

Semcac Freeborn 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).
2. *When all forms are completed, please return ALL REQUIRED VERIFICATIONS (listed below) to your local Semcac Field Office. Applications can be dropped off or emailed. A release of information is required for the repair shop the estimate is from.*
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 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. 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.*

**Preferred Auto shop
Sanderson Auto repair
131 w College Street, Albert Lea MN 56007
P: 507-377-3320**

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

Freeborn Semcac office
204 w Clark Street
Albert Lea MN 56007
P: 507-373-1329 ext. 1 or 2
Hours 9:00am- 3:00pm

Semcac Car Repair Assessment

Date: _____

Household Information:

Household Composition: _____ Adults _____ Children

Client Name: _____ 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 not all information is provided your application will be denied.

Adult/Childs Name	Relation to Head of Household	DOB
	SELF	

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.

Any excess charges are the responsibility of the client.