



DELAWARE HEALTH AND SOCIAL SERVICES (DHSS)

APPLICATION FOR FOOD BENEFITS, CASH,
MEDICAL, AND CHILD CARE ASSISTANCE

Welcome to the State of Delaware Health and Social Services (DHSS)



Apply faster online

Apply faster online at www.assist.dhss.delaware.gov
This includes anyone wishing to apply for Medical Assistance only.



Who can use this application?

- Use this application to apply for anyone in your home including any tax dependents who are out of the home, including incarcerated dependents.
- If you are an incarcerated individual and are applying for your tax dependents.
- Apply even if you or your child already has health coverage. You could be eligible for lower-cost or free coverage.
- Families that include immigrants can apply. You can apply for your child even if you aren't eligible. Applying won't affect your immigration status or chances of becoming a permanent resident or citizen. **[The receipt of Medicaid benefits may affect your immigration status or chances of becoming a permanent resident or citizen; however, the receipt of benefits by children and youth won't affect a parent's immigration process.]**
- If someone is helping you fill out this application, you may need to complete Appendix C.
- If applying for Medical Assistance only, you may be able to use a short form.



What you may need to apply

- Social Security Numbers (or document numbers for any legal immigrants)
- Employer and income information for everyone in your household (for example, from paystubs, W-2 forms, or wage and tax statements)
- Policy numbers for any current health insurance
- Information about any job-related health insurance available to your family. You may need to complete Appendix A.



Why do we ask for this information?

We ask about income and other information to let you know what coverage you qualify for and if you can get any help paying for it. **We'll keep all the information you provide private and secure, as required by law.**



What happens next?

Please use the stamped self-addressed envelope to mail your signed application. **If you don't have all the information we ask for, sign and submit your application anyway.** We'll follow-up with you. You'll get instructions on the next steps. If you don't hear from us, call 1-800-372-2022.



Get help with this application

- **Phone:** Call our Customer Relations Unit at **1-800-372-2022**.
- **In person:** There may be social workers/case managers in your area who can help.
- **En Español:** Llame a nuestro centro de ayuda gratis al **1-866-843-7212**.
- **In a language other than English:** Call **1-866-843-7212**.
- **TTY users:** Call **711** or **1-800-232-5460**.



DELAWARE HEALTH AND SOCIAL SERVICES (DHSS)
APPLICATION FOR FOOD BENEFITS, CASH,
MEDICAL, AND CHILD CARE ASSISTANCE

Welcome to the State of Delaware Health and Social Services (DHSS)

We help Delawareans in need by providing food benefits, medical, child care, and cash assistance. We can provide information about other helpful services in your community. You can answer only the questions related to the program(s) you are applying for. If you answer ALL the questions on the Assistance Application, we can see if you are eligible for all programs. A friend or relative, or anyone that you wish, may help you complete this application.

Your application is not complete until you sign the last page. Return the application to us.

At your interview, you will need to show us:

- Proof of who you are
- Proof of child care costs (only for cash assistance)
- Proof of your address
- Proof of money you have received in the last 30 days

STEP 1 Tell us about yourself.

(We need one adult in the household to be the contact person for your application.)

For which program(s) are you applying?

- Cash Assistance Food Benefits
 Medical Assistance Child Care

First Name, Middle Name, Last Name, & Suffix		
Home Address		
City	State	Zip Code
Mailing Address (if different from Home Address)		
City	State	Zip Code
Primary Telephone		Secondary Telephone
Preferred Methods of Contact		
I want to receive information about this application and future communication by: <input type="checkbox"/> Email Address <input type="checkbox"/> U.S. Mail		
E-Mail Address: _____		
Preferred spoken or written language (if not English)		

If you wish to have someone else manage your case and act as your representative, please complete Appendix C.

For Food Benefits, the day we get this first page of the application with your name, address, and signature sets the date benefits may start if you sign and return the completed application to DHSS within 30 days.



Applicant's Signature (Required)

Date

Authorized Representative's Signature

Date



DELAWARE HEALTH AND SOCIAL SERVICES (DHSS)
APPLICATION FOR FOOD BENEFITS, CASH,
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Delaware’s Emergency Food Benefit

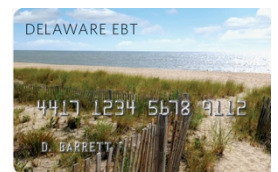
If your household has little or no income right now, you may be able to receive emergency food benefits within 7 days from the day we receive your completed application.

You may be able to get emergency food benefits in seven days if:

- Your household expects to receive less than \$150 in income this month
- Your household does not have more than \$100 in cash or bank accounts
- Your household is a migrant or seasonal farm worker household
- Your household’s rent, mortgage, and utilities are more than your household’s gross monthly income and liquid resources combined








Delaware’s Food First Electronic Benefits Transfer (EBT) Card



We issue food benefits on an EBT card. To use your food benefits, you must have an EBT card and a Personal Identification Number (PIN). When we approve your benefits, our EBT vendor will mail your card to you if you never had one before. You can also go to a card issuance site to get your card.

In each of the headings in this application, you will see program symbols. These symbols will help you to identify the questions you must answer for the program(s) you are requesting.

Symbols	Programs	Terms	Definition
	<p>Medical Assistance Programs (doctors, hospitals, prescriptions, labs, and x-rays)</p> <ul style="list-style-type: none"> - free or low-cost insurance from Medicaid or the Children’s Health Insurance Program (CHIP) - affordable, private health insurance plans through the Marketplace - a new tax credit that can immediately help pay your premiums for health coverage 	Alien:	A person who is not a U.S. citizen
	<p>Child Care Assistance (help with the cost of child care)</p>	EBT card:	Electronic Benefit Transfer —a plastic card that you use at a store to buy food.
	<p>Cash Assistance - Temporary Assistance for Needy Families (TANF) - General Assistance (GA) – Refugee Cash Assistance (RCA)</p>	Eligible:	Meeting all of the guidelines to get benefits.
	<p>Food Supplement Program (help with monthly food expenses)</p>	Household:	A person or a group of people who live together and buy food and fix meals together.
	<p>Signature Required</p>	ABAWD:	Able Bodied Adult Without Dependents—An adult aged 18 through 50 years old, without dependents, and physically able to work.

STEP 2

Tell us about yourself and the people in your household.

Are you? Single Married Divorced Civil Union Separated Widowed Unmarried Partnership

Instructions

Fill in the blocks for all of the people who live with you. If you are applying for medical assistance and file taxes, we need to know about everyone on your tax return.

Race: B = Black/African American
 PI = Native Hawaiian/Pacific Islander
 I = American Indian/Alaskan Native (If anyone in your household is American Indian/Alaskan Native, also complete Appendix B.)

W=White
 A=Asian

Ethnic Group: H=Hispanic/Latino
 N=Non-Hispanic/Latino

Last Name	First Name, Middle Name	Relation to you	Are you applying for this person?	Sex M/F	Birth Date mm/dd/yyyy	Social Security Number*	Race/Ethnic Group (optional)	U.S. Citizen? Answer for applicants only. **
		Self	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> Yes <input type="checkbox"/> No

***We need this if you want health coverage and have an SSN.** Providing your SSN can be helpful if you don't want health coverage too since it can speed up the application process. We use SSNs to check income and other information to see who's eligible for help with health coverage costs. If someone wants help getting an SSN, call 1-800-772-1213 or visit socialsecurity.gov. TTY users should call 1-800-325-0778.

****Applies to applicants for health coverage only.**

Complete this section for legal alien applicants only.

1. Do applicants have eligible immigration status? Yes. Complete the section below.

Name	Immigration Document Type	Document ID number	Have you lived in the U.S. since 1996?	Are you or your spouse or parent a veteran or an active-duty member of the U.S. military?

2. Has anyone ever received cash, food, or child care assistance in another state? Yes No
 What benefits? _____ Name of state? _____ Month/Year _____

3. Has anyone ever been disqualified for cash or food assistance in another state? Yes No
 What benefits? _____ Name of state? _____ Month/Year _____

4. Is anyone in your household in violation of probation or parole or fleeing prosecution? Yes No
 (Applies to TANF, food benefits, and general assistance.)

~~[5. Has anyone been convicted of a drug felony after August 22, 1996? Yes No
 (Applies to TANF and general assistance.)]~~

~~[6 5.] Have you or any member of your household been convicted of trading food benefits for drugs after September 22, 1996? Yes No
 (Applies to food benefits.)~~

~~[7 6.] Have you or any member of your household been convicted of buying or selling food benefits over \$500 after September 22, 1996?
 (Applies to food benefits.)
 Yes No~~

~~[8 7.] Have you or any member of your household been convicted of fraudulently receiving duplicate food benefits in any state after September 22, 1996? Yes No
 (Applies to food benefits.)~~

~~[9 8.] Have you or any member of your household been convicted of trading food benefits for guns, ammunitions, or explosives after September 22, 1996?
 (Applies to food benefits.)
 Yes No~~

[40-9.] Answer the questions below if a parent(s) of any child under 18 does not live in your household.

Child's Name	Absent Parent's Name	Absent Parent's Date of Birth	Absent Parent's Social Security Number	Absent Parent's Address	Absent Parent's Employer

[44 10.] Are there any children under the age 19 living in the household? Yes No If yes, fill in below.

Parent or Caregiver's Name	Child's Name

STEP 3 Tell us about your health care.



Is anyone in your household offered health coverage from a job (even if the coverage is from someone else's job, such as a parent or spouse)? If yes, you'll need to complete Appendix A.
 Yes No

Is this a state employee benefit plan? Yes No

Other than Medicaid does anyone in your household have health insurance or Medicare? Yes No

If yes, check which parts

Medicare Part A (Hospital)

Medicare Part B (Medical)

Medicare Part D (Prescription)

If yes, provide the following information:

Name of Policy Holder	Name of Insurance	Who is Covered	Circle what is Covered	Policy Number
			Doctor · Hospital · Lab Tests · X-rays	
			Doctor · Hospital · Lab Tests · X-rays	
			Doctor · Hospital · Lab Tests · X-rays	

[42 11.] Name anyone in your household who is pregnant _____ due date _____

How many babies are expected during this pregnancy? _____

Does the pregnant individual have any medical bills from the last three months [prior to submitting the application? If the pregnant individual does have medical bills in those 3 months, those bill may be covered under Medicaid if the individual meets all eligibility requirements during this time.]

If yes, How many months? _____

[43 12.] Name anyone who has a physical, mental, or emotional health condition that causes limitations in activities (like bathing, dressing, daily chores, working, etc.) or live in a medical facility or nursing home _____ .

[44 13.] Name anyone who was injured in the last 2 years (car accident, work related injury, medical malpractice, etc.). _____

[45 14.] Does anyone plan to file a tax return for current year? Yes No

(You can still apply for medical assistance even if you don't file a tax return.)

If yes, please fill in below and answer question A. If no, skip to question B.

Name of Tax Filer	Who will be claimed as a Tax Dependent

A. Will anyone file jointly with a spouse? Yes No

If yes, name of spouse: _____

B. Will you be claimed as a dependent on someone's tax return? Yes No

If yes, please list the name of the tax filer and how you are related to the tax filer: _____

[46 15.] ~~Do you have any medical bills from the last 3 months for individuals under the age of 19?~~ Do you have any medical bills from the 3 months prior to submitting the application for individuals under the age of 19? If the individual under 19 does have medical bills in those 3 months, those bill may be covered under Medicaid if the individual meets all eligibility requirements during this time.] Yes No

If yes, how many months? _____

[47 16.] Name Was anyone in your household who was in Delaware Foster Care at age 18 or older and received Delaware was receiving Medicaid Benefits in any state: Yes No

If yes, list each individual and the state where they received benefits _____

[48 17.] Are you incarcerated? Yes _____ No _____

If yes, were you convicted of a crime in Delaware? Yes _____ No _____

If yes, Name of Correction Facility _____

SBI # _____

Start Date of Incarceration _____ End Date of Incarceration (If Known) _____

If eligible for Medicaid while you are incarcerated, Medicaid will cover medical cost during an inpatient stay greater than 24 hours in a medical institution. You can receive full Medicaid benefits when you are released from incarceration if you still meet eligibility requirements.

STEP 4 Tell us about the money people in your household get.



Employed

If anyone is currently employed, tell us about his or her income. Start with question 18.

Not employed

Skip to question 30.

Self-employed

Skip to question 28.

CURRENT JOB 1

18. Please list the person's name:

[19-18.] Employer name and address

[20-19.] Employer phone number
() -

[21-20.] Wages/tips/commission (before taxes) Hourly Weekly Every 2 weeks Twice a month Monthly Yearly

[22-21.] Average hours worked each WEEK

CURRENT JOB 2

[23-22.] Please list the person's name:

(If your household has more jobs, attach another sheet of paper.)

[24-23.] Employer name and address

[25-24.] Employer phone number
() -

[26-25.] Wages/tips/commission (before taxes) Hourly Weekly Every 2 weeks Twice a month Monthly Yearly

\$ _____

[27-26.] Average hours worked each WEEK

SELF-EMPLOYMENT

[28-27.] Please list the person's name:

[29-28.] If self-employed, answer the following questions:

a. Type of Work

b. How much gross income will you get from this self-employment this month?

\$ _____

c. How much net income (profits once business expenses are paid) will you get from this self-employment this month?

\$ _____

[30
29.]

<input type="checkbox"/> OTHER INCOME			
Where does the money come from?	Who gets the money?	How much do they get?	How often are they paid?
Social Security		\$	
Supplemental Security Income (SSI)		\$	
VA Benefits		\$	
Pensions		\$	
Retirement Accounts		\$	
Unemployment Compensation		\$	
Workers Compensation		\$	
Child Support		\$	
<u>Alimony receiving under an agreement signed prior to 12/31/18.</u>		\$	
Work Study		\$	
Money Earned from Interest or Dividends		\$	
Net Farming/Fishing		\$	
Net Rental/Royalty		\$	
<u>Lottery/Gambling Winnings</u>		\$	
Other			

CHANGE IN EMPLOYMENT

[34 30.] In the past year, did anyone: Change jobs Stop working Start working fewer hours None of these



Complete questions 32 - 34 for Food Benefits Only

[32 31.] Has anyone in your household quit a job in the last 30 days? Yes No
 If yes, employer name _____

[33 32.] Is anyone in your household a migrant or seasonal worker? Yes No
 If yes, who? _____

[34 33.] Is anyone in your household on strike? Yes No
 If yes, who? _____

STEP 5 Which of the following do you have?



Complete this section for Cash Assistance Only

[35 34.] Does anyone in your household have any vehicles (don't include your car)?
 Yes No If yes, provide the following information:

Make	Model	Year	Amount Still Owed
			\$
			\$

[36-35.] Does anyone have or own any land, buildings, or houses other than the one you live in? Yes No

If yes, who owns it? _____

[37-36.] Does anyone receive income from these properties? Yes No

If yes, how much? \$ _____

[38-37.] Does anyone in your household have any of the following?

Type of Account	Yes or No	Name on the account	Account Number	Balance
Bank or Credit Union	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$
Stocks or Bonds	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$
Savings Certificates	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$
IRAs or Keogh	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$
Trust Funds	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$
Cash On Hand	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$

STEP 6 Tell us about your tax deductions.



Check all that apply, and give the amount and how often you pay it.

If you pay for certain things that can be deducted on a tax return, telling us about them could make the cost of health coverage a little lower.

NOTE: You shouldn't include a cost that you already considered in your answer to net self-employment (question 29c).

Alimony paid under an agreement signed prior to 12/31/2019. \$ _____ How often? _____

Student loan interest \$ _____ How often? _____ Type: _____

Other tax deductions* \$ _____ How often? _____

*For other potential deductions, refer to your current tax return form 1040 under the Adjusted Gross Income section.

STEP 7 Tell us about your medical expenses.



If you or anyone in your household has medical expenses and are age 60 or older, or blind, and/or receiving Federal disability benefits (SSA, SSI, VA), please list the name of the person and the amount of the medical expenses paid monthly.

Name		Name	
Hospitalization	\$	Hospitalization	\$
Prescription drugs	\$	Prescription drugs	\$
Doctor	\$	Doctor	\$
Eye Care	\$	Eye Care	\$
Dental	\$	Dental	\$
Insurance Premiums	\$	Insurance Premiums	\$
Transportation for medical care	\$	Transportation for medical care	\$

Other	\$	Other	\$
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STEP 8

Tell us about your household expenses.



Please tell us about your bills. (Copies of bills may be needed.)

Shelter:

What are your shelter expenses (enter what you are required to pay)?

- [39-38.]** Rent: \$ _____ per month
 Is this Section 8, HUD or other rental assistance? Yes No
 Does your rent include meals (room and board)? Yes \$ _____ No
 Or are you paying for meals only? Yes \$ _____ No
- [40 39.]** Mobile Home Lot Rent \$ _____ per month
- [41 40.]** Mortgage/ Mobile Home \$ _____ per month
- [42 41.]** Second Mortgage or Home Equity Loan \$ _____ per month
- [43-42.]** Homeowner's Insurance \$ _____ per month
- [44 43.]** Property Taxes \$ _____ per month
- [45 44.]** Special Assessment \$ _____ per month
- [46 45.]** Condominium/Association Fees \$ _____ per month

Utilities:

Check the boxes that apply and fill in the amount.

- Electric \$ _____
- Air Conditioning (central or window unit) \$ _____
- Heat (gas, electric, oil, propane, wood, kerosene) \$ _____
- Gas (cooking) \$ _____
- Water/Sewer \$ _____
- Trash \$ _____
- Telephone \$ _____
- HUD/WHA/DSHA (utility allowance check) \$ _____
- Excess Utilities Only \$ _____

Other:

- [47 46.]** Dependent Care Expenses? Yes \$ _____ No
- [48 47.]** Legally-obligated Child Support Payments? Yes \$ _____ No

Reporting and Verifying Expenses:

Please be sure to enter all of your expenses so that you can qualify for the full amount of food benefits that you need. If you do not put an expense down, we will not be able to count it as we decide the amount of aid to give you.

- Shelter (rent/mortgage/lot) expenses;
- Real estate taxes;
- Water and sewage expenses;
- Phone expenses;
- Dependent care expenses;
- Homeowner's Insurance;
- Utility expenses (gas/electric/oil);
- Garbage expenses;
- Medical expenses;
- Child support expenses paid to children who do not live in your household.

Do You Need Child Care?



Please tell us why you need child care?

- Working High School or GED completion
- Education/training (as part of DSS Employment & Training Program (E&T))
- Health (explain): _____
- Other (explain): _____

Child(ren)'s Name(s) Needing Child Care	How many hours needed?	Provider name, address and phone number	Provider ID number	DHSS Provider Or Self-arranged	Date Care Began

Is Anyone in Your Household in School?



Complete this section for Cash Assistance, Food Supplement, and Child Care Only

Complete the table for anyone in your household attending school, including trade school.

Person(s) In School	Name of School	Full/Part Time	Grade	Expected Graduation Date if 16 or Older

Authorizations

Authorization for Receipt of Pregnancy Prevention Information

If you wish to receive information, you can call Planned Parenthood at 1-800-230-PLAN (7526).

To get teen pregnancy information, call the Alliance for Adolescent Pregnancy Prevention at 1-800-499-WAIT (9248). You can also call the Delaware Helpline at 211 or 1-800-464-4357 for the Public Health Family Planning clinic in your area.

Penalties



For the Food Supplement, Cash and Medical Assistance Programs

Although providing Social Security Numbers is voluntary, you understand that if you fail to give Social Security Numbers you or a member of your household may be denied services. Your Social Security Number will be used to determine initial and ongoing eligibility. Non-lawful aliens are not required to give a Social Security Number.

We will use your Social Security Number to check information in our records with other Federal, State, and Local agency computer matching systems. If you give us false information on purpose, we will take legal action against you.

If you receive benefits that you should not get, you will be responsible to repay those benefits during your period of eligibility and after you are no longer receiving benefits.

An individual will not be able to get Food Benefits or Cash Assistance if:

- he/she is fleeing to avoid prosecution, custody or confinement after a conviction that is a felony, or
- violating a condition of probation or parole imposed under a Federal or State law



Penalties in the Cash Assistance Program

Do Not give false information or hide information to get or continue to get Cash Assistance.

If...	You will ...
<ul style="list-style-type: none"> ▪ Any member of your household breaks a Temporary Assistance for Needy Families (TANF) rule on purpose 	<ul style="list-style-type: none"> ▪ lose cash assistance for 12 months for the first violation ▪ lose cash assistance for 24 months for the second violation ▪ lose cash assistance permanently for the third violation
<ul style="list-style-type: none"> ▪ Any applicant or recipient gives false information in order to obtain benefits 	<ul style="list-style-type: none"> ▪ be subject to penalties that include a fine of up to \$500 and imprisonment up to 6 months
<ul style="list-style-type: none"> ▪ Any member of your household is found guilty of misrepresenting his or her place of residence in order to get multiple benefits in two or more states for the same month from programs funded under TANF 	<ul style="list-style-type: none"> ▪ lose cash assistance for 10 years
<ul style="list-style-type: none"> ▪ [Any member of your household is convicted of a felony for having, using, or selling controlled substances] 	<ul style="list-style-type: none"> ▪ [lose cash assistance permanently]

TANF Job Quit Penalties

If an individual quits a job without good cause the entire TANF case will close for one month or until the individual meets work and training requirements for four weeks in a row, whichever is later.

TANF Work and Training Penalties

When an individual does not comply with work and training the entire TANF case will close for one month or until the individual meets work and training requirements for four weeks in a row, whichever is later.



Penalties in the Food Supplement Program

If you...	You will lose food benefits...
<ul style="list-style-type: none">Hide information or make false statementsUse EBT cards that belong to someone elseUse food benefits to buy alcohol or tobaccoTrade or sell benefits or EBT cards	<ul style="list-style-type: none">12 months for the first offense24 months for the second offense andpermanently for the third offense
<ul style="list-style-type: none">Trade food benefits for controlled substances, such as drugs	<ul style="list-style-type: none">for 24 months for the first offense andpermanently for the second offense
<ul style="list-style-type: none">Trade food benefits for firearms, ammunition or explosives	<ul style="list-style-type: none">Permanently
<ul style="list-style-type: none">Trade, buy or sell food benefits of \$500 or more	<ul style="list-style-type: none">Permanently
<ul style="list-style-type: none">Give false information about who you are and where you live so you can get extra food benefits	<ul style="list-style-type: none">10 years for each offense

You can also be fined up to \$250,000 or put in prison for up to 20 years or both, for doing these things. You may also be charged under Federal laws.

The information you give us will be checked to make sure your household is eligible for food benefits and Cash Assistance. Federal, State, and Local officials will check the information you give us. The information you give us may also be checked by other Federal Aid programs and Federally-Aided State programs, such as School Lunch and Medicaid. If any information given is found to be incorrect, you may be denied Food Benefits/Cash Assistance. If you give false information on purpose, legal action may be taken against you. You may also have to pay back the amount of benefits you should not have received.



For Food Benefits Nondiscrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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.
 USDA is an equal opportunity provider and employer.



**For Cash Assistance, Medical Assistance, and Child Care
 Nondiscrimination Statement**

I know that under federal law, discrimination isn't permitted on the basis of race, color, national origin, sex, age, sexual orientation, gender identity, or disability. I can file a complaint of discrimination by visiting www.hhs.gov/ocr/office/file.

What You Need To Know About the Medical Assistance Program



For the Food Supplement, Cash and Medical Assistance Programs

I understand and agree:

- I will apply for and accept other benefits that I may be eligible to get such as Unemployment Compensation, Social Security, or Medicare.
- By law, as a condition of eligibility, I assign all rights to medical support and to payment for medical care from any third party to DHSS.
- To allow DHSS, directly or through its agents or the Diamond State Health Plan or the Delaware Healthy Children Program, to have access to all medical and school-based health and related services records of every member of my household who is eligible for Medical Assistance. This will allow DHSS to administer the medical assistance program, coordinate care, determine medical necessity, and evaluate or pay for pending or incurred medical services.
- ~~I confirm that no one applying for medical assistance on this application is incarcerated (detained or jailed). If not, _____ is incarcerated. I understand that I cannot receive Medical Assistance or CHIP benefits while incarcerated.~~

We need this information to check your eligibility for help paying for medical assistance if you choose to apply. Your answers will be checked using information from electronic databases. If the information does not match, you may be asked to send proof.

Renewal of coverage in future years

- ~~To make it easier to determine my eligibility for help paying for health coverage in future years, I agree to allow the Marketplace to use income data, including information from tax returns. The Marketplace will send me a notice, let me make any changes, and I can opt out at any time.~~
- ~~Yes, renew my eligibility automatically for the next 5 years (the maximum number of years allowed), or for a shorter number of years:~~
- ~~4 years 3 years 2 years 1 year Don't use information from tax returns to renew my coverage.~~

I understand and agree:

- I will automatically receive child support services from the Division of Child Support Enforcement (DCSE).
- I must cooperate with DCSE in establishing paternity and obtaining medical support for any child receiving medical assistance.
- DCSE is authorized to deduct directly from my support payments, any and all monies owed to the Division of Social Services.
- I will not be eligible for benefits if I fail to cooperate with DCSE unless a good cause is established. My child(ren) may still be eligible.
- Pregnant women are not required to cooperate in establishing paternity and obtaining medical support.

Some Medicaid programs require you to enroll in a managed care organization.

To enroll in a managed care organization (MCO), call the Health Benefits Manager at 1-800-996-9969.

Disclosure of Information

For All Programs

All information and documentation gathered for determining your Cash Assistance, Food Supplement, Child Care and Medical Assistance eligibility or other program related use is confidential. Each program provides safeguards, restricting the use and disclosure of information about you to purposes directly connected with the administration of the program.

Releasing information concerning your eligibility to anyone not authorized to receive the information is a violation of State and Federal law and may result in legal action.

We will keep your eligibility information confidential, unless you give us permission to release information to others.

Certifications and Signatures

Certification of Citizenship and Alien Status

I certify, under penalty of perjury, that I, and any other members of my household, are U.S. citizens or aliens in lawful immigration status. Non-lawful aliens may be eligible for emergency services and labor and delivery only.

Certification of Head of Household Selection

I have read and have had explained to me the provisions about selecting a head of household. I have selected the following person to be the head of household and I certify that all adult members in my household agree to this selection.

(Head of Household Designee)

Certification of Understanding and Accuracy of Application Answers

I understand the questions on this application and the penalty for hiding or giving false information or breaking any of the rules listed in the penalty warning. I certify, under penalty of perjury, that all my answers are correct and complete including information about the citizenship or alien status of each household member applying for benefits. I understand and agree to provide documents to prove what I have said. I understand and agree that DHSS may contact other persons or organizations to obtain the necessary proof of my eligibility and level of benefits.

I have read, or have had read to me, all statements on this form and the information I give is true and complete to the best of my knowledge. I understand that I could be penalized if I knowingly give false information. I

understand that all information I give is confidential and federal and state laws limit disclosure of information about me.

I agree to allow Delaware Health and Social Services, or its representatives, to act as my agent in recovering money spent by its medical assistance programs when other money from insurance, estates, etc. is available to pay my medical bills.

I have a right to request a Fair Hearing if I am not satisfied with any decision made about my eligibility or benefits. An attorney or any other person I choose may represent me.

I have read, or had read to me, and understand the current Rights and Responsibilities. I have received a copy of the Rights and Responsibilities from the DHSS worker.

The person who filled out step 1 should sign this application. If you are an authorized representative, you may sign here as long as you have provided the information required in Appendix C.

Applicant's Signature

Date

Witness

Authorized Representative's Signature

Date

Witness

Spouse/Partner's Signature
(Not required for medical assistance)

Date

Witness

For Persons Who Cannot Speak English

Translation services were offered or a family member or other person was present to translate.



Translator's Signature

Date

Phone Number & Agency/Relationship