

## Non-Discrimination Policy

The **Yellowstone Country Assistance Network of Park County, Wyoming**, a Wyoming Non-Profit Corporation, is committed to providing quality services to you, and this policy outlines our ongoing obligations to you regarding our Non-Discrimination Policy.

### **Relevant Laws & State CSP Policies**

The Yellowstone Country Assistance Network of Park County, Wyoming, adheres to relevant laws and state Community Services Program policies regarding non-discrimination.

### **Section 678F(c)(1) of the CSBG Act, 42 U.S.C. § 9918(c)(1)**

*No person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under this subtitle. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity.*

### **Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d**

*No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

### **45 C.F.R. § 1050.3(e)**

*A religious organization that receives funds under an applicable program, shall not, in providing program services or benefits, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or a religious belief.*

### **CSP Discrimination Policy**

*Title IV of the Federal Civil Rights Act of 1964 [42 U.S.C. 2000d], Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12132), and all regulations related to these Acts address non-discrimination in service delivery to clients. Therefore, Yellowstone Country Assistance Network of Park County, Wyoming and our contractor(s) must ensure that no one, based on race, color, sex, national origin, or handicap, is excluded from participation in, denied the benefits of, or subjected to discrimination under any service or activity the federal government provides funding.*

## Eligibility Determinations

Our commitment is to administer programs and services that reduce barriers to low-income and assist you on your journey to becoming economically stable. To assist you, we are required to obtain information about your household. Our grantors require personal demographic data to qualify you for their funding, and some of our grants come from federal funding, with federal regulations. One of the federal requirements is that Yellowstone Country Assistance Network of Park County, Wyoming must verify income documentation for everyone age 18 and older listed on an application, even if the income is zero. We follow relevant laws and Wyoming Community Services policies to determine financial eligibility which is not to exceed 125% percent of the official poverty level for Community Services Block Grant Services.

## Relevant Laws & State CSP Policies

**Section 673(2) of the CSBG Act, 42 U.S.C. § 9902(2) provides that:**

*The term 'poverty line' means the official poverty line defined by the Office of Management and Budget based on the most recent data available from the Bureau of the Census. The Secretary shall revise annually (or at any shorter interval the Secretary determines to be feasible and desirable) the poverty line, which shall be used as a criterion of eligibility in the community services block grant program established under this subtitle. The required revision shall be accomplished by multiplying the official poverty line by the percentage change in the Consumer Price Index for All Urban Consumers during the annual or other interval immediately preceding the time at which the revision is made. Whenever a State determines that it serves the objectives of the block grant program established under this subtitle, the State may revise the poverty line to not to exceed 125 percent of the official poverty line otherwise applicable under this paragraph.*

## Community Services Block Grant Eligible Entities CSBG Policy #1: Financial Eligibility and Verification

*Anyone receiving services supported by CSBG funds must not have an income that exceeds 125% of the Federal Poverty Level, and there must be documented proof of income for the past 30 days.*

*Yellowstone Country Assistance Network of Park County, Wyoming, should verify income when the initial application for CSBG services. The verification must indicate the client's income and source(s) of income at the time of application and review, the signature of the caseworker, the date Yellowstone Country Assistance Network of Park County, Wyoming verified the income, and acknowledgment that the client is at or below 125% poverty. In addition, short-term clients whose cases are closed and then reopened again for CSBG services at a later date must have their income verified at the time of reapplication.*

*Proof of income documentation must be in the file of each person served through CSBG funding. Applicants must also upload this documentation into the state-supported CSBG database to allow for desk monitoring by the county grantee and the State's Community Services Program manager.*

## YCAN Flexibilities

The Yellowstone Country Assistance Network of Park County, Wyoming, offers enhanced flexibilities to eliminate common obstacles to accessing our services.

- Although we are required to ask each applicant individuals and family characteristic information such as ethnicity, race, sex, and disability. Applicants can answer **“Unknown/Not Applicable”** to those questions on the application. We are required to ask, but they are statistical characteristics for reporting purposes, and are not part of our eligibility determination process.
- Applicants who do not have identification for themselves or family members at the time of application may apply for assistance obtaining identification documentation. We do not want identification to be a barrier to seeking services.
- Neither the CSBG Act nor the Wyoming Community Services Program and its program guidance, policies, and procedures requires proof of residency/legal status as an eligibility requirement to receive services *"non-citizens, regardless of their alien status, should not be banned from CSBG programs based solely on their alien status unless another statute authorizes the exclusion."*
- The application and intake process for our Self-Sufficiency program is done with a community partner case manager to ensure applicants have the assistance and resources they need to apply.
- For our Disaster Response and COVID-19 programs, we offer a contactless secure application that Park and Hot Springs County eligible residents can complete on a smartphone, applicants can request a print application by mail, or send us their required documentation, and we will make an appointment to complete application over the phone/online meeting.

## Policy Updates

The Yellowstone Country Assistance Network of Park County, Wyoming, reserves the right at any time, for any reason, to amend this Privacy Policy. This policy is available on our website <https://ycanhelp.org/policies/>.

## Non-Discrimination Policy Complaints and Enquiries

If you have any queries or complaints about our Non-Discrimination Policy, please contact us in writing.

### Yellowstone Country Assistance Network

PO Box 600 Basin, Wyoming 82410

Complaint Form: <https://hipaa.iotform.com/201765545598165>

Email: [office@ycanhelp.org](mailto:office@ycanhelp.org)