

## **If you need assistance completing this application, please ask an Office of Public Assistance staff member.**

### **COMPLETION INSTRUCTIONS:**

The Montana Department of Public Health and Human Services (DPHHS) offers several programs to help you. Use this application to apply for Temporary Assistance for Needy Families (TANF) cash assistance, Medicaid, Medicare Savings Programs, Supplemental Nutrition Assistance Program (SNAP) benefits, Refugee Cash Assistance (RCA) or Refugee Medical Assistance (RMA).

1. **If you don't have time to complete the full application now, complete the entire first page, including signature, and turn in only the top copy of the first page today.**
2. If you are eligible for **SNAP benefits or RCA**, benefits may start from the date the front page of the application is received. If you are eligible for **TANF cash assistance**, benefits may start from the date the front page of the application is received, or the date you enroll in the WoRC program, if referred, whichever is later. If you are eligible, **Medicaid** may begin up to three (3) months prior to the month of application. If you are eligible for **RMA**, benefits start the first of the month in which you applied or the date your refugee/asylee status was granted, which ever is later.
3. You may be entitled to receive **SNAP benefits** within seven days (expedited service). See the back of page 1 for details.
4. Complete the entire application to the best of your ability.
5. Please use black or blue ink (it is easy to read and copies best). Print your answers.
6. If more space is needed to answer any question, attach an additional sheet with appropriate information about each additional person.
7. The application should be filled out by a household member or an authorized representative who knows the financial situation of all household members. The person completing the application is responsible for the answers given.
8. Any question that refers to "household" is referring to those persons applying for assistance and those financially responsible for them. For Medicaid, Refugee Medical and SNAP benefits, you need to enter the Social Security number and citizenship.
9. All questions are marked to indicate the program(s) to which they apply.  
**M for Medicaid, (Medicaid or Refugee Medical Assistance)**  
**S for SNAP Benefits**  
**C for Cash assistance (TANF or Refugee Cash Assistance)**

### **Please pay particular attention to these codes in the white section of the application.**

10. If NOT applying for **Medicaid or Refugee Medical Assistance (M)**, you can skip questions 36 through 43 (light blue background).
11. If NOT applying for **SNAP Benefits (S)**, you can skip questions 44 through 51 (green background).
12. If NOT applying for **TANF or Refugee Cash Assistance (C)**, you can skip questions 52 through 55 (light orange background).

Date Application Received: \_\_\_\_\_

Case Number \_\_\_\_\_

Date of Interview: \_\_\_\_\_

# APPLICATION FOR ASSISTANCE

TANF  FS  Exp.  MA  MSP

**GRAY SHADED AREAS ARE FOR INSTRUCTIONS AND AGENCY USE ONLY.**

Name: \_\_\_\_\_ County: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Day Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Message Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Do you live within the geographic boundaries of an Indian Reservation?  Yes  No

If you do not live at a street address, on a separate piece of paper describe how to get to your home.

**Fill in all required blanks for everyone who lives with you** either permanently or temporarily. **You must list** yourself first, then your spouse and children, including unborn children, then other adults and children. (Individuals under age 22 must list their parents if living in the same home with their parents.) If you are only applying for SNAP benefits, please list yourself, your spouse, children under age 22, and any others who purchase and prepare meals with you.

**M - required for Medicaid/Medicare Savings Program (MSP) and Refugee Medical Assistance, S - required for SNAP, or C - required for Cash Assistance.**

Name (Last, First, Middle)	Relation- ship To You	Requesting Yes/No			Birth date	(M, T)	(M, T)	Social Security Number	(M, T)	U.S. Citizen Yes/No
		MSP	Medicaid/ SNAP	CASH		Place of Birth	Sex		Marital Status	
1.	SELF									
2.										
3.										
4.										
5.										
6.										

**(S) SNAP Expedited Service Questions**

What is the total income before deductions your household has received or expects to receive this month?  
If zero, enter zero. \$ \_\_\_\_\_

How much do the members of your household have in cash and savings? (Give your best estimate)  
If zero, enter zero. \$ \_\_\_\_\_

How much is your monthly rent/mortgage?  
If zero, enter zero. \$ \_\_\_\_\_

How much are your current monthly utilities?  
If zero, enter zero. \$ \_\_\_\_\_

Is anyone in your household a migrant or seasonal farm worker?  Yes  No

**County Use**

Income less than \$150 and cash and savings no more than \$100?  Yes  No  
(If yes, expedite)

Combined income and resources less than rent/mortgage and utilities?  Yes  No  
(If yes, expedite)

Destitute migrant/seasonal farm worker with liquid resources not exceeding \$100?  Yes  No  
(If yes, expedite)

Screened for expedited services:  Yes  No  
Eligible for expedited services:  Yes  No  
\_\_\_\_\_ Worker Initial

**Penalty Warning: I swear or affirm that the statements made on this application are true or correct.**

**X** \_\_\_\_\_  
Signature or Mark of Applicant (or legal guardian/authorized representative). Date

\_\_\_\_\_  
Witness to Mark (necessary only if applicant cannot sign full name) Date

Distribution: White - County, Yellow - to remain attached to application form

### **INTERVIEW:**

1. After your application is filed, you will be notified of the time and date of your interview (if needed). **An interview is not required, but is recommended for Medicaid. Complete as much of the application as you can.** A worker will help you with any unanswered questions at the interview. If you do not have all necessary information, this could delay a decision on your application.
2. For SNAP benefits, TANF cash assistance and Refugee programs, if you cannot keep your appointment (if needed), **you must schedule another appointment within 30 days of the application date.** If you do not schedule another appointment, your application will be denied.
3. If you are not able to appear for an interview or you are unable to find someone to represent you, call your County Office of Public Assistance to schedule a home visit or phone interview.

**TO GET SNAP BENEFITS WITHIN 7 DAYS (EXPEDITED SERVICE):** You may be entitled to expedited services if your income and resources are not enough to cover your monthly rent/mortgage and utilities, or you have very little income or resources, or your household includes a migrant or seasonal farm worker.

1. Complete the application and provide proof of identity of the person listed as number 1 on the first page. If an authorized representative applies for the household, the identity of the person listed as number 1 on the first page and the authorized representative must be verified.
2. If you do not have time to complete this form now, complete the front page and turn it in now. This will ensure your benefits start from today if you are eligible for SNAP benefits.
3. You must complete all questions not marked with a specific code and all questions marked with the letter S.
4. If you are eligible for expedited service, you will receive SNAP benefits for this month even if you cannot provide all the proof needed at this time.
5. If you feel you are eligible for expedited services but your worker says you are not, you may ask for an administrative review or may request a fair hearing either orally or in writing.
6. If you are not eligible for expedited service, your application will be processed within 30 days following the date the signed application was received.

### **RIGHTS AND RESPONSIBILITIES:**

1. You have the right to file an application on the same day you contact us. You may either leave the entire application or completed front page or mail it to your County Office of Public Assistance.
2. You do not have to be interviewed or have a scheduled appointment before filing the application.
3. Your application will be processed within 30 days for SNAP benefits and Cash Assistance, and 45 days for Medicaid and Refugee Medical Assistance from the date of application except in unusual circumstances as defined by regulation.
4. Applicants soon to be released from an institution may make application for SNAP benefits prior to their release. The application filing date for pre-release applicants is the date of release from the institution.
5. **For SNAP benefits, do not:**
  - trade or sell SNAP benefits;
  - use SNAP benefits to get ineligible items such as alcoholic drinks, tobacco, or pay on credit accounts; or
  - use someone else's SNAP benefits for your household or let someone use your benefits.
6. For SNAP and RCA benefits you will be required to repay any benefits for which you aren't eligible, including errors caused by this agency. You will be required to repay any TANF, RMA and/or Medicaid, benefits that you aren't eligible to receive for any reason other than this agency's error.
7. In accordance with federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, marital status\*, political beliefs, religion or disability. (\*Marital status is protected under State Law.)  
To file a complaint of discrimination, contact USDA or HHS. For SNAP write USDA, Director, Office for Civil Rights, Room 326-W, 1400 Independence Avenue SW, Washington D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). For Medicaid and Cash Assistance write HHS Director, Office for Civil Rights, Room 506-F, 200 Independence Avenue SW, Washington D.C. 20201 or call (202) 619-0403 (voice) or (202) 619-3257 (TDD). USDA and HHS are equal opportunity providers and employers.

### **SNAP WORK REQUIREMENTS:**

1. Individuals who are physically and mentally fit and between the ages of **16 and 60** shall be **ineligible** if they: (1) refuse without good cause to provide sufficient information to allow a determination of their employment status or job availability; (2) voluntarily and without good cause quit a job; or (3) voluntarily and without good cause reduce their work effort (and after the reduction, are working less than 30 hours a week).
2. Individuals who reside in a county with a SNAP Employment and Training Program may attend this program.
3. Cash Assistance work requirements do not apply to SNAP.

### **TIME LIMITED BENEFITS:**

1. The household may not be eligible for TANF cash assistance benefits if a member of the household has received 60 months of TANF cash assistance benefits in any state. TANF time limits do not apply to Medicaid, SNAP benefits or Refugee programs.
2. An individual who is an able bodied adult without dependents may not be eligible for SNAP benefits if they have received 3 months of SNAP benefits in a 36-month period, unless they meet an exemption, or meet the work requirement.
3. Refugee Cash Assistance and Refugee Medical Assistance are only available to eligible refugees for 8 months from date of entry or from the date their asylee status was granted. However, Refugee Social Services, such as employment and training assistance, could extend up to five years from date of entry/ date asylee status was granted, depending on federal funding. This application form is not required to apply for Refugee Social Services. For more information about the Refugee Social Service Program, please ask your Office of Public Assistance Case Manager.

### **PENALTIES: SNAP AND TANF CASH ASSISTANCE PROGRAMS:**

1. **It is unlawful for you to knowingly make false statements, misrepresent facts, or conceal information to obtain benefits.**
2. **Individuals who knowingly and intentionally break a rule can be prosecuted and fined. Under SNAP, the fine may be up to \$250,000 or you may be imprisoned up to 20 years, or both. Individuals are also subject to prosecution under other applicable federal laws. Individuals may also be barred for an additional 18 months if court ordered.**
3. **Any household member who knowingly and intentionally breaks a SNAP or TANF cash assistance rule can be barred from the program for one year for the first violation; for two years for the second violation; and permanently disqualified after the third violation.**
4. **Any SNAP recipient who has been found guilty in a federal, state or local court of trading SNAP benefits for controlled substances (illegal drugs or certain drugs for which a doctor's prescription is required) will be disqualified from participation for two years for the first offense and permanently for the second offense.**
5. **Any SNAP recipient who has been found guilty in a federal, state or local court of trading SNAP benefits for firearms, ammunition, or explosives will be permanently disqualified from participation upon the first occasion of such violation.**
6. **An individual shall be permanently disqualified from SNAP if he/she is convicted of trafficking SNAP benefits of \$500 or more.**
7. **An individual shall be ineligible to participate in SNAP for ten years if he/she is found to have made a fraudulent statement or representation with respect to identity and/or residence in order to receive multiple benefits simultaneously.**
8. **For TANF cash assistance, an individual shall be ineligible to participate in the TANF cash assistance program for 10 years if he/she is found to have made a fraudulent statement or representation with respect to where they live or benefits received in another state in order to receive multiple benefits simultaneously.**

(M-S-C)1. Are you a Montana resident?  Yes  No

(C) If yes, please check how long.  Less than 1 Month  1-6 months  6-12 months  over 12 months

(C) 2. If you have lived in Montana 12 months or less, list the state or country you came from:

\_\_\_\_\_

Please check one reason why you moved to Montana:

Work  Like Montana  Relatives  Cash Assistance (TANF) time limits used up in another state  Other

(M-C) 3. List the name, address and telephone number of anyone who acts as a legal guardian or has Power of Attorney for any household member. Bring copy of legal document (See question # 4 below to designate an authorized representative for SNAP, if desired.)

\_\_\_\_\_

(M-S-C)4. You can choose an AUTHORIZED REPRESENTATIVE to help you with your Medicaid, RMA, SNAP or Cash Assistance.

Do you want your authorized representative to help you with your cash assistance or Medicaid card?  Yes  No

Do you want your authorized representative to help you apply for your SNAP assistance?  Yes  No

Do you want your authorized representative to have access to your Montana Access SNAP account and use your benefits to buy food for you?  Yes  No

Do you want your authorized representative to receive your letters or notices?  Yes  No

List the authorized representative's name, address, and telephone number below. (You can name multiple authorized representatives for a case but for Medicaid and RMA, only one per individual. If additional representatives are named please complete the following information on an additional piece of paper.)

Last Name	First Name	Middle Initial	Phone
Mailing Address		City	Zip

(M-S-C)5. Is any household member temporarily out of the home?  Yes  No  
If yes, list name, date left, date to return, where person went (such as in the hospital, away at school, looking for work, etc.)

(M-C) 6. Is anyone in your home pregnant?  Yes  No

Who is pregnant?	Expected date of delivery	Number of fetuses (twins?)	Name of father of unborn(s)

(Medical proof of pregnancy will be required.)

(S-C) 7. Do you share your home with others not listed on the front page?  Yes  No  
If so, please list names:

\_\_\_\_\_

(M-S-C)8. Has anyone listed on page 1 ever used another name (such as a maiden name, former married name, etc.) or Social Security Number?  Yes  No  
If yes, please provide details:

**(M-S-C)9. Is any household member currently attending school?**  Yes  No  
**If Yes and applying for Medicaid, RMA or Cash, please complete the following box by entering data for each household member age 16 or older.**

Household Member Name	Attending school (list name of school)	No Degree/ GED/ Diploma	High School Diploma/ GED	Associate's Degree	Bachelor's Degree	Other Credentials

**VOLUNTARY:** Please complete questions 10 and 11 for all household members. These questions regarding ethnic and racial background will not be used to determine your benefit level or eligibility. If you do not answer, your worker will complete this section. Questions about ethnic and racial background are authorized by Title VI of the Civil Rights Act of 1964. The reason for the information is to assure that program benefits are distributed without regard to race, color, or national origin.

**(M-S-C) 10. Please mark one ethnic category for each household member.**

Household Member Name	HL Hispanic/Latino	NH Non-Hispanic/Latino

IF MORE SPACE IS NEEDED, ATTACH A SEPARATE SHEET

**(M-S-C) 11. Please mark one or more racial heritage categories for each household member.**

Household Member Name	AI American Indian or Alaskan Native	AS Asian	PI Native Hawaiian or Pacific Islander	BL Black or African American	WH White

IF MORE SPACE IS NEEDED, ATTACH A SEPARATE SHEET

**(M-C) 12. If anyone in the household is an enrolled tribal member, enter the individual's name, the name of the tribe, and the tribal enrollment number.**

Name	Tribal Name	Tribal Enrollment Number

IF MORE SPACE IS NEEDED, ATTACH A SEPARATE SHEET

**(M-S-C) 13. Is anyone in your household a roomer or boarder (pays for room and/or meals)?**  Yes  No  
 If yes, please list who. \_\_\_\_\_

**(M-S-C) 14. Is anyone unable to work or disabled because of physical or mental health problems?**  Yes  No  
 (If a payment is not being received, additional information or proof may be required.)

**If yes, complete the following:**

Name	Medical condition	Source of disability payment

**(M-S-C) 15. Is any household member unable to work outside the home because he or she is caring for a disabled household member?**

Yes  No

**If yes, please complete the following:**

Disabled member's name	Name of person providing care	Name of physician	Expected length of disability

**(M-C) 16. Is anyone applying for assistance an alien (not a U.S. Citizen)?**

Yes  No

**If yes, please complete the following:**

Alien's Name	Alien Status	Date of Entry into US or date asylee status was granted	Sponsor's Name/Address

**(M-S-C) 17. Put a check mark in the box in front of the property/account owned by household members (including children). Include property/accounts jointly owned with others in or outside the household.**

- |  |  |
|--|--|
| <input type="checkbox"/> Bank Account(s) - PC/SV/CU/BC/IT/ID       | <input type="checkbox"/> Stocks / Bonds - ST / BO  |
| <input type="checkbox"/> Cash - CA                                 | <input type="checkbox"/> Trust Funds - TI/ TF      |
| <input type="checkbox"/> Individual Indian Money Accounts (IIM)–IM | <input type="checkbox"/> Child Support MAC Account |
| <input type="checkbox"/> Retirement Accounts - IR/ PE/ MR          | <input type="checkbox"/> Other (Specify)           |
| <input type="checkbox"/> Certificates of Deposit (CD) - CD         | <input type="checkbox"/> None                      |

**For all items checked, fill in the boxes below.**

Names of Financial Institutions	Type of Property/Account	Owner(s)/Joint Owner(s)	Amount

**(M-S-C)18. Put a check mark in the box in front of the property owned or being purchased by any household member. Include property co-owned with others in or outside the household.**

- |  |  |
|--|--|
| <input type="checkbox"/> The Home You Live In (Include mobile homes) – HM                                | <input type="checkbox"/> Income Producing Property – IP        |
| <input type="checkbox"/> Camper/Trailer (other than the home you live in) – TR                           | <input type="checkbox"/> Contracts for Deed                    |
| <input type="checkbox"/> Life Insurance (List all policies) – LI<br>(Optional if applying for SNAP only) | <input type="checkbox"/> Burial Trust/Contracts/Policies       |
| <input type="checkbox"/> Farm/Business Equipment – FE  | <input type="checkbox"/> Life Estates – LE                     |
| <input type="checkbox"/> Livestock – LV  | <input type="checkbox"/> Mineral Rights (oil, gas, coal, etc.) |
| <input type="checkbox"/> Tools/Equipment for Work – TT   | <input type="checkbox"/> Annuity                               |
| <input type="checkbox"/> Other Houses, Land or Buildings - HS, RE  | <input type="checkbox"/> Other (specify) _____                 |
|  | <input type="checkbox"/> None                                  |

**For all items checked, fill in the boxes below.**

Owner(s)/Joint Owners	Type of Property/Account	Value	Amount Owed	Location/Account Number	For Sale Yes/No	Equity

**(M-C) 19. Put a check mark in the box in front of all vehicles owned or being purchased by any household member. Include vehicles owned with others in or outside the household.**

- |  |  |
|--|--|
| <input type="checkbox"/> Car – CA              | <input type="checkbox"/> Snowmobile – SM                         |
| <input type="checkbox"/> Truck – TR            | <input type="checkbox"/> Boat and/or Boat Motor – BO             |
| <input type="checkbox"/> Motorcycle – MC       | <input type="checkbox"/> Motor Home or Recreational Vehicle – MH |
| <input type="checkbox"/> Other (specify) _____ |  |

**Fill in the boxes below for all vehicles, including vehicles that are not running or are not licensed.**

Year	Make	Model	Owner(s)/Joint Owner(s)	Licensed or Unlicensed	Amount Owed	County Use

**(M-S-C) 20. List any vehicles, money, property or other assets sold, traded or given away by any household member within the last 3 months for SNAP applications or within the last 5 years for other assistance programs.**

Item	Date sold, traded or given away	Name of person who sold, traded or gave away item	Name of person item was sold, traded or given to	Relationship to person who sold, traded or gave away item

**(M-S-C) 21. Put a check mark in the box in front of all unearned income (not from employment) received by any household members.**

- |  |   |
|--|---|
| <input type="checkbox"/> Social Security – SS                                | <input type="checkbox"/> Military Allotment – MI              |
| <input type="checkbox"/> Supplemental Security Income (SSI) – SI             | <input type="checkbox"/> Retirement Benefits/Pensions - RR/OP |
| <input type="checkbox"/> Unemployment Insurance - UI                         | <input type="checkbox"/> Lease Income - LE                    |
| <input type="checkbox"/> Workers' Compensation – WC                          | <input type="checkbox"/> Royalties - RO                       |
| <input type="checkbox"/> Child Support/Alimony – CS                          | <input type="checkbox"/> Foster Care Payments - FC            |
| <input type="checkbox"/> Gifts/Contributions                                 | <input type="checkbox"/> Insurance Settlement                 |
| <input type="checkbox"/> Assistance Payments from a Tribe or Other State –AP | <input type="checkbox"/> Loans - LO                           |
| <input type="checkbox"/> General Assistance (includes County or BIA) – GA    | <input type="checkbox"/> Temporary Disability Insurance – TD  |
| <input type="checkbox"/> Interest/Dividends – DI                             | <input type="checkbox"/> Other (Specify) _____                |
| <input type="checkbox"/> Veterans Benefits – V                               | <input type="checkbox"/> None                                 |

Name	Type of Income	How Often Paid	Amount

(M-S-C) 22. Has anyone in your household *applied for or received* Unemployment Insurance (UI) or Workers' Compensation (WC) within the last 12 months?  Yes  No

If yes, complete the following:

UI <input type="checkbox"/> WC <input type="checkbox"/>	UI <input type="checkbox"/> WC <input type="checkbox"/>
Name: _____ Start Date: _____ End Date: _____ Reason Terminated/Denied: _____ Received During Past 12 Months: <input type="checkbox"/> Yes <input type="checkbox"/> No	Name: _____ Start Date: _____ End Date: _____ Reason Terminated/Denied: _____ Received During Past 12 Months: <input type="checkbox"/> Yes <input type="checkbox"/> No

(M-S-C) 23. Mark the box and list the amount of student financial aid applied for or received within the last 12 months by any household member.

<input type="checkbox"/> Student Loan _____	<input type="checkbox"/> Veterans Assistance \$ _____
<input type="checkbox"/> PELL Grant \$ _____	<input type="checkbox"/> Scholarships \$ _____
<input type="checkbox"/> Bureau of Indian Affairs \$ _____	<input type="checkbox"/> Other (include family, work study, church, employer, etc.) \$ _____

(M-S-C) 24. Does anyone expect to receive any money (such as settlement from a legal action, child support, retirement, pensions, disability or accident insurance)?  Yes  No

If yes complete the following:

Who will receive money	Source	Expected date	Expected amount

<b>County Use Only:</b>	Date of Accident: _____
Name of Person Injured: _____	Lawyer's Name: _____
Person or insurance company who is or may be responsible for paying any of these medical costs: _____	

(M-S-C) 25. Is anyone in the household currently working or have they worked in the past 4 months?  Yes  No

List all household members who **have worked, will work, or are currently working any kind of job *this month*, or will receive wages *this month* due to work done in a previous month.** Include: Present Employment (full-time and part-time)-Spot Jobs-Tips-Commissions-Work Study. **PLEASE PROVIDE WAGE VERIFICATION FOR THIS MONTH AND LAST MONTH**

Person Employed	Complete a column for each job held by any household member		
This Month's Total Wages Before Taxes			
Business Name			
Business Address			
Business Phone			
Date Job Starts			
Average Hours Per Week			
Pay Per Hour			
Average Tips Per Week			
How Often Paid			
Dates Pay Received			
Ending Pay Period Date			

**(M-C) 26. Do you or any household member expect a change in earnings or number of hours worked (e.g., vacation, seasonal employment)?**  Yes  No

If yes, please explain. \_\_\_\_\_

**(S-C) 27. Has anyone in your household stopped working or reduced work hours in the last 30 days?**  Yes  No

If yes, fill in the boxes below, and include any wages paid **this month** in question 24.

Name		Name of Employer	Date Left Job or Reduced Hours
Date & Amount of Final Check	Reason for Leaving	Is it a Temporary Layoff?	Date Expected to Return to Work

*Use separate sheet for additional persons.*

**(S-C) 28. Is anyone in your household on strike?**  Yes  No

If yes, please list who, when the strike began, employer's name and amount of strike income. \_\_\_\_\_

**(M-C) 29. Is any member of your household a veteran, a spouse or child of a veteran (living or deceased)?**  Yes  No

If yes, complete the following:

Name of Active Duty/Veteran	Relationship to You

**Is any member of your immediate family (living with you or are not part of the household) an active duty member of the U.S. Armed Forces? (Including reservists on active duty.)**  Yes  No

If yes, complete the following:

Name of Active Duty/Veteran	Relationship to You

**(M-S-C) 30. Is anyone in the household self-employed or have they been self-employed within the past year?**  Yes  No

If yes, complete the following:

Name of Business	Name of Owner	Type of Business	For Sale? Yes/No

**Please Provide Self-Employment Records**

<b>County Use Only:</b>
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**(M-S-C)31. Is anyone in your household working in exchange for any living expense or housing cost(s)?**  Yes  No

If yes, please explain. \_\_\_\_\_

**(M-S-C)32.** List expenses for which you are billed, and responsible to pay. If you do not report and verify expenses, the expense deduction will not be allowed. If anyone outside the household pays any expense for the household, please write their name in the last column.

Item	Code	Current Total Monthly Cost	Household's Share	Who Assists in Paying the Expense?
Rent	RE	\$		
Lot Rent	LR	\$		
Mortgage	MO	\$		
Property Taxes (if separate from mortgage)	TX	\$		
Home Insurance (if separate from mortgage)	HO	\$		
Electricity	EL	\$		
Natural Gas/Propane	GP	\$		
Oil	OI	\$		
Wood/Coal/Other Heat Source	WO/ CO/OH	\$		
Water/Sewer	WA	\$		
Garbage/Trash	GB	\$		
Basic Phone Rate (do not include long distance calls)	TL	\$		
Utility Installation Fee (not deposit)	UI	\$		
Dependent Care (adult or child)	DC	\$		
Child Support (paid)	CS or CH	\$		
Alimony/Spousal Support (not for SNAP)		\$		
Medical Insurance Premiums	HI	\$		
Medical Payments/Bills (elderly or disabled only)	ME	\$		
Medicare Premiums	MC or MB	\$		
Other Expenses (specify)	OT	\$		

**(M-C)** Please check: I live with others and do not pay rent. \_\_\_Yes \_\_\_No

**(M)** Please list your primary heating and cooling source: \_\_\_\_\_

**(M-S-C)33.** If you indicated a dependent care expense above, please complete the following:

	Complete A Colum For Each Person Receiving Care			
Person Receiving Care				
Name of Person Paying For Care/Amount Paid				
Name of Program Paying/Amount Paid				
Name of Person Providing Care				
Address of Person Providing Care				
Amount Billed				
Date Paid				
Estimate # of Hours of Care/Month				
Reason For Care	<input type="checkbox"/> Work <input type="checkbox"/> Training/School	<input type="checkbox"/> Work <input type="checkbox"/> Training/School	<input type="checkbox"/> Work <input type="checkbox"/> Training/School	<input type="checkbox"/> Work <input type="checkbox"/> Training/School

**IF MORE SPACE IS NEEDED, ATTACH A SEPARATE SHEET**

**COMPLETE THE BLUE SECTION (QUESTIONS 34 THROUGH 40) ONLY IF YOU ARE APPLYING FOR MEDICAID OR REFUGEE MEDICAL ASSISTANCE.**

**ATTENTION: ALL MEDICAID APPLICANTS**

All Medicaid recipients under 21 years of age are eligible for the Early Periodic Screening Diagnostic Treatment (EPSDT) Program. This program promotes preventive health care and offers a comprehensive well-child examination. The examination includes:

- measurement of height and weight
- blood pressure test
- lab tests
- hearing test
- growth and developmental assessment
- immunizations
- dental exam
- vision test

The EPSDT Program also offers follow-up diagnosis and treatment for any problems found.

**(M) 34. Do you want EPSDT services for anyone under age 21? (See previous information)**  Yes  No

**(M) 35. Does anyone in the household have medical benefits through either Medicare (Part A, B, C or D) or railroad retirement?**  Yes  No

If yes, please list their name(s) and provide verification. \_\_\_\_\_

**(M) 36. Is a group health insurance plan available to anyone in your household?**  Yes  No  
**Is coverage available through an absent parent?**  Yes  No  
**Is anyone in your household enrolled a group or private insurance?**  Yes  No

**(M) 37. Is anyone in the household covered by health and/or dental insurance?**  Yes  No

If yes, fill in the boxes below. If you have separate insurance cards for medical, dental or eye care, the following information must be completed for each coverage. For additional policies, please attach a sheet containing this information.

Policyholder's Name	SSN	Policy #	Amount Paid\$ _____	
Insurance Company (List Name and Address)	Group #		Per _____ (Month, Quarter, Semi-Annual, Year)	
	Persons Covered		Start Date	End Date

**(M) 38. Does anyone in the household have medical bills for services received during the last three months OR is anyone making payments on unpaid medical bills for services received at any time?**  Yes  No

If yes, do you want Medicaid coverage for the services received in the last three months?  Yes  No

If yes, list months: \_\_\_\_\_  
 (Verification of income, resources and medical expenses for each month listed will be required)

**(M) 39. If approved for Medicaid, are you interested in receiving a discount on your telephone bills?**  Yes  No

**(M) 40. Did anyone in your home once receive SSI which later stopped?**  Yes  No

If yes, does this person now receive Social Security benefits?  Yes  No

**COMPLETE THE GREEN SECTION (QUESTIONS 41 and 49) ONLY IF YOU ARE APPLYING FOR SNAP BENEFITS.**

- (S) 41. Are you approved for or receiving LIEAP? (LIEAP = Low Income Energy Assistance Program)  Yes  No
- (S) 42. Do you pay heating or cooling costs separate form rent?  Yes  No
- (S) 43. Are utilities included in your rent?  Yes  No
- (S) 44. Does anyone in your household purchase and prepare food separately from other household members?  Yes  No
- (S) 45. Is anyone in your household certified to receive Tribal food commodities?  Yes  No  
If yes, who? \_\_\_\_\_
- (S) 46. Has anyone in your household received SNAP benefits in the last 30 days?  Yes  No  
If yes, where and when? \_\_\_\_\_
- (S) 47. Have you or any member of your household ever been disqualified from SNAP for providing incorrect information to a caseworker or failing to provide information to a caseworker that affected SNAP eligibility and benefits?  Yes  No  
If yes, list the person's name, date it happened, date disqualified, and the length of the disqualification period.  
\_\_\_\_\_  
\_\_\_\_\_
- (S) 48. Have you or any member of your household been found guilty of trading SNAP benefits for drugs after September 22, 1996?  Yes  No
- (S) 49. Have you or any member of your household ever been convicted of trafficking SNAP stamp benefits of \$500 or more after September 22, 1996?  Yes  No
- (S) 50. Have you or any member of your household been found guilty of trading SNAP benefits for drugs, guns, ammunition or explosives after September 22, 1996?  Yes  No
- (S-C) 51. Are you, or any member of your household, fleeing to avoid prosecution, or custody/confinement after conviction for a crime which is a felony?  Yes  No
- (S-C) 52. Are you, or any member of your household, currently in violation of probation or parole?  Yes  No
- (S-C) 53. Are you, or any member of your household, a convicted felon (after August 22, 1996) for possession, use, or distribution of a controlled substance (illegal drugs or certain drugs for which a doctor's prescription is required)?  Yes  No  
If yes, please explain. (Has the sentence been discharged? Are you in compliance with the conditions of supervision or actively participating in treatment, if required?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (S-C) 54. Have you, or any member of your household, ever been found to have fraudulently misrepresented identity or residence in order to obtain multiple benefits at the same time?  Yes  No  
If yes, who? \_\_\_\_\_ Where? \_\_\_\_\_

**COMPLETE THE ORANGE SECTION (QUESTIONS 54 THROUGH 57) IF YOU ARE APPLYING FOR CASH ASSISTANCE.**

**(C) 54.** Has any household member received family cash assistance in any other state or tribal program between October 1, 1996 and today's date?  Yes  No

If yes, list the household member(s), state, name of tribal program (if applicable), and estimated time period of assistance.

Household Member Name	State	Tribal Program	Time Period

**(C) 55.** Does any agency help you in paying your shelter costs?  Yes  No

If yes, please put a check mark in front of the type of assistance received:

- Public Housing--Housing units or buildings owned or under the control of the Public Housing Authority.
- Rent Subsidy--Any other form of housing in which money is paid from a government-funded housing program.

Amount you pay: \$ \_\_\_\_\_

**(C) 56.** Is anyone paying or billed for the care of a dependent child or disabled adult so someone can work, attend training/school, or look for work?  Yes  No

If yes, indicate the child care provider type as explained below:

**PROVIDER TYPES:**

**In-home day care:** Child care provided in the child's home.

**Family day care home:** Child care provider caring for 3 - 6 children.

**Group day care home:** Child care provider caring for 7 - 12 children.

**Day care center:** Child care provider caring for 13 or more children.

CHILD'S NAME	CHILD CARE PROVIDER TYPE	IS THE CHILD CARE PROVIDER LICENSED?		IS THE CHILD CARE PROVIDER A RELATIVE?		
		HDC FDC GDC DCC	<input type="checkbox"/> Yes <input type="checkbox"/> No	LHR LFR LG DC	<input type="checkbox"/> Yes <input type="checkbox"/> No	LHN LFN LGN LDC
	___ In-home day care ___ Family day care home ___ Group day care home ___ Day care center	HDC FDC GDC DCC	<input type="checkbox"/> Yes <input type="checkbox"/> No	LHR LFR LG DC	<input type="checkbox"/> Yes <input type="checkbox"/> No	LHN LFN LGN LDC
	___ In-home day care ___ Family day care home ___ Group day care home ___ Day care center	HDC FDC GDC DCC	<input type="checkbox"/> Yes <input type="checkbox"/> No	LHR LFR LGR LDC	<input type="checkbox"/> Yes <input type="checkbox"/> No	LHN LFN LGN LDC
	___ In-home day care ___ Family day care home ___ Group day care home ___ Day care center	HDC FDC GDC DCC	<input type="checkbox"/> Yes <input type="checkbox"/> No	LHR LFR LGR LDC	<input type="checkbox"/> Yes <input type="checkbox"/> No	LHN LFN LGN LDC

**IF MORE SPACE IS NEEDED, ATTACH A SEPARATE SHEET**

**(C) 57.** Enter the appropriate education level and status for each household member as follows:

EDUCATION LEVEL	EDUCATION STATUS
Enter the highest grade <b>COMPLETED</b> for each household member of any age <b>or</b> enter one of the following codes for household members who have not yet started or never attended school: <b>PS</b> Pre-school <b>HS</b> Head start <b>KI</b> Kindergarten <b>NS</b> Never attended school	Enter the appropriate education status for all household members sixteen (16) years of age or older from the following code table: <b>H</b> GED/High School Diploma <b>A</b> Associate Degree <b>B</b> Bachelor Degree <b>M</b> Master Degree <b>O</b> Other Degree <b>N</b> No Degree/GED/Diploma

NAME	EDUCATIONAL LEVEL	EDUCATION STATUS

**(M-C) 58.** Do you expect any changes within the next three months regarding the information you gave us today?  Yes  No

If yes, please explain. \_\_\_\_\_  
 \_\_\_\_\_

**(M-S-C) 59.** If you are not registered to vote where you live now, would you like to apply to register to vote today?  Yes  No

If you do not check either of these boxes, you will be considered to have decided not to register to vote at this time.

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

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

If you believe that someone has interfered with your right to register to vote or to decline to register to vote, or your right to privacy in deciding whether to register or in applying to register to vote, you may file a complaint with the Secretary of State, PO Box 202801, Helena, MT 59620-2801; toll free telephone number: 1-888-884-8683.

ADDITIONAL INFORMATION
_____
_____
_____
_____
_____

<b>COUNTY USE ONLY:</b>	
_____ was interviewed by _____	_____
Name of Applicant or Authorized Representative	Name of Eligibility Case Manager
on _____	_____
Date	Application Effective Date

**READ CAREFULLY BEFORE SIGNING.**

**IF YOU DO NOT UNDERSTAND SOMETHING, ASK YOUR WORKER ABOUT IT.**

**I UNDERSTAND THAT:**

- I must report any changes in my situation to the county Office of Public Assistance. For Medicaid, Refugee Medical and Cash Assistance, changes must be reported within 10 days of knowledge of the change. Late reporting may cause incorrect benefits.
- I must provide information and proof as requested to help determine that I am eligible for assistance. DPHHS may help me obtain the proof or contact other persons or agencies to assist me. If I need help with gathering proof, I must tell the Office of Public Assistance that I do need help.
- The information I (we) give here is subject to verification by federal, state, and local officials to determine if the information is factual. If any information is incorrect, my application may be denied and I may be subject to the criminal penalties for knowingly providing incorrect information.
- The collection of information on the application including my (our) Social Security number(s) will be used by state and federal agencies to check identity of household members, to prevent duplicate participation, and to exchange information by computer with other agencies (Social Security Administration, Internal Revenue Service, employers, and banks). The information obtained from these sources may affect my eligibility or benefit level. The Social Security number(s) may also be disclosed to other Federal and State agencies for official examination, and to law enforcement officials for the purpose of apprehending fleeing felons/probation or parole violators. It will also be used for claims collection purposes and used to monitor compliance with program regulations and program management.
- My (our) alien status information may be verified with United States Citizenship and Immigration Services (USCIS). This information may affect eligibility or level of benefits.
- By asking for and receiving Cash Assistance, adults may be required to participate in an employment or training activity. Benefits may be pro-rated from the date all adults negotiate and sign an agreement to participate in employment or training activities.
- Federal and state laws and regulations limit the use and disclosure of confidential or protected health information about applicants and recipients of assistance programs.
- If approved for Medicaid, my (our) rights to any health insurance or other third party payment are automatically assigned by law to the State of Montana.
- If approved for TANF cash assistance, my (our) rights to medical and child support are automatically assigned to the State of Montana. If approved for Medicaid under certain family-related programs, my (our) rights to medical support are automatically assigned to the State of Montana.
- Under Montana law, medical assistance paid on behalf of individuals age 55 or older or anyone who lived in a nursing home (regardless of age) may be subject to recovery from the individual's estate. Additionally, a lien may be placed on any real property owned by any individual who receives medical assistance for nursing home services.
- I may request a fair hearing if I disagree with any action taken on my case. For SNAP, the request may be orally or in writing. For other assistance programs, the request must be submitted to the agency in writing. Your case may be presented by a household member or a representative, such as a legal counsel, a relative, a friend or other spokesperson.
- By asking for and receiving Cash Assistance and/or Medicaid I (we) will be required to apply for and/or accept other benefits, programs, income or assets to which I (we) may be entitled. These include, but are not limited to: Social Security Disability, Child Support, annuity payments, Medicare, Unemployment Insurance, settlements, inheritance, winnings etc.
- DPHHS is authorized to match TANF and SNAP recipients' information through the National Directory of New Hires (NDNH). The results may affect your eligibility for TANF/SNAP benefits.
- Information provided by applicants and/or recipients of financial assistance may be subject to verification via a computer matching program with the Social Security Administration. This is authorized per the Privacy Act of 1974; 5 U.S.C. 552a as amended.
- Cooperation with a random Program Compliance review is mandatory to remain eligible for continued benefits.

**Required for all programs:**

**I understand the questions on this application and the penalty for withholding or giving false information or breaking any of the rules listed in the penalty warning. I understand and agree to provide documents to prove what I have said. I understand and agree that the Agency may contact other persons or organizations to obtain necessary verification of any statements on this application.**

**By signing below, I certify under penalty of perjury, that all my answers are correct and complete to the best of my knowledge, including information about the citizenship or alien status of each household member.**

**I have been informed my household is authorized to receive TANF Information and Referral services. I have been given the TANF Information and Referral Service brochure that has information about these services.**

Your Signature	Today's Date	Witness Signature (If applicant signed with an X)
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**(M, C) Signature(s) of ALL other individuals age 18 or older who live with you (if applying for cash assistance or Medicaid):**

_____	_____	_____
Name	Relationship to Applicant	Date

Name	Relationship to Applicant	Date
<b>COUNTY USE ONLY:</b>		
Date of Application: _____		_____
Your personal or group interview is scheduled for: Date: _____ Time: _____		

For SNAP or Cash Assistance, if you cannot keep your scheduled interview appointment, YOU MUST SCHEDULE ANOTHER APPOINTMENT.

### VERIFICATION

The following is a list of possible verifications to bring to the interview or submit with your application which may speed up the application process. Social Security Number, Citizenship/alien status and identity must all be verified for all individuals requesting Medicaid. For SNAP benefits only the head of household needs to verify identity

**Social Security Numbers:**

- You must be able to provide a Social Security number or proof that you have applied for a number for all individuals requesting assistance for any program (SNAP-**S**, Medicaid-**M**, or Cash Assistance-**C**)

**Citizenship/Alien Status:** (Required only for those requesting Medicaid or Cash Assistance. SNAP only requires verification of citizenship if questionable):

- U.S. Passport
- USCIS forms
- Birth Certificate
- Alien Registration Card
- Certificate of Naturalization
- Certificate of Citizenship
- Baptismal Certificate (allowed for Medicaid only if within three months of birth)

**Identity:** (Medicaid): Required for all household members who are applying for Medicaid or Refugee Medical benefits, and may be needed for spouses, minor children or siblings of those applying and parents of minor children who are applying. SNAP: only the head of household is required to verify their identity:

- Driver's license
- Tribal documents
- School ID with picture
- State ID card
- Federal or local government ID card
- Nursery or day care records
- Military dependent ID card
- Military card or draft record

Certain other documents may be accepted as proof of identity based on federal guidance.

**Income and Resources:**

- Pay stubs, pay envelopes, earnings statements from employers
- Award letters for Social Security, Supplemental Security Income, Unemployment Insurance benefits, Workers' Compensation, Veterans Administration benefits, pensions, etc.
- Child support and/or alimony stubs or payment records
- Bank statements for checking accounts and savings accounts
- Financial statements for certificates of deposit or stocks and bonds
- Federal income tax returns, bookkeeping records, expense records
- Rental income or sales contract records/ledgers
- Life insurance and/or burial policies (Not required for SNAP)
- Trust documents
- Statements of loans, gifts or contributions that you have received
- Automobile/equipment statements of loans or balance due (Not required for SNAP)
- Vehicle registrations or titles (Not required for SNAP)
- Printout or other documentation of IIM account activity

**Expenses:** (Providing verification of expenses is optional; however, failure to do so may result in a determination of ineligibility or may result in less benefits):

- Dependent care bills and receipts
- Medical expense bills or statements (medication, doctor bills, hospital bills, insurance premiums). Include copies of Medicare and health insurance explanation of benefits/payment statements.
- Child support paid to a non-household member.

**Other:**

- Doctor's statements of pregnancy and due date (Not required for SNAP)
- Copy of certified divorce decree/legal separation (Not required for SNAP)
- Medicare care or information showing eligibility for Medicare Part A, B, C or D (Not required for SNAP or Cash Assistance).
- Health insurance policies (Not required for SNAP)
- Commodity release (Not required for Medicaid or TANF)
- School Enrollment (Not required for Medicaid or SNAP)



