in your household?**  Yes  No
3. **Would you like to speak with a Domestic Abuse Victim Advocate?**  Yes  No
4. **Have you previously received assistance from ACS or any other military support organization?**  
Yes  No

If yes, what types of programs or services have you used? \_\_\_\_\_

**PRIVACY ACT STATEMENT**

**PRINCIPAL:** To collect data necessary to enroll DOD personnel and their family members in the Army Community Service client database.

Also used as a tool to aid in delivery of services to DOD personnel and their family members. Statistical data will be provided to Department of the Army.

**ROUTINE USES:** Used as a record of (1) services requester; (2) services delivered; and (3) actions or services agreed upon. Upon data entry, form will be filed.

**DISCLOSURE:** Disclosure of information is voluntary. Failure to provide required information may result in the inability of Army Community Service to provide appropriate professional and/or development services to the individual.

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Prior to today, which of these ACS programs had you: heard of, used, or been interested in? (check all that apply)

Heard of    Unfamiliar with    Interested in    Used

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## Army Emergency Relief (AER)

The U.S. Army's own nonprofit organization dedicated to alleviating financial distress on the force. AER provides grants and zero-interest loans to Active Duty and Retired Soldiers and their Families.

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## Army Family Action Plan (AFAP)

A platform to voice quality-of-life issues, feedback, ideas, and suggestions. It's the best way to let leadership know about what works, what doesn't, and how you think problems can be resolved.

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## Army Family Team Building (AFTB)

Training program that walks you through Army culture and knowledge, providing self-development education on military lifestyle, personal growth and resiliency, and leadership skills.

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## Army Volunteer Corps (AVC)

Designed to help you find local volunteer opportunities with organizations that benefit the Army community.

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## Exceptional Family Member Program (EFMP)

For Soldiers and their Families with special needs, takes an all-inclusive approach to coordinate military and civilian community, educational, medical, housing, and personnel services.

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## Employment Readiness Program (ERP)

Provides resources to help with your career plan and job search, providing information on employment opportunities, information on job fairs/hiring events, career counseling and other classes and seminars to improve career and job search success.

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## Family Advocacy Program (FAP)

Provides services including seminars, workshops, counseling, and intervention to help strengthen Families, enhance resiliency and relationship skills, and improve quality of life. This includes services such as Military and Family Life Counselors (MFLCs), New Parent Support Program (NPSP), Transitional Compensation (TC), and the Victim Advocacy Program.

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## FAP: Victim Advocacy Program (FAP VAP)

Victims of domestic violence have round-the-clock access to services, including emergency assistance, information, referrals, and support in accessing medical, behavioral health, legal, and law enforcement services. We can connect you with a Domestic Abuse Victim Advocate (DAVA)

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## FAP: New Parent Support Program (FAP NPSP)

Programs for expecting parents and parents with children ages 0-3: includes home visits and parenting classes. NPSP helps caregivers learn to cope with stress, isolation, deployments, reunions, and the everyday demands of parenthood.

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## FAP: Problematic Sexual Behavior in Children/Youth (FAP PSB-CY)

Evaluation and services for children and youth initiating/impacted by behaviors that involve sexual body parts in a manner that deviates from normative or typical sexual behavior and are developmentally inappropriate or potentially harmful to the individual initiating the behavior

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## FAP: Transitional Compensation (FAP TC)

The TC program is designed to provide temporary support, resources, and benefits for Family members who have experienced spouse or child abuse.

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## Financial Readiness (FRP)

Provides comprehensive education/consultation in matters of personal finances, not limited to but including managing day-to-day/month-to-month finances, debt management, credit, home buying, TSP and other investment tools.

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## Information and Referral (I&R)

Provides Soldiers and Families with timely, comprehensive information on both military and community resources that will assist in meeting basic needs and improve quality of life.

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## Mobilization, Deployment, & Stability Support Operations (MobDep)

Helps support community readiness during deployments and emergencies and helps unit Commanders with Family Readiness plans and deployment support services for Service Members and their Families.

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## Relocation Readiness Program (RRP)

Helps with counseling, sponsorship, pre-arrival information, temporary loan of basic household items, and many other services when Soldiers and their families relocate.

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## Survivor Outreach Services (SOS)

Provides long-term support to Surviving Family members of Fallen Soldiers.

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## ARMY COMMUNITY SERVICE (ACS) CUSTOMER'S RIGHTS:

**Dignity and Respect.** You have the right to be treated with consideration and compassion, and to receive quality services free of discrimination on the basis of race, color, sex/gender, ethnicity, national origin, religion, age, sexual orientation, physical and/or mental ability, rank, or military status.

**Privacy and Security.** The Privacy Act of 1974, as amended, provides safeguards for the confidentiality, integrity, and availability of Personally Identifiable Information (PII) and similar rights for other PII in electronic, written, and spoken form. ACS service providers will provide informed consent for the services received. Authorized disclosures may include the following circumstances:

- When you sign a written release of information.
- When a clear and immediate danger to you or to others exists.
- When there is known or suspected child abuse or elder abuse.
- When there is known or suspected domestic abuse not covered by restricted reporting policy.
- When ordered by a court of law.

**Access to records.** ACS uses an electronic case management system to track information on services provided. To request a copy of your record, speak with an ACS representative to determine local policy for release of information.

**Right of Self-determination.** We recognize the uniqueness of every individual and Family. Your ACS service provider will work with you to develop an Individual Service Plan tailored to meet your needs.

**Refusal of Services.** ACS services are voluntary; you may terminate services at any time unless Command directed.

**Grievances, alternative services, and referrals.** You have the right to request a different ACS service provider, and alternative options regarding resource referrals to meet the goals of your Individual Service Plan. If at any time you are dissatisfied with ACS services, please ask to see the Program Manager or ACS Director.

## ACS CUSTOMER'S RESPONSIBILITIES:

**Respect and Consideration** of other customers and ACS staff is essential.

**Adherence to your Individual Service Plan** by following through with resource referrals on a timely basis and informing your ACS service provider regarding concerns or changes in your needs.

**Voice your concerns** or disagreements with recommended interventions, referrals, or Individual Service Plan, and allow time for adjustments if required.

Arrive on time for scheduled appointments and cancel or change appointments at least two (2) working days in advance.

**Maintain accurate information and records** by reporting changes in your address or phone number and responding to calls or letters to the best of your ability.

**Provide feedback** on the quality and effectiveness of services and resource referrals.



INSTALLATION MANAGEMENT COMMAND  
[ArmyMWR.com/acs](http://ArmyMWR.com/acs)

