

**Keys to Progress Electronic Signature**

We are working on updating the COVID-19 Emergency RPS that are attached.  In the meantime, we want to provide the language below to reflect accurate language for Keys to Progress.  This is the language that you should send participants so that they can electronically sign the application.

The staff email to the participant must include the following verbiage:

*[Name of Applicant]* – Please reply to this email after reviewing the information below with “I Agree” if you do agree and wish to be enrolled in the program services we discussed.  Thank you.

This email from my personal email account is my certification that the information I provided to staff and through the application process is true to the best of my knowledge as of the application date. I understand this information may be reviewed and verified.

If requested later, I agree to provide documentation to confirm the information being used to determine my eligibility. I understand that providing false or inaccurate information could lead to removal from the program and deem me liable for all costs expended on my behalf. I further understand that if I am found ineligible after enrollment I will not be allowed to continue in the program and may be held responsible for the cost of the services I received.

By approving this application via email, I further acknowledge that I have not received more than 24 months of any ESG Rapid Rehousing services in the last three years and I have received and reviewed the provider grievance procedure.

I further understand that in order to provide me with the best service and support possible, partners within the WorkSource system may exchange information about my participation in program services. By approving this application via email, I give my consent to the sharing of this information between WorkSource partners.