MARYLAND DEPARTMENT OF HUMAN SERVICES

Maryland Department of Human Services
Family Investment Administration
Application for Assistance

Date Received (Agency use only)

Your Name (Last, First, Middle)	Home Telephone	Work Telephone

Where do you live? (Number and Street)	Apt. #	City	State	Zip Code

Mailing Address (If different from home)	Cell Telephone

What language do you speak? □ English □ Spanish □ Other _____
If you do not speak English and need free translation services, call your case manager or call 1-800-332-6347.
What type of assistance do you need now? (Check all that you need)
□ Cash Assistance □ Child Care Services □ Supplemental Nutrition Assistance Program (SNAP)
□ Medical Assistance - Do you have any unpaid medical bills from the past 3 months? □ Yes □ No
Do you have any of these problems?
□ Utility shut off □ Eviction or foreclosure □ No place to stay □ No heat □ No food □ Cannot afford child care □ other:_____
Are you or anyone in your household pregnant? □ Yes □ No If yes, who?_____ Due Date_____
Are you or anyone in your household disabled? □ Yes □ No If yes, who? _____ Disability? _____

What type of assistance do you or any household members receive now or in the past? (Check Now if you are currently receiving this assistance)		**Under what name?**
Now □	1.	1.
Now □	2.	2.
Now □	3.	3.

If you are applying for the Supplemental Nutrition Assistance Program (SNAP) you can complete all of the form and give it to us now. You may also fill in your name, address, sign this page and give the page to us. You can then finish the rest of the application at home and bring or mail it back to the office.
Your SNAP benefit is based on the date you sign this application and give it to the Department of Social Services.
You may get SNAP benefits right away if you meet one of the following conditions:

- Your household's monthly rent or mortgage and utilities are more than your household's income and resources.
- Your household's gross monthly income is less than $150, and your resources, such as bank accounts, are $100 or less.
- Your household is a migrant or seasonal farm worker household.

If you qualify to get SNAP benefits right away, you will receive them within 7 days from the date you sign the form; however, you may not get expedited Supplemental Nutrition Assistance Program benefits, if eligible, until we get a completed application form and interview you.

YOUR SIGNATURE	**DATE**

Go to page 2 →

FOR AGENCY USE ONLY

LDSS Office	Programs applied for or receiving	AU ID #s
Case Manager's Name		
Application/Redetermination Date		MA #s

EXPEDITED SERVICE FOR SNAP BENEFITS (CUSTOMERS SHOULD NOT WRITE IN THIS AREA FOR AGENCY USE ONLY)

Applicants who meet the standards below are eligible to receive SNAP benefits within 7 days. The customer must be interviewed, either in person or by telephone, in order to determine eligibility for expedited service. The application must be complete, signed, and identity verified before expedited benefits can be issued.

1. Is the total household income this month, before deductions, less than $150 AND household cash/savings $100 or less? □ **Yes** □ **No**
   Estimated self-reported income for this month = $_____ Household's monthly rent or mortgage amount = $_____
   Household cash and savings for all members = $_____ Appropriate utility standard (SUA, LUA or actual) = $_____
   A. Total income and liquid resources = $_____ **B. Total shelter costs** = $_____
2. Is the total amount for **B. (Total shelter costs)** greater than the total for **A. (Total income and liquid resources)**? □ **Yes** □ **No**
3. Are the household members destitute migrant or seasonal farm workers whose cash and savings are $100 or less? □ **Yes** □ **No**
   If the answer to any of the above questions is yes, this household is potentially eligible for Expedited SNAP.
4. If there is another reason why this household should NOT be expedited, list it here: _____

I certify that I screened this applicant for expedited Supplemental Nutrition Assistance Program (SNAP) benefits and determined that the household □ **was**
□ **was not** eligible for expedited issuance at this time.

Signature of Case Manager	**Date**

A. HOUSEHOLD MEMBERS

Fill in the blanks for everyone that lives with you. List your own name first. Social Security number and Citizenship are optional for members not applying for benefits. Use the codes below to complete the Citizenship, Race and Ethnicity columns. Enter each code that applies, using at least one code for each person.

Ethnicity Codes: 1= Hispanic or Latino, 2=Not Hispanic/Latino

Race Codes: you can choose one or more race code - 1=American Indian/Alaskan Native, 2=Asian, 3=Black/African American, 4=Native Hawaiian/Pacific Islander, 5=White

Citizenship/Immigration Code: 1=United States Citizen, 2=Permanent Resident, 3=Asylee, 4=Alien granted conditional entry, 5=Parolee 1 year or more, 6=Alien whose deportation is withheld, 7=Refugee, 8=Battered alien spouse, child, or parent of child(ren)

Note: You do not have to give information about your race or ethnicity. If you do, it will help show how we obey the Federal Civil Rights Law. We will not use this information to decide if you are eligible. If you do not give us your race, it will not affect your application. The case manager will enter a race code for statistical purposes only. Title VI of the Civil Rights Act of 1964 allows us to ask for this information.

Only Answer the questions **below for each person who↓ wants benefits ↓**

APPLYING FOR (Yes or No)	NAME (Last, First, Middle)	How are they related to you?	DATE OF BIRTH	SEX	ETHNICITY	RACE	IN SCHOOL (Yes or No)	LAST GRADE COMPLETED	U.S. CITIZEN (Yes or No)	SOCIAL SECURITY NUMBER
Yes		Self			N/A	N/A	No		N/A	
Yes					N/A	N/A	No		N/A	
Yes					N/A	N/A	No		N/A	
Yes					N/A	N/A	No		N/A	
Yes					N/A	N/A	No		N/A	
Yes					N/A	N/A	No		N/A	
Yes					N/A	N/A	No		N/A	
Yes					N/A	N/A	No		N/A	

Are any of the household members a roomer or boarder? □ Yes □ No If yes, who? _____

B. CITIZENSHIP/ IMMIGRATION STATUS

If anyone for whom you are applying is not a United States citizen, fill in this section. ONLY ANSWER THESE QUESTIONS FOR EACH PERSON WHO WANTS BENEFITS. **If you are not eligible for other kinds of Medical Assistance and you are applying only for Emergency Medicaid, you do not have to fill-in this section**.

Household member	INS Status	Sponsored Immigrant? □ Yes □ No	Country of origin
	US Entry date:	INS Number:	
Household member	INS Status	Sponsored Immigrant? □ Yes □ No	Country of origin
	US Entry date:	INS Number:	
Household member	INS Status	Sponsored Immigrant? □ Yes □ No	Country of origin
	US Entry date:	INS Number:	
Household member	INS Status	Sponsored Immigrant? □ Yes □ No	Country of origin
	US Entry date:	INS Number:	
Household member	INS Status	Sponsored Immigrant? □ Yes □ No	Country of origin
	US Entry date:	INS Number:	

C. AUTHORIZED REPRESENTATIVE:

You may choose a person to apply for you. You may also choose a person to get your benefits through your Independence Card. This person can use your benefits the same way you do. If you choose someone to help you, give us the following information about the person and check what you want this person to do.

Name (Last, First , Middle)	Relationship	Telephone Number	
Number, Street	City	State	Zip Code

Check what you want the representative to do:

□ Complete interview for you □ Use your Independence Card (cash) □ Receive your notices
□ Sign your application □ Use your SNAP benefits □ Receive your Medical Assistance card

D. STUDENTS

Are any household members between ages 18-50 attending a school for higher education (college, vocational or technical school)?

□ Yes □ No Name of student _____

School_____

Is the student employed? □ Yes □ No

Is the student getting educational grants, scholarships, or loans? □ Yes □ No Amount $_____

Amount of tuition $_____ Books $_____ Fees $_____ Transportation $_____

E. RESOURCES/ASSETS

Does anyone in your household have any resources or assets such as a checking or savings account, stocks, bonds, cash on hand, property other than where you live, prepaid burial plan, trust fund, IRA or KEOGH account? □ Yes □ No I f yes, list below:

NAME OF OWNER (Specify if self-employed)	TYPE OF RESOURCE/ASSET	BALANCE/VALUE	LOCATION (Name of Bank, at home, etc.)

F. TRANSFER OF ASSETS

Has anyone in your household sold, traded or given away any property, stocks, bonds, cash or other assets in the past 36 months (60 months if a trust is involved)?

Former Owner	Transfer Date	Who Received the Asset?	Type of asset

Fair Market Value $	Amount Received $	Reason for Transfer

G. EARNED INCOME

Does anyone in your household receive any income from employment? □ Yes □ No If yes, list all gross income **before deductions** (such as full or part-time employment, self-employment, baby-sitting, odd jobs, day work, roomer/boarder payments, etc.).

NAME	NAME OF EMPLOYER (INCLUDE ADDRESS AND PHONE NUMBER)	RATE OF PAY	NUMBER OF HOURS WORKED	AMOUNT PER PAY PERIOD	HOW OFTEN RECEIVED

H. DEPENDENT CARE

If anyone in your household pays someone to care for a child or disabled adult, fill in this section:

Name of Care Provider	Telephone	Name of Care Provider	Telephone
Number Street		Number Street	
City State Zip code		City State Zip code	
Household Member Receiving Care	Under 2 years old? □ Yes □ No	Household Member Receiving Care	Under 2 years old? □ Yes □ No
Who Pays?	Cost $	Who Pays?	Cost $
Household Member Receiving Care	Under 2 years old? □ Yes □ No	Household Member Receiving Care	Under 2 years old? □ Yes □ No
Who Pays?	Cost $	Who Pays?	Cost $

I. CHILD SUPPORT/ALIMONY EXPENSE

Does any household member pay court ordered child support to a **NON-HOUSEHOLD** member? □ Yes □ No
If yes, who (includes current payments, arrearages, health insurance)?

DEPENDENT'S NAME, ADDRESS AND PHONE NUMBER	AMOUNT PAID	PERSON OR AGENCY PAID	HOW OFTEN PAID

J. OTHER INCOME AND BENEFITS

If anyone in your household receives, applied for or was denied any benefit listed below, place a check in the box next to the benefit.

□ Alimony □ Child Support □ Social Security □ SSI
□ Railroad Retirement □ Veteran's Pension/Benefit □ Unemployment Benefits □ Education Grants or Loans
□ Worker's Compensation □ Pension or Retirement □ Union Benefits □ Disability, Sick or Maternity Benefits
□ Military Allotment □ Money from Rental Income □ Black Lung Benefits □ Money from Friends or Relatives
□ Lump Sum Cash Amounts □ Civil Service Annuity □ Temporary Cash Assistance □ TDAP
□ Gambling or Lottery Winnings □ Interest Dividends from Stocks, Bonds, Savings or Other Investments □ Social Security Disability
□ Other _____

Do you agree to apply for all benefits you may be entitled to receive? □ Yes □ No

If you checked yes to receiving, applying for or being denied any benefits, fill in below:

HOUSEHOLD MEMBER	TYPE OF BENEFIT	Applied		CLAIM NUMBER	Received		Amount
		yes □	no □		yes □	no □	
		yes □	no □		yes □	no □	
		yes □	no □		yes □	no □	
		yes □	no □		yes □	no □	
		yes □	no □		yes □	no □	

K. SHELTER COSTS Complete if you are applying for Supplemental Nutritional Assistance Program Benefits

Is anyone in your household paying for any of the following? Check all those paid and answer the questions.

√	Expenses	Amount	How Often?	Who Pays?	√	Expenses	Amount	How Often?	Who Pays?
	Rent					Water			
	Mortgage					Sewer			
	Electric					Garbage			
	Gas					Wood/Coal			
	Oil					Property Tax			
	Coop/Condo / Assoc. fees					Homeowner's insurance			
	Telephone					Other			

Do you live in: □ Public Housing □ Section 8 Housing □ FMHA 515 Housing □ Private Housing

Is heat included in your rent? □ Yes □ No Do you pay an electric bill for lights or cooking? □ Yes □ No

If heat is not included in the rent, what is your source of heat? _____

Do you pay for air conditioning? □ Yes □ No

Does someone help you with your utility costs? □ Yes □ No If yes, who ? _____

Are you sharing any of the shelter costs listed above? □ Yes □ No If yes, with whom? _____

Your share? _____

Have you received Energy Assistance at your current address within the past 12 months? □ Yes □ No

L. MEDICAL EXPENSES Complete Appropriate Section if Applying for Medical Assistance or SNAP Benefits

Medical Assistance – Do you or any household members pay medical expenses? □ Yes □ No

SNAP Benefits – Do you or any household members pay medical expenses for any person age 60 or over, or any person receiving disability benefits? □ Yes □ No List the monthly medical costs you pay below.

DISCUSS THESE EXPENSES WITH YOUR CASE MANAGER.

□ Health/Medicare Insurance	$_____	□ Medical/Dental Insurance	$_____	Others _____
□ Dentures/Glasses/Hearing Aids	$_____	□ Transportation Costs	$_____	_____
□ Hospital	$_____	□ Nursing	$_____	_____
□ Attendant Care	$_____	□ Pharmacy Expense	$_____	_____

M. HOUSEHOLD'S DECLARATION INQUIRY Complete if you are applying for Temporary Cash Assistance or Supplemental Nutritional Assistance Program

1. Has anyone in your household been convicted of:

a. A drug kingpin felony on or after August 22, 1996?

(Drug kingpin-An organizer, supervisor, financier, or manager who acts as a co-conspirator in a conspiracy to manufacture, distribute, dispense, transport in, or bring into the State a controlled dangerous substance).

□ YES □ NO If yes, who? _____

b. A volume dealer drug felony on or after August 22,1996?

(Volume dealer - An individual, who manufactures, distributes, dispenses or possesses certain quantities of a controlled dangerous substance).

□ YES □ NO If yes, who? _____

2. Has anyone in your household been convicted after February 7, 2014 of aggravated sexual abuse, murder, sexual exploitation and other abuse of children, sexual assault as defined in the Violence Against Women Act of 1994, or a similar state law, **and** is also not in compliance with the terms of their sentence?

□ YES □ NO If yes, who?_____

3. Is anyone in your household currently violating parole or probation or fleeing from the police or the courts?

□ YES □ NO If yes, who? _____

4. Has anyone in your household been convicted since August 22, 1996 in a federal or state court for not telling the truth about where they lived or their identity in order to receive food supplement benefits or cash assistance from more than one place in the same month?

□ YES □ NO If yes, who? _____

5. Has a court convicted any member of your household for trading or trafficking SNAP benefits of $500 or more?

□ YES □ NO If yes, who? _____

6. Is anyone in your household receiving benefits under another identity or as a member of another household or in another State?

□ YES □ NO If yes, who? _____

N. MEDICAL INSURANCE Complete if you are applying for Medical Assistance or Temporary Cash Assistance

1. Has anyone applying dropped health insurance coverage in the past six months? □ YES □ NO
2. Does anyone applying have any health insurance? □ YES □ NO If you answered yes to question 2, fill in the section below.

HEALTH INSURANCE POLICY NUMBER 1

POLICY HOLDER NAME	POLICY NUMBER	GROUP NUMBER

HOUSEHOLD MEMBER(S) COVERED BY POLICY	RELATIONSHIP OF MEMBER TO POLICY HOLDER	HOUSEHOLD MEMBER(S) COVERED BY POLICY	RELATIONSHIP OF MEMBER TO POLICY HOLDER

POLICY HOLDER ADDRESS

Number	Street	City	State	Zip Code	Telephone

INSURANCE COMPANY/UNION

Insurance Company Name

Number	Street	City	State	Zip Code	Telephone

HEALTH INSURANCE POLICY NUMBER 2

POLICY HOLDER NAME	POLICY NUMBER	GROUP NUMBER

HOUSEHOLD MEMBER(S) COVERED BY POLICY	RELATIONSHIP OF MEMBER TO POLICY HOLDER	HOUSEHOLD MEMBER(S) COVERED BY POLICY	RELATIONSHIP OF MEMBER TO POLICY HOLDER

POLICY HOLDER ADDRESS

Number	Street	City	State	Zip Code	Telephone

INSURANCE COMPANY/UNION

Insurance Company Name

Number	Street	City	State	Zip Code	Telephone

O. LIFE INSURANCE, FUNERAL PLANS or BURIAL FUNDS Complete if you are applying for Medical Assistance or Temporary Cash Assistance

NAME OF PERSON INSURED	NAME OF PERSON WHO PAYS	FACE VALUE OR VALUE OF PLAN	CASH VALUE	POLICY NUMBER OR ACCOUNT NUMBER	COMPANY, FUNERAL HOME OR BANK NAME

PLEASE USE THIS SPACE IF YOU NEED TO GIVE US MORE INFORMATION ABOUT ANY APPLICATION QUESTION.

If you need more space, ask for the 9701- Application for Assistance Addendum.

P. CHILD SUPPORT INFORMATION Complete this section if you want TEMPORARY CASH ASSISTANCE OR MEDICAL ASSISTANCE for a child who has an absent or deceased parent. Fill in a separate section for each absent or deceased parent.

#1 ABSENT PARENT (AP) INFORMATION

Name of Absent Parent (First, Middle, Last)	Relationship of absent parent to you.	Check one: □ Absent □ Deceased

CHILD'S NAME	MARITAL STATUS OF CHILD'S PARENTS AT BIRTH
	□ Married □ Divorced □ Unknown □ Separated □ Never Married
	□ Married □ Divorced □ Unknown □ Separated □ Never Married
	□ Married □ Divorced □ Unknown □ Separated □ Never Married
	□ Married □ Divorced □ Unknown □ Separated □ Never Married

Social Security Number	Other Name	Date of Birth	Age	Race	Sex □ Male □ Female

AP's Last Known Address	Number Street	City	State	Zip Code	Telephone
AP's Parent's Address	Number Street	City	State	Zip Code	Telephone

Driver's License State	Birth Place (City, State)	
Current or Prior Military **Dates:** From: To:	Paying Military Allotment? □ Yes □ No If yes, To whom?	Military Branch

Incarcerated □ Currently □ Previously □ Never	Institution Name

ABSENT PARENT INCOME INFORMATION

Last Known Employer	Name, Address & Telephone
Second Employer	Name, Address & Telephone

Other Income/Benefits: □ Social Security □ SSI □ Veteran's Pension □ Unemployment
□ Worker's Compensation □ Pension/Retirement □ Union Benefits □ Other, list_____

ABSENT PARENT COURT ORDER INFORMATION

Paying Support? □ YES □ NO	To Whom?	Last Date Paid	Payment Amount
Court Ordered? □ YES □ NO	If yes, where was the court order issued?		Can you give us a copy? □ YES □ NO

#2 ABSENT PARENT (AP) INFORMATION

Name of Absent Parent (First, Middle, Last)	Relationship of absent parent to you.	Check one: □ Absent □ Deceased

CHILD'S NAME	MARITAL STATUS OF CHILD'S PARENTS AT BIRTH
	□ Married □ Divorced □ Unknown □ Separated □ Never Married
	□ Married □ Divorced □ Unknown □ Separated □ Never Married
	□ Married □ Divorced □ Unknown □ Separated □ Never Married
	□ Married □ Divorced □ Unknown □ Separated □ Never Married

Social Security Number	Other Name	Date of Birth	Age	Race	Sex □ Male □ Female

AP's Last Known Address	Number Street	City	State	Zip Code	Telephone
AP's Parent's Address	Number Street	City	State	Zip Code	Telephone

Driver's License State	Birth Place (City, State)	
Current or Prior Military **Dates:** From: To:	Paying Military Allotment? □ Yes □ No If yes, To whom?	Military Branch

Incarcerated □ Currently □ Previously □ Never	Institution Name

ABSENT PARENT INCOME INFORMATION

Last Known Employer	Name & Address: Number Street	City	State	Zip Code	Telephone
Second Employer	Name & Address: Number Street	City	State	Zip Code	Telephone

Other Income/Benefits: □ Social Security □ SSI □ Veteran's Pension □ Unemployment
□ Worker's Compensation □ Pension/Retirement □ Union Benefit □ Other, list_____

ABSENT PARENT COURT ORDER INFORMATION

Paying Support? □ YES □ NO	To Whom?	Last Date Paid	Payment Amount
Court Ordered? □ YES □ NO	If yes, where was the court order issued?		Can you give us a copy? □ YES □ NO

Assignment of Support Rights for Temporary Cash Assistance

- I assign to the State of Maryland all rights, titles, and interest in support that I may have for myself or for any person receiving TCA, collected from the time I sign this agreement until my assistance ends.

- This includes any overdue support that has not been collected for the time that I or any person received TCA assistance.

- I agree to have the child support agency collect any support owed to me and to keep up to the amount of TCA paid to me.

- I agree to send to the State of Maryland any support I receive. If I do not turn over this support, I will have to repay this amount to the State of Maryland. I may also be prosecuted for fraud.

When I am eligible for Medical Assistance:

- I assign all rights, title, and interest in medical support and health insurance payments I may have for myself or any person receiving Medical Assistance. This includes overdue medical support or health insurance payments that have not been collected.

- I agree to have the child support agency collect medical support payments owed to me and to keep up to the amount of Medical Assistance payments that were made for me.

- I agree to give the State of Maryland any medical support or health insurance payments I receive.

- I will cooperate to the best of my ability and knowledge with the child support agency while I am receiving TCA and Medical Assistance

- If I do not cooperate with the child support agency, I may lose all my benefits and my case may be closed

- I understand that if I have an additional child/ren while receiving TCA or Medical Assistance, I agree to follow all of the requirements for that child/ren or my TCA or MA may be closed.

I have read these statements or someone has read them to me. I understand what they mean. By signing my name below, I agree to follow what the document states.

Signature:	**Date:**
Printed name:	

Rights and Responsibilities

You Should Know About Applying For Supplemental Nutrition Assistance Program (SNAP) (Formerly Food Supplement Program)

Social Security Numbers

- You must give us a social security number for each family member who wants benefits.
- If a person who wants benefits does not have a social security number, that person must apply for a number. We can help applicants get their numbers.
- If a family member has applied for a social security number, we will not delay your application while you wait for the number.
- We use social security numbers to prove income. We do not give numbers to other agencies like Immigration and Customs Enforcement.

Citizenship and Immigration Status

- You must tell us about the citizenship and immigration status for each family member who wants benefits.
- Maryland uses the Systematic Alien Verification and Eligibility or SAVE system through the United States Citizenship and Immigration Service (USCIS) formerly known as Immigration and Naturalization Service (INS) to verify the alien status of all applicant and recipient non-citizen households. Information received from USCIS may affect your household's eligibility and benefit amount.

Information

- If a family member will not tell us about citizenship, immigration status or social security number, that person will not get benefits.
- They must still give us proof of income, expenses and other things.
- The other family members who give us their information will get benefits if they meet the rules.

Emergency Medical Assistance

- Immigrants who are not eligible for other kinds of medical assistance and apply only for emergency medical assistance do not have to tell us their social security number, immigration or citizenship status.

Time Limits

- Temporary Cash Assistance has time limits.
- The Supplemental Nutrition Assistance Program (formerly Food Supplement Program) and Medical Assistance do not have a time limit.
- When Temporary Cash Assistance ends because of time limits, earnings or other reasons, you may still get SNAP benefits and Medical Assistance.

Interviews

- You, a responsible family member or someone you choose to represent you must be interviewed.
- In most cases we can interview you by telephone.
- You must give or send us the proof we ask for at your interview.

If you need help

If you need help, applying for benefits, or have questions, or need translations services, call your case manager or call 1-800-332-6347.

Si necesita ayuda para llenar el formulario favor de llamar al 1-800-332-6347.

The Family Investment Administration is committed to providing access and reasonable accommodations to its services, programs, activities, education and employment for individuals with disabilities. If you need assistance or need to request a reasonable accommodation, please contact your case manager or call 1-800-332-6347 or fill out the form on the next page.

Requesting a Reasonable Accommodation:

If you are an individual with a disability, you are entitled to reasonable accommodations to help you access DHS's activities, programs and services. This applies even if you are working with a local department of social services or a vendor who provides services for DHS customers.

A reasonable accommodation is a modification or adjustment to an activity, program or service which helps a qualified individual with a disability have meaningful access to DHS's activities, programs and services.

Examples of reasonable accommodations:

Hearing Impairment: Sign language interpreter and providing an assistive listening device.

Visual Impairment: Having a qualified reader read to a customer.

Mobility Impairments: Mailing forms to a customer and meeting a customer at a more accessible location.

Developmental Disabilities: Having things written down; taking breaks; scheduling appointments around a customer's medical needs.

You may request a reasonable accommodation from the local department of social services or a vendor at any time. Your request may be oral or written. A request for a reasonable accommodation may be made in person, in writing or over the telephone. There are no particular words that you need to use to request an accommodation. A request may be made by you or someone helping you. If you need to request a reasonable accommodation because of your disability, you should speak with the case manager or the supervisor or the Customer Access Coordinator at your local department of social services. You may ask the case manager for the name of the Customer Access Coordinator at your local department of social services. You may use the form on the reverse side of this notice. You may also ask for more information at the front desk.

1. Dial 7-1-1 or 800-735-2258 to initiate a TTY call through Maryland Relay.
2. The Maryland Relay Operator's typed greeting, including the Operator's identification number, will display on your TTY or VCO phone.
3. When the Operator is finished typing, you will see the letters "GA" This means "Go Ahead."
4. Type the number of the person you want to call, along with any special calling instructions. Then type "GA".

Request for Reasonable Accommodation

Name of person needing an accommodation:	Name of person requesting an accommodation:
Address:	
City/State/Zip Code:	Telephone number:
Nature of Disability or Impairment (specify):	
Local Department of Social Services Location:	
Accommodation Request (Type of accommodation requested.) Please print or type. Be as specific as possible. If needed, attach additional pages.	
Note: If requesting **sign language services,** specify type: American Sign Language Interpreter (ASL), Certified Deaf Interpreter (CDI) or Communication Access Real Time Translation (CART). Please provide any additional information that may assist us in providing a reasonable accommodation (specify):	
Customer/Applicant's Signature :_____ Date:_____	
Return this form to the case manager or the Customer Access Coordinator in your local department of social services. ***For Office Use Only*** Date Request Received: Action Taken: _____ _____ _____ CAC Signature: _____ Date: _____	

Customer Rights

In accordance with federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Programs that receive federal financial assistance from the U.S. Department of Health and Human Services (HHS), such as Temporary Assistance for Needy Families (TANF), and programs HHS directly operates are also prohibited from discrimination under federal civil rights laws and HHS regulations.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or who have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

USDA provides federal financial assistance for many food security and hunger reduction programs such as the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) and others. To file a program complaint of discrimination, complete the Program Discrimination Complaint Form, (AD-3027) found online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: Food and Nutrition Service, USDA,1320 Braddock Place, Room 334, Alexandria, VA 22314; or fax: (833) 256-1665 or (202) 690-7442; or phone: (833) 620-1071; or email: FNSCIVILRIGHTSCOMPLAINTS@usda.gov.

For any other information regarding SNAP issues, persons should either contact the USDA SNAP hotline number at (800) 221-5689, which is also in Spanish, or call the state information/hotline numbers (click the link for a listing of hotline numbers by state); found online at: SNAP hotline.

HHS provides federal financial assistance for many programs to enhance health and well-being, including TANF, Head Start, the Low Income Home Energy Assistance Program (LIHEAP), and others. If you believe that you have been discriminated against because of your race, color, national origin, disability, age, sex (including pregnancy, sexual orientation, and gender identity), or religion in programs or activities that HHS directly operates or to which HHS provides federal financial assistance, you may file a complaint with the Office for Civil Rights (OCR) for yourself or for someone else

To file a complaint of discrimination for yourself or someone else regarding a program receiving federal financial assistance through HHS, complete the form online through OCR's Complaint Portal at https://ocrportal.hhs.gov/ocr/. You may also contact OCR via mail at: Centralized Case Management Operations, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F HHH Bldg., Washington, D.C. 20201; fax: (202) 619-3818; or email: OCRmail@hhs.gov. Persons who need assistance with filing a civil rights complaint can email OCR at OCRMail@hhs.gov or call OCR toll-free at 1-800-368-1019, TDD 1-800-537-7697. For persons who are deaf, hard of hearing, or have speech difficulties, please dial 7-1-1 to access telecommunications relay services.

This institution is an equal opportunity provider.

Right to Written Notice – We must always give you a written notice explaining your benefits when we approve your case. We must always give you written notice when we change your benefits, deny or close your case. You have 90 days from the notice date to ask for a hearing. If you ask for a hearing within 10 days, you may be able to keep getting benefits while you wait for the hearing.

Right to Appeal – Ask for a hearing if you disagree with the Department's decision. Your case manager can help you write your appeal. At the hearing, you can speak for yourself or bring a lawyer, friend or relative to speak for you.

Right to Privacy – You are giving personal information in the application. We use the information to see if you are eligible for benefits. If you do not give the information, we may deny your application. You have a right to review, change, or correct any information. We will not show your information or give it to others unless you give us permission or federal and state law allows us to do so.

Right to Claim Good Cause – If you want Temporary Cash Assistance (TCA), you must help the Department get child support. You may not have to help if it puts you or your family in danger.

Right to Refuse Help – You do not have to accept help from a religious organization if it is against your religious beliefs.

Right to Timely Application Processing – If you are eligible for expedited Supplemental Nutrition Assistance Program (SNAP) benefits we must give you your benefits within 7 days. For the regular SNAP and other programs, except for certain Medical Assistance programs, we must process your application within 30 days. There are times when there is a delay in processing. If there is a delay, we will send you a letter to tell you why there is delay in processing your application. If you are incarcerated or in another such institution and file an application for SNAP benefits or cash assistance, you may not receive SNAP or cash benefits until you are released. The filing date of your application for assistance will be the date of your release from the institution, if it is less than 30 days from the date your signed application was received in the Local Department of Social Services (LDSS). SNAP benefits are issued from the date of your release based upon your application date.

Authorization to Receive Family Planning Information

If you want information, you can ask your case manager for a Family Planning Guide. You may also contact:

- 1-800-546-8900 if you need help in finding a provider for birth control or arranging prenatal care, or
- The Center for Maternal and Child Health at **1-800-456-8900** https://phpa.health.maryland.gov/mch/Pages/home.aspx

You Have the Following Responsibilities

Provide Information – You must give true and complete information. You may need to give us proof of this information. We will keep this information private. Any delay in providing proof may result in your case being delayed or denied.

Collecting application information, including the social security number of each household member, is authorized under the Food and Nutrition Act of 2008, U.S.C.2011-2036, Social Security Act §1137(f) and 42 U.S.C. §1320b-7(d). We use the information to find out if your household is eligible. We check this information by matching computer programs.

We also use the information to see if you meet program rules. We may contact your employer, bank or other party. We may also contact local, state or federal agencies to make sure the information is

correct. We can give your information to other federal or state agencies for official use and to law enforcement officers who need it to find persons fleeing to avoid the law.

If you get too much in benefits:

- You may have to repay the money for the benefits, and
- We may give the application information, including social security numbers, to federal or state agencies, as well as private claims collections agencies, for action.

Giving information is voluntary. If you do not give us information such as social security numbers for everyone who wants help, we may deny benefits for each person who does not give a social security number. If you do not have a social security number, we will help you get one.

Report Changes - You must report all changes within 10 days unless you are part of the SNAP simplified reporting group and are not receiving Cash Assistance or Medical Assistance. If you wantto know if you are part of this group, ask your case manager. You may tell us about any changes in person, by telephone, or by mail to the Department.

Note: For all SNAP customers including those who are simplified reporters:

1. If you receive lottery/gambling winnings in the amount equal or greater than $3,500, you must report the amount and the date the winnings received to the local department within 10 days
2. If you are an Able Bodies Adults Without Dependents (ABAWD), if your work hours decrease below 80 hours per month, you must report the change to the Local Department within 10 days.

Warning – We may deny, lower or stop your benefits if you give us wrong information or do not report changes. A judge may fine and/or imprison you if you deliberately give wrong information or do not report changes.

Work Requirements for SNAP

Individuals applying for or receiving SNAP benefits must know and understand the following information about the SNAP work registration and work requirements. SNAP work requirements are covered in federal law at 7 CFR 273.24.

Everyone over age 18 is required to be registered for work unless otherwise exempt, because they are: over age 60, caring for a child under age 6 living in their home, applied for or receiving unemployment benefits, self-employed- working a minimum of 30 hours or more per week at the equivalent of federal minimum wage, attending a recognized school or institution of higher education at least half time, or the individual is mentally or physically unfit for work. Work registration is not the same as participation.

Beginning January 1, 2016 able bodied individuals without dependents (ABAWDS), ages 18-50, who are not exempt for work registration under one of the above reasons or they reside in an area that is designated as exempt, are required to be work registered and participate in a work program/activity or be employed.

These individuals known as ABAWDS may only receive SNAP benefits for three months in a fixed 36 month period unless the individual is employed or participating in an approved work or educational activity a minimum of 80 hours per month. The individual may not receive SNAP benefits again until he or she meets the work requirements. You will receive additional information from the case manager and information is available on the DHS website at: http://dhs.maryland.gov/food-

supplement-program/able-bodied-adults-without-dependents-abawds/.

Authorized Representatives – In most instances, if your authorized representative gives us wrong information, you will have to pay back any amount you are overpaid.

If your authorized representative knowingly gives us the wrong information or does not use your benefits properly, we may disqualify the person from being an authorized representative and prosecute them for fraud under state and federal law.

If a drug and alcohol treatment center or a group living arrangement acts as your authorized representative for your food benefits and they willfully give us wrong information about your situation, we may prosecute under applicable State or federal law.

TCA and Supplemental Nutrition Assistance Program Penalties

Do not:

- Give false information or withhold information to get or continue to get TCA and/or SNAP benefits.
- Trade or sell TCA or SNAP benefits, or electronic benefit cards.
- Use TCA and SNAP or electronic benefit cards to buy items not allowed, such as alcohol and tobacco or to pay on credit accounts.
- Use someone else's TCA or SNAP benefits.
- Use someone else's Electronic Benefits Card without authorization.
- Use your EBT card containing TCA benefits in a liquor store, adult entertainment venue such as a strip club or in a gambling establishment such as a casino.

Your SNAP benefits will not increase if your cash assistance is reduced or closed because you did not follow the rules.

If a household member deliberately breaks the rules, we may bar the person from TCA or SNAP.

- We may bar this person for one year after the first violation.

- We may bar this person for two years:
  - After the second violation, or
  - After the first time a court finds this person guilty of buying illegal drugs with TCA or SNAP benefits.

- We may bar this person permanently:
  - After the third violation;
  - After the second time a court finds a person guilty of buying illegal drugs with TCA or SNAP benefits;
  - After the first time a court finds this person guilty of buying guns, bullets, or explosives, with TCA or SNAP benefits; or
  - After a court finds this person guilty of trafficking TCA or SNAP benefits of $500 or more.

- We may bar this person for 10 years if found guilty of making a false statement about the person's identity in order to receive multiple benefits at the same time.

A judge can also fine this person up to $250,000, imprison the person for up to 20 years, or both. A judge can also bar this person for an additional 18 months. The person may also have to face further prosecution under other federal laws.

SNAP/EBT Card: Multiple Card Replacements
Individuals who request four or more replacement Independence cards in one year may be referred to the Office of the Inspector General for investigation of trafficking benefits.

Medicaid Warning and Penalty - Only use Medical Assistance cards if you are eligible.

Every person convicted of "Medicaid Fraud" with a value of **$500** or more in money, services, or goods is guilty of a felony, and shall:

1. Pay back money, services or goods; or the value of those services or goods unlawfully received;
2. Be subject to a fine of no more than $10,000, imprisoned for no longer than five years, or both.

Every person convicted of "Medicaid Fraud" with a value of less than $500 in money, services or goods is guilty of a misdemeanor, and shall:

1. Pay back money, services or goods; or the value of those services or goods unlawfully received;
2. Be fined no more than $1,000 and imprisoned for no longer than three years or both.

Read Before Signing

I understand that it is important to give true information and if I do not, I am breaking the law.

I understand that I can be fined, imprisoned or have my benefits reduced for making false statements or for pretending to be another person.

I know I can be punished for not reporting changes that may affect my eligibility or benefit amount.

I understand that if I get more SNAP benefits than I should, all adult members of my household are liable for repaying the debt.

I know the Department can use the application against me in a court of law for fraud prosecution.

I know that failing to report or verify shelter, medical or dependent care expenses or child support payments is the same as saying I do not want a deduction for the expenses I did not verify or report.
I understand that the Department may check the information on this form to see if it is correct and may select my case for a spot check, such as for a Quality Control Review.

I agree to allow someone from the Department to visit me at home. I will help them get all needed proofs from any source.

I understand by signing this application:

- I accept cash assistance and/or medical assistance.
- I agree that Medicare Part B will make payments directly to doctors and medical suppliers.
- I give the Department the right to seek payment from private or public health insurance and any liable third party. I understand that I must cooperate with the department in securing such payments. The Department may seek payment without legal action, as long as it does not keep more than the amount Medical Assistance paid.
- I give the Department the right to inspect, review and copy all medical records for services received through the Medical Assistance Program.

I understand that when a person is deceased who was at least 55 years old when receiving Medical Assistance, the state may take money from the estate to repay payments made on behalf of that person. The program may take the money only if there is no surviving spouse, unmarried child younger than 21, or blind or disabled child (married or unmarried) of any age.

Signature Section

I understand that, as required by Maryland law, certain law enforcement agencies that investigate fraud can obtain information about my application, income, benefits and other documentation as part of their investigation. While access to my application and benefit information is normally limited (under Md. Code Ann. Human Services Article § 1-201), these limits do not apply to these investigative agencies. Such agencies include the Department of Human Services' Office of the Inspector General. I understand that I do not need to provide consent to these agencies in order for them to investigate any allegations of fraud against me. Any information found as a result of the investigation may be used against me if an allegation of fraud is prosecuted.

I have read or someone has read and explained the entire application to me. I swear or affirm under penalty of perjury, that all the information I gave is true, correct, and complete to the best of my ability, belief and knowledge. I received a copy of my rights and responsibilities. I authorize any person, partnership, corporation, association, or governmental agency that knows the facts about my eligibility to give that information to the Department. I also authorize the Department to contact any person, partnership, corporation, association, or governmental agency that has given proof of my eligibility for benefits. I certify, under penalty of perjury, that by signing my name below, all persons for whom I am applying are U.S. citizens, lawfully admitted immigrants or individuals in satisfactory immigration status.

Signature of Applicant/ Recipient		Date
Signature of Witness (If you Signed an X)		Date
Signature of Spouse (If Applicable)		Date
Signature of Authorized Representative (If Applicable)		Date
Signature of Case Manager		Date

I do not wish to apply for assistance at this time. I withdraw my application for:

□ Cash Assistance □ Supplemental Nutritional Assistance Program □ Medical Assistance

□ Emergency Assistance to Families and Children

Signature of Applicant/ Recipient		Date
Printed Name of Applicant		