

# Semcac Car Repair Pre-Application Packet & Instructions

## Semcac Staff Only

Date Received \_\_\_\_\_ Staff \_\_\_\_\_ Date Reviewed \_\_\_\_\_ Staff \_\_\_\_\_  
Date Called Client \_\_\_\_\_ Staff \_\_\_\_\_ Appointment Scheduled Date \_\_\_\_\_ Time \_\_\_\_\_  
Staff \_\_\_\_\_  
Additional Requested Information:

**Filling out this application does not guarantee assistance.**

**Pre-Applications and all necessary documentation will be valid for two weeks.**

### **Pre-Application Instructions:**

1. Complete Semcac Car Repair Pre-Application (You must include information on ALL household members and include all children's ages). **You must have a child 18 or younger in the home. (The 18 year old child must still be going to school.)**
2. **When all forms are completed please fax or drop your Pre-application off along with ALL REQUIRED VERIFICATIONS (listed below) to your local Semcac Field Office.**
3. A Case Manager will review your Pre-application and notify you of a decision via phone, e-mail, mail, or in person.
4. Once approval is determined, you will schedule an appointment with the Semcac Case Manager to complete your intake and voucher for the vendor. **Work on the vehicle cannot begin until after you have had this appointment.\*\***
5. Our program fund balances change daily, therefore assistance is not guaranteed until all program forms have been completed, required verifications are in, and you have met with a case manager.

### Car Repair Required Verification Checklist of necessary documents:

**\*\*\*Applications will not be accepted if they are not complete.**

- \_\_\_\_\_ One month of income verification
- \_\_\_\_\_ Estimate for necessary repair(s). You will need to provide two if you choose to get an estimate elsewhere. Estimates must be documented on the mechanics' letterhead.
- \_\_\_\_\_ Valid driver license
- \_\_\_\_\_ Valid car insurance

**\*\*Semcac will not pay for sales tax or for work completed on a vehicle prior to completion of the intake and payment voucher for the chosen repair shop. Payment will be limited to the amount of what is noted on the voucher. Excess charges are the responsibility of the client. Semcac will not pay for any towing charges incurred.**

Please call your local Semcac Field Service Staff with any questions.

Dodge Semcac office  
105 S Mantorville Ave  
P.O. Box 36  
Kasson, MN 55944  
Phone: (507) 634-4350  
Fax: (507) 634-4351  
Office hours: Mon-Thurs. 8:30am-4:00pm

Steele Semcac office  
545 Dunnell Drive  
Owatonna, MN 55060  
Phone: (507) 451-7134  
Fax: (507) 451-7210  
Office hours: Mon- Thurs. 8:30am-4:00pm

# Semcac Car Repair Assessment

Date \_\_\_\_\_

**Household Information:**

Household Composition: \_\_\_\_\_ Adults \_\_\_\_\_ Children

Client Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Please fill out the chart below completely, if there are more members in your household that do not fit on the chart below, please attach another sheet of paper to your application with the additional household members information. If all information is not provided your application will be denied.

Adult/Childs Name	Relation to Head of Household	DOB	Age
	<b>SELF</b>		

How many in the household have income? \_\_\_\_\_ (Please fill out the chart below)

Name	Gross Monthly Income	Pay Rate Per Hour

**Pre-application and all necessary documents are valid for 2 weeks.**

Estimates must be done on letterhead from the repair shop and must include the name of the person completing the application.

Semcac will not pay for sales tax, work completed on a vehicle prior to completion of the intake and a voucher for the chosen repair shop, or towing costs.

If you choose a repair shop not included on this list, you **MUST** get matching estimates from two repair shops. The repair shop with the lesser of the two amounts will be the repair shop approved.

Any excess charges are the responsibility of the client.

Approved Repair shops for Steele County:

Repair Shop	Phone Number:	Address:
Owatonna Auto Clinic	507-414-2886	902 Hoffman Dr NW / Owatonna
Tim's Auto Service	507-455-9050	123 E Front St / Owatonna

Approved Repair shops for Dodge County:

Repair Shop	Phone Number:	Address:
Kasson Car Care	507-634-2277	508 1 <sup>st</sup> Ave SW / Kasson
Lowells Auto Sales	507-374-2651	12 Highway St E / Dodge Center

Approved Repair shops for Waseca County:

Repair Shop	Phone Number:	Address:
George's Cars	507-835-4500	1381 S State St / Waseca
Tesch's Auto Service	507-835-4610	321 W Elm Ave / Waseca



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204 South Elm, PO Box 549, Rushford, MN 55971-0549  
 Phone: 507-864-7741 Fax: 507-864-2440  
 Visit: [www.semcac.org](http://www.semcac.org) Email: [semcac@semcac.org](mailto:semcac@semcac.org)

**RELEASE OF INFORMATION**

Today's Date: \_\_\_\_\_

I, \_\_\_\_\_  
 (First Name) (Middle Name) (Last Name)

\_\_\_\_\_  
 (Address) (City) (State) (Zip)

Do hereby authorize Semcac to obtain and release information from the following agencies and/or individuals on

my behalf \_\_\_\_\_ or  my minor child: \_\_\_\_\_  
 (Print Name) (Print Name)

From the individual or agency listed below:

\_\_\_\_\_

- Send/Share       Obtain From       Talk/Exchange With

Information to be shared:

- \_\_\_\_\_ Purpose \_\_\_\_\_  
 \_\_\_\_\_ Purpose \_\_\_\_\_  
 \_\_\_\_\_ Purpose \_\_\_\_\_

I understand that my records are protected under State and Federal law and cannot be shared without my written permission unless otherwise provided for in the regulations. I also understand that I do not have to agree to release this information and understand that I will not be denied assistance for refusing to agree to release the information, but it may affect how much the agency can help me.

I understand that I may cancel this permission at any time; however, this will not affect information released before I withdrew my consent. I also understand that this permission expires in one year from the date signed.

I understand that information disclosed to and received from the persons and organizations named above will only be shared with organization staff that needs information to provide me services.

Any release of private information is not allowed except as authorized above. (MN Statutes 13.05)

\_\_\_\_\_  
 (Participant Signature) (Date)

\_\_\_\_\_  
 (Semcac Staff) (Date)

Dodge County 634-4350    Fillmore County 765-2761    Freeborn County 373-1329    Houston County 725-3677    Mower County 433-5889    Steele County 451-7134    Winona County 452-8396

With additional programs in Goodhue, Olmsted, Rice and Wabasha Counties  
 Please remember Semcac programs in your financial and estate planning. Your legacy is a gift to the future.

An Equal Opportunity Employer