



# Application for Benefits

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

If you need help filling out this application or need help communicating with us, ask us or call 1-877-423-4746. If you are deaf or hard of hearing, please call GA Relay at 711. Our services are free.

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.

## Medical Assistance



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

## Community Outreach Services



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



# Application for Benefits

## 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 1-5, 26-33 and keep them for yourself.

Mail, fax, or bring in pages 6-25 of this application to your local Division of Family & Children Services (DFCS) office. You can locate your local office at <http://dfcs.georgia.gov/county-offices>.

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

If you are applying for Food Stamps, 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.



# Application for Benefits

## 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.

## 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 10.

### 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.

For Medicaid, you will receive a Medicaid card for each eligible member.

### 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

## 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).
- 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 child care receipts, medical bills, medical transportation 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.



## Application for 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**

The Food Stamp Program provides monthly benefits to low-income households to help pay for the cost of food. The program also provides nutrition education and helps eligible households to meet their food and nutritional needs.

## **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.

## **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.



# Application for Benefits

## Tell Us About the Applicant

Does the applicant or person applying on behalf of the applicant need assistance when communicating with us? If so, check all that apply.

TTY  Braille  Large Print  E-mail  Video Relay)

Sign Language Interpreter \_\_\_\_\_

Foreign Language Interpreter (specify language)

\_\_\_\_\_

Other \_\_\_\_\_

## 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)		
City	State	Zip Code
Main Telephone Number	Other Contact Number	
E-Mail address (optional)		



# 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 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. If any information is incorrect, benefits may be reduced or denied and I may be subject to criminal prosecution or disqualified from DHS 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**





# Application for Benefits

## Can I Choose Someone to Apply for Food Stamps or Medicaid for me?

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: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

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

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

### 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.

1. Are you or any household member a migrant or seasonal farm worker?  Yes  No If yes, who: \_\_\_\_\_

2. 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)

3. 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)

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

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

6. What is the monthly amount of your rent, mortgage, property taxes, and/or homeowners insurance? \$ \_\_\_\_\_

7. 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)



# Application for Benefits

## Tell Us about the Applicant and All Household Members

**Please fill out the chart below about the applicant and all household members. The following federal laws and regulations: The Food and Nutrition Act of 2008, 7 U.S.C. § 2011-2036, 7. C.F.R. § 273.2, 45 C.F.R. § 205.52, 42 C.F.R. § 435.910, and 42 C.F.R. § 435.920, authorize DFCS to request you and your household members social security number(s).**

Anyone who is living in your household and is not applying for benefits may be treated as a **non-applicant**. Non-applicants do not have to give us information about their social security number, citizenship, or immigration status and are not eligible for benefits. Other household members may still be able to receive benefits, if they are otherwise eligible. If you want us to decide whether any household members are eligible for benefits, you will still need to tell us about their citizenship or immigration status and give us their social security number (SSN). You will still need to tell us about **their** income and resources to determine the eligibility and benefit level of the household. We will not report any non-applicant household members to the United States Citizenship and Immigration Services (USCIS) Systematic Alien Verification for Entitlements (SAVE) system if they do not give us their citizenship or immigration status. However if immigration status information has been submitted on your application, this information may be subject to verification through the SAVE system and may affect the household's eligibility and benefit level. We will match your information with other Federal, state, and local agencies to verify your income and eligibility. This information may also be given to law enforcement officials to use to catch people who are running



# Application for Benefits

from the law. If your household has a Food Stamp claim, the information on this application, including SSN, may be given to Federal and State agencies and private claims collection agencies for them to use in collecting the claim. We will not deny benefits to applicant household members because other household members fail to provide their SSN, citizenship, or immigration status.

<b>NAME</b>	<b>Relationship to You</b>	<b>Is this person applying for benefits?</b>	<b>Birth Date(m/d/y)</b>	<b>Social Security Number (applicant only)</b>	<b>Sex (M/F)</b>	<b>Hispanic/ Latino? (optional)</b>	<b>Race Code (optional) See Code below</b>	<b>Are you a U.S. citizen, qualified alien /immigrant? (Applicant Only)</b>
First, Middle Initial, Last		Y/N				Y/N		Y/N
	SELF							



# Application for Benefits

**Race Codes** (Choose all that apply):

**AI** – American Indian/Alaska Native

**AS** – Asian

**BL** – Black/African American

**WH** – White

**HP** – Native Hawaiian/Pacific Islander

By providing Race/Ethnicity information, you will assist us in administering our programs in a non-discriminatory manner. Your household is not required to give us this information and it will not affect your eligibility or benefit level.

## 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: \_\_\_\_\_



# Application for Benefits

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

If yes:

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:



# Application for Benefits

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: \_\_\_\_\_

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



# Application for Benefits

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. 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





# Application for Benefits

If yes:

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

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

## 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?

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



# Application for Benefits

## 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 monthly amount is more than \$200)

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:**

\_\_\_\_\_



# Application for Benefits

**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*	Amount Owed	Still Owed? Yes/No	Date Paid	Will Insurance Pay? Yes/No

\*Type of Expenses can include: (doctor visits, hospital visit, prescriptions, Medicare or health Insurance premiums, glasses)

**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:

## 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



# Application for Benefits

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 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? \_\_\_\_\_



# Application for Benefits

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

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

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

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

Have you received energy assistance in the last 12 months?

Yes  No  If yes, amount received \$ \_\_\_\_\_

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?

## Food Stamp 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.



## Application for Benefits

- 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.**



## Application for Benefits

**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



## Application for Benefits

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 12 months for the first violation and permanently for the second 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.

### **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 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. If any information is incorrect, benefits may be reduced or denied and I





# Application for Benefits

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

\_\_\_\_\_  
Case Manager's Name and Signature

\_\_\_\_\_  
Date



## Application for Benefits

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

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](#), (AD-3027), found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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 or 2) Fax: (202) 690-7442; or 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).



## Application for Benefits

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 (202) 619-0403 (voice) or (800) 537-7697 (TTY).

This institution is an equal opportunity provider.

You may also file a complaint of discrimination by contacting the DFCS Civil Rights Program, Two Peachtree Street, N.W., Suite 19-248, Atlanta, Georgia 30303 or call (404) 657-3735 or fax (404) 463-3978. For limited English proficient and sensory impaired services, contact the DHS Limited English Proficiency and 711 Sensory Impaired Program at: Two Peachtree Street, N.W., Suite 29-103 N.W., Atlanta, GA 30303 or call (404)-657-5244 or fax (404)-651-6815.

**Under the Department of Community Health (DCH) policy,** Medicaid 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



# Application for Benefits

Georgia Department of Community Health’s Office of Program Integrity (local 404-463-7590) (toll free) 800-533-0686.

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

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

<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. 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, individuals who live together and purchase and prepare their meals together.



# Application for Benefits

<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

<b>Applicant</b>	An individual who chooses to apply for or receive public assistance/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</b>	An assistance unit includes <i>eligible</i> individuals who live together and receive public assistance/benefits together.
<b>Trafficking in the SNAP/Food Stamp Program</b>	<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



## Application for Benefits

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.





# Application for Benefits

## Qualified Alien/Immigrant

A *qualified alien/immigrant* 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); *Amerasian* 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; *Refugees*, admitted under section 207 of the INA; A person *paroled* into the US under section 212(d)(5) of the INA for at least one year; A person whose *deportation* 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 *conditional entry* under section 203(a)(7) of the INA as in effect prior to April 1, 1980; *Cuban or Haitian* immigrants as defined in section 501(e) of the Refugee Education Assistance Act of 1980; *victims of human trafficking* under section 107(b)(1) of the Trafficking Victims Protection Act of 2000; *battered immigrants* who meet the conditions set forth in section 431 (c) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended; *Afghan or Iraqi* immigrants granted special immigrant status under section 101(a)(27) of the INA (subject to specified conditions); *American Indians* 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





## Application for Benefits

	<p>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>
--	---