



# Application for Benefits

**YOU MUST HAND DELIVER, FAX or MAIL THE COMPLETED APPLICATION TO YOUR LOCAL COUNTY OFFICE.**

If you need help reading or completing this document or need help communicating with us, ask us or call 1-877-423-4746. Our services, including interpreters, are free. If you are deaf, hard-of-hearing, deaf-blind or have difficulty speaking, you can call us at the number above by dialing 711 (Georgia Relay).

## What Services Do We Offer at the Division of Family and Children Services (DFCS)?

DFCS offers the following services:



### Food Assistance

Food Stamps are benefits that you can use to buy food at any store that has the EBT/*Quest* sign. We will subtract the price of your food purchase from your Food Stamp account.



### Cash Assistance/Employment Support Services

Temporary Assistance for Needy Families (TANF) provides cash assistance to families with dependent children for a limited time. Parents or caretakers who are included in the grant are required to participate in a work program. Cash Assistance program also provides financial assistance to refugee households who are not eligible for the TANF program.

- **Grandparents Raising Grandchildren (GRG)** will provide the support necessary so that children can be cared for in the homes of their grandparents.



### Medical Assistance

Medicaid, for those who are eligible, may help pay medical bills, doctor's visits, and Medicare premiums.

## Frequently Asked Questions

### How long does it take to get benefits?

Food Stamps:	up to 30 days
TANF:	up to 45 days
Medicaid:	10 to 60 days

You may be able to get Food Stamps within 7 days if you qualify. See page 5.

### How much will I get?

Your income, resources, and family size determine benefit amounts. We will be able to give you specific information once we determine your eligibility.

### How will I get my benefits?

For Food Stamps, you will get an Electronic Benefit Transfer (EBT) card to access your benefits. For TANF, you will get an EPPIC Debit Master card to access your benefits. For Medicaid, you will receive a Medicaid card for each eligible member.



# Application for Benefits

## Community Outreach Services

For more information about other DHS services, please visit our website at <http://dfcs.georgia.gov> or call 1-877-423-4746.

## How Do I Apply for Benefits?



### Step 1. Fill out the application.

Read the questions carefully and give accurate information. Sign and date the application.

### Step 2. Turn in the application to your local office.

You will need to tear off pages 1, 12-13 and keep them for yourself.



**Mail, fax, or bring in pages 2-11 of this application to your local Division of Family & Children Services (DFCS) office. You can locate your local office at <http://dfcs.georgia.gov/locations>.**

If you or the person for whom you are applying is eligible for benefits, Food Stamp benefits will be provided from the date we receive the application with your name, address, and signature on it. TANF benefits will be provided from the date the application is approved.

If you are applying for Food Stamps, TANF and/or Medicaid, you can file an application for benefits with only your name, address and signature. However, it may help us to process your application quicker if you complete the entire form. You may use this form to file a joint application for more than one program or for the Food Stamp Program (FS) only. Your FS application will not be denied solely on the basis that your application for another program has been denied. We will make a separate eligibility determination for your FS application. If you are in an institution and applying for Food Stamps and SSI at the same time, the filing date of your application is the date you are released from the institution.

### Step 3. Talk with us.

You may need to complete an interview with a worker. If so, we will give you an appointment. This interview can be completed by phone.

## What information will I need to provide?

It is a good idea to provide the following:

- Proof of identity for the applicant if applying for Food Stamps and/or TANF. Proof of identity for everyone if applying for Medical Assistance. An identification card (ID) or driver's license (DL) is an acceptable form of verification.
- Proof of US citizenship/qualified immigrant status for everyone requesting benefits. If you are applying for emergency medical services only, you do not have to provide your SSN or information about your immigration status.
- Social Security numbers of everyone requesting assistance.
- Proof of income *for example*, pay stubs, child support payments, and income award letters.
- Proof of expenses like childcare receipts, medical bills, medical transportation costs, rent/mortgage costs, and child support payments.

You will be given time to return any information to our office. If you need help getting this information, please tell us.

## How do we use the applicant's personal information?

You only have to provide Social Security Numbers (SSN) and citizenship or immigration status for persons who want to apply for benefits. This information will be used to check the income and eligibility verification system (IEVS). We will also match your information against other Federal, state and local agencies to verify your income and eligibility, to track wage information and participation in work activities. If a household member does not want to give us information about their SSN, citizenship or immigration status, other household members may still receive benefits. If you are applying for emergency medical services only, you do not have to provide your SSN or information about your immigration status.

## Can someone else apply for me?

For Food Stamps and Medicaid, you may ask someone to apply for you.

For TANF, anyone can apply but the parent or caretaker must be interviewed.



# Application for Benefits

**(Complete this application and return it to your LOCAL COUNTY DFCS office.)**

## What Am I Applying For: (Check all that apply)

**Food Stamps (Supplemental Nutrition Assistance Program (SNAP))**

The Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps, is a federally funded program that provides monthly benefits to low-income households to help pay for the cost of food. The program also provides nutrition education to families to meet their food and nutritional needs and employment and training opportunities to help families gain employment that leads to less dependence on SNAP.

**Temporary Assistance for Needy Families (TANF)**

Temporary Assistance for Needy Families (TANF) provides temporary monthly cash payments, single cash payments, or other support services, to strengthen eligible families with children. If you are the child's parent, or the caretaker who would like to be included in the grant, we will require you to participate in a work program.

**Grandparents Raising Grandchildren (GRG)**

Grandparents Raising Grandchildren (GRG) will provide additional cash payments so that children can be cared for in the homes of their grandparents. **Applicants must apply for TANF to be eligible for GRG.**

**Refugee Cash Assistance**

The Refugee Cash Assistance program provides financial assistance to refugee households who are not eligible for the TANF program. The term refugee includes refugees, Cuban/ Haitian Entrants, victims of human trafficking, Amerasians, and unaccompanied refugee minors.

**Medicaid**

Medicaid offers medical coverage to elderly, blind or disabled adults, pregnant women, children, and families. When you apply, we will look at all Medicaid programs and decide which ones you may be eligible to receive.

## Please fill out the chart below about the applicant.

First Name	Middle Initial	Last Name	Suffix
Street Address Where You Live		Apt	
City	State	Zip Code	
Mailing Address (If different)			
Main Telephone Number	Other Contact Number	Email Address (Optional)	
E-mail Communication Yes ___ or No ___ (optional)		Texting: Yes ___ or No ___ (optional)	
What is your Preferred Language?		If an interview is required, will you need an interpreter? Yes ___ or No ___	

## Americans with Disabilities Act: Request for Reasonable Modification & Communication Assistance (if applicable):

**Do you have a disability that will require a Reasonable Modification or Communication Assistance? Yes \_\_\_ No \_\_\_**  
**(If yes, please describe the reasonable modification or Communication Assistance that you are requesting):**

Sign Language interpreter \_\_\_; TTY \_\_\_; Large Print \_\_\_; Electronic communication (email) \_\_\_; Braille \_\_\_; Video Relay \_\_\_; Cued Speech Interpreter \_\_\_; Oral Interpreter \_\_\_; Tactile Interpreter \_\_\_; Telephone call reminder of program deadlines \_\_\_; Telephonic signature (if applicable) \_\_\_; Face-to-face interview (home visit) \_\_\_; Other: \_\_\_\_\_

**Do you need this Reasonable Modification or Communication Assistance one-time \_\_\_ or ongoing \_\_\_? If possible, briefly explain when and how long you need this modification or assistance?**



# Application for Benefits

I declare under penalty of perjury to the best of my knowledge and belief that the person(s) for whom I am applying for benefits is/are U.S. citizen(s) or are noncitizen(s) lawfully present in the United States. I further certify that all of the information provided on this application is true and correct to the best of my knowledge. I understand and agree that DHS-DFCS, DCH and authorized Federal Agencies may verify the information I give on this application. Information may be obtained from past or present employers. I understand that my information will be used to track wage information and my participation in work activities.

I will report any change in my situation according to Food Stamp/Medicaid and/or TANF program requirements. I will also report if anyone in my household receives lottery or gambling winnings, gross amount of \$3500 or more (before taxes or other amounts are withheld). I will report these winnings within 10 days from the end of the month in which my household receives the winnings. I understand if any information is incorrect, my benefits may be reduced or denied, and I may be subject to criminal prosecution or disqualified from DHS-DFCS programs for knowingly providing incorrect information. I understand that I can be prosecuted if I provide false information or hide information. I understand that if I fail to tell DHS-DFCS about some of my expenses at my application or renewal interview and/or fail to verify them that DHS-DFCS will not budget that expense in calculating the amount of my food stamp benefits.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature if signed by "X"

\_\_\_\_\_  
Date

## Authorized Representative:

Complete this section only if you want someone to fill out your application, complete your interview, and/or use your EBT card to buy food when you cannot go to the store. If you are applying for Medicaid, you can choose more than one person to apply for medical assistance on your behalf.

**Name 1:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Preferred Language: \_\_\_\_\_ Is an interpreter needed? Yes \_\_\_ or No \_\_\_

**Name 2:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Preferred Language: \_\_\_\_\_ Is an interpreter needed? Yes \_\_\_ or No \_\_\_

For Medicaid, do you want this individual to have a copy of your Medicaid card?  Yes  No

## Americans with Disabilities Act: Request for Reasonable Modification & Communication Assistance for Authorized Representatives (if applicable):

Does the authorized representative have a disability that will require a Reasonable Modification or Communication Assistance? Yes \_\_\_ No \_\_\_ (If yes, please describe the reasonable modification or Communication Assistance that you are requesting):

Sign Language interpreter \_\_\_; TTY \_\_\_; Large Print \_\_\_; Electronic communication (email) \_\_\_; Braille \_\_\_; Video Relay \_\_\_; Cued Speech Interpreter \_\_\_; Oral Interpreter \_\_\_; Tactile Interpreter \_\_\_; Telephone call reminder of program deadlines \_\_\_; Telephonic signature (if applicable) \_\_\_; Face-to-face interview (home visit) \_\_\_; Other: \_\_\_\_\_

Does the authorized representative need this Reasonable Modification or Communication Assistance one-time \_\_\_ or ongoing \_\_\_? If possible, briefly explain when and how long you need this modification or assistance? \_\_\_\_\_

For Office Use Only Date Received: \_\_\_\_\_



# Application for Benefits

## Do I Qualify to Get Food Stamps Faster

Answer these questions about the applicant and all household members to see if you can get Food Stamps within 7 days.

- Are you or any household member a migrant or seasonal farm worker?  Yes  No

If yes, who \_\_\_\_\_

- Total **Gross earned income** that will be received for this month: \$ \_\_\_\_\_  
 Employer Name \_\_\_\_\_  
 Employment Begin Date \_\_\_\_\_ Employment End Date \_\_\_\_\_  
 Rate of Pay \_\_\_\_\_ Hours Worked Weekly \_\_\_\_\_ wk/bi-wk/semi-mo/mo (circle one)

- Total **Gross unearned income** that will be received for this month: \$ \_\_\_\_\_  
 Type of Unearned Income \_\_\_\_\_ Amount \_\_\_\_\_ wk/bi-wk/semi-mo/mo (circle one)  
 Type of Unearned Income \_\_\_\_\_ Amount \_\_\_\_\_ wk/bi-wk/semi-mo/mo (circle one)

- Total earned and unearned income for this month: \$ \_\_\_\_\_

- How much money do you and all household members have in cash or in the bank? \$ \_\_\_\_\_

- What is the monthly amount of your rent, mortgage, property taxes, and/or homeowner's insurance? \$ \_\_\_\_\_

- What is the total amount of your electric, water, gas, and/or other utilities this month? \$ \_\_\_\_\_  
**(Exclude past due and late fee amounts in the total)**

- What is your household's primary heating or cooling source? Mark all that apply  
 Electric \_\_\_ Gas \_\_\_ Window or central air conditioner \_\_\_ Kerosene oil \_\_\_ Wood \_\_\_\_\_
- Have you received energy assistance in the last 12 months? Yes  No  If yes, amount received \$ \_\_\_\_\_





# Application for Benefits

## Tell Us More about the Applicant and All Household Members

We need more information about the applicant and all household members in order to decide who is eligible for benefits. Please answer only the questions about the benefits you want to receive on the page below.

1. Has anyone received any benefits in another county or state?  Yes  No

If yes:

Who: \_\_\_\_\_

Where: \_\_\_\_\_

When: \_\_\_\_\_

2. Has anyone been convicted of giving false information about where they live and who they are to get multiple FS benefits in more than one area after 8/22/96? (For Food Stamps only)  Yes  No

If yes:

Who: \_\_\_\_\_

Where: \_\_\_\_\_

When: \_\_\_\_\_

3. Did anyone in your household voluntarily quit a job or voluntarily reduce his/her work hours below 30 hours per week within 30 days of the date of application? (For Food Stamps and TANF only)  Yes  No

If yes, who quit? \_\_\_\_\_

Why did he/she quit? \_\_\_\_\_

4. Is anyone pregnant? \*Please provide proof of pregnancy if available.  Yes  No

Who: \_\_\_\_\_

Due Date: \_\_\_\_\_

(This question does not apply to Food Stamp only applicants)

5. For Medicaid, does anyone have any unpaid medical bills for the last 3 months?  Yes  No

(This question does not apply to Food Stamp or TANF only applicants)

6. Is anyone disqualified from the Food Stamp or TANF Program?  Yes  No

If yes:

a. Who: \_\_\_\_\_

b. Where: \_\_\_\_\_

7. Is anyone trying to avoid prosecution or jail for a felony? (Food Stamps and TANF Only)  Yes  No

If yes, who: \_\_\_\_\_

8. Is anyone violating conditions of probation or parole? (For Food Stamps and TANF only)  Yes  No

If yes, who: \_\_\_\_\_



# Application for Benefits

9. Does anyone have a felony conviction because of behavior related to the possession, use or distribution of a controlled drug substance (i.e. drug felon) after 8/22/96 (For Food Stamps and TANF only) or a violent felony (TANF only)?  Yes  No

If yes:

Who: \_\_\_\_\_

When: \_\_\_\_\_

a) Are you in compliance with any terms of probation related to any sentence received as a result of a drug felony conviction? (Food Stamps and TANF only)  Yes  No

b) Are you in compliance with the terms of parole related to any sentence received as a result of a drug felony conviction? ( Food Stamps and TANF only)  Yes  No

c) Have you successfully completed **all the terms of probation or parole** related to any drug related conviction? (Food Stamps and TANF only)  Yes  No

10. Have you or any household member been convicted of trading Food Stamp benefits for drugs after 8/22/96? (For Food Stamps only)  Yes  No

If yes:

Who: \_\_\_\_\_

When: \_\_\_\_\_

11. Have you or any household member been convicted of buying or selling Food Stamp benefits over \$500 after 8/22/96? (For Food Stamps Only)  Yes  No

If yes:

Who: \_\_\_\_\_

When: \_\_\_\_\_

12. Have you or any household member been convicted of trading Food Stamp benefits for guns, ammunition or explosives after 8/22/96? (For Food Stamps Only)  Yes  No

If yes:

Who: \_\_\_\_\_

When: \_\_\_\_\_

13. Have you or any household member received lottery or gambling winnings? (For Food Stamps Only)  Yes  No

If yes:

Who: \_\_\_\_\_

When: \_\_\_\_\_

Amount received: \_\_\_\_\_

14. Has anyone used TANF funds or the EPPIC Card at the following establishments, liquor stores, casinos, poker rooms, adult entertainment business, bail bonds, night clubs, salons/taverns, bingo halls, race tracks, gun/ammunition stores, cruise ships, psychic readers, smoking shops, tattoo/piercing shops, and spa/massage salons.? (For TANF only)  Yes  No

If yes:

Who: \_\_\_\_\_

When: \_\_\_\_\_





# Application for Benefits

## Tell Us about the Applicant and All Household Members Income

Do you or anyone you are applying for receive any type of income such as: wages, tips, bonuses, self-employment, Social Security/Railroad Retirement, other disability, VA income, pensions, unemployment, child support, Alimony, money from other people, workers compensation, or any other income? If yes, complete the chart below.

Household Member Name with Income	Type of Income	Employer Name /Source of Income	Monthly Amount (Before Deductions)	How Often received (monthly, biweekly, weekly)	Pay Per Hour	Hours per Week	DATE (S) PAID

## Tell Us about the Applicant and All Household Members Expenses

Do you pay for the care of a dependent child or a disabled adult household member? Yes  No  If yes, complete the chart below. (For Food Stamps provide proof if the amount is more than \$200 monthly)

Person who requires care	Person who pays for care	Reason for care	Provider's Name/Number	Amount paid to Provider	How often paid

Do you pay transportation expenses for a dependent child or disabled adult household member? Yes  No

Are these expenses included in the dependent care expenses? Yes  No

If no, please answer this question: Total miles driven weekly: \_\_\_\_\_

Does anyone 60 years of age or older or disabled have medical expenses? Yes  No  If yes, complete the chart below.

Household Member Who Has Expense	Type of Expense (doctor visits, hospital visit, prescriptions, Medicare or health Insurance premiums, glasses)	Amount Owed	Still Owed? Yes/No	Date Paid	Will Insurance Pay? Yes/No

Does anyone 60 years of age or older or disabled have medical expenses for transportation? Yes  No

If yes, complete chart below.

Purpose of the trip (doctor or hospital visit; pharmacy pick-up)	Total miles driven:	Cost of taxi, bus, parking or lodging:



# Application for Benefits

## Tell Us More about the Applicant and All Household Members Expenses

Does anyone in the household pay child support to someone living outside of the home? Yes  No  If yes, complete the chart below.

Household Member Obligated to Pay	Name of Child for Whom Support is paid	Obligated Amount to Pay	Actual Amount Paid	To Whom is Child Support Paid?

Do you or any household member have shelter and utility expenses? Yes  No

If yes, complete the chart below.

Expense	Amount	How Often?	Who paid?
Rent/Mortgage			
Property Taxes			
Property Insurance			
Electricity			
Gas			
Garbage			
Telephone			
Other			

Do you share monthly household expenses with anyone in the home? Yes  No

If yes, who? \_\_\_\_\_

Comments/Documentation \_\_\_\_\_

Paid to whom \_\_\_\_\_ Amount paid \$ \_\_\_\_\_ per \_\_\_\_\_

Landlord's Name \_\_\_\_\_

Landlord's address: \_\_\_\_\_

\_\_\_\_\_

Does someone else pay any of these household bills for you? Yes  No  If yes, complete the chart below:

Who pays the bill?	What bills are paid?
What amount is paid?	To whom does this person pay the bills?



# Application for Benefits

## Food Stamp (SNAP) Program Penalties

You may lose your benefits or be subject to criminal prosecution for knowingly providing false information.

- Do not give false information or hide information to get benefits that your household should not get.
- Do not use Food Stamps or EBT cards that are not yours and do not let someone else use yours.
- Do not use Food Stamp benefits to buy nonfood items such as alcohol or cigarettes or to pay on credit cards.
- Do not trade or sell Food Stamps or EBT cards for illegal items; such as firearms, ammunition, or controlled substance (illegal drugs).

**Any household member who breaks any of the food stamp rules on purpose can be barred from the Food Stamp Program for one year to permanently, fined up to \$250,000, imprisoned up to 20 years or both. She/he may also be subject to prosecution under other applicable Federal and State laws. She/he may also be barred from the Food Stamp Program for an additional 18 months if court ordered.**

**Any household member who intentionally breaks the rules may not get Food Stamps for one year for the first offense, two years for the second offense, and permanently for the third offense.**

**If a court of law finds you or any household member guilty of using or receiving food stamp benefits in a transaction involving the sale of a controlled substance, you or that household member will not be eligible for benefits for two years for the first offense, and permanently for the second offense.**

**If a court of law finds you or any household member guilty of having used or received benefits in a transaction involving the sale of firearms, ammunition or explosives, you or that household member will be permanently ineligible to participate in the Food Stamp Program upon the first offense of this violation.**

**If a court of law finds you or any household member guilty of having trafficked benefits for an aggregate amount of \$500 or more, you or that household member will be permanently ineligible to participate in the Food Stamp Program upon the first offense of this violation.**

**If you or any household member is found to have given a fraudulent statement or representation with respect to identity (who they are) or place of residence (where they live) in order to receive multiple Food Stamp benefits, you or that household member will be ineligible to participate in the Food Stamp Program for a period of 10 years.**

## TANF Program Penalties

In the TANF Program, an IPV (Intentional Program Violation) is an intentional action by an individual to establish or maintain an assistance unit's (AU's) eligibility, or to increase or prevent a decrease in the AU's benefits, by providing false or misleading information or withholding information.

- Any household member who hides information and does not report changes on time or does not tell the truth will lose TANF benefits for six months for the first violation, twelve months for the second violation and permanently for the third violation. The misuse of the cash assistance funds or TANF DEBIT card to withdraw cash or perform transactions at casinos, liquor stores, adult-oriented entertainment facilities "strip clubs", poker rooms, bail bonds, night clubs/salons/taverns, bingo halls, race tracks, gaming establishments, gun/ammunition stores, cruise ships, psychic readers, smoking shops, tattoo/piercing shops, and spa/massage salons is strictly prohibited and will result in a loss of TANF benefits for six months for the first violation, twelve months for the second violation and permanently for the third violation.
- If a court of law finds you or any household member hiding information or you do not report changes on time or do not tell the truth and are convicted, you may not get TANF for 6 months for the first violation, 12 months for the second violation and permanently for the third violation.
- If a court of law finds you or any household member guilty of giving false information about where you live so you can receive benefits in more than one state, you will be barred for 10 years.
- If a court convicted you of a drug-related charge controlled substance or a serious violent felony, on or after 1/1/97 you or that household member will not be eligible and/or permanently disqualified.



# Application for Benefits

## For All Food Stamp, TANF, and Medicaid Applicants:

I declare under penalty of perjury to the best of my knowledge and belief that the person(s) for whom I am applying for benefits is/are U.S. citizen(s) or are noncitizen(s) lawfully present in the United States. I further certify that all of the information provided on this application is true and correct to the best of my knowledge. I understand and agree that DHS-DFCS, DCH and authorized Federal Agencies may verify the information I give on this application. Information may be obtained from past or present employers. I understand that my information will be used to track wage information and my participation in work activities.

I will report any change in my situation according to Food Stamp/Medicaid and/or TANF program requirements. I will also report if anyone in my household receives lottery or gambling winnings, gross amount of \$3500 or more (before taxes or other amounts are withheld). I will report these winnings within 10 days from the end of the month in which my household receives the winnings. I understand if any information is incorrect, my benefits may be reduced or denied, and I may be subject to criminal prosecution or disqualified from DHS-DFCS programs for knowingly providing incorrect information. I understand that I can be prosecuted if I provide false information or hide information. I understand that if I fail to tell DHS-DFCS about some of my expenses at my application or renewal interview and/or fail to verify them that DHS-DFCS will not budget that expense in calculating the amount of my food stamp benefits.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

### VOTER REGISTRATION INFORMATION

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

Yes

No

I do not want to answer the Voter Registration question

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Secretary of State at: 2 Martin Luther King Jr. Drive, Suite 802, West Tower, Atlanta, GA 30334 or by calling 404-656-2871.

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

**A copy of the Georgia Voter Registration application is included with DFCS applications, renewals, and change of address forms. You can also request a Voter Registration application from your caseworker. If you complete a Voter Registration application, submit it to the Georgia Secretary of State's Office following the instructions provided on the Voter Registration application.**



# Application for Benefits

**(Keep these documents for your information)**

## What Do the Words Used in this Application Mean?

This chart explains the words we have used in this application.

<b>Applicant</b>	An individual who chooses to apply for or to receive public assistance or benefits.
<b>Non-applicant</b>	An Individual who does NOT apply for or receive public assistance/benefits; non-applicants are not required to provide an SSN, citizenship or immigration status.
<b>Assistance Unit (AU)</b>	An assistance unit includes <i>eligible</i> individuals who live together and receive public assistance/benefits.
<b>Caretaker</b>	A parent, relative or legal guardian who applies for and receives TANF with children in his or her care.
<b>Grantee Relative</b>	A parent, relative or legal guardian who applies for and receives TANF in his or her name on behalf of the children.
<b>Disqualified</b>	The action taken to remove an individual from a Food Stamp or TANF case because they did not tell the truth and received benefits that they should not have received.
<b>Electronic Benefit Transfer (EBT)</b>	The system used in Georgia to pay benefits to individuals who are eligible for Food Stamps (SNAP). Individuals receiving assistance are issued an EBT debit card, which is used to access their food stamp accounts.
<b>EPPICard debit MasterCard</b>	New debit card issued by Xerox for individuals receiving cash assistance in Georgia. The EPPICard debit MasterCard will be accepted for purchases and cash withdrawals anywhere the MasterCard is accepted.
<b>Household Members</b>	Individuals who live in your home. For Food Stamps (SNAP), individuals who live together and purchase and prepare their meals together.
<b>Income</b>	Payments such as wages, salaries, commissions, bonuses, worker's compensation, disability, pension, retirement benefits, interest, child support or any other form of money received.
<b>Gross Income</b>	A person's total income before taking taxes or other deductions into account.
<b>Migrant Farm Workers</b>	Individuals who are seasonal farm workers and who move from one home base to another to work or look for farm work.
<b>Resources</b>	Cash, property, or assets such as bank accounts, vehicles, stocks, bonds, and life insurance.
<b>Seasonal Farm Workers</b>	Individuals who work at certain times of the year planting, picking or packing produce. They are hired on a temporary basis when a job requires more workers than the farm employs on a regular basis.
<b>Middle Class Tax Relief Act of 2012</b>	This Act prohibits the use of cash assistance funds or TANF Debit Cards to withdraw cash or perform transactions at casinos, liquor stores, adult-oriented entertainment facilities, poker rooms, bail bonds, night clubs/salons/taverns, bingo halls, race tracks, gaming establishments, gun/ammunition stores, cruise ships, psychic readers, smoking shops, tattoo/piercing shops, and spa/massage salons. The use of cash assistance funds or the TANF Debit Card at these businesses will constitute an intentional program violation (fraud) on the part of the recipient.



# Application for Benefits

<p><b>Trafficking in the SNAP/Food Stamp Program</b></p>	<p><i>Trafficking</i> SNAP benefits means: (1) Buying, selling, stealing, or otherwise exchanging SNAP benefits issued and accessed via EBT cards, card numbers and PIN numbers or by manual voucher and signature, for CASH or consideration other than eligible food, either directly, indirectly, in complicity or collusion with others, or acting alone; (2) The exchange of firearms, ammunition, explosives, or controlled substances; (3) Purchasing a product with SNAP benefits that has a container requiring a return deposit with the intent of obtaining cash by discarding the product and returning the container for the deposit amount, intentionally discarding the product, and intentionally returning the container for the deposit amount; (4) Purchasing a product with SNAP benefits with the intent of obtaining cash or consideration other than eligible food by reselling the product, and subsequently intentionally reselling the product purchased with SNAP benefits in exchange for cash or consideration other than eligible food; (5) Intentionally purchasing products originally purchased with SNAP benefits in exchange for cash or consideration other than eligible food; (6) Attempting to buy, sell, steal, or otherwise affect an exchange of SNAP benefits issued and accessed via Electronic Benefit Transfer (EBT) cards, card numbers and personal identification numbers (PINs), or by manual voucher and signatures, for cash or consideration other than eligible food, either directly, indirectly, in complicity or collusion with others, or acting alone.</p>
<p><b>Qualified Alien/Immigrant</b></p>	<p>A <i>qualified alien/immigrant</i> is a person who is legally residing in the U.S. who falls within one of the following categories: a person lawfully admitted for permanent residence (LPR) under the Immigration and Nationality Act (INA); <i>Amerasian</i> immigrant under section 584 of the Foreign Operations, Export Financing and Related Program Appropriations Act of 1988; a person who is granted asylum under section 208 of the INA; <i>Refugees</i>, admitted under section 207 of the INA; A person <i>paroled</i> into the US under section 212(d)(5) of the INA for at least one year; A person whose <i>deportation</i> is being withheld under section 243(h) of the INA as in effect prior to April 1, 1997, or section 241(b)(3) of the INA, as amended; a person who is granted <i>conditional entry</i> under section 203(a)(7) of the INA as in effect prior to April 1, 1980; <i>Cuban or Haitian</i> immigrants as defined in section 501(e) of the Refugee Education Assistance Act of 1980; <i>victims of human trafficking</i> under section 107(b)(1) of the Trafficking Victims Protection Act of 2000; <i>battered immigrants</i> who meet the conditions set forth in section 431 (c) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended; <i>Afghan or Iraqi</i> immigrants granted special immigrant status under section 101(a)(27) of the INA (subject to specified conditions); <i>American Indians</i> born in Canada living in the U.S. under section 289 of the INA or non-citizens of federally-recognized Indian tribe under Section 4(e) of the Indian Self-Determination and Education Assistance Act and <i>Hmong or Highland Laotian tribal members</i> that rendered assistance to U.S. personnel by taking part in military or rescue operation during Vietnam Era (8/05/1964 – 5/07/1975).</p>

## **Notice of ADA/Section 504 Rights**

### **Help for People with Disabilities**

The Georgia Department of Human Services and the Georgia Department of Community Health (“the Departments”) are required by federal law\* to provide persons with disabilities an equal opportunity to participate in and qualify for the Departments’ programs, services, or activities. This includes programs such as SNAP, TANF and Medical Assistance. The Departments provide reasonable modifications when the modifications are necessary to avoid discrimination based on disability. For example, we may change policies, practices, or procedures to provide equal access. To ensure equally effective communication, we provide persons with disabilities or their companions with disabilities communication assistance, such as sign language interpreters. Our help is free. The Departments are not required to make any modification that would result in a fundamental alteration in the nature of a service, program or activity or in undue financial and administrative burdens.

### **How to Request a Reasonable Modification or Communication Assistance**

Please contact your caseworker if you have a disability and need a reasonable modification, communication assistance, or extra help. For instance, call if you need an aid or service for effective communication, like a sign language interpreter. You may contact your caseworker or call DFCS at 404-657-3433 or DCH at 678-248-7449 to make your request. You may also make your request using the DFCS ADA Reasonable Modification Request Form, which is available at your local DFCS office or online at <https://dhs.georgia.gov/forms-notices>, or you may obtain the DCH ADA Reasonable Modification Request Form at the DCH Katie Becket Team office or online at <https://medicaid.georgia.gov/programs/all-programs/tefrakatie-beckett>, but you do not have to use a form.

### **How to File a Complaint**

You have the right to make a complaint if the Departments have discriminated against you because of your disability. For example, you may file a discrimination complaint if you have asked for a reasonable modification or sign language interpreter that has been denied or not acted on within a reasonable time. You can make a complaint orally or in writing by contacting your case worker, your local DFCS office, or the DFCS Civil Rights, ADA/Section 504 Coordinator at 2 Peachtree Street N.W., Ste 19-454, Atlanta, GA, 30303, 404-657-3735. For DCH, contact the KB TEAM ADA/Section 504 Coordinator at 5815 Live Oak Pkwy Suite 2-F, Norcross, GA, 30093, 678-248-7449.

You can ask your case worker for a copy of the DFCS civil rights complaint form. The complaint form is also available at <https://dhs.georgia.gov/documents/dfcs-discrimination-complaint-form-0>. If you need help making a discrimination complaint, you may contact the DFCS staff listed above. Individuals who are deaf or hard of hearing or who may have speech disabilities may call 711 for an operator to connect with us.

You may also file a discrimination complaint with the appropriate federal agency. Contact information for the U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) is within the “USDA-HHS Joint Nondiscrimination Statement” included within.

*\*Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; and the Americans with Disabilities Act Amendments Act of 2008 ensure persons with disabilities are free from unlawful discrimination.*

Under the **Department of Human Service (DHS)**, you may also file other discrimination complaints by contacting your local DFCS office, or the DFCS Civil Rights, ADA/Section 504 Coordinator at 2 Peachtree Street N.W., Ste 19-454, Atlanta, GA, 30303, 404-657-3735. For complaints alleging discrimination based on limited English proficiency, contact the DHS Limited English Proficiency and Sensory Impaired Program at: Two Peachtree Street, N.W., Suite 29-103 N.W., Atlanta, GA 30303 or call 404-657-5244 (voice), 404-463-7591 (TTY), 404-651-6815 (fax).

Under the **Department of Community Health (DCH)** policy, the Medical Assistance programs cannot deny you eligibility or benefits based on your race, age, sex, disability, national origin, or political or religious beliefs.

To report Medicaid eligibility or provider discrimination, call the Georgia Department of Community Health’s Office of Program Integrity (**local 404-463-7590**) or (**toll free**) **800-533-0686**. You may also report suspected Medicaid fraud by calling (toll free) 1-800-533-0686.

## **Nondiscrimination Statement**

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, 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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or 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.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), (AD-3027), found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

For any other information dealing with Supplemental Nutrition Assistance Program (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: [http://www.fns.usda.gov/snap/contact\\_info/hotlines.htm](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (800) 368-1019 (voice) or (800) 537-7697 (TTY).

This institution is an equal opportunity provider.