

How old are you?*

Are you currently in a jail or prison?*

Yes No

Are you a citizen of the United States? By choosing yes, you are confirming that you are a citizen of the United States.*

Yes No I don't know

How many people over the age of 18 live in your household?*

How many people under the age of 18 live in your household?*

Enter the total estimated income for yourself and the people living with you.* (Internal note: This question will repeat for each adult member of the household).

\$

Source

How often?

Does Person 1 have any other income?*

Yes No I don't have enough information to answer these questions

Do you have a checking account?*

Yes No

Do you have a savings account?*

Yes No

Do you have any other assets? (Internal note: This question will include explanation of assets/equity).*

Yes No

Do you expect your income to change in the near future? *

Yes No

*Indicates a required question.

How old are you? *

0-17: CL not eligible at this time

18+: Proceed to next question

Citation	Regulation
CSR	N/A
MLSA	N/A
LSC Program Letter	N/A
Other	State specific rule regarding minors' ability to contract for services.

Are you currently in a jail or prison? *

Yes No

Yes: CL not eligible at this time

No: Proceed to next question

Citation	Regulation
LSC 1637.3	MLSA may not participate in any civil litigation on behalf of a person who is incarcerated in Federal, State or local prison, whether as a plaintiff or defendant, nor may MLSA participate in administrative proceedings challenging the conditions of incarceration.
MLSA 1637.3	Same as LSC 1637.3
LSC Program Letter	N/A

Notes:

MLSA understands that under LSC guidelines, it can provide advice to individuals who are incarcerated. This question was included intentionally with the hopes that it would screen out individuals seeking assistance with issues related to their incarceration or with criminal law matters. MLSA will re-evaluate that decision based on feedback from users of the site. MLSA has chosen not to allow people who are incarcerated to use the site with the hopes that it will reduce the number of criminal law questions that may be posted.

Are you a citizen of the United States? By choosing “yes,” you are confirming that you are a citizen of the United States.

Yes No I don’t know

Yes: Proceed to next question

No: CL not eligible at this time

I don’t know: CL not eligible at this time

Citation	Regulation
LSC 1626.3	Recipients may not provide legal assistance for or on behalf of an ineligible alien. For purposes of this part, legal assistance does not include normal intake and referral services.
MLSA 1626.3	Same as LSC
CSR 5.5	For cases involving Counsel and Advice or Limited Action (CSR Closure Categories A and B) provided exclusively over the telephone, the documentation of eligibility shall include a written notation or computer entry which reflects the client’s oral response to the program’s inquiry as to whether the client is a U.S. citizen or an eligible alien.
LSC Program Letter 16-2	“Grantees can use any process as long as it requires an affirmative step by the individual “signing” the document.

Notes:

At the end of the account creation, the user must confirm their answers. At that point, MLSA will include the language suggested in LSC’s Program Letter 16-2 and will ask that the user confirm their understanding that selecting “yes” in response to the citizenship question represents a legally binding signature.

How do we comply with the requirement in LSC’s Program Letter 16-2 that states that, “The e-signature process should include accommodations for disabilities. These could include immediate access to a live person or alternate technology.

How many people over the age of 18 live in your household?*

How many people under the age of 18 live in your household?*

Enter the estimated income for yourself and the people living with you. If you do not have any income, enter zero and select "no income" from the drop down menu.*

Person 1:

\$.00

Source (drop down)

- Job
- Disability (not Social Security)
- No Income
- Child Support
- Supplemental Security Income (SSI)
- TANF
- General Assistance
- Other
- Rental Income
- Self Employment
- Pension/Retirement
- SSI Retirement
- Tribal Allotment
- Trust, Dividends, Annuities
- Social Security Disability
- Investment Income
- Unemployment Compensation

How often? (drop down)

- Weekly
- Every two weeks
- Twice a Month
- Monthly

Does Person 1 have any other income?*

Yes No I don't have enough information to answer these questions

Yes: Repeat income, source, and frequency questions

No: Proceed to next question.

If client doesn't have enough information: CL not eligible at this time.

*****NOTE: THESE VALUES CANNOT AUTOFILL PER CSR 5.3*****

(Repeat for all adult members of the household)

If total meets eligibility requirements: proceed to next question.

If total does not meet eligibility requirements: CL not eligible at this time.

Citation	Regulation
CSR 5.3	At a minimum, for each case reported to LSC, programs shall record the number of members in the applicant's household and the total income received by all members of the applicant's household.
MLSA 401.4	MLSA shall determine the current total annual income before taxes of all persons who are resident members of and contribute to the support of an applicant's household for the purposes of obtaining legal assistance.
LSC Program Letter 1(b)	...systems must elicit information regarding household (1) size, (2) composition, (3) income, and (4) assets that is sufficient to make a financial-eligibility determination.

Notes:

Site has to be able to match income box with the number of adults in the home.

MLSA excluded the question of whether the client receives TANF or SNAP to simplify the process for the client and to reduce the level of complexity of the site despite the allowances made in CSR 5.4.

Do you have a checking account?*

Yes No

Yes

How much is in it right now?

\$.00

No: proceed to next question

Do you have a savings account?*

Yes No

Yes

How much is in it right now?

\$.00

No: proceed to next question

Do you have any other assets? You do not need to count the house you live in or your primary vehicle. Assets are the things that you can sell to make money like a retirement account or a snowmobile. If you do have other assets, we need you to tell us the value of those assets. When you are filling in the value, remember that if you are not authorized to sell the asset or do not have access to it, you do not need to count it. If you own something like a second home or a second car, you need to tell us the value. Remember, the home or car value is whatever you paid for it minus how much you owe.*

Yes No I don't know

Yes

What is the asset?

Home

Car

Retirement Account/Pension

Other

What is the value?

\$.00

No: proceed to next question

I don't know: CL not eligible at this time

*****NOTE: THESE VALUES CANNOT AUTOFILL PER CSR 5.3*****

Citation	Regulation
CSR 5.4	At a minimum, for each case reported to LSC, programs shall document the total value of assets held by all members of the applicant's household (except for categories of assets such as principal residence, work tools, or a vehicle needed for transportation excluded from consideration pursuant to recipient Board guidelines adopted under 45 CFR 1611.3(d)). Programs' intake procedures must include sufficient questions of the applicant to determine the total amount of non-excluded household assets and the program must be able to provide reasonable evidence that staff practice follows these procedures. Programs shall use the equity value of a non-excluded asset as opposed to its fair-market value in calculating asset eligibility. A total value of the applicant's non-excluded household assets must be recorded, even if it is below the program's guidelines or zero."

Do you expect your income to change in the near future?

Yes No

Yes: Proceed to next question

No: CL not eligible at this time

Citation	Regulation
CFR 1611.7(a)(1)	In making financial eligibility determinations regarding individual applicants, a recipient shall make reasonable inquiry regarding sources of the applicant's income, income prospects, and assets.