



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	
<b>What language do you speak?</b> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____ <b>If you do not speak English and need free translation services, call your case manager or call 1-800-332-6347.</b> <b>What type of assistance do you need now? (Check all that you need)</b> <input type="checkbox"/> Cash Assistance <input type="checkbox"/> Child Care Services <input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP) <input type="checkbox"/> Medical Assistance - Do you have any unpaid medical bills from the past 3 months? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Do you have any of these problems?</b> <input type="checkbox"/> Utility shut off <input type="checkbox"/> Eviction or foreclosure <input type="checkbox"/> No place to stay <input type="checkbox"/> No heat <input type="checkbox"/> No food <input type="checkbox"/> Cannot afford child care <input type="checkbox"/> other: _____ <b>Are you or anyone in your household pregnant?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who? _____ Due Date _____ <b>Are you or anyone in your household disabled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who? _____ Disability? _____					
<b>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)</b>			<b>Under what name?</b>		
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		
<b>Go to page 2</b> → → → →					
<b>FOR AGENCY USE ONLY</b>					
LDSS Office		Programs applied for or receiving		AU ID #s	
Case Manager's Name					
Application/Redetermination Date				MA #s	
<b>EXPEDITED SERVICE FOR SNAP BENEFITS (CUSTOMERS SHOULD NOT WRITE IN THIS AREA – FOR AGENCY USE ONLY)</b>					
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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) = \$ _____ <b>A. Total income and liquid resources = \$ _____</b> <b>B. Total shelter costs = \$ _____</b> 2. Is the total amount for B. (Total shelter costs) greater than the total for A. (Total income and liquid resources)? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Are the household members destitute migrant or seasonal farm workers whose cash and savings are \$100 or less? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If the answer to any of the above questions is yes, this household is potentially eligible for Expedited SNAP.</b> 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 <input type="checkbox"/> was <input type="checkbox"/> 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
		Self								

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Country of origin
	US Entry date:		INS Number:
Household member	INS Status	Sponsored Immigrant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Country of origin
	US Entry date:		INS Number:
Household member	INS Status	Sponsored Immigrant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Country of origin
	US Entry date:		INS Number:
Household member	INS Status	Sponsored Immigrant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Country of origin
	US Entry date:		INS Number:
Household member	INS Status	Sponsored Immigrant? <input type="checkbox"/> Yes <input type="checkbox"/> 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 If 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Household Member Receiving Care		Under 2 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Who Pays?		Cost \$	Who Pays?		Cost \$
Household Member Receiving Care		Under 2 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Household Member Receiving Care		Under 2 years old? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Alimony   | <input type="checkbox"/> Child Support             | <input type="checkbox"/> Social Security           | <input type="checkbox"/> SSI                                    |
| <input type="checkbox"/> Railroad Retirement   | <input type="checkbox"/> Veteran's Pension/Benefit | <input type="checkbox"/> Unemployment Benefits     | <input type="checkbox"/> Education Grants or Loans              |
| <input type="checkbox"/> Worker's Compensation   | <input type="checkbox"/> Pension or Retirement     | <input type="checkbox"/> Union Benefits            | <input type="checkbox"/> Disability, Sick or Maternity Benefits |
| <input type="checkbox"/> Military Allotment  | <input type="checkbox"/> Money from Rental Income  | <input type="checkbox"/> Black Lung Benefits       | <input type="checkbox"/> Money from Friends or Relatives        |
| <input type="checkbox"/> Lump Sum Cash Amounts   | <input type="checkbox"/> Civil Service Annuity     | <input type="checkbox"/> Temporary Cash Assistance | <input type="checkbox"/> TDAP                                   |
| <input type="checkbox"/> Gambling or Lottery Winnings <input type="checkbox"/> Interest Dividends from Stocks, Bonds, Savings or Other Investments <input type="checkbox"/> Social Security Disability |  |  |   |
| <input type="checkbox"/> 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 HousingIs heat included in your rent? ☐ Yes ☐ NoDo 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 ☐ NoDoes 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.**

<input type="checkbox"/> Health/Medicare Insurance	\$ _____	<input type="checkbox"/> Medical/Dental Insurance	\$ _____	Others	_____
<input type="checkbox"/> Dentures/Glasses/Hearing Aids	\$ _____	<input type="checkbox"/> Transportation Costs	\$ _____		_____
<input type="checkbox"/> Hospital	\$ _____	<input type="checkbox"/> Nursing	\$ _____		_____
<input type="checkbox"/> Attendant Care	\$ _____	<input type="checkbox"/> 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? \_\_\_\_\_

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.

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		

Number	Street	City	State	Zip Code	Telephone
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Insurance Company Name
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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		

Number	Street	City	State	Zip Code	Telephone
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Insurance Company Name
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Number	Street	City	State	Zip Code	Telephone
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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


[illegible]

**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: <input type="checkbox"/> Absent <input type="checkbox"/> Deceased						
CHILD'S NAME				MARITAL STATUS OF CHILD'S PARENTS AT BIRTH										
				<input type="checkbox"/> Married		<input type="checkbox"/> Divorced		<input type="checkbox"/> Unknown		<input type="checkbox"/> Separated		<input type="checkbox"/> Never Married		
				<input type="checkbox"/> Married		<input type="checkbox"/> Divorced		<input type="checkbox"/> Unknown		<input type="checkbox"/> Separated		<input type="checkbox"/> Never Married		
				<input type="checkbox"/> Married		<input type="checkbox"/> Divorced		<input type="checkbox"/> Unknown		<input type="checkbox"/> Separated		<input type="checkbox"/> Never Married		
				<input type="checkbox"/> Married		<input type="checkbox"/> Divorced		<input type="checkbox"/> Unknown		<input type="checkbox"/> Separated		<input type="checkbox"/> Never Married		
Social Security Number			Other Name			Date of Birth		Age		Race		Sex <input type="checkbox"/> Male <input type="checkbox"/> 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)											
<b>Current or Prior Military</b> Dates: From: To:			Paying Military Allotment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, To whom?						Military Branch					
Incarcerated <input type="checkbox"/> Currently <input type="checkbox"/> Previously <input type="checkbox"/> Never			Institution Name											

**ABSENT PARENT INCOME INFORMATION**

Last Known Employer		Name, Address & Telephone									
Second Employer		Name, Address & Telephone									
Other Income/Benefits:		<input type="checkbox"/> Social Security		<input type="checkbox"/> SSI		<input type="checkbox"/> Veteran's Pension		<input type="checkbox"/> Unemployment			
<input type="checkbox"/> Worker's Compensation		<input type="checkbox"/> Pension/Retirement		<input type="checkbox"/> Union Benefits		<input type="checkbox"/> Other, list _____					

**ABSENT PARENT COURT ORDER INFORMATION**

Paying Support? <input type="checkbox"/> YES <input type="checkbox"/> NO		To Whom?				Last Date Paid		Payment Amount	
Court Ordered? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, where was the court order issued?						Can you give us a copy? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**#2 ABSENT PARENT (AP) INFORMATION**

Name of Absent Parent (First, Middle, Last)				Relationship of absent parent to you.				Check one: <input type="checkbox"/> Absent <input type="checkbox"/> Deceased						
CHILD'S NAME				MARITAL STATUS OF CHILD'S PARENTS AT BIRTH										
				<input type="checkbox"/> Married		<input type="checkbox"/> Divorced		<input type="checkbox"/> Unknown		<input type="checkbox"/> Separated		<input type="checkbox"/> Never Married		
				<input type="checkbox"/> Married		<input type="checkbox"/> Divorced		<input type="checkbox"/> Unknown		<input type="checkbox"/> Separated		<input type="checkbox"/> Never Married		
				<input type="checkbox"/> Married		<input type="checkbox"/> Divorced		<input type="checkbox"/> Unknown		<input type="checkbox"/> Separated		<input type="checkbox"/> Never Married		
				<input type="checkbox"/> Married		<input type="checkbox"/> Divorced		<input type="checkbox"/> Unknown		<input type="checkbox"/> Separated		<input type="checkbox"/> Never Married		
Social Security Number			Other Name			Date of Birth		Age		Race		Sex <input type="checkbox"/> Male <input type="checkbox"/> 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)											
<b>Current or Prior Military</b> Dates: From: To:			Paying Military Allotment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, To whom?						Military Branch					
Incarcerated <input type="checkbox"/> Currently <input type="checkbox"/> Previously <input type="checkbox"/> 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:		<input type="checkbox"/> Social Security		<input type="checkbox"/> SSI		<input type="checkbox"/> Veteran's Pension		<input type="checkbox"/> Unemployment							
<input type="checkbox"/> Worker's Compensation		<input type="checkbox"/> Pension/Retirement		<input type="checkbox"/> Union Benefit		<input type="checkbox"/> Other, list _____									

**ABSENT PARENT COURT ORDER INFORMATION**

Paying Support? <input type="checkbox"/> YES <input type="checkbox"/> NO		To Whom?				Last Date Paid		Payment Amount	
Court Ordered? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, where was the court order issued?						Can you give us a copy? <input type="checkbox"/> YES <input type="checkbox"/> 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.

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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.

<b>Signature:</b>	<b>Date:</b>
<b>Printed name:</b>	



## **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](tel: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):	
<b>Local Department of Social Services Location:</b>	
Accommodation Request (Type of accommodation requested.) Please print or type. Be as specific as possible. If needed, attach additional pages.	
<p><b>Note:</b> If requesting <b>sign language services</b>, specify type: American Sign Language Interpreter (ASL), Certified Deaf Interpreter (CDI) or Communication Access Real Time Translation (CART).</p> <p>Please provide any additional information that may assist us in providing a reasonable accommodation (specify):</p>	
<p>Customer/Applicant's Signature : _____ Date: _____</p>	
<p>Return this form to the case manager or the Customer Access Coordinator in your local department of social services.</p> <p style="text-align: center;"><b><i>For Office Use Only</i></b></p> <p style="text-align: center;">Date Request Received:</p> <p style="text-align: center;">Action Taken:</p> <p>_____</p> <p>=====</p> <p>_____</p>	
<p>CAC Signature: _____ Date: _____</p>	

## 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, audiotope, 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: [FNCSIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNCSIVILRIGHTSCOMPLAINTS@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](mailto:OCRmail@hhs.gov). Persons who need assistance with filing a civil rights complaint can email OCR at [OCRMail@hhs.gov](mailto: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 want to 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->

**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		



MARYLAND DEPARTMENT OF HUMAN SERVICES  
OFFICE OF HOME ENERGY PROGRAMS  
**ENERGY ASSISTANCE APPLICATION**

**Step 1**

Complete the enclosed application

**Step 2**

Include copies of the required documents listed below

**Step 3**

Return your application and documents to your local OHEP office (Location listed on back)

**Photo ID for the Applicant (Please submit one of the following)**

- Driver's license or other government issued identification card

**Proof of Residence (Please submit one of the following)**

- Unexpired driver's license with current address listed
- Current lease or housing letter (within last 12 months) or rent receipt from landlord with address listed
- Mortgage statement within last 30 days
- Current property tax bill or receipt

**Proof of ALL Gross Income for All Household Members**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Wages (Employment)/ Tips/Commission                         | <input type="checkbox"/> Temporary Disability Assistance Program (TDAP)                  | <input type="checkbox"/> Armed Forces Dependent Allowance                              |
| <input type="checkbox"/> Self-Employment   | <input type="checkbox"/> Pensions  | <input type="checkbox"/> Criminal Injuries Compensation Board Payments                 |
| <input type="checkbox"/> Rental Income   | <input type="checkbox"/> Money/Income from Annuities, IRAs, or other Retirement Accounts | <input type="checkbox"/> Monetary Gifts and Loans, excluding student loans             |
| <input type="checkbox"/> Social Security   | <input type="checkbox"/> Child Support   | <input type="checkbox"/> Employee strike funds where there is no employee contribution |
| <input type="checkbox"/> SSI/SSDI  | <input type="checkbox"/> Alimony or Spousal Support                                      | <input type="checkbox"/> Payments received by home care providers for adult care       |
| <input type="checkbox"/> Dividends   | <input type="checkbox"/> Workman's Compensation Benefits                                 | <input type="checkbox"/> Railroad Retirement Benefits                                  |
| <input type="checkbox"/> Interest from Savings or Checking Accounts                  | <input type="checkbox"/> Unemployment Insurance Benefits                                 |  |
| <input type="checkbox"/> Interest or Dividends received from the redemption of bonds | <input type="checkbox"/> Veteran's Pension   |  |
| <input type="checkbox"/> Estate or Trust Fund Income                                 | <input type="checkbox"/> Mine Worker's Benefits  |  |
| <input type="checkbox"/> Royalties   |  |  |
| <input type="checkbox"/> Temporary Cash Assistance (TCA)                             |  |  |

- If any adult household member (18 years or older) has not received any income in the last 30 days, a Declaration of Zero Income form must be signed. If no one in your household has received any income in the last 30 days, a Household Worksheet must be completed. Forms may be found at <http://www.dhr.state.md.us/energy> or by calling the number below.

**Social Security Number Verification for all Household Members**

- Social Security cards or other federal government-issued documents with name and SSN

**Energy Bill Verification**

- Most recent electric and heating (if applicable) bill

**To check the status of your application online, visit [myohepstatus.org](http://myohepstatus.org).**

Please allow 15 days from submission for the application to be displayed.

To check the status of your application over the phone or for other questions about the Office of Home Energy Programs, call 1-800-332-6347.

**Allegany County**

1 Frederick Street  
Cumberland, MD 21502  
(301)784-7000  
ACDSS.OHEP@maryland.gov

**Anne Arundel County**

Annapolis Office  
251 West Street  
Annapolis, MD 21404-1951  
(410)626-1900  
energyprograms@aaccaa.org

Glen Burnie Office  
117 Delaware Avenue  
Glen Burnie, MD 21061

**Baltimore City**

*Please apply at your nearest location*

**Southeast Community Action Center**

3411 Bank Street, 21224  
(410) 545-6518

**Eastern Community Action Center**

1731 E. Chase Street, 21213  
(410) 545-0136

**Northern Community Action Center**

5225 York Road, 21212  
(410) 396-6084

**Northwest Community Action Center**

3939 Reisterstown Road, 21215  
(443) 984-1384

**Southern Community Action Center**

606 Cherry Hill Road, 21225  
(410) 545-0900

The email address for Baltimore City is:  
OHEP@baltimorecity.gov

**Baltimore County**

6401 York Road  
Baltimore, MD 21212  
(410) 853-3385  
ohcp.mailrequest@maryland.gov

**Calvert County**

3720 Solomon's Island Road  
Huntingtown, MD 20639  
(410) 535-1010  
OHEP@smtccac.org

**Caroline County**

300 Market Street  
P.O.Box 400  
Denton, MD 21629  
(410) 819-4500  
caroline.care@maryland.gov

**Carroll County**

10 Distillery Drive, Suite G-1  
P.O. Box 489  
Westminster, MD 21158  
(410) 857-2999  
OHEP@hspinc.org

**Cecil County**

135 E. High Street  
Elkton, MD 21921  
(410) 996-0270  
DLCecil\_Ohep\_DHS@maryland.gov

**Charles County**

8371 Old Leonardtown Road  
Hughesville, MD 20637-0280  
(301) 274-4474  
OHEP@smtccac.org

**Dorchester County**

2737 Dorchester Sq.,  
Cambridge, MD 21613  
(410) 901-4100  
dorchester.ohcp@maryland.gov

**Frederick County**

420 E Patrick Street  
P.O. Box 3929  
Frederick, MD 21705  
(301) 600-2410  
ohcp@cityoffrederickmd.gov

**Garrett County**

104 E. Center Street  
Oakland, MD 21550-1397  
(301) 334-9431  
OHEP@garrettcac.org

**Harford County**

1321 B Woodbridge Station Way  
Edgewood, MD 21040  
(410) 612-9909  
MEAP@harfordcaa.org

**Howard County**

9820 Patuxent Woods Drive  
Columbia, MD 21046  
(410) 313-6440  
clientassistance@cac-hc.org

**Kent County**

350 High Street  
Chestertown, MD 21620  
(410) 810-7600  
Kent.ohcp@maryland.gov

**Montgomery County**

1301 Piccard Drive  
Rockville, MD 20850  
(240) 777-4450  
ohcp@montgomerycountymd.gov

**Prince George's County**

425 Brightseat Road  
Landover, MD 20785  
(301) 909-6300  
pgcdss.energy@maryland.gov

**Queen Anne's County**

125 Comet Drive  
Centreville, MD 21617  
(410) 758-8000  
QAC.OHEP@maryland.gov

**Somerset County**

12409 Loretta Road  
Princess Anne, MD 21853  
(410) 651-1805  
Energywicomico@shoreup.org

**St. Mary's County**

8371 Old Leonardtown Road,  
Hughesville, MD 20637  
301-475-5574  
OHEP@smtccac.org

**Talbot County**

126 Port Street  
Easton, MD 21601-2631  
(410) 763-6745  
energy@nsctalbotmd.org

**Washington County**

117 Summit Avenue  
Hagerstown, MD 21740  
(301) 797-4161  
WashingtonCountyOHEP@wccac.org

**Wicomico County**

500 Snow Hill Road  
Salisbury, MD 21804  
(410) 341-9634  
Energywicomico@shoreup.org

**Worcester County**

6352 Worcester Highway  
Newark, MD 21841  
(410) 632-2075  
Energywicomico@shoreup.org



MARYLAND DEPARTMENT OF HUMAN SERVICES  
OFFICE OF HOME ENERGY PROGRAMS  
**ENERGY ASSISTANCE APPLICATION**

**PLEASE PRINT ALL INFORMATION. Be sure to fill out all information clearly and completely.**

You must provide documentation to support the information provided on this application. Documentation includes a copy of the applicant's photo ID, proof of where you live (this can be your utility bill), copies of Social Security Cards for everyone in your household, and proof of all gross (pre-tax) income for everyone in your household for the last 30 days. If your household received no income in the 30 days prior to this application, you must sign a Declaration of Zero Income and provide additional information.

Name

Primary Phone Number ☐ Home ☐ Cell ☐ Work ☐ Friend/Relative

Mailing Address

Secondary Phone Number ☐ Home ☐ Cell ☐ Work ☐ Friend/Relative

City, State, Zip

Street Address (If different from your mailing address or if you have moved)

Email Address

☐ I have a disability and am requesting a reasonable accommodation for my application.

Social Security Number

### 1. LIVING ARRANGEMENTS

**Do you live in a:**

☐ Apartment or Multi-Family ☐ Double, Row or Townhouse ☐ Single Family Home ☐ Mobile Home

**Are you a (Check one):**

☐ Homeowner ☐ Renter ☐ Roomer/Boarder

**\*If you rent:**

Is your rent reduced through help from HUD or Subsidized Housing (Section 8)? ☐ Yes\* ☐ No

\*If you answered yes to this question, do you receive Utility Allowance? ☐ Yes ☐ No

### 2. RENTERS ONLY

**Is your heat included in the rent?** ☐ Yes ☐ No

Landlord's Name/Apartment Complex: \_\_\_\_\_

Landlord's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord's Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

### 3. CRISIS INFORMATION

☐ My electricity has been disconnected

☐ I have received notice that my electricity and/or gas will be disconnected

☐ I have no heating fuel and/or gas

☐ I have less than 3 days of heating fuel

☐ My heating system, cooling system, or water heater is broken.

☐ My tank has been removed

☐ I have received an eviction notice (If you have an eviction notice, you may be referred to another program)

☐ The loss of electric/gas service will aggravate an existing serious illness or prevent the use of life support equipment. (Physician's Certification is required).

**4. HOUSEHOLD INFORMATION - Fill in all spaces below for ALL Household members, even if they are not related to you or helping financially.**

Total # of household members is \_\_\_\_\_

Total # of household members 18 years and over is \_\_\_\_\_

**Please use the following choices for "Race":**

- |                              |  |          |
|------------------------------|--|----------|
| 1. Black or African-American | 4. Asian, Hawaiian or Pacific Islander | 7. Other |
| 2. White                     | 5. American Indian or Alaskan Native   |          |
| 3. Hispanic                  | 6. Multi-Racial                        |          |

For each household member in the table below, list all sources of income received in the last 30 days. **Documentation of income for each household member 18 years or older must be provided with this application.** For examples of income, and which documents we can accept for your income type, refer to the application instructions included in this packet. If any household members who are 18 years or older have not received any income in the last 30 days, you will need a Declaration of Zero Income form.

FIRST & LAST NAME	SOCIAL SECURITY NUMBER	BIRTHDATE M/D/YR	RELATIONSHIP TO APPLICANT	SEX M/F	RACE CODE	AMERICAN CITIZEN (YES or NO)	DISABLED (YES or NO)	VETERAN (YES or NO)	SOURCES OF INCOME	GROSS 30 DAY AMOUNT
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										

**Please list additional household members on a separate paper.**

## 5. SCREEN FOR ALL ELIGIBLE GRANTS

- ☐ I would like to be screened for all OHEP grants for which I may be eligible. I will provide my electric and heating account information in sections six and seven.

## 6. ELECTRIC ASSISTANCE GRANT - Provide all information that applies below

The Electric Universal Service Program (EUSP) is a grant that pays a portion of an applicant's future electric bills.

- ☐ I want to apply for an EUSP grant. I understand that the electric bill does not need to be in my name to qualify.

My electric company is: \_\_\_\_\_ Name on the account: \_\_\_\_\_

Account number: \_\_\_\_\_ Turn-off notice: ☐ YES ☐ NO My service is off: ☐ YES ☐ NO

The Electric Arrearage Retirement Assistance (ARA) program is a grant that helps applicants pay down past-due electric bills. Applicants must have a past-due electric bill of \$300 or more to qualify. Applicants must receive EUSP benefits and the bill must be in the applicant's name.

- ☐ I have a past-due electric bill in my name and would like to be screened for an Electric Arrearage grant to help pay the balance.

## 7. HEATING ASSISTANCE GRANT- Provide all information that applies below

The Maryland Energy Assistance Program (MEAP) is a grant that pays a portion of an applicant's future heating bills.

- ☐ I want to apply for a MEAP grant. The heating bill does not need to be in my name to qualify.

CHECK ONE BOX BELOW FOR THE MAIN HEATING SOURCE OF YOUR HOME:

☐ Electricity ☐ Utility Gas ☐ Propane ☐ Oil ☐ Kerosene ☐ Coal ☐ Wood ☐ Pellets

My heat supplier or fuel company is: \_\_\_\_\_ Name on the account: \_\_\_\_\_

Account number: \_\_\_\_\_ Turn-off notice: ☐ YES ☐ NO My service is off: ☐ YES ☐ NO

The Gas Arrearage Retirement Assistance (GARA) program is a grant that helps applicants pay down past-due natural gas bills. Applicants must have a past-due natural gas bill of \$300 or more to qualify. Applicants must receive MEAP benefits and the bill must be in the applicant's name.

- ☐ I have a past-due natural gas bill in my name and would like to be screened for a Gas Arrearage grant to help pay the balance.

## 8. ENERGY EFFICIENCY FOR YOUR HOME - DHCD Energy Efficiency Programs

I am interested in having energy efficiency improvements made to my home. Please refer me to the energy efficiency programs provided by the Maryland Department of Housing and Community Development (DHCD). The energy efficiency improvements such as, furnace clean and tune, added insulation, and energy efficient light bulbs are offered at no additional cost to income eligible Marylanders. I understand I do not need to participate in DHCD's energy efficiency programs to receive OHEP benefits.

- ☐ YES. I want to receive energy efficiency improvements. I understand that my application information will be referred to DHCD AND I give my permission for DHCD to access my utility consumption data through my utility provider(s) in order to determine the energy efficiency improvements for which I may be eligible.

## 9. PREVENT SHUT-OFF WITH REGULAR PAYMENT – Universal Service Protection Program (USPP)

USPP helps me prevent a shut-off as long as I continue to pay the minimum monthly payment as required by my utility supplier. All MEAP eligible customers may participate in USPP. Participation also requires 12 months of budget billing. Budget billing spreads your annual utility bills into even monthly payments. Failure to make consecutive payments may result in my removal from USPP. I understand that I do not have to participate in USPP to receive MEAP benefits and no money will be paid to my account through USPP.

☐ I want to enroll in USPP.

## 10. ACKNOWLEDGEMENT & SIGNATURE – You or your representative must sign this application before submitting.

I swear or affirm under penalty of perjury that all the information I gave to the Office of Home Energy Programs (OHEP ) in this Energy Assistance Application is true, correct, and complete to the best of my ability, belief, and knowledge. I am the representative of the individual household members identified in this application, and I submit this application on behalf of myself and the other individual household members. I authorize OHEP and/or the Office of Inspector General (OIG) to investigate and confirm the accuracy and completeness of all household income and other information provided with this application, including but not limited to the use of governmental and consumer reporting agency data regarding employment income.

I consent to allow my gas, electric, oil company, or any other energy provider to provide relevant account information to OHEP and for OHEP to communicate with those providers regarding this application. I allow OHEP to release and exchange relevant information with other agencies and my gas, electric, oil company, or other energy provider in order to make appropriate referrals to services that may assist me to lower my energy bill or help me to better afford my energy costs or help me with the completion of my application. I consent for my information to be entered into other secure databases for tracking of services, statistical information, and program evaluation.

I understand that by checking 'YES' to question #8, I understand that OHEP will refer all necessary information from my application to DHCD's energy efficiency programs. I also give my permission for DHCD to access my utility consumption data through my utility provider(s) in order to determine the energy efficiency improvements for which I may be eligible. I understand that if I decide to participate in any of the energy efficiency programs at a later date, this application is my authorization for the programs to access my utility consumption data.

An appeal can be filed to change the decision on this application or if help is not given in a reasonable time. The appeal must be filed within 30 days of the decision. The local agency will tell me how to file. Free legal advice may be available through the Legal Aid Bureau by calling toll-free 1-800-999-8904.



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

\_\_\_\_\_  
Date

### OFFICE USE ONLY:

COUNTY	CENTER	DATE RECEIVED	# IN HH	SUB/HUD <input type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL HH INCOME
ELECTRIC ARREARAGE			GAS ARREARAGE		
SCREENED FOR ARA <input type="checkbox"/> YES <input type="checkbox"/> NO	QUALIFIES & IS DOCUMENTED <input type="checkbox"/> YES <input type="checkbox"/> NO	DOES NOT QUALIFY BECAUSE: <input type="checkbox"/> RECEIVED IN 5 YRS <input type="checkbox"/> ARREARAGE < \$300	SCREENED FOR GARA <input type="checkbox"/> YES <input type="checkbox"/> NO	QUALIFIES & IS DOCUMENTED <input type="checkbox"/> YES <input type="checkbox"/> NO	DOES NOT QUALIFY BECAUSE: <input type="checkbox"/> RECEIVED IN 5 YRS <input type="checkbox"/> ARREARAGE < \$300
WORKER'S COMMENTS					
	MEAP	EUSP	ELECTRIC ARREARAGE	GAS ARREARAGE	POVERTY LEVEL
ANNUAL USAGE*					
BENEFIT AMOUNT					
WORKER SIGNATURE	DATE	CERTIFIER SIGNATURE			DATE

\*If no usage, indicate the type of fuel or whether the heat is sub-metered.