pennsylvania
DEPARTMENT OF PUBLIC WELFARE

Benefits Review

This is an application for cash, health care and SNAP benefits. If you need this application in another language or someone to interpret, please contact your local county assistance office. Language assistance will be provided free of charge.

Esta es una solicitud de beneficios de SNAP, asistencia médica y asistencia monetaria. Si necesita esta solicitud en otro idioma o alguien para que interprete, comuníquese con la oficina de asistencia de su condado. La ayuda bilingüe será gratuita.

Đây là đơn xin trợ cấp y tế, tiền mặt và trợ cấp SNAP. Nếu quý vị cần đơn xin này bằng ngôn ngữ khác hoặc cần người khác thông dịch, vui lòng liên lạc với văn phòng trợ cấp của quận tại địa phương quý vị. Dịch vụ trợ giúp ngôn ngữ sẽ được cung cấp miễn phí.

Это заявление на получение денежной и медицинской помощи, а также пособия SNAP (Программы продовольственной помощи). Если вам требуется устный переводчик или данное заявление на другом языке, обратитесь в окружной отдел социального обеспечения. Языковая поддержка предоставляется бесплатно.

本申请书用于申请现金、医疗援助及补充营养援助计划 (SNAP) 之福利。若您需要本申请书的其他语言版本或需口译员，请联系您当地的县援助办公室。将提供免费语言协助。

នេះជាពាក្យសុំប្រាក់ សុំជំនួយផ្នែកវេជ្ជសាស្ត្រ និងអត្ថប្រយោជន៍ផ្នែកវេជ្ជសាស្ត្រផ្សេងៗ ។ ប្រសិនបើលោកអ្នកត្រូវការពាក្យសុំនេះជាភាសាផ្សេង ឬ ត្រូវការនរណាម្នាក់ដើម្បីបកប្រែផ្ទាល់មាត់ សូមទាក់ទងការិយាល័យជំនួយប្រចាំខោនធីក្នុងតំបន់របស់លោកអ្នក ។ ជំនួយផ្នែកភាសា នឹងត្រូវបានផ្តល់ជូនដោយឥតគិតថ្លៃ ។

COMPASS
CLICK. APPLY. BENEFIT.

You can renew online at: **www.compass.state.pa.us**

If you have a disability and need this form in large print or another format, please call our **helpline** at **1-800-692-7462**.
TDD services are available at **1-800-451-5886**.

Family Safety: Information About Your Benefits and Domestic Violence

Domestic violence happens when someone in your life harms you. Abuse can be physical, sexual or emotional. It includes:

- Physically hurting you or your children
- Threatening or trying to hurt you, your children or your property
- Forcing you to have sex
- Sexually abusing your children
- Controlling where you go and who you see
- Not allowing you or your children to have food, clothing or medical care
- Keeping you from going to work or school
- Following or stalking you

If you are or have been a victim of domestic violence or are at risk of further violence, your caseworker can excuse you from requirements for cash assistance if domestic violence prevents you from complying. Sometimes people cannot safely follow welfare requirements because they fear that they or their children will be abused if they do so. These include:

- Support cooperation
- Time limits
- Work (RESET)
- Requirements that teen parents live at home
- Other requirements on a case-by-case basis
- Verification

If you need to be excused from welfare requirements because of domestic violence, tell your caseworker.

If you or your children are or have been victims of domestic violence, or are at risk of further violence, your caseworker can:

- **Talk** to you if you want to talk. You can ask to talk in private. Your caseworker and the staff will keep your personal information confidential. However, the law says that the Department of Public Welfare must report child abuse to the Children and Youth Agency.
- **Help** you find local programs where you can get **counseling, safety planning, shelter, legal services** and other help.
- **Help** you understand the rules for applying for cash assistance, and how they affect you if you apply. Certain TANF requirements may be waived based upon domestic violence.

For more information about crisis intervention, counseling, accompaniment to police, medical and court facilities, temporary emergency shelter, and prevention and education programs, call:

The Pennsylvania Coalition Against Domestic Violence

1-800-932-4632 (in PA) 303-839-1852 (National)

JobGateway - Important Information

JobGateway is a program of the Pennsylvania Department of Labor and Industry to help job seekers find jobs. The Labor and Industry staff knows about current labor market conditions and can give you information and resources to help your job search.

All clients may use JobGateway. **Please note that if you are applying for Temporary Assistance for Needy Families (TANF) cash benefits and you are 18 or older, you are required to apply for at least three jobs per week while we decide on your application.**

We can excuse you from this requirement if you are already working 20 hours per week, you have a physical or mental disability, you have a child under the age of one, you have a child under the age of six and do not have child care, you are needed in the home to care for a person with a disability, you are victim of domestic violence, you lack transportation, you are homeless or you have another good reason. You will be required to prove these things as best you can. Bring any proof you have to your cash interview.

More details on how to prove compliance with the applicant job search, or how to prove that you should be excused, will be included in a packet given or mailed to you by the caseworker. It is strongly recommended that you register with JobGateway to get started. You can register with JobGateway at **www.jobgateway.pa.gov/**.

Benefits Review: We must review your eligibility for cash, health care and/or Supplemental Nutrition Assistance Program (SNAP) benefits.

Go paperless! Would you like to receive your notices online?
Go to **www.compass.state.pa.us** and enroll on your My COMPASS Account.

PLEASE PRINT ALL INFORMATION

Important notice to recipient: We need to gather information about you.

1. Please print clearly. Try to complete as much information as possible. The information requested on this form is needed to determine your continued eligibility.
2. If you need help, another person can help you, you can get help from your county assistance office or you can call the Customer Service Center at 1-877-395-8930. TTY/TDD users should call 1-800-451-5886.
3. **Sign and date the benefits review form on page 1 and page 10**.
4. Bring it to the county assistance office on the date and time for your scheduled interview. If you are to have a telephone interview, or if you are not required to have an interview, mail the form with any verification requested to your caseworker.
5. You can re-apply online at: **www.compass.state.pa.us**.

It is important that you read the rights and responsibilities and sign on page 10.

Your Information

Tell us about yourself: We need to gather some information about you.

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):		
Home address (include street, apt. number, city, state & zip code +4):		
Telephone number:	School district:	Township/subdivision/municipality:

Sign Here

When you sign your name it means that you are applying for benefits. It also means that you give your permission to the county assistance office to use the information on this application to decide if you qualify for these benefits.

X _____ _____

Your signature or your representative's signature — Date

Are you interested in any other services?

Put a check in the box if you are interested in any of these other services:

- ☐ Supplemental Security Income (SSI)
- ☐ Intellectual Disability services
- ☐ LIHEAP (Energy assistance)
- ☐ Food banks
- ☐ School meals (free or reduced cost)
- ☐ Lifeline (reduced cost phone service)
- ☐ Long term care (nursing home care)
- ☐ Housing assistance
- ☐ Employment and training
- ☐ Vocational rehabilitation
- ☐ Special allowances for employment and training (such as tools)
- ☐ Well Baby Clinic
- ☐ Immunizations (shots)
- ☐ Veterans' services
- ☐ WIC (Women, Infants and Children)
- ☐ Child care
- ☐ Head Start (for children ages 3-6)
- ☐ Child support services
- ☐ Family planning/birth control
- ☐ Home and community based services (waiver services)
- ☐ Other: _____

DO NOT COMPLETE
COUNTY ASSISTANCE OFFICE ONLY

WORKER ID	CSLD	RECORD NUMBER	CAT

NAME

APPOINTMENT DATE/TIME AM PM

	AUTHORIZED	NOT AUTHORIZED
DATE		
BY		
CAT		
REASON CODE		

PA 600 R (SG) 8/14

Tell Us About People In Your Home:

We need to gather information about everyone who lives at your address, even if they are not applying for benefits.
For health care applicants, be sure to include anyone on your federal income tax return, even if they do not live with you.

Note: You do not need to file a tax return to get benefits.

Person 1 (Start with Yourself) — Please Print All Information

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):	Are you applying for yourself? ☐ Yes ☐ No	Social Security number:
Birthdate (MM/DD/YY):	Sex: ☐ M ☐ F	Do you have a PA Access/EBT card? ☐ Yes ☐ No

Person 2 — Please Print All Information

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):			Are you applying for this person? ☐ Yes ☐ No	Social Security number:
Birthdate (MM/DD/YY):	Sex: ☐ M ☐ F	Does this person have a PA Access/EBT card? ☐ Yes ☐ No	Does this person live with you? ☐ Yes ☐ No	
How is this person related to you? ☐ Spouse ☐ Child ☐ Stepchild ☐ Not related ☐ Other _____				

Person 3 — Please Print All Information

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):			Are you applying for this person? ☐ Yes ☐ No	Social Security number:
Birthdate (MM/DD/YY):	Sex: ☐ M ☐ F	Does this person have a PA Access/EBT card? ☐ Yes ☐ No	Does this person live with you? ☐ Yes ☐ No	
How is this person related to you? ☐ Spouse ☐ Child ☐ Stepchild ☐ Not related ☐ Other _____				

Person 4 — Please Print All Information

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):			Are you applying for this person? ☐ Yes ☐ No	Social Security number:
Birthdate (MM/DD/YY):	Sex: ☐ M ☐ F	Does this person have a PA Access/EBT card? ☐ Yes ☐ No	Does this person live with you? ☐ Yes ☐ No	
How is this person related to you? ☐ Spouse ☐ Child ☐ Stepchild ☐ Not related ☐ Other _____				

Person 5 — Please Print All Information

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):			Are you applying for this person? ☐ Yes ☐ No	Social Security number:
Birthdate (MM/DD/YY):	Sex: ☐ M ☐ F	Does this person have a PA Access/EBT card? ☐ Yes ☐ No	Does this person live with you? ☐ Yes ☐ No	
How is this person related to you? ☐ Spouse ☐ Child ☐ Stepchild ☐ Not related ☐ Other _____				

Person 6 — Please Print All Information

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):			Are you applying for this person? ☐ Yes ☐ No	Social Security number:
Birthdate (MM/DD/YY):	Sex: ☐ M ☐ F	Does this person have a PA Access/EBT card? ☐ Yes ☐ No	Does this person live with you? ☐ Yes ☐ No	
How is this person related to you? ☐ Spouse ☐ Child ☐ Stepchild ☐ Not related ☐ Other _____				

Person 7 — Please Print All Information

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):			Are you applying for this person? ☐ Yes ☐ No	Social Security number:
Birthdate (MM/DD/YY):	Sex: ☐ M ☐ F	Does this person have a PA Access/EBT card? ☐ Yes ☐ No	Does this person live with you? ☐ Yes ☐ No	
How is this person related to you? ☐ Spouse ☐ Child ☐ Stepchild ☐ Not related ☐ Other _____				

Person 8 — Please Print All Information

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):			Are you applying for this person? ☐ Yes ☐ No	Social Security number:
Birthdate (MM/DD/YY):	Sex: ☐ M ☐ F	Does this person have a PA Access/EBT card? ☐ Yes ☐ No	Does this person live with you? ☐ Yes ☐ No	
How is this person related to you? ☐ Spouse ☐ Child ☐ Stepchild ☐ Not related ☐ Other _____				

Person 9 — Please Print All Information

Name (include first, middle initial, last, suffix-Jr./Sr./etc.):			Are you applying for this person? ☐ Yes ☐ No	Social Security number:
Birthdate (MM/DD/YY):	Sex: ☐ M ☐ F	Does this person have a PA Access/EBT card? ☐ Yes ☐ No	Does this person live with you? ☐ Yes ☐ No	
How is this person related to you? ☐ Spouse ☐ Child ☐ Stepchild ☐ Not related ☐ Other _____				

Other Questions

Is anyone pregnant? ☐ Yes ☐ No	If yes, who?	Due date?	How many babies are expected?
Is anyone disabled, seriously ill, or in need of medical attention? ☐ Yes ☐ No	If yes, who?	What is the disability?	
Was anyone in foster care at age 18 or older? ☐ Yes ☐ No	If yes, who?		
Did the foster care end due to age? ☐ Yes ☐ No	If yes, at what age? In what state?	Age:	State:
Does anyone pay for childcare or the care of an adult with a disability so he or she can go to work, school or training? ☐ Yes ☐ No	If yes, how much each month?	Monthly amount: $	Who receives care?
Does anyone pay to travel to work? ☐ Yes ☐ No	If yes, how much each month?	Monthly amount: $	How do you travel (bus, train, car, subway)?
If you use a car:	How many round trip miles to work? Miles:	How many days each week? Days:	What is your monthly car payment? Monthly amount:

Tax Information

Complete this section if you are applying for health care. You do not need to answer these questions if you are applying only for SNAP.

Does anyone plan to file a federal income tax return **NEXT YEAR**? ☐ Yes ☐ No If **yes**, complete the table below.

List each person who will file taxes. If filing jointly, include the spouse in the same row.
Note: A dependent can be claimed by only one tax filer. For joint filers, you only need to list dependents for the tax filer who will sign the tax form.

List name of each person who plans to file a tax return	Will this person file jointly with a spouse? Yes/No	If yes, list name of spouse	Will this person claim dependents? Yes/No	If yes, list name(s) of dependent(s)

Will anyone be claimed as a dependent on someone's tax return? ☐ Yes ☐ No **If yes,** complete the table below.

List the dependent or tax filer for whom the dependent will be claimed.
Note: You do not need to complete this table if the person who will be claimed is already listed as a dependent above.

Name of dependent	Name of tax filer	Relationship to tax filer

Tax Deductions

Complete this section if you are applying for health care. You do not need to answer these questions if you are applying only for SNAP.

If anyone pays for certain things that can be deducted on a federal income tax return, telling us about them could make the cost of health care coverage a little lower.

Note: If self-employed, do not include a cost that you will list as an expense on your Schedule C tax form (for example, car and truck expenses, depreciation, employee wages and fringe benefits, etc.).

Does anyone have expenses from: (✓)(Check **yes**)	Yes	Whose expense is this?	How often is the expense paid? (One time, monthly, quarterly, twice a year, yearly)	How much?
Student loan interest deduction				
Self-employed health insurance deduction				
Deductible part of self-employment tax				
Health savings account deduction				
Other (Specify)				

Resources

You do not need to answer these questions if you are applying for health care only and you meet one of these exceptions: pregnant; child under age 21; have a dependent child under 21 living with you; you do not have a disability and are under age 65.

List all resources such as cash, vehicles, stocks, bonds, bank accounts, property, life insurance, etc.

Name of Owner	Resource	Current Value ($)	Bank Name/Account Number	Percentage Owned

Income

List all income such as wages, self-employment, pensions, Social Security benefits, Unemployment Compensation, Workers' Compensation, Support, etc.

Whose income is this?	Type/Source of Income	Frequency (weekly, every two weeks, monthly, yearly)	Average hours worked each week:	Gross Amount? (amount of income before taxes and deductions)

Health Insurance

You do not need to answer these questions if you are applying only for SNAP.

Does anyone you are applying for have health insurance coverage? ☐ Yes ☐ No
Has anyone you are applying for had health insurance coverage in the last 90 days? ☐ Yes ☐ No

If you have (or had in the last 90 days) more than one type of health care coverage, please fill in a box for each policy.
Note: If you have more than one policy, you will need to make a copy of the pages and attach them.

Type of health care coverage ▶ ☐ Employer insurance ☐ Medicare ☐ TRICARE* ☐ Peace Corps ☐ Individual Plan ☐ Other _____

List who is (or was) covered:

Policy holder name:	First name:	Last name:
Insurance company name:	First name:	Last name:
Policy number:	First name:	Last name:
Group name/number:	First name:	Last name:

What is (or was) covered? ▶ ☐ Hospital care ☐ Prescriptions ☐ Eye care ☐ Doctor's visits ☐ Dental

Is (or was) this a limited-benefit plan (like a school accident policy)? ☐ Yes ☐ No

When did this insurance start? ▶

When did (or will) this insurance stop? (Leave blank if you are still covered) ▶

Did (or will) this health insurance end because the policy holder lost employment (laid off, terminated, quit) or changed jobs? ☐ Yes ☐ No

If **yes**, who lost coverage?

Did (or will) any children lose health insurance coverage because the employer stopped offering coverage? ☐ Yes ☐ No

*Don't check if you have direct care or Line of Duty.

Health Insurance From Your Employer

You do not need to answer these questions if you are applying only for SNAP.

Is anyone you are applying for offered health insurance from a job? ☐ Yes ☐ No Check **yes** even if the coverage is from someone else's job, such as a parent or spouse.

If yes, complete this section and as much information as you can in Appendix A: Health Coverage From Job(s).

Is this a state employee benefit plan? ☐ Yes ☐ No

Is this COBRA coverage? ☐ Yes ☐ No

Is this a retiree health plan? ☐ Yes ☐ No

If you are offered health coverage from your job, do (or would) you have to pay for your coverage? ☐ Yes ☐ No

Do (or would) you have to pay for your child(ren)'s coverage? ☐ Yes ☐ No

What is the cost for family coverage through your employer's group health plan? ▶

What is the cost to cover your child(ren) through your employer's group health plan? ▶

Expenses

This section is for SNAP applicants.

Please tell us about your expenses so that you can get the most benefits possible. If requested, you must provide proof of your expenses.

▶ At any time, you may report household expenses to us, and we may ask you to give us proof of them.

Does anyone in your home pay child support to a person who does not live with you? ☐ Yes ☐ No If yes, is it court-ordered? ☐ Yes ☐ No	Does anyone in your home get housing assistance? ☐ Yes ☐ No If yes, what kind? _____ If yes, do you get a utility allowance? ☐ Yes ☐ No
Are meals included in your rent? ☐ Yes ☐ No	Is there anyone outside of your household who pays any of your expenses? ☐ Yes ☐ No If so, what expenses? _____ How much? _____ How often? _____ To whom? _____
Do you pay for heat? ☐ Yes ☐ No	Do you pay for central air or to run a room air conditioner(s)? ☐ Yes ☐ No

Check any expenses paid each month by you or anyone in your home. Please check even if you only pay part of the bill.

☐ Telephone ☐ Water ☐ Garbage ☐ Utility installation ☐ Electric

☐ Oil, coal, wood, kerosene ☐ Sewer ☐ Gas ☐ Propane ☐ Other _____

If you have any of these expenses, how much do you pay per month?

Rent: $ _____ Condo fees: $ _____

Mortgage $ _____ Property taxes: $ _____ Homeowner's insurance: $ _____

Medical Expenses

This section is for SNAP applicants.

You may get more SNAP benefits if someone in your home is 60 years old or older, or disabled, and you can give proof of medical expenses.

Check any medical expense that you or someone in your home pays:

☐ Dental bills	☐ Any costs to get to medical appointments, medical treatment, or to pick up prescriptions. These can be costs such as taxis and public transportation.
☐ Doctor bills	
☐ Hospital bills	☐ Health aides (people in your home to help with medical treatments).
☐ Health insurance or Medicare premiums	☐ Health related supplies (such as eyeglasses, hearing aids, adult diapers).
☐ Medical equipment	☐ Prescription medicines
☐ Other:	

▶ **Failure to report or verify any of the above listed expenses will be seen as a statement by your household that you do not want to receive a deduction for the unreported expense.**

Absent Relatives

This section is for cash applicants.

If anyone is applying for a child who has parents not living in your home **or** if anyone applying has a spouse not living in your home, please answer these questions so that we can try to get support. You do not need to fill out this section if providing this information or seeking support would put you or family members at risk of domestic violence or make it more difficult to escape domestic violence, or if your child was born as a result of rape or incest, or if you are considering adoption.

If it would be a problem for you to provide this information or seek support because of domestic violence, rape or incest or because you are considering putting a child up for adoption, check this box: ☐

Name of person with an absent relative:	Name of absent relative:	Absent relative is a:
		☐ Parent ☐ Spouse
Name of person with an absent relative:	Name of absent relative:	Absent relative is a:
		☐ Parent ☐ Spouse
Name of person with an absent relative:	Name of absent relative:	Absent relative is a:
		☐ Parent ☐ Spouse

▶ If you are applying for cash assistance, you must name the parents of any minor children and help the Domestic Relations Section (DRS) collect support by providing the information they need unless you have good cause. If you do not help the DRS by providing the information needed and do not have a good reason for not helping, any cash assistance amount for which you are approved will be lowered by at least 25 percent.

If approved for cash assistance, you must give the department and DRS the right to collect cash for you and others for whom you are applying. The law says that support rights will be assigned to the state if you accept cash assistance.

If support is paid for a child who gets cash assistance, the family may get some of the support in addition to the cash assistance grant.

Criminal History Inquiry

You do not need to answer these questions if you are applying only for health care.

Please answer the following questions for yourself and anyone else for whom you are applying:		
Does anyone have a summons or warrant to appear as a defendant at a criminal court proceeding?	☐ Yes ☐ No	If **yes**, who?
Does anyone owe fines, costs or restitution for a felony or misdemeanor offense?	☐ Yes ☐ No	If **yes**, who?
Does anyone have a payment plan for fines and costs?	☐ Yes ☐ No	If **yes**, who?
Is anyone on probation or parole?	☐ Yes ☐ No	If **yes**, who?
Has anyone been convicted of welfare fraud?	☐ Yes ☐ No	If **yes**, who?
Is anyone fleeing from law enforcement?	☐ Yes ☐ No	If **yes**, who?

Voter Registration (Optional)

If you are not registered to vote where you live now, would you like to apply to register to vote here today? ☐ Yes ☐ No
IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

To register, you must: 1) Be at least 18 on the day of the next election; 2) Be a citizen of the United States for at least one month PRIOR TO THE NEXT ELECTION; 3) Reside in Pennsylvania and the voting district at least 30 days prior to the next election.

Applying to register or declining to register to vote will not affect the amount of assistance you will be provided by this agency. If you would like help 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. Please contact the county assistance office if you would like help. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Secretary of the Commonwealth, PA Department of State, Harrisburg, PA 17120. (Toll-free telephone number 1-877-VOTESPA.)

COUNTY ASSISTANCE OFFICE STAFF WILL COMPLETE THIS BOX BASED UPON YOUR RESPONSE ABOVE

☐ Given to Client __/__/__ ☐ Sent to voter registration __/__/__ ☐ Mailed to Client __/__/__
☐ Declined, not interested __/__/__ ☐ Not a U.S. citizen __/__/__ ☐ Declined, already registered __/__/__

Your Rights and Responsibilities Read about your rights and responsibilities:

RIGHT TO NONDISCRIMINATION

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.

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 or (800) 537-7697 (TTY).

USDA is an equal opportunity provider and employer.

RIGHT TO CONFIDENTIALITY

We will keep your information private. It will only be used to decide which programs you may be eligible for. The county assistance office (CAO), when requested, must provide federal, state and local law enforcement officials with the address, Social Security number (SSN) and photograph (if available) of an individual who is fleeing to avoid prosecution, custody or confinement for a felony or violating probation or parole. Any person knowingly violating any of the rules and regulations of this department shall be guilty of a misdemeanor and, upon conviction shall be sentenced to pay a fine, not exceeding one hundred ($100) dollars, or to undergo imprisonment, not exceeding six months, or both (62 P.S. section 483).

RIGHT TO A WRITTEN NOTICE

We will give you a written notice explaining your benefits. If we deny, change, suspend or stop benefits, we will give you a written explanation of why. You have 30 days (90 days for Supplemental Nutrition Assistance Program (SNAP) benefits) from the mailing date of the notice to ask for a hearing.

RIGHT TO APPEAL

You have the right to ask for a Department of Public Welfare (DPW) hearing to appeal a decision if you believe it is unfair or incorrect, or if DPW fails to act on your application for benefits. You may file the appeal at the CAO. If you appeal, you may also request an agency conference before the hearing. If your appeal involves expedited SNAP benefits, you have the right to have this conference with a supervisor within two work days. At the hearing you may represent yourself, or someone else, such as a lawyer, friend or relative may represent you.

RIGHT TO CLAIM GOOD CAUSE

If you apply for cash or Medical Assistance (MA) benefits, the law requires you to cooperate with establishing paternity and seeking support. You may be excused from these requirements if you prove it may be dangerous for you and/or your children. This is known as good cause. Unless a good cause exemption is established, you will be required to meet employment and training requirements. You will also be required to meet semi-annual reporting requirements unless good cause is granted.

RIGHT TO CERTIFICATE OF CREDITABLE COVERAGE

Federal law limits when health coverage may be denied or limited for a pre-existing condition. If you enroll in a group health plan that excludes treatment for a condition you already had, you can be credited for the time you received MA coverage. This may help you obtain coverage. Contact your caseworker to request this certificate.

RESPONSIBILITY TO PROVIDE INFORMATION

You must give true, correct and complete information. You must help in proving the information you give. Benefits may be denied if you fail to provide certain proof. If you cannot provide proof, you should ask the CAO to help you obtain it. If you are contacted by DPW or the Office of Inspector General, you must fully cooperate with those persons or investigators. If you are age 55 or older and receive MA to pay for nursing facility services, home and community-based waiver services and any related hospital and prescription drug service, you may be required to repay the cost of these services from your probate estate. If you are applying for cash assistance, we may require you to sign an agreement to repay benefits that you, your spouse and your children have received.

RESPONSIBILITY TO PROVIDE SOCIAL SECURITY NUMBERS

For cash, MA and/or SNAP benefits, you must provide an SSN for each person for whom you are applying. If you do not have an SSN, you must apply for one. Not providing an SSN may result in not being able to receive benefits. For cash benefits, we may ask for an SSN for anyone whose income or resources may affect your eligibility or the amount of benefits. Your SSN will be used for identity, for computer matches which verify income and resources, and to prevent duplication of state and federal benefits. An alien who is applying for emergency MA only is not required to provide an SSN. (42 U.S. C 1320b-7)

RESPONSIBILITY TO USE THE PA ACCESS CARD LAWFULLY

Once you are eligible for benefits, you will be issued a PA ACCESS card. This card may only be used for the person who is eligible and only during the eligibility period. You may only use the card for services that are needed and reasonable.

RESPONSIBILITY TO REPORT CHANGES

If you qualify for benefits, you will be required to report changes in your circumstances to your caseworker or to the Statewide Customer Service Center. Types of changes reported would include people leaving or moving into the house, a new address, a new job for someone, if someone loses a job, birth of a child, new sources of income or changes to income. Your caseworker and notices you receive will cover the specifics in detail based on the programs and benefits you are eligible for. Failure to report required changes within the program guidelines could result in a loss of benefits, sanctions, or civil or criminal charges. You may report changes to the CAO in person, by phone, fax, mail or through a COMPASS account. You may also report changes to the Statewide Customer Service Center at 1-877-305-8930, or for Philadelphia, 1-215-560-7226 any time.

RESPONSIBILITY TO SEARCH FOR JOBS

If you are applying for cash assistance, you must provide proof that you are searching for at least 3 jobs per week during the application process, unless you have verified good cause or proof that you are exempt from this responsibility.

PRIVACY ACT STATEMENT

(i) The collection of this information, including the Social Security number (SSN) of each household member, is authorized under the Food Stamp Act of 1977, as amended, 7 U.S.C. 2011-2036. The information will be used to determine whether your household is eligible or continues to be eligible to participate in the SNAP Program. We will verify this information through computer matching programs. This information will also be used to monitor compliance with program regulations and for program management.

(ii) This information may be disclosed to other Federal and State agencies for official examination, and to law enforcement officials for the purpose of apprehending persons fleeing to avoid the law.

(iii) If a SNAP claim arises against your household, the information on this application, including all SSNs, may be referred to Federal and State agencies, as well as private claims collection agencies, for claims collection action.

(iv) Providing the requested information, including the SSN of each household member, is voluntary. However, failure to provide an SSN will result in the denial of SNAP benefits to each individual failing to provide an SSN. Any SSNs provided will be used and disclosed in the same manner as SSNs of eligible household members.

Prohibitions and Penalties Read about your responsibilities:

IF THIS HAPPENS WITHOUT GOOD CAUSE			THIS MAY HAPPEN (PENALTY)
ALL BENEFITS SNAP CASH HEALTH CARE	Misuse Electronic Benefits Transfer (EBT) Card or PA ACCESS Card.		**Fine, prison, or both.**
	Do not report changes, as required.		**Benefits cut or stopped.**
	On purpose, give information that is false, incorrect or incomplete, or not report changes.		**Fine, disqualification and/or jail time for Welfare Fraud, disqualification for administrative hearing proceedings.** **Not eligible for cash:** • **First time - 6 months.** • **Second time - 12 months.** • **Third time - forever.** **Not eligible for SNAP:** • **First time - 12 months.** • **Second time - 24 months.** • **Third time - forever.**
	Trade, sell or attempt to trade, sell, buy or use another person's ACCESS Card.		**Not eligible:** • **All court convictions - 12 months.**
SNAP	On purpose, misuse SNAP benefits, for example, trade, sell, or buy EBT Card or SNAP benefits; convert benefits; or dump containers purchased with SNAP benefits to receive deposits – or buy things not covered by SNAP, such as alcohol or tobacco – or use SNAP benefits to pay for food already received or food on credit.		**Not eligible:** • **First time - 12 months.** • **Second time - 24 months.** • **Third time - forever.** • **First time court conviction over $500 - forever.**
	Purchase a product with SNAP benefits with the intent of obtaining cash or consideration other than eligible food by reselling the product in exchange for cash or consideration other than eligible food.		
	On purpose, purchase products originally purchased with SNAP benefits in exchange for cash or consideration other than eligible food.		
	Use/receive SNAP benefits to buy drugs or controlled substances.		**Not eligible:** • **First time - 24 months.** • **Second time - forever.**
	Use/receive SNAP benefits in sale of firearms, ammunition, or explosives.		**First time - not eligible forever.**
	Be convicted for buying, selling or trading SNAP benefits for total of $500 or more.		**Not eligible forever.**
	Lie about who you are or where you live to receive more than one SNAP benefit.		**Not eligible for 10 years.**
	Flee to avoid prosecution, custody, or confinement because of a felony/attempted felony – or flee because of breaking probation or parole.		**Not eligible until you do what the law says.**
CASH	Do not comply with your court penalty, including payment of fines, for a felony or misdemeanor.		**Not eligible until you comply with your penalty.**
	Lie about where you live to receive cash in two or more states.		**Not eligible for 10 years.**
	Flee to avoid prosecution, custody, or confinement because of a felony conviction/attempted felony; fail to appear as a defendant at a criminal court proceeding when issued a summons or a bench warrant for a summary offense, felony or misdemeanor; flee because of breaking probation/parole; or have any active warrant against you.		**Not eligible until you do what the law says.**
If you are found guilty of fraud or breaking the above rules:			• **Fine up to $250,000 for SNAP and up to $15,000 for Cash;** • **Jail up to 20 years for SNAP and up to seven years for Cash; and/or** • **Paying back benefits received.** • **Disqualification from benefits for periods stated above by program.**
SNAP WORK RULES	For household members – physically and mentally fit – over age 15 and under 60 – not otherwise exempt or with good cause.		**Not eligible:** • **First time - one month and until you do what is required.** • **Second time - three months and until you do what is required.** • **Three or more times - six months each time and until you do what is required.**
	Refuse to: • Participate in approved work/training program. • Accept a job. • Tell CAO about work status and job availability.	On purpose, take action to: • Quit a job. • Cut work hours to less than 30 per week (unless another job already meets work requirements).	
CASH WORK RULES	Do not meet cash work requirements on purpose, as written on the Agreement of Mutual Responsibility (AMR).		**Not eligible:** • **First time - You will be ineligible for at least 30 days and until you demonstrate and maintain compliance for at least one week. If you are disqualified for 90 days, your entire family will be disqualified until you demonstrate and maintain compliance for at least one week.** • **Second time - You will be ineligible for at least 60 days and until you demonstrate and maintain compliance for at least one week. If you are disqualified for 60 days, your entire family will be disqualified until you demonstrate and maintain compliance for at least one week.** • **Third time - Forever.**

Understanding Your Rights and Responsibilities

When I sign this form:

- I understand that information available through the Income Eligibility Verification System (IEVS) will be requested, used and may be verified through collateral contacts when discrepancies are found by the State agency, and that such information may affect the household's eligibility and level of benefits. Information from other state and federal agencies will be used to verify the information I give them. If I misrepresent, hide or withhold facts which may affect my eligibility for benefits, I may be required to repay my benefits and I may be prosecuted and disqualified from receiving certain future benefits.
- I understand that I can designate an authorized representative by completing the Authorized Representative section and submitting it with this application.
- I understand and agree that I am responsible for any fraudulent statements made on this application, even if the application is being submitted by someone acting on my behalf.
- I received a copy of my rights and responsibilities, have read them or someone has read them to me, and I understand them.
- I understand that the information entered in this application will be kept confidential and only to administer benefits. I authorize the release of personal, financial and medical information for the purpose of determining eligibility.
- I understand that any changes I am required to report must be reported within the first 10 days of the month following the month of change.
- I understand that I will receive a written notice explaining the benefits. If benefits are denied, changed, suspended or stopped, the written notice will explain why.
- I understand that I will have 30 days (90 days for SNAP (food stamp) benefits) from the date of the notice to request a hearing if I do not agree with the decision made on this application.
- I understand that my situation is subject to verification from employers, financial sources and other third parties.
- I understand that applicants must provide their Social Security number or apply for one if they do not have one. This number may be used to check the information on this application.
- I understand that I must use the Electronic Benefit Transfer (EBT) or the PA ACCESS Card only during the period I am eligible. I must use the EBT or the PA ACCESS Card only for the person who is eligible and may get only the benefits that are needed and reasonable.
- I understand that I may not use TANF funds issued through my PA ACCESS card to make EBT transactions in liquor stores, casinos (gambling casinos, gaming establishments), or places for adult entertainment.
- I understand that I do not have to provide a Social Security number for anyone who is not applying for assistance. If I do provide their Social Security number, it may be used to check the information on this application.
- I certify that all information that has been entered is true under penalty of perjury.
- I understand that I have the right to a certificate of creditable coverage to verify my medical coverage. Federal law limits when health care coverage may be denied or limited for a pre-existing condition. If I enroll in a group health plan that has a pre-existing condition clause, I can get credit for the time I received Medical Assistance.
- If I receive cash benefits, I will cooperate with the requirements of the child support enforcement program as directed by the department. I give the department and the Domestic Relations Section the right to pursue and collect cash and/or medical support for me and others for whom I am applying.
- I understand that if I report and provide proof of the household expenses, I will get the maximum amount of SNAP (food stamp) benefits allowed. Failure to report or provide proof of the household expenses will be regarded as my statement that I do not want to receive a deduction for the unreported or unproved expense. (Authority: United States Department of Agriculture, Food and Nutrition Service, Mid-Atlantic Region, Administrative Notice 6-99, issued January 4, 1999).
- I understand that I have the right to receive credit for the household expenses at the time I report and provide proof of them at any time during my SNAP (food stamps) certification period.
- I understand that I have the right to ask the county assistance office (CAO) for assistance in getting proof of expenses and that the CAO can contact other people for confirmation if I am having trouble getting proof of anything.
- I understand that if some or all of the individuals applying do not qualify for Medical Assistance, that they may be eligible for CHIP. If this is the case, I authorize the Department of Public Welfare to give my name and information on this application to the insurance department or the CHIP contractor.
- I understand that if some or all of the individuals applying do not qualify for health care through the department, that they may be eligible for federal benefits and/or explore private health care options through the Health Insurance Marketplace. If this is the case, I authorize the department to give my name and information on this application to the Marketplace.
- **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 Health Insurance Marketplace to use my 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:
(Check one):

- ☐ Five years (the maximum number of years allowed)
- ☐ Four years
- ☐ Three years
- ☐ Two years
- ☐ One year
- ☐ Do not use my information from tax returns to renew my coverage.

X _____
Signature of Applicant or Authorized Representative

_____
Date

Name of Authorized Representative	Address of Authorized Representative	Phone Number

COUNTY ASSISTANCE OFFICE ONLY

I have explained to the applicant her or his rights and responsibilities.

_____
CAO Signature

_____
Date

BE SURE TO SIGN AND DATE THIS APPLICATION AND INCLUDE REQUIRED DOCUMENTS

Appendix A

Health Coverage from Job(s)

Tell us about the job that offers coverage. You DO NOT need to answer these questions unless someone in the household is eligible for health coverage from a job. **You do not need to complete this appendix if you are applying only for SNAP.**

Write your name and Social Security number in the Employee Information section. You may need to ask your employer to help you complete the Employer Information section. If you are unable to get this information from your employer timely, or you feel like completing this would delay the start of your application, you may submit your application without Appendix A.

Attach a copy of this page for each job that offers coverage.

EMPLOYEE Information

Employee name (first, middle, last):	Social Security number:

EMPLOYER Information

Employer name:		Employer identification number (EIN)
Employer address (include street, number, city, state & ZIP code +4):		Employer phone number: ( )
Who can we contact about employee health coverage at this job? ▶	Phone number (if different from above): ( )	Email address:

Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next three months?

☐ **Yes** (continue) If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? _____

☐ **No** (STOP and return this form to employee)

Tell us about the **health plan** offered by this **employer.**

Does the employer offer a health plan that covers an employee's spouse or dependent(s)? ☐ Yes. Which people: ☐ Spouse ☐ Dependent(s) ☐ No (go to the next question)

Does the employer offer a health plan that meets the minimum value standard?* ☐ Yes (go to the next question) ☐ No (STOP and return form to employee)

For the lowest-cost plan that meets the minimum value standard* offered **only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

How much would the employee have to pay in premiums for this plan? $_____

How often? ☐ Weekly ☐ Every two weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

If your plan will end soon and you know that the health plans offered will change, go to the next question. If you don't know, STOP and return form to employee.

What change will the employer make for the new plan year?

☐ Employer will not offer health coverage

☐ Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question above.)

How much would the employee have to pay in premiums for this plan? $ _____

How often? ☐ Weekly ☐ Every two weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

Date of change: (mm/dd/yyyy) _____

*An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(C)(2)(C)(ii) of the Internal Revenue Code of 1986).

Your Rights and Responsibilities Read about your rights and responsibilities:

RIGHT TO NONDISCRIMINATION

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.

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 or (800) 537-7697 (TTY).

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	Be convicted for buying, selling or trading SNAP benefits for total of $500 or more.		**Not eligible forever.**
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- I understand that any changes I am required to report must be reported within the first 10 days of the month following the month of change.
- I understand that I will receive a written notice explaining the benefits. If benefits are denied, changed, suspended or stopped, the written notice will explain why.
- I understand that I will have 30 days (90 days for SNAP (food stamp) benefits) from the date of the notice to request a hearing if I do not agree with the decision made on this application.
- I understand that my situation is subject to verification from employers, financial sources and other third parties.
- I understand that applicants must provide their Social Security number or apply for one if they do not have one. This number may be used to check the information on this application.
- I understand that I must use the Electronic Benefit Transfer (EBT) or the PA ACCESS Card only during the period I am eligible. I must use the EBT or the PA ACCESS Card only for the person who is eligible and may get only the benefits that are needed and reasonable.
- I understand that I may not use TANF funds issued through my PA ACCESS card to make EBT transactions in liquor stores, casinos (gambling casinos, gaming establishments), or places for adult entertainment.
- I understand that I do not have to provide a Social Security number for anyone who is not applying for assistance. If I do provide their Social Security number, it may be used to check the information on this application.
- I certify that all information that has been entered is true under penalty of perjury.
- I understand that I have the right to a certificate of creditable coverage to verify my medical coverage. Federal law limits when health care coverage may be denied or limited for a pre-existing condition. If I enroll in a group health plan that has a pre-existing condition clause, I can get credit for the time I received Medical Assistance.
- If I receive cash benefits, I will cooperate with the requirements of the child support enforcement program as directed by the department. I give the department and the Domestic Relations Section the right to pursue and collect cash and/or medical support for me and others for whom I am applying.
- I understand that if I report and provide proof of the household expenses, I will get the maximum amount of SNAP (food stamp) benefits allowed. Failure to report or provide proof of the household expenses will be regarded as my statement that I do not want to receive a deduction for the unreported or unproved expense. (Authority: United States Department of Agriculture, Food and Nutrition Service, Mid-Atlantic Region, Administrative Notice 6-99, issued January 4, 1999).
- I understand that I have the right to receive credit for the household expenses at the time I report and provide proof of them at any time during my SNAP (food stamps) certification period.
- I understand that I have the right to ask the county assistance office (CAO) for assistance in getting proof of expenses and that the CAO can contact other people for confirmation if I am having trouble getting proof of anything.
- I understand that if some or all of the individuals applying do not qualify for Medical Assistance, that they may be eligible for CHIP. If this is the case, I authorize the Department of Public Welfare to give my name and information on this application to the insurance department or the CHIP contractor.
- I understand that if some or all of the individuals applying do not qualify for health care through the department, that they may be eligible for federal benefits and/or explore private health care options through the Health Insurance Marketplace. If this is the case, I authorize the department to give my name and information on this application to the Marketplace.
- **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 Health Insurance Marketplace to use my 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:
(Check one):

- ☐ Five years (the maximum number of years allowed)
- ☐ Four years
- ☐ Three years
- ☐ Two years
- ☐ One year
- ☐ Do not use my information from tax returns to renew my coverage.

pennsylvania

DEPARTMENT OF PUBLIC WELFARE