Link to paper forms:

<https://www.yourtexasbenefits.com/Learn/GetPaperForm>

Link to texas benefits website:

<https://www.yourtexasbenefits.com/Learn/Home>

Link to voter registration forms:

<https://www.harrisvotes.com/Voter/Registration>

Link to apply for unemployment benefits (esp):

<https://www.twc.texas.gov/services/apply-benefits#howToApply>

**Lesson Plan: Teaching Online Form Filling**

**Objective:**

To empower students with the necessary computer literacy skills to fill out forms online, and to provide them with links to useful online forms for benefits and services.

**Duration:**

2 hours

**Materials:**

* Computers with internet access for each student
* Projector and screen (for demonstrations)
* Handouts with website links and instructions

**Preparation:**

* Ensure that the computers are set up and connected to the internet.
* Prepare handouts with the list of online forms and instructions in Spanish.
* Familiarize yourself with the selected online forms and the websites.

**Lesson Outline:**

**I. Introduction (15 minutes)**

* Welcome and introductions.
* Help students log into their Gmail accounts on the computer
* Fix any issues with Chromebooks (updates, etc)
* Discuss the relevance of online forms for accessing benefits and services.

**II. Introduction to Online Forms (15 minutes)**

* Explain what online forms are and why they are used.
* Discuss the advantages of online forms, such as convenience and speed.
* Discuss when it may be more appropriate to print and fill out a physical form

**III. Online Form Filling, searching the internet (30 minutes)**

**Example form:**

Demonstrate the step-by-step process of filling out an online form:

* Choosing Google Chrome.
* Learning how to search for various things, how to use “keywords” to research, how to stay safe
* Choosing search terms
* Navigating to a form's website.
* Reading and understanding the form's instructions.
* Say you can either print or do it on the computer
* Have them download, upload to google drive
* Then, have them open with lumin pdf
* Then walk them through how to fill it out
* Then, have them download it and show them how to find it
* Open the printer up for use
* Give them time to research themselves, give them the resources
* Completing the form fields.
* Uploading any documents.
* Submitting the form.
* Invite students to practice these steps on their own computers, filling out a simple practice form.

**V. List of Useful Online Forms (15 minutes):**

Distribute handouts with a list of links to useful online forms for benefits and services, such as:

* Social Security Benefits: <https://www.ssa.gov/apply>
* Housing Assistance: <https://hha.myhousing.com/Registration>
* Unemployment Benefits: <https://apps.twc.texas.gov/UBS/security/logon.do>
* Texas Benefits Program (SNAP, healthcare, other food benefits): <https://www.yourtexasbenefits.com/Learn/Home>
* Immigration Case Status Search: <https://egov.uscis.gov>

(includes SNAP, medicare, Medicaid)

Explain the purpose of each form and offer a brief overview.

**VI. Hands-On Practice (45 minutes)**

* Encourage students to choose a form from the list and try to fill it out online with guidance and support.
* Be available to answer questions and provide assistance as needed.

**VII. Q&A, Conclusion, Individual Work Time (45 minutes)**

* Open the floor for questions and clarifications.
* Recap the key points of the lesson.
* Provide contact information for further assistance or questions.
* Additional Tips
* Be patient and understanding, as learners may have varying levels of computer experience.
* Encourage students to practice filling out forms on their own time and offer assistance when necessary.
* Emphasize the importance of maintaining the security of personal information online.
* Allow students the opportunity to use the computers to complete any personal work / previous project such as a work flyer, and to print whatever they’d like.