

|                                     |                |              |                         |   |   |   |                          |  |                              |    |  |
|-------------------------------------|----------------|--------------|-------------------------|---|---|---|--------------------------|--|------------------------------|----|--|
| CENTER/<br>OFFICE                   | INTERVIEW DATE | UNIT ID      | WORKER ID               | CASE TYPE   | CASE NUMBER                             | DISTRICT  | CATEGORY                 | LANG   | NUMBER<br>REUSE<br>INDICATOR |    |  |
| CASE NAME                           |                |              |                         | EFFECTIVE DATE                                    | DISPOSITION<br><input type="checkbox"/> |   | <input type="checkbox"/> |  |                              |    |  |
| ELIGIBILITY DETERMINED BY (WORKER): |                |              |                         | DATE  | ELIGIBILITY APPROVED BY (SUPERVISOR):   |   | DATE                     | SIGNATURE OF PERSON WHO OBTAINED ELIGIBILITY INFORMATION |                              |    |  |
| DATE RECEIVED BY AGENCY             |                | EMPLOYED BY: |                         | <input type="checkbox"/> SOCIAL SERVICES DISTRICT |   | <input type="checkbox"/> PROVIDER AGENCY SPECIFY: _____ |                          | FORM _____<br>OF _____                                   |                              |    |  |
| PA AUTHORIZATION PERIOD             |                |              | MA AUTHORIZATION PERIOD |   |   | SNAP AUTHORIZATION PERIOD                               |                          |  |                              |    |  |
| FROM                                |                | TO           |                         | FROM  |   | TO  |                          | FROM   |                              | TO |  |

## NEW YORK STATE RECERTIFICATION FORM FOR CERTAIN BENEFITS AND SERVICES

If you are blind or seriously visually impaired and need this recertification form in an alternative format, you may request one from your social services district. For additional information regarding the types of formats available and how you can request a recertification form in an alternative format, see the instruction book for this form (PUB-1313 Statewide), available at [www.otda.ny.gov](http://www.otda.ny.gov) or <https://www.health.ny.gov/>.

If you are blind or seriously visually impaired, would you like to receive written notices in an alternative format?  Yes  No

If yes, check the type of format you would like:  Large Print  Data CD  
 Audio CD  Braille, if you assert that none of the other alternative formats will be equally effective for you

If you require another accommodation, please contact your social services district.

We are committed to assisting and supporting you in a professional and respectful manner. Whenever you see "Public Assistance" or "PA" on the recertification form, it means "Family Assistance" and/or "Safety Net Assistance." We call both programs "Public Assistance." **Please refer to the instruction book (PUB-1313 Statewide) and "What You Should Know" Books 1, 2, and 3 (LDSS-4148A, LDSS-4148B, and LDSS-4148C) when completing this recertification form, and contact your social services district with any questions.**

When you see "MA" on the recertification form, it means "Medicaid." You may apply for MA using this recertification form only if you are also recertifying for Public Assistance or the Supplemental Nutrition Assistance Program at the same time. If you wish to only recertify for MA, you can go online at <https://nystateofhealth.ny.gov/> and/or call 1-855-355-5777 for more information or to recertify, or you may use the MA-only paper application - Form DOH-4220, which your worker can give you, or call MA help line at 1-800-541-2831. If you want to recertify only for the Medicare Savings Program (MSP), you must apply with Form DOH-4328, which your worker can provide to you. If you have an immediate need for personal care services, you should apply for MA separately using the DOH- 4220 MA application form.

|  |       |   |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |
|--|-------|---|--|--|---|----------------|--------------------------|----------------------------------|-------|--|--|--|--|--|--|--|--|--|--|
| <b>SECTION 1 CHECK EACH PROGRAM YOU OR ANY HOUSEHOLD MEMBER ARE RECERTIFYING FOR</b>   |       | <input type="checkbox"/> Public Assistance (PA) <input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP) <input type="checkbox"/> Medicaid (MA) and SNAP <input type="checkbox"/> Medicaid (MA) and PA |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |
| <b>SECTION 2</b>   |       |   |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |
| <b>WHAT IS YOUR PRIMARY LANGUAGE?</b><br><input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH<br><input type="checkbox"/> OTHER (specify) _____   |       |   |  |  | <b>DO YOU WANT TO RECEIVE NOTICES IN:</b><br><input type="checkbox"/> ENGLISH ONLY <input type="checkbox"/> ENGLISH AND SPANISH |                |                          |                                  |       | <div style="text-align: center;"><b>SECTION 5</b></div> <b>DO ANY OF THESE APPLY TO YOU?</b><br><br><input type="checkbox"/> Pregnant <span style="float: right;">1</span><br><input type="checkbox"/> Victim of Domestic Violence <span style="float: right;">2</span><br><input type="checkbox"/> Need to Establish Parentage <span style="float: right;">3</span><br><input type="checkbox"/> Need Child Support <span style="float: right;">4</span><br><input type="checkbox"/> Drug/Alcohol Problem <span style="float: right;">5</span><br><input type="checkbox"/> Fuel or Utility Shutoff <span style="float: right;">6</span><br><input type="checkbox"/> No Place to Stay/Homeless <span style="float: right;">7</span><br><input type="checkbox"/> Fire or Other Disaster <span style="float: right;">8</span><br><input type="checkbox"/> Have No Income <span style="float: right;">9</span><br><input type="checkbox"/> Serious Medical Problem <span style="float: right;">10</span><br><input type="checkbox"/> Pending Eviction <span style="float: right;">11</span><br><input type="checkbox"/> No Food <span style="float: right;">12</span><br><input type="checkbox"/> Need Foster Care <span style="float: right;">13</span><br><input type="checkbox"/> Need Child Care <span style="float: right;">14</span><br><input type="checkbox"/> Problems with English <span style="float: right;">15</span><br><input type="checkbox"/> Reasonable Accommodations <span style="float: right;">16</span><br><input type="checkbox"/> Other _____ <span style="float: right;">17</span> |  |  |  |  |  |  |  |  |  |
| <b>SECTION 3</b>   |       |   |  |  | <b>RECIPIENT INFORMATION</b>  |                |                          |                                  |       |  |  |  |  |  | <b>PLEASE PRINT CLEARLY</b>  |  |  |  |  |
| FIRST NAME   |       | M.I.  | LAST NAME  |  |   | MARITAL STATUS |                          | PHONE NUMBER<br>( )<br>AREA CODE |       |  |  |  |  |  | MOBILE NUMBER?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |  |  |  |  |
| STREET ADDRESS   |       |   |  | APT. NO.                               | CITY  |                | COUNTY                   |                                  | STATE |  |  |  |  |  | ZIP CODE   |  |  |  |  |
| IN CARE OF NAME (COMPLETE IF YOU RECEIVE YOUR MAIL IN CARE OF ANOTHER PERSON)  |       |   |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |
| MAILING ADDRESS (IF DIFFERENT FROM ABOVE)  |       |   |  | APT. NO.                               | CITY  |                | COUNTY                   |                                  | STATE |  |  |  |  |  | ZIP CODE   |  |  |  |  |
| HOW LONG HAVE YOU LIVED AT YOUR PRESENT ADDRESS?   | YEARS | MONTHS  | IS THIS A SHELTER?<br><input type="checkbox"/> YES <input type="checkbox"/> NO | ANOTHER PHONE WHERE YOU CAN BE REACHED | PHONE NUMBER<br>( )<br>AREA CODE  |                | EMAIL ADDRESS (OPTIONAL) |                                  |       |  |  |  |  |  |  |  |  |  |  |
| DIRECTIONS TO CURRENT ADDRESS  |       |   |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |
| FORMER ADDRESS   |       |   |  | APT. NO.                               | CITY  |                | COUNTY                   |                                  | STATE |  |  |  |  |  | ZIP CODE   |  |  |  |  |
| IF YOU ARE CURRENTLY WITHOUT A HOME, CHECK HERE <input type="checkbox"/>   |       |   |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |
| AGENCY HELPING APPLICANT/CONTACT PERSON  |       |   |  |  |   |                |                          | PHONE NUMBER<br>( )<br>AREA CODE |       |  |  |  |  |  |  |  |  |  |  |
| DO YOU NEED THE MEDICAID PORTION OF THIS RECERTIFICATION FORM AND THE POTENTIAL RECEIPT OF ANY MEDICAID COVERAGE TO BE KEPT CONFIDENTIAL? <input type="checkbox"/> YES <input type="checkbox"/> NO   |       |   |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |
| LIST THE THINGS THAT HAVE CHANGED SINCE YOUR APPLICATION OR LAST RECERTIFICATION (such as moved, had a baby, income, etc.) _____   |       |   |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |
| <b>SECTION 4 – If You Are Reapplying For SNAP:</b> You can file a recertification form the day you get it. In order to file a SNAP recertification, it must have, at minimum, your name, address (if you have one) and signature below. You must complete the recertification process, including signing the last page of the recertification and being interviewed. If eligible, you will get SNAP benefits back to the date you filed the recertification. You must be told, within 30 days of the date you turned in (filed) your recertification for SNAP benefits, if your recertification is approved or denied. If your household has little or no income or liquid resources, or if your rent and utility expenses are more than your income and liquid resources, you may be eligible to get SNAP benefits within five calendar days of the date you file. If you are a resident of an institution and are recertifying for both Supplemental Security Income (SSI) and SNAP benefits prior to leaving the institution, the filing date of the recertification is the date you leave the institution. |       |   |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |
| SNAP RECIPIENT/REPRESENTATIVE SIGNATURE  |       |   |  |  |   |                |                          | DATE SIGNED                      |       |  |  |  |  |  |  |  |  |  |  |
| x  |       |   |  |  |   |                |                          |                                  |       |  |  |  |  |  |  |  |  |  |  |



**SECTION 8 – RACE/ETHNICITY** – Providing this information is voluntary. It will not affect the eligibility of the persons recertifying or the level of benefits received. The reason for requesting this information is to ensure that program benefits are distributed without regard to race, color, or national origin.

LN

|   |                                     |
|---|-------------------------------------|
| H | HISPANIC OR LATINO                  |
| I | NATIVE AMERICAN OR ALASKAN NATIVE   |
| A | ASIAN                               |
| B | BLACK OR AFRICAN AMERICAN           |
| P | NATIVE HAWAIIAN OR PACIFIC ISLANDER |
| W | WHITE                               |
| U | UNKNOWN ( <b>MA ONLY</b> )          |

FOR EACH PERSON IN SECTION 6, PLEASE ENTER Y (YES) IF HISPANIC OR LATINO.

FOR EACH PERSON IN SECTION 6, PLEASE ENTER Y (YES) WHERE APPLICABLE FOR RACE. YOU MAY SELECT MORE THAN ONE RACE.

| H  | I | A | B | P | W | U |
|----|---|---|---|---|---|---|
| 01 |   |   |   |   |   |   |
| 02 |   |   |   |   |   |   |
| 03 |   |   |   |   |   |   |
| 04 |   |   |   |   |   |   |
| 05 |   |   |   |   |   |   |
| 06 |   |   |   |   |   |   |
| 07 |   |   |   |   |   |   |
| 08 |   |   |   |   |   |   |

| ANTICIPATED FUTURE ACTION |      |                          |  |  |  | CASE TYPE | RELATED CASE NUMBERS | CONSIDER  | REQUESTED | DOCUMENTATION   | IN FILE |  |
|---------------------------|------|--------------------------|--|--|--|-----------|----------------------|---|-----------|---|---------|--|
| LINE NO.                  | CODE | DATE                     |  |  |  |           |                      |   |           |   |         |  |
|                           |      |                          |  |  |  |           |                      | <input checked="" type="checkbox"/> Relationship<br><input checked="" type="checkbox"/> Filing Unit<br><input checked="" type="checkbox"/> Legally Responsible Relative<br><input checked="" type="checkbox"/> Single Economic Unit<br><input checked="" type="checkbox"/> SNAP Household Composition<br><input checked="" type="checkbox"/> SNAP Aged/Disabled Individual<br><input checked="" type="checkbox"/> Photo ID<br><input checked="" type="checkbox"/> AFIS (PA Only)<br><input checked="" type="checkbox"/> CBIC/PIN<br><input checked="" type="checkbox"/> RFI/OCA<br><input checked="" type="checkbox"/> Health Insurance<br><input checked="" type="checkbox"/> Child Support Pass-Through |           |   |         |  |
|                           |      |                          |  |  |  |           |                      |   |           | Photo ID  |         |  |
|                           |      |                          |  |  |  |           |                      |   |           | Birth Verification  |         |  |
|                           |      |                          |  |  |  |           |                      |   |           | Marriage License  |         |  |
|                           |      |                          |  |  |  |           |                      |   |           | Social Security Card  |         |  |
|                           |      |                          |  |  |  |           |                      |   |           | Code 9 Resolution   |         |  |
|                           |      |                          |  |  |  |           |                      |   |           | Immigration Status  |         |  |
|                           |      |                          |  |  |  |           |                      |   |           | Multi-Suffix/Co-op Case Notice (Single Economic Unit Questionnaire) |         |  |
| NEEDED                    |      | REFERRALS                |  |  |  | COMPLETED |                      |   |           |   |         |  |
|                           |      | Legal                    |  |  |  |           |                      |   |           |   |         |  |
|                           |      | Services                 |  |  |  |           |                      |   |           |   |         |  |
|                           |      | SSA                      |  |  |  |           |                      |   |           |   |         |  |
|                           |      | NYSoH                    |  |  |  |           |                      |   |           |   |         |  |
|                           |      | Chronic Care/SSI-Related |  |  |  |           |                      |   |           |   |         |  |
|                           |      | MA-Only                  |  |  |  |           |                      |   |           |   |         |  |
|                           |      | Medicare Savings Program |  |  |  |           |                      |   |           |   |         |  |

Please read this entire page carefully before completing it. If you have questions, see the instruction book (PUB-1313 Statewide) or talk to your social services district.

|   |   |                  |   |                  |
|---|---|------------------|---|------------------|
| <p><b>SECTION 9 – CITIZENSHIP/NON-CITIZEN WITH SATISFACTORY IMMIGRATION STATUS</b></p> <p><b>LIST EVERYONE WHO IS RECERTIFYING OR WHO IS REQUIRED TO RECERTIFY.</b></p>   | <p style="text-align: center;"><b>SECTION 10 – CERTIFICATION</b></p> <p>Some social services programs require that you certify that you are a United States citizen, Native American or national of the U.S., or a non-citizen with satisfactory immigration status. Other programs do not.</p> <p>You <i>MUST</i> sign the Certification below only if you are a United States citizen, Native American or national of the United States, or a non-citizen with satisfactory immigration status, <b>and</b> you are recertifying for:</p> <ul style="list-style-type: none"> <li>• Public Assistance, or</li> <li>• The Supplemental Nutrition Assistance Program, or</li> <li>• Medicaid</li> </ul> <p>An adult household member or authorized representative may sign for all household members. <u>Example:</u> A parent without a satisfactory non-citizen status may sign for their child with a satisfactory non-citizen status.</p> |                  |   |                  |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; text-align: center;"><b>NEEDED</b></td> <td style="width:55%; text-align: center;"><b>REFERRALS</b><br/>Systematic Alien Verification for Entitlements (SAVE)</td> <td style="width:30%; text-align: center;"><b>COMPLETED</b></td> </tr> </table> |   | <b>NEEDED</b>    | <b>REFERRALS</b><br>Systematic Alien Verification for Entitlements (SAVE) | <b>COMPLETED</b> |
| <b>NEEDED</b>   | <b>REFERRALS</b><br>Systematic Alien Verification for Entitlements (SAVE)   | <b>COMPLETED</b> |   |                  |

A recertification for SNAP must list all persons living in the SNAP household. A recertification for PA must list all children for whom you are recertifying, their siblings, and all parents of those children who live together. If you do not check whether a listed person is a United States citizen, national of the U.S. or an non-citizen with a satisfactory immigration status, or provide an U.S. Citizenship and Immigration Services (USCIS) number (Alien Registration Number) or a non-citizen number (if applicable), that person will not be given assistance and the remaining members of the household will receive reduced benefits. If you are a Native American, check citizen/national.

**SIGN\* AND DATE THE BOX BELOW FOR EACH APPLICANT.**  
In the case of a recertifying non-citizen with a satisfactory immigration status, check the program(s) for which each recertifying non-citizen has satisfactory immigration status. (See the instruction book, Pub-1313 Statewide.)

| LN | FIRST NAME | MI | LAST NAME | Check either "CITIZEN / NATIONAL" or "NON-CITIZEN" for each person. |                                      | USCIS NUMBER (ALIEN REGISTRATION NUMBER) OR NON-CITIZEN NUMBER (If Applicable) |  |  |  |  |  |  |  |  |  | CERTIFICATION | DATE | PA | S<br>N<br>A<br>P | MA             |  |  |  |  |
|----|------------|----|-----------|---|--------------------------------------|--|--|--|--|--|--|--|--|--|--|---------------|------|----|------------------|----------------|--|--|--|--|
|    |            |    |           | <input type="checkbox"/> CITIZEN/<br>NATIONAL                       | <input type="checkbox"/> NON-CITIZEN | A  |  |  |  |  |  |  |  |  |  |               |      |    |                  |                |  |  |  |  |
| 01 |            |    |           | <input type="checkbox"/>  | <input type="checkbox"/>             | A  |  |  |  |  |  |  |  |  |  |               |      |    |                  | Sign Name<br>X |  |  |  |  |
| 02 |            |    |           | <input type="checkbox"/>  | <input type="checkbox"/>             | A  |  |  |  |  |  |  |  |  |  |               |      |    |                  | Sign Name<br>X |  |  |  |  |
| 03 |            |    |           | <input type="checkbox"/>  | <input type="checkbox"/>             | A  |  |  |  |  |  |  |  |  |  |               |      |    |                  | Sign Name<br>X |  |  |  |  |
| 04 |            |    |           | <input type="checkbox"/>  | <input type="checkbox"/>             | A  |  |  |  |  |  |  |  |  |  |               |      |    |                  | Sign Name<br>X |  |  |  |  |
| 05 |            |    |           | <input type="checkbox"/>  | <input type="checkbox"/>             | A  |  |  |  |  |  |  |  |  |  |               |      |    |                  | Sign Name<br>X |  |  |  |  |
| 06 |            |    |           | <input type="checkbox"/>  | <input type="checkbox"/>             | A  |  |  |  |  |  |  |  |  |  |               |      |    |                  | Sign Name<br>X |  |  |  |  |
| 07 |            |    |           | <input type="checkbox"/>  | <input type="checkbox"/>             | A  |  |  |  |  |  |  |  |  |  |               |      |    |                  | Sign Name<br>X |  |  |  |  |
| 08 |            |    |           | <input type="checkbox"/>  | <input type="checkbox"/>             | A  |  |  |  |  |  |  |  |  |  |               |      |    |                  | Sign Name<br>X |  |  |  |  |

By checking a box above *and* by signing the certification form in Section 10, I hereby certify, under penalty of perjury, that I, and/or the person(s) for whom I am signing, am a United States citizen, Native American or national of the United States, or a non-citizen with satisfactory immigration status. I understand that signing the above Certification may result in information about recertifying members of my household being submitted to the United States Citizenship and Immigration Services for verification of non-citizen status, if applicable. The use or disclosure of the information above is restricted to persons and organizations directly connected with the verification of citizenship status, and the administration or enforcement of the provisions of the Public Assistance, Supplemental Nutrition Assistance, and Medicaid.

\*A person who wishes to sign the Recertification Form but cannot write may make an "X" on the line in front of a witness. The witness must sign below.

I witnessed the marks made in lines: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Signature of witness: \_\_\_\_\_ Date Signed: \_\_\_\_\_



**SECTION 12 – TAX FILING/DEPENDENT STATUS - Please select the tax status for each individual living in the household.**

|            |                |           | TAX STATUS |                        |                       |  |   |                                    |                          |
|------------|----------------|-----------|------------|------------------------|-----------------------|--|---|------------------------------------|--------------------------|
| FIRST NAME | MIDDLE INITIAL | LAST NAME | SINGLE     | MARRIED FILING JOINTLY | MARRIED FILING SINGLE | HEAD OF HOUSEHOLD (WITH QUALIFYING INDIVIDUAL) | QUALIFYING WIDOW(ER) WITH DEPENDENT CHILD | DEPENDENT AND WILL BE FILING TAXES | WILL NOT BE FILING TAXES |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |
|            |                |           |            |                        |                       |  |   |                                    |                          |

**Tax dependents not living in the household.** Please list any tax dependents who do not live with you and are claimed by you or anyone in your household. If you do not file taxes, you can skip this question.

| NAME OF TAX DEPENDENT |                |           | NAME OF TAX FILER |                |           |
|-----------------------|----------------|-----------|-------------------|----------------|-----------|
| FIRST NAME            | MIDDLE INITIAL | LAST NAME | FIRST NAME        | MIDDLE INITIAL | LAST NAME |
|                       |                |           |                   |                |           |
|                       |                |           |                   |                |           |
|                       |                |           |                   |                |           |
|                       |                |           |                   |                |           |
|                       |                |           |                   |                |           |

**SECTION 13 – ABSENT/DECEASED SPOUSE INFORMATION – If the spouse of anyone recertifying lives someplace else or is deceased, please indicate below.**

|                                 |                |                        |                                       |                                 |          |
|---------------------------------|----------------|------------------------|---------------------------------------|---------------------------------|----------|
| NAME OF PERSON RECERTIFYING     | NAME OF SPOUSE | DATE OF SPOUSE'S BIRTH | DATE OF SPOUSE'S DEATH, IF APPLICABLE | SPOUSE'S SOCIAL SECURITY NUMBER |          |
| SPOUSE'S ADDRESS, IF APPLICABLE |                | CITY                   | COUNTY                                | STATE                           | ZIP CODE |

**SECTION 14 – ABSENT CHILD INFORMATION – If anyone recertifying has a child under the age of 21 living someplace else, please indicate below.**

| NAME OF PERSON RECERTIFYING | NAME OF ABSENT CHILD | DATE OF BIRTH | ADDRESS OF CHILD (STREET, CITY, COUNTY, STATE, AND ZIP CODE) | LEGAL PARENTAGE ESTABLISHED? |    | DO YOU PAY CHILD SUPPORT? |    |
|-----------------------------|----------------------|---------------|--|------------------------------|----|---------------------------|----|
|                             |                      |               |  | Yes                          | No | Yes                       | No |
|                             |                      |               |  |                              |    |                           |    |
|                             |                      |               |  |                              |    |                           |    |
|                             |                      |               |  |                              |    |                           |    |

**SECTION 15 – TEEN PARENT INFORMATION**

| TEEN PARENT   | TEEN PARENT CHILDREN   |
|---|--|
| Is there a parent under the age of 18 ("teen parent") in the household? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Name _____    | LN NO. _____ Marital Status _____<br>High School Diploma/High School Equivalent? _____<br>LN NO. _____ Marital Status _____<br>High School Diploma/High School Equivalent? _____ |
| Does the teen parent's child live in the household? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Name of teen parent's child _____ | LN NO. _____<br>LN NO. _____   |

| SECTION 16 – INCOME INFORMATION:   |     |    |     |                          |     |                          |        |             |        |        |
|--|-----|----|-----|--------------------------|-----|--------------------------|--------|-------------|--------|--------|
| Indicate if you or anyone who lives with you receives money from:  | YES | NO | WHO | AMOUNT/VALUE & FREQUENCY | WHO | AMOUNT/VALUE & FREQUENCY | INCOME |             |        |        |
|  |     |    |     |                          |     |                          | LN No. | SOURCE CODE | AMOUNT | PERIOD |
| Unemployment Insurance Benefits <span style="float: right;">1</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Supplemental Security Income (SSI) Benefits (State and Federal Total) <span style="float: right;">2</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Social Security Disability (SSD) Benefits <span style="float: right;">3</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Social Security Dependent Benefits <span style="float: right;">4</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Social Security Survivor's Benefits <span style="float: right;">5</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Social Security Retirement Benefits <span style="float: right;">6</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Railroad Retirement Benefits <span style="float: right;">7</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Retirement Benefits (Pensions) <span style="float: right;">8</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Dividends/Interest from Stocks, Bonds, Savings, etc. <span style="float: right;">9</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Workers' Compensation <span style="float: right;">10</span>  |     |    |     |                          |     |                          |        |             |        |        |
| NYS Disability Benefits <span style="float: right;">11</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Veteran's Pension/Benefits/Aid and Attendance <span style="float: right;">12</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Public Assistance Grant <span style="float: right;">13</span>  |     |    |     |                          |     |                          |        |             |        |        |
| GI Dependency Allotments <span style="float: right;">14</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Education Grants or Loans <span style="float: right;">15</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Contributions/Gifts (Received) <span style="float: right;">16</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Foster Care Maintenance Payments (Received) <span style="float: right;">17</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Child Support Payments (Received)<br>Received From: _____ <span style="float: right;">18</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Spousal Support (Received) <span style="float: right;">19</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Private Disability Insurance - Health/Accident Insurance Policy Income <span style="float: right;">20</span>   |     |    |     |                          |     |                          |        |             |        |        |
| No-Fault Insurance Benefits <span style="float: right;">21</span>  |     |    |     |                          |     |                          |        |             |        |        |
| Union Benefits (including Strike Benefits) <span style="float: right;">22</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Loans, Other than Education (Received) <span style="float: right;">23</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Income from a Trust (including income you are currently entitled to receive, or were entitled to receive in the past, that has not been distributed) <span style="float: right;">24</span> |     |    |     |                          |     |                          |        |             |        |        |
| Training Allotments/Stipends <span style="float: right;">25</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Rental Income (Received) <span style="float: right;">26</span>   |     |    |     |                          |     |                          |        |             |        |        |
| Boarders/Lodgers Income (Received) <span style="float: right;">27</span>   |     |    |     |                          |     |                          |        |             |        |        |
| <b>Other Income</b><br>(Please Specify)  |     |    |     |                          |     |                          |        |             |        |        |
|  |     |    |     |                          |     |                          |        |             |        |        |

**CONSIDER**

- Child Support Disregard/Pass-Through
  - Explained  Budgeted
- SNAP Aged/Disabled Indicator
- Disability Review
- Reception and Placement Grant (SNAP Only)
- Refugee Matching Grant
- Change in Income from Last Budget



| If you are recertifying for Medicaid, please complete the following section:<br><b>Deductions:</b> Certain types of Medicaid budgeting allow applicants/recipients to reduce their countable income with deductions that they take on their federal taxes. These are specific expenses that the Internal Revenue Service (IRS) allows people to deduct to reduce their taxable income. Only record deductions here if you will claim them on the current year's tax return. |    | YES | NO | WHO | AMOUNT/VALUE & FREQUENCY | WHO | AMOUNT/VALUE & FREQUENCY |
|---|----|-----|----|-----|--------------------------|-----|--------------------------|
| Educator expenses   | 1  |     |    |     |                          |     |                          |
| Individual Retirement Account (IRA) deduction   | 2  |     |    |     |                          |     |                          |
| Student loan interest deduction   | 3  |     |    |     |                          |     |                          |
| Tuition and fees  | 4  |     |    |     |                          |     |                          |
| Certain business expenses (reservists, artists, fee-based government officials)   | 5  |     |    |     |                          |     |                          |
| Health savings account deduction  | 6  |     |    |     |                          |     |                          |
| Job-related moving expenses   | 7  |     |    |     |                          |     |                          |
| Deductible part of self-employment (S/E) tax  | 8  |     |    |     |                          |     |                          |
| S/E, SIMPLE & qualified plans   | 9  |     |    |     |                          |     |                          |
| S/E health insurance deduction  | 10 |     |    |     |                          |     |                          |
| Penalty on early withdrawal of savings  | 11 |     |    |     |                          |     |                          |
| Alimony paid  | 12 |     |    |     |                          |     |                          |
| Domestic production activities deduction  | 13 |     |    |     |                          |     |                          |
| Additional adjustments added on line 36 (IRS Form 1040 only)  | 14 |     |    |     |                          |     |                          |
| Archer MSA deduction  | 15 |     |    |     |                          |     |                          |
| <b>Other Adjustment</b><br>(Please Specify)   |    |     |    |     |                          |     |                          |
|   |    |     |    |     |                          |     |                          |

**SECTION 17 – STEPPARENT/NON-CITIZEN WITH SATISFACTORY IMMIGRATION STATUS SPONSOR INFORMATION**

Answer all questions listed below.

|   | YES | NO | WHO? |
|---|-----|----|------|
| Does the stepparent of any children who live with you have any resources or receive income of any kind?                       |     |    |      |
| Is anyone in your household a non-citizen with satisfactory immigration status who was sponsored for admission into the U.S.? |     |    |      |

NAME OF SPONSOR: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

| NEEDED | REFERRAL | COMPLETED |
|--------|----------|-----------|
|        | UIB      |           |
|        |          |           |

**SECTION 18 – EMPLOYMENT INFORMATION**

I am currently:  employed  self-employed  unemployed

Gross Income \$ \_\_\_\_\_ Hours Worked Monthly \_\_\_\_\_

(Include wages, salary, overtime pay, commissions, and tips)

Paid:  Weekly  Biweekly  Monthly Day of the week paid: \_\_\_\_\_

Employer's Name and Address: \_\_\_\_\_ **1**

Phone No. \_\_\_\_\_

---

Is anyone else who lives with you currently:  employed  self-employed

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

Gross Income \$ \_\_\_\_\_ Hours Worked Monthly \_\_\_\_\_

Paid:  Weekly  Biweekly  Monthly Day of the week paid: \_\_\_\_\_ **2**

Employer's Name and Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

---

Is health insurance available through your employer?  Yes  No

Does anyone who lives with you have health insurance with an employer?  Yes  No

Who: \_\_\_\_\_ **3**

Name of Insurance Company: \_\_\_\_\_

---

Do you or anyone who lives with you have child or dependent care expenses due to employment?  Yes  No

Who: \_\_\_\_\_ **4**

---

Do you or anyone who lives with you have other employment-related expenses?  Yes  No

Who: \_\_\_\_\_ **5**

| REQUESTED | DOCUMENTATION                            | IN FILE |
|-----------|--|---------|
|           | CINTRAK/RFI/IRCS                         |         |
|           | 1099                                     |         |
|           | Employment Verification                  |         |
|           | Income Tax Return                        |         |
|           | Self-Employment Worksheet                |         |
|           | Wage Stubs                               |         |
|           | Work Registration Form                   |         |
|           | Dependent/Child Care Form/Statement      |         |
|           | Approval of Informal Child Care Provider |         |

| NEEDED | REFERRALS               | COMPLETED | CONSIDER   |
|--------|-------------------------|-----------|--|
|        | CAP                     |           | <input checked="" type="checkbox"/> Limited English Proficiency                |
|        | Disability              |           | <input checked="" type="checkbox"/> Earned Income Tax Credit (see PUB-4786)    |
|        | Employment              |           | <input checked="" type="checkbox"/> Explaining Periodic Reporting Requirements |
|        | TPHI/COBRA              |           | <input checked="" type="checkbox"/> Net Loss of Cash Income                    |
|        | UIB                     |           | <input checked="" type="checkbox"/> P.A.S.S. Income Amount and Sources         |
|        | Workers' Compensation   |           | <input checked="" type="checkbox"/> Employment Sanctions                       |
|        | Drug/Alcohol            |           | <input checked="" type="checkbox"/> Temporary Employment                       |
|        | Domestic Violence       |           | <input checked="" type="checkbox"/> Disability Review                          |
|        | Refugee Cash Assistance |           | <input checked="" type="checkbox"/> Individual Development Account (IDA)       |
|        |                         |           | <input checked="" type="checkbox"/> Voluntary Quit                             |



**SECTION 19 – EDUCATION/TRAINING**

What is your highest level of education completed?  
 \_\_\_ Less than high school diploma  
 If so, last grade completed? \_\_\_\_\_  
 \_\_\_ Completion of an Individualized Education Plan (IEP)  
 \_\_\_ High school diploma or General Equivalency Diploma (GED) or Test Assessing Secondary Completion (TASC™) **1**  
 \_\_\_ Associate's Degree (2-year college degree)  
 \_\_\_ Bachelor's Degree (4-year college degree) or higher

Does anyone else in the household have a high school diploma, General Equivalency Diploma (GED) or Test Assessing Secondary Completion (TASC™), or higher level of education?  Yes  No  
 If yes, who: \_\_\_\_\_  
 Degree attained: \_\_\_\_\_ **2**  
 Date completed: \_\_\_\_\_

Indicate if you or anyone who lives with you who is recertifying for or getting assistance:  
 Is or has been in any training program **in the last 12 months?**  Yes  No  
 Who \_\_\_\_\_ **3**  
 Where \_\_\_\_\_  
 Program \_\_\_\_\_  
 Dates attended \_\_\_\_\_  
 Dates completed \_\_\_\_\_

Is 16 years of age or older and is attending school or college?  Yes  No  
 Who \_\_\_\_\_ **4**  
 Where \_\_\_\_\_

Is getting a Training Allowance?  Yes  No **5**  
 Who \_\_\_\_\_ Amt. \$ \_\_\_\_\_

Is getting Educational Grants or Loans?  Yes  No **6**  
 Who \_\_\_\_\_ Amt. \$ \_\_\_\_\_

Is under 16 years of age and is attending school?  Yes  No **7**  
 Who \_\_\_\_\_  
 School \_\_\_\_\_  
 Who \_\_\_\_\_  
 School \_\_\_\_\_

| REQUESTED | DOCUMENTATION                              | IN FILE |
|-----------|--|---------|
|           | School Attendance Verification (LDSS-3708) |         |
|           | Educational Grant Worksheet                |         |
|           | Child Care Statement                       |         |

| NEEDED | REFERRALS           | COMPLETED |
|--------|---------------------|-----------|
|        | Supportive Services |           |
|        |                     |           |

| CONSIDER   | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Does anyone 18 through 49 who is attending college half-time or more meet the SNAP student eligibility requirement?      | <input type="checkbox"/> | <input type="checkbox"/> |
| Does anyone pay for child or dependent care to attend school or training?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a 16-19 year-old parent who does not have a high school or equivalency diploma and who is not attending school? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is anyone in training?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are any other supportive services appropriate?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there any training related expenses?   | <input type="checkbox"/> | <input type="checkbox"/> |

| SECTION 20 – RESOURCES INFORMATION  |     |    |     |                      |     |                      |
|---|-----|----|-----|----------------------|-----|----------------------|
| Indicate if you or anyone who lives with you who is recertifying:   | YES | NO | WHO | IF YES, AMOUNT/VALUE | WHO | IF YES, AMOUNT/VALUE |
| Has cash available <span style="float: right;">1</span>   |     |    |     | \$                   |     | \$                   |
| Has a checking account(s) <span style="float: right;">2</span>  |     |    |     |                      |     |                      |
| Has a savings account(s) or certificate(s) of deposit <span style="float: right;">3</span>  |     |    |     |                      |     |                      |
| Has a credit union account(s) <span style="float: right;">4</span>  |     |    |     |                      |     |                      |
| Has life insurance <span style="float: right;">5</span>   |     |    |     |                      |     |                      |
| Has title or registration to a motor vehicle(s) or other vehicle(s):<br>Year _____ Make/Model _____<br>Year _____ Make/Model _____<br>Other _____ <span style="float: right;">6</span>  |     |    |     |                      |     |                      |
| Has stocks, bonds, certificates or mutual funds <span style="float: right;">7</span>  |     |    |     |                      |     |                      |
| Has savings bonds <span style="float: right;">8</span>  |     |    |     |                      |     |                      |
| Has an IRA, Keogh, 401(k) or deferred compensation account(s) <span style="float: right;">9</span>  |     |    |     |                      |     |                      |
| Has an irrevocable burial trust <span style="float: right;">10</span>   |     |    |     |                      |     |                      |
| Has a burial fund <span style="float: right;">11</span>   |     |    |     |                      |     |                      |
| Has a burial space <span style="float: right;">12</span>  |     |    |     |                      |     |                      |
| Has their own home <span style="float: right;">13</span>  |     |    |     |                      |     |                      |
| Has real estate, including income-producing and non-income-producing property <span style="float: right;">14</span>   |     |    |     |                      |     |                      |
| Is eligible for an income tax refund <span style="float: right;">15</span>  |     |    |     |                      |     |                      |
| Has an annuity <span style="float: right;">16</span>  |     |    |     |                      |     |                      |
| Is the beneficiary of a trust <span style="float: right;">17</span>   |     |    |     |                      |     |                      |
| Expects to receive a trust fund, lawsuit settlement, inheritance or income from any other sources <span style="float: right;">18</span>   |     |    |     |                      |     |                      |
| Has an "in trust" account(s) <span style="float: right;">19</span>  |     |    |     |                      |     |                      |
| Has a safe deposit box(es) <span style="float: right;">20</span>  |     |    |     |                      |     |                      |
| Has resources other than those listed above <span style="float: right;">21</span>   |     |    |     |                      |     |                      |
| Has anyone (including your spouse, even if not recertifying or living with you) given away any cash, or sold/transferred any real estate, income or personal property in the past 36 months? <span style="float: right;">22</span>            |     |    |     |                      |     |                      |
| Has anyone (including your spouse, even if not recertifying or living with you) ever created a trust in the past or transferred any assets to a trust within the past 60 months?<br>If yes, when? _____ <span style="float: right;">23</span> |     |    |     |                      |     |                      |

| NEEDED | REFERRAL | COMPLETED |
|--------|----------|-----------|
|        | Legal    |           |
|        | Resource |           |
|        |          |           |

| LIFE INSURANCE |            |
|----------------|------------|
| FACE AMOUNT    | CASH VALUE |
|                |            |
|                |            |
|                |            |
|                |            |

| REQUESTED | DOCUMENTATION                           | IN FILE |
|-----------|---|---------|
|           | Resource Checklist                      |         |
|           | Market Value                            |         |
|           | DMV Clearance                           |         |
|           | Bank Statement                          |         |
|           | Assignment of Proceeds                  |         |
|           | Car/Vehicle Title                       |         |
|           | Car/Vehicle Registration (Older Models) |         |
|           | Bank Clearance                          |         |
|           | RFI/OCA                                 |         |
|           | 1099                                    |         |

- | CONSIDER                               |
|--|
| ✓ Children's Resources                 |
| ✓ Lump Sum                             |
| ✓ Boats, Campers, Snowmobiles          |
| ✓ Individual Development Account (IDA) |
| ✓ Exempt Vehicles                      |
| ✓ EIC                                  |
| ✓ Change in Resources from Last Budget |

| VEHICLE INFORMATION |      |       |              |             |            |        |    |             |             |
|---------------------|------|-------|--------------|-------------|------------|--------|----|-------------|-------------|
| YR.                 | MAKE | MODEL | OWNER'S NAME | AMOUNT OWED | NADA VALUE | EXEMPT |    | LIEN HOLDER | ACCOUNT NO. |
|                     |      |       |              |             |            | YES*   | NO |             |             |
|                     |      |       |              | \$          | \$         |        |    |             |             |
|                     |      |       |              | \$          | \$         |        |    |             |             |

\*IF EXEMPT, WHY?

| SECTION 21 – MEDICAL INFORMATION   |     |    |             |
|--|-----|----|-------------|
| Indicate if you or anyone who lives with you who is recertifying:  | YES | NO | IF YES, WHO |
| Has any medical bills or medically-related expenses <b>1</b>   |     |    |             |
| Is on Medicaid with a spend-down <b>2</b>  |     |    |             |
| Has health or hospital/accident insurance (including insurance from employer) <b>3</b>   |     |    |             |
| Has health insurance available through an employer <b>4</b>  |     |    |             |
| Has Medicare (red, white, and blue card) <b>5</b>  |     |    |             |
| Has a health attendant/home health aide <b>6</b>   |     |    |             |
| Is blind, sick or disabled <b>7</b>  |     |    |             |
| Is a child with a developmental disability <b>8</b>  |     |    |             |
| Is in a hospital, nursing home or other medical institution <b>9</b>   |     |    |             |
| Has paid or unpaid medical bills within 3 months preceding the month of this recertification <b>10</b>   |     |    |             |
| Is or was drug or alcohol dependent <b>11</b>  |     |    |             |
| Needs home care/personal care <b>12</b>  |     |    |             |
| Is on SSI or has ever applied for SSI <b>13</b>  |     |    |             |
| Is pregnant<br>If pregnant, due date: _____ <b>14</b><br>Expected number of births: _____  |     |    |             |
| Receives treatment from a drug abuse or alcohol treatment program <b>15</b>  |     |    |             |
| Has not been able to work for at least 12 months because of a disability or illness <b>16</b>  |     |    |             |
| Has daily activity limited because of a disability or illness that has lasted or will last at least 12 months <b>17</b>  |     |    |             |
| Has been in a car accident or work-related accident in the past two years <b>18</b>  |     |    |             |
| Has had a government agency (public program) besides Medicaid or Medicare pay any of your medical bills<br>If yes, what agency _____ <b>19</b>   |     |    |             |
| Will billing any other health insurance cause harm to your physical or emotional health or safety, and/or will it interfere with the privacy and confidentiality of your application for or receipt of Medicaid? <b>20</b> |     |    |             |

|  |
|--|
| POLICY NO.:  |
| AMOUNT:  |
| FREQUENCY OF PAYMENT:  |
| INSURANCE COMPANY NAME:  |
| WHO IS COVERED:  |
| EFFECTIVE DATE:  |
| Is the answer to question 7 in this section consistent with Section 18 asking if the applicant or any other adult who lives in the household have any medical conditions that limit their ability to work or the type of work that they can perform? |

| REQUESTED                           | DOCUMENTATION   | IN FILE   |
|-------------------------------------|---|-----------|
|                                     | Pregnancy Statement                                   |           |
|                                     | Med/Psych Statement                                   |           |
|                                     | Drug/Alcohol Screening (LDSS-4571)                    |           |
|                                     | Drug/Alcohol Statement                                |           |
|                                     | Paid or Unpaid Medical Bills                          |           |
|                                     | SSI Application Verification (PA ONLY)                |           |
| <b>CONSIDER</b>                     |   |           |
| <input checked="" type="checkbox"/> | AD/SSI Related  |           |
| <input checked="" type="checkbox"/> | SNAP Aged/Disabled Indicator                          |           |
| <input checked="" type="checkbox"/> | SNAP Medical Deduction                                |           |
| <input checked="" type="checkbox"/> | TPHI Reimbursement                                    |           |
| <input checked="" type="checkbox"/> | Buy-In Eligibility                                    |           |
| <input checked="" type="checkbox"/> | Kreiger (LDSS-3664)                                   |           |
| <input checked="" type="checkbox"/> | Domestic Violence                                     |           |
| <input checked="" type="checkbox"/> | SSI Referral  |           |
| <input checked="" type="checkbox"/> | Earned Income Credit                                  |           |
| <input checked="" type="checkbox"/> | Change in Resources                                   |           |
| NEEDED                              | REFERRALS   | COMPLETED |
|                                     | SSI (D-CAP)   |           |
|                                     | Disability Interview (LDSS-1151)                      |           |
|                                     | Medical Report (LDSS-486, 486t)                       |           |
|                                     | Disability Report                                     |           |
|                                     | AD  |           |
|                                     | TPHI  |           |
|                                     | ACCES-VR  |           |
|                                     | CTHP  |           |
|                                     | Family Planning                                       |           |
|                                     | SSA (RSDI)  |           |
|                                     | Veteran's Benefits                                    |           |
|                                     | Veteran's Counseling                                  |           |
|                                     | Child Health Plus                                     |           |
|                                     | COBRA Eligibility                                     |           |
|                                     | Nurse's Aide Service                                  |           |
|                                     | Home Care   |           |
|                                     | NYSoh   |           |
|                                     | MA-Only (DOH-4220)                                    |           |
|                                     | SSI-Related/Chronic Care (DOH-4220 with Supplement A) |           |
|                                     | LDSS-4526 or local equivalent                         |           |

| RETROACTIVE MEDICAID  | WHO | DATE | RECURRING MEDICAL EXPENSES                                     | WHO | AMOUNT \$ |  |  |
|---|-----|------|--|-----|-----------|--|--|
|   |     |      |  |     |           |  |  |
|   |     |      |  |     |           |  |  |
|   |     |      |  |     |           |  |  |
|   |     |      |  |     |           |  |  |
| MEDICAL BILLS: <input type="checkbox"/> YES <input type="checkbox"/> NO |     |      | TPHI: <input type="checkbox"/> YES <input type="checkbox"/> NO |     |           |  |  |

**HEALTH PLAN SELECTION**

Most people enrolled in Medicaid are required to join a managed care health plan unless they are in an exempt category. Use this section to choose a health plan. If you do not know what health plans are available, ask your worker or call 1-800-505-5678.

| Name of Plan You Are Enrolling In | Last Name | First Name | Date Of Birth mm/dd/yy | Sex M/F/X | ID# (from Medicaid Card if you have one) | Social Security # | Primary Care Provider (PCP) or Health Center (check box if current provider) | Name and ID# of OB/GYN (check box if current provider) |
|-----------------------------------|-----------|------------|------------------------|-----------|--|-------------------|--|--|
|                                   |           |            |                        |           |  |                   | <input type="checkbox"/>   | <input type="checkbox"/>                               |
|                                   |           |            |                        |           |  |                   | <input type="checkbox"/>   | <input type="checkbox"/>                               |
|                                   |           |            |                        |           |  |                   | <input type="checkbox"/>   | <input type="checkbox"/>                               |
|                                   |           |            |                        |           |  |                   | <input type="checkbox"/>   | <input type="checkbox"/>                               |

**SECTION 22 – SHELTER**

WHAT IS YOUR LANDLORD'S NAME?

\_\_\_\_\_

WHAT IS YOUR LANDLORD'S ADDRESS?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT IS YOUR LANDLORD'S PHONE NUMBER?

( ) \_\_\_\_\_

|  | YES | NO | IF YES, AMOUNT |
|--|-----|----|----------------|
| Do you or anyone who lives with you have a rent, mortgage or other shelter expense?                    |     |    | \$             |
| Do you or anyone who lives with you have a heat bill separate from your rent or other shelter expense? |     |    | \$             |

| SHELTER COSTS                        |  | MONTHLY ACTUAL COST |
|--------------------------------------|--|---------------------|
| A. Room and Board                    |  |                     |
| B. Rent                              |  |                     |
| C. Trailer Lot Rent                  |  |                     |
| D. Mortgage Payment                  |  |                     |
| 1.                                   | Principal                                    |                     |
| 2.                                   | Interest                                     |                     |
| 3.                                   | Property Tax (including School Tax)          |                     |
| 4.                                   | Homeowner's Insurance (incl. Fire Insurance) |                     |
| 5.                                   | Taxes Included in Mortgage (Escrow Payment)  |                     |
| 6.                                   | Assessments (Sewer, etc.)                    |                     |
| E. Total Mortgage Payment (Line 1-6) |  |                     |
| <b>TOTAL</b> (Lines A - E)           |  |                     |

| REQUESTED       | DOCUMENTATION   | IN FILE |
|-----------------|---|---------|
|                 | Landlord Statement  |         |
|                 | Rent Receipt  |         |
|                 | Tenant of Record  |         |
|                 | Customer of Record  |         |
|                 | Voluntary Restrict  |         |
|                 | Mandatory Restrict  |         |
|                 | Subsidized Housing  |         |
|                 | Mortgage/Title Search   |         |
|                 | Section 8 Lease or Statement from Section 8 Office                        |         |
|                 | Property Lien   |         |
|                 | Shelter/Utility Repayment Agreement                                       |         |
| <b>CONSIDER</b> |   |         |
| ✓               | Utility and/or Fuel Restrict  |         |
| ✓               | Utility Guarantee   |         |
| ✓               | HEAP  |         |
| ✓               | Subsidized Housing May Show Total Rent, NOT Client Amount                 |         |
| ✓               | Foster Care-Related Additional Allowances                                 |         |
| ✓               | SNAP Household Composition Rules  |         |
| ✓               | SNAP Aged/Disabled Indicator  |         |
| ✓               | Real Property Tax Credit  |         |
| ✓               | AIDS/HIV Emergency Shelter Allowance                                      |         |
| ✓               | Property Lien   |         |
| ✓               | If Shelter Expenses/Living Quarters Are Shared by More than One Household |         |

| SECTION 22 – SHELTER (CONT.)  |     |    |                |
|---|-----|----|----------------|
| Do you or anyone who lives with you have the following expenses separate from your rent or other shelter expense? | YES | NO | IF YES, AMOUNT |
| Electricity (for needs other than heat; example: lights, cooking, hot water, etc.) <b>1</b>                       |     |    | \$             |
| Natural Gas (for needs other than heat; example: cooking, hot water, etc.) <b>2</b>                               |     |    | \$             |
| Water <b>3</b>  |     |    | \$             |
| Air Conditioning <b>4</b>   |     |    | \$             |
| Propane (for needs other than heat) <b>5</b>  |     |    | \$             |
| Sewer <b>6</b>  |     |    | \$             |
| Trash <b>7</b>  |     |    | \$             |
| Other Utilities and Expenses <b>8</b><br>Specify _____  |     |    | \$             |
| Do you live in public housing? <b>9</b>   |     |    |                |
| Do you live in Section 8, HUD, or other subsidized housing? <b>10</b>   |     |    |                |
| Do you live in a drug/alcohol treatment facility? <b>11</b>   |     |    |                |

**\*Check Primary Heat Type:**

- Natural Gas       Oil       PSC Electric       Coal  
 Kerosene       Propane       Municipal Electric       Wood       Other \_\_\_\_\_

| MONTHLY EXPENSES                                | MONTHLY ACTUAL COST | NAME OF DEALER | ACCOUNT NUMBER | IN WHOSE NAME IS THE BILL? (CUSTOMER OF RECORD) | WHO IS THE TENANT OF RECORD? |
|---|---------------------|----------------|----------------|---|------------------------------|
| A. Heat*  |                     |                |                |   |                              |
| B. Electricity (for cooking, lights, hot water) |                     |                |                |   |                              |
| C. Gas (for cooking, hot water)                 |                     |                |                |   |                              |
| D. Liquid Propane Gas                           |                     |                |                |   |                              |
| E. Other Utilities or Expenses                  |                     |                |                |   |                              |
| F. Air Conditioning                             |                     |                |                |   |                              |
| G. Utility Installation Fees                    |                     |                |                |   |                              |
| H. Sewer  |                     |                |                |   |                              |
| I. Trash  |                     |                |                |   |                              |
| J. Water  |                     |                |                |   |                              |

**ADDITIONAL INFORMATION**

**SECTION 23 – OTHER EXPENSES**

| Indicate if you or anyone who lives with you who is recertifying:   | YES  | NO | IF YES, AMOUNT | HOW OFTEN PAID | LEGALLY OBLIGATED |    | CHILD IN SNAP HH |    |
|---|--|----|----------------|----------------|-------------------|----|------------------|----|
|   |  |    |                |                | YES               | NO | YES              | NO |
| Pays child support <b>1</b>   |  |    | \$             |                |                   |    |                  |    |
| Pays spousal support <b>2</b>   |  |    | \$             |                |                   |    |                  |    |
| Pays for child care <b>3</b>  |  |    | \$             |                |                   |    |                  |    |
| Pays for dependent care <b>4</b>  |  |    | \$             |                |                   |    |                  |    |
| Pays tuition, fees, or other educational expenses <b>5</b>  |  |    | \$             |                |                   |    |                  |    |
| Has additional expenses (Example: car payment, car insurance payment, credit card payments, other loan payments, etc.) <b>6</b><br>Specify: _____ |  |    | \$             |                |                   |    |                  |    |
| Do you or anyone who lives with you who is recertifying owe at least four months of support for a child under the age of 21? <b>7</b>             | <input type="checkbox"/> YES <input type="checkbox"/> NO |    |                |                |                   |    |                  |    |



| SECTION 24 – OTHER INFORMATION  |                              |                             |                |
|---|------------------------------|-----------------------------|----------------|
| Do you buy or plan to buy meals from a home delivery or communal dining service? <span style="float: right;">8</span>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |                |
| Are you able to cook or prepare meals at home? <span style="float: right;">9</span>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | VETERAN STATUS |
| Have you or anyone in your household ever been in the U.S. military? Who? _____ <span style="float: right;">10</span>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | VETERAN CODE   |
| Has your spouse ever been in the U.S. military? <span style="float: right;">11</span>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |                |
| Is anyone in your household a dependent of someone who is or was in the U.S. military? Who? _____ <span style="float: right;">12</span>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |                |
| Indicate if you or anyone who lives with you who is recertifying:   | YES                          | NO                          | WHO            |
| Have you or anyone who lives with you who is recertifying moved into this county from another New York State county within the past two months?   |                              |                             |                |
| Have you or anyone who lives with you ever been found guilty of and/or been disqualified for Public Assistance and/or the Supplemental Nutrition Assistance Program (SNAP) because of fraud/an Intentional Program Violation? |                              |                             |                |
| Have you or anyone who lives with you received benefits for which they were not entitled, which have not been fully repaid to this or another agency?   |                              |                             |                |
| Have you or any member of your household been convicted of making a fraudulent statement or representation of residence in order to receive Public Assistance in two or more states?  |                              |                             |                |
| Have you or any member of your household been convicted of fraudulently receiving duplicate SNAP benefits in any state after September 22, 1996?  |                              |                             |                |
| Have you or any member of your household been convicted of buying or selling SNAP benefits for a combined amount of over \$500 or more after September 22, 1996?  |                              |                             |                |
| Have you or any member of your household been convicted of trading SNAP benefits for firearms, ammunition or explosives, or drugs?  |                              |                             |                |
| Are you or any member of your household fleeing to avoid prosecution, custody or confinement after conviction of a felony or attempted felony and actively being pursued by law enforcement?                                  |                              |                             |                |
| Are you or any member of your household violating probation or parole according to a court order?   |                              |                             |                |
| <b>PROPERTY TRANSFER STATUS</b>   |                              |                             |                |
| I have <input type="checkbox"/> I have not <input type="checkbox"/> sold, transferred or given away any of my property to anyone to get Public Assistance or SNAP benefits.   |                              |                             |                |

| NEEDED | REFERRALS | COMPLETED | CONSIDER                                       |
|--------|-----------|-----------|--|
|        | Services  |           | ✓ SNAP Dependent Care Deductions               |
|        | UIB       |           | ✓ District of Fiscal Responsibility (SSL 62.5) |

| REQUESTED | DOCUMENTATION                  | IN FILE |
|-----------|--------------------------------|---------|
|           | Child/Dependent Care Statement |         |
|           | Recoupments                    |         |
|           | Outstanding Overpayment        |         |
|           | Pending Disqualification       |         |

**IF TOTAL EXPENSES (INCLUDING EXPENSES NOT USED IN THE BUDGET DETERMINATION) EXCEED INCOME (INCLUDING PA GRANT), EXPLORE HOW THE HOUSEHOLD IS MEETING ITS OBLIGATIONS.**

|                 |                         | CONSIDER   |
|-----------------|-------------------------|--|
| Actual Expenses | \$ <input type="text"/> | ✓ Actual Expenses, including: shelter, fuel/utility costs, telephone costs, etc. |
|                 |                         | ✓ Actual Shelter   |
|                 |                         | ✓ Actual Fuel/Utility Costs  |
|                 |                         | ✓ Telephone Expenses   |
| Actual Income   | \$ <input type="text"/> | ✓ Car Expenses   |
|                 |                         | ✓ Furniture/Appliance Rental   |
|                 |                         | ✓ Cable TV   |
| = Difference    | \$ <input type="text"/> | ✓ Tuition  |
|                 |                         | ✓ Out-of-Pocket Medical Expenses   |

Does Client Receive Contribution Towards Difference  Yes  No  
 If Yes, From Whom? \_\_\_\_\_

Based on the information contained in this recertification, make sure you reconsider the category. For PA, especially, consider the following:

- Eligible Child Status
- Essential Persons Status
- Family Assistance Extensions

Category is \_\_\_\_\_

Documented by \_\_\_\_\_

## NOTES/COMMENTS

**NOTICES, ASSIGNMENTS, AUTHORIZATIONS, and CONSENTS**

**COLLECTION AND USE OF SOCIAL SECURITY NUMBERS** – The collection of Social Security Numbers (SSNs) is authorized for each household member with respect to the Supplemental Nutrition Assistance Program (SNAP), pursuant to the Food and Nutrition Act of 2008 (as amended). Anyone applying for SNAP must provide an SSN in order to receive benefits. If you or anyone applying does not have an SSN, that person must apply for an SSN with the Social Security Administration (visit [www.SSA.gov](http://www.SSA.gov) or call 1-800-772-1213).

With respect to all other programs for which this recertification form requires an SSN, the collection of SSNs is also mandatory and is authorized under one or more of the following sections of law: Section 205(c) of the Social Security Act (42 U.S. Code 405), Section 1137 of the Social Security Act (42 U.S. Code 1320b-7) and Section 7(a)(2) of the Privacy Act of 1974. See the instruction book (PUB-1313 Statewide) or talk to your social services district if you have questions.

The information we collect will be used to determine whether your household is eligible or continues to be eligible for assistance or benefits. The information will be used to check identity, to verify earned and unearned income, to determine if absent parents can receive health insurance coverage for applicants or recipients, to determine if applicants or recipients can obtain child or spousal support, and to determine if applicants or recipients can receive money or other help. 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. Besides using the information you give us in this way, the state will use the information to prepare statistics about all of the people receiving benefits from the Home Energy Assistance Program (HEAP) (see below).

This information may be disclosed to other state and federal agencies for official examination and to law enforcement officials for the purpose of apprehending persons fleeing to avoid the law. Information collected with respect to applicants for and recipients of Family Assistance and Safety Net Assistance, including SSNs, may be used to assist in the formation of jury pools. If a SNAP claim arises against your household, the information on this recertification, including all SSNs, may be referred to federal and state agencies, as well as private claims collection agencies, for claims collection action.

SSNs of ineligible household members will also be used and disclosed in the manner above.

Besides using the information you give us in this way, the State also uses the information to prepare statistics about all the people receiving benefits from HEAP. The information is used for quality control by the State to make sure social services districts are doing the best job they can. It is used to verify your energy supplier and to make certain payments to such vendors.

**NONDISCRIMINATION NOTICE** –In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity.

New York State additionally prohibits discrimination based on transgender status, gender dysphoria, marital status, military status, domestic violence victim status, pregnancy-related conditions, predisposing genetic characteristics, prior arrest or conviction record, familial status, and retaliation for opposing unlawful discriminatory practices.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the Complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted by: 1) mail: Food and Nutrition Service, USDA, 1320 Braddock Place, Room 334, Alexandria, VA 22314; 2) fax at (833) 256-1665 or (202) 690-7442; or 3) email: [FNSCIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda.gov)

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 available in Spanish, or call the State Information/Hotline Numbers found online at: [http://www.fns.usda.gov/snap/contact\\_info/hotlines.htm](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).

This institution is an equal opportunity provider.

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**CONSENT FOR INVESTIGATION** – I agree to any investigation to verify or confirm the information I have given in connection with my request for Public Assistance (PA), Medicaid, Supplemental Nutrition Assistance Program (SNAP) benefits, Home Energy Assistance Program benefits, Services or Child Care Assistance. If additional information is requested, I will provide it. I will also cooperate fully with state and federal personnel in any PA and/or SNAP Quality Control Review.

If I am recertifying for SNAP, I understand that the social services district will request and use information available through the Income and Eligibility Verification System to investigate my recertification, and may verify this information through collateral contacts if discrepancies are found. I also understand that such information may affect my eligibility for SNAP and/or the level of SNAP benefits I receive.

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**CONSENT FOR RELEASE OF CONFIDENTIAL UNEMPLOYMENT INSURANCE INFORMATION** – I authorize the New York State Department of Labor (DOL) to release any confidential information maintained by DOL for Unemployment Insurance (UI) purposes to the New York State Office of Temporary and Disability Assistance (OTDA). This information includes UI benefit claims and wage records. I understand that OTDA, along with state and local agency employees working in social services district offices, will use the UI information for establishing or verifying eligibility for, and the amount of, Public Assistance, Medicaid, Supplemental Nutrition Assistance Program benefits, Home Energy Assistance Program benefits or Child Care Assistance, applied for in this application/recertification and for investigations to determine whether I received benefits to which I was not entitled. OTDA may also share the information with the New York State Office of Children and Family Services (OCFS) and the New York State Department of Health (DOH). OCFS will use the information to monitor the Child Care Assistance program.

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**RELEASE OF INFORMATION TO SERVICE PROVIDERS** – I give permission to the social services district and New York State to share information regarding Public Assistance or Supplemental Nutrition Assistance Program benefits that I or any member of my household for whom I can legally give authorization have received, for purposes of verifying my eligibility for services and payment related to program administration provided by a State or local contractor. Such services may include, but are not limited to, job placement or training services provided to help me or members of my household obtain and retain employment.

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**RELEASE OF EDUCATIONAL RECORDS** I give permission to the New York State Department of Health and the social services district to obtain any information regarding the educational records of myself and/or my minor child(ren) for the following purposes: 1) verifying my eligibility for Public Assistance, the Supplemental Nutrition Assistance Program, and/or Medicaid; 2) conducting reviews or investigations that result from conflicting information provided as part of the eligibility process; 3) claiming Medicaid reimbursement for health-related educational services; and 4) providing the appropriate federal government agency with access to this information for the sole purpose of audit.

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**NEW YORK CITY HOUSING AUTHORITY RESIDENT CONSENT TO SHARE INFORMATION** – If you are applying for assistance in New York City, this consent will allow the New York City Housing Authority (“NYCHA”) to share information about you with the New York City Human Resources Administration/Department of Social Services (HRA) to help you and your household apply for assistance under the Supplemental Nutrition Assistance Program (“SNAP”), and/or for HRA cash assistance, which may include payment of rental arrears.

If you sign this application below, NYCHA may share with HRA information relevant to your eligibility for, or level of, SNAP and/or cash assistance benefits including your name, address, date of birth, and rent and utility payment information (such as monthly rent amount, rent payment history, rent balance, and appliance fees). Additionally, by signing this application below, you represent that you have the authority to consent on behalf of minor children listed in this application and you authorize NYCHA to share that child's name, address, and date of birth with HRA.

HRA will keep confidential any information that NYCHA shares and may only share the information with the local, state, and federal agencies that oversee HRA's SNAP and cash assistance benefit programs.

**CHANGE REPORTING** – I agree to inform the agency **promptly** of any change in my needs, residency/address, living arrangements, household size, income, employment, property/resources, dependent care costs, health insurance, non-citizen with satisfactory immigration status/citizenship status, able-bodied adult without dependents (ABAWD) status, pregnancy status or living arrangements, to the best of my knowledge or belief.

If I am applying for Child Care Assistance, I agree to inform the agency **immediately** of any change in family income, who lives in my home, employment, child care arrangements or other changes which may affect my continued eligibility or amount of my benefit.

**PENALTIES** – Federal and state laws provide for penalties of fine, imprisonment or both if you do not tell the truth when you recertify for Public Assistance, Medicaid, Supplemental Nutrition Assistance Program, Services or Child Care Assistance (“Assistance, Benefits or Services”) or at any time when you are questioned about your eligibility, or cause someone else not to tell the truth regarding your recertification or your continuing eligibility. Penalties also apply if you conceal or fail to disclose facts regarding your initial and continuing eligibility for Assistance, Benefits or Services, or if you conceal or fail to disclose facts that would affect the right of someone for whom you have recertified to obtain or continue to receive Assistance, Benefits or Services. If you are an authorized representative, such Assistance, Benefits or Services must be used for the other person and not for yourself. Federal and state laws provide that any transfer of assets for less than fair market value made by an individual or an individual's spouse, within 60 months prior to the first of the month in which the individual is both in receipt of nursing facility services and has submitted an application for Medicaid, may render the individual ineligible for nursing facility services or home and community-based waived services for a period of time. It is unlawful to obtain Assistance, Benefits or Services by concealing information or providing false information.

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM DISQUALIFICATION PENALTIES** – Any information you provide in connection with your application for the Supplemental Nutrition Assistance Program (SNAP) will be subject to verification by federal, state and local officials. If any information is incorrect, you may be denied SNAP benefits. You may be subject to criminal prosecution if you knowingly provide incorrect information which affects eligibility or the amount of benefits. Any person convicted of a felony for knowingly using, transferring, acquiring, altering or possessing SNAP authorization cards or access devices may be fined up to \$250,000, imprisoned up to 20 years or both. The individual may also be subject to prosecution under the applicable federal and state laws. Anyone who is violating a condition of probation or parole, or anyone who is fleeing to avoid prosecution, custody or confinement of a felony and is actively being pursued by law enforcement, is not eligible to receive SNAP benefits.

You may be found ineligible for SNAP or found to have committed an Intentional Program Violation (IPV) if you make a false or misleading statement, or misrepresent, conceal or withhold facts, in order to qualify for benefits or receive more benefits; purchase a product with SNAP benefits with the intent of obtaining cash by intentionally discarding the product and returning the container for the deposit amount; or commit or attempt to commit any act that constitutes a violation of federal or state law for the purpose of using, presenting, transferring, acquiring, receiving, possessing or trafficking SNAP benefits, authorization cards or reusable documents used as part of the Electronic Benefit Transfer (EBT) system. Additionally, the following is not allowed and you may be disqualified from receiving SNAP benefits and/or be subject to penalties for actions that include:

- Using SNAP benefits to buy non-food items, such as alcohol or cigarettes;
- Using SNAP benefits to pay for food previously purchased on credit;
- Allowing someone else to use your EBT card in exchange for cash, firearms, ammunition or explosives, or drugs, or to purchase food for individuals who are not members of your SNAP household; or
- Using or having in your possession EBT cards that do not belong to you, without the card owner's consent.

Individuals found to have committed an IPV either through an administrative disqualification hearing or by a federal, State or local court, or have signed either a waiver of right to an administrative disqualification hearing or a disqualification consent agreement in cases referred for prosecution shall be ineligible to participate in SNAP for a period of:

- 12 months for the *first* SNAP IPV;
  - 24 months for the *second* SNAP IPV;
  - 24 months for the *first* SNAP IPV that is based on a court finding that the individual used or received SNAP benefits in a transaction involving the sale of a controlled substance (illegal drugs or certain drugs for which a doctor's prescription is required); or
  - 120 months if the individual is found to have made a fraudulent statement about who they are or where they live in order to get multiple SNAP benefits simultaneously, unless permanently disqualified for a third SNAP IPV.
- Additionally, a court may bar an individual from participating in SNAP for an additional 18 months.

An individual can be permanently disqualified from receiving SNAP benefits for:

- The *first* SNAP IPV based on a court finding that the individual used or received SNAP benefits in a transaction involving the sale of firearms, ammunition or explosives;
- The *first* SNAP IPV based on a court conviction for trafficking SNAP benefits for a combined amount of \$500 or more (trafficking includes the illegal use, transfer, acquisition, alteration or possession of SNAP authorization cards or access devices);
- The *second* SNAP IPV based on a court finding that the individual used or received SNAP benefits in a transaction involving the sale of a controlled substance (illegal drugs or certain drugs for which a doctor's prescription is required); or
- A *third* SNAP IPV.

**REQUIREMENT TO REPORT/VERIFY HOUSEHOLD EXPENSES** – Your household must report child care and utility expenses in order to get a Supplemental Nutrition Assistance Program (SNAP) deduction for these expenses. Your household must report and verify rent/mortgage payments, property taxes, insurance, medical expenses and child support paid to a non-household member in order to get a SNAP deduction for these expenses. Failure to report/verify the above expenses will be seen as a statement by your household that you do not want to receive a deduction for these unreported/unverified expenses. A deduction for these expenses may make you eligible for SNAP or may increase your SNAP benefits. You may report/verify these expenses at any time in the future. The deduction would then be applied to the calculation of SNAP benefits in future months, in accordance with the rules for change reporting (see Change Reporting, above).

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM AUTHORIZED REPRESENTATIVE** – You can authorize someone who knows your household circumstances to recertify for Supplemental Nutrition Assistance Program (SNAP) benefits for you. You can also authorize someone outside your household to get SNAP benefits for you or to use them to buy food for you. If you would like to authorize someone, you must do so in writing. You may authorize someone by printing the person's name, address, and phone number immediately below, and having them sign in the signature section at the end of this recertification. When an Authorized Representative is applying on behalf of a SNAP household that does not reside in an institution, both the Authorized Representative and a responsible adult member of the household must sign and date the signature section at the end of this recertification, unless the SNAP household has otherwise designated the Authorized Representative to do so in writing.

**NAME, ADDRESS AND PHONE NUMBER OF AUTHORIZED REPRESENTATIVE (PLEASE PRINT):**

**STANDARD UTILITY ALLOWANCE** – I understand that Public Assistance and Supplemental Nutrition Assistance Program (SNAP) recipients are categorically income eligible for the Home Energy Assistance Program (HEAP). I also understand that if I have not received a HEAP benefit of greater than \$20 in the current month or previous 12 months, or a similar energy assistance benefit, I must pay for heating or air conditioning separately from my rent in order to receive the heating/cooling standard utility allowance (i.e., a deduction) for SNAP. I understand that the State will use my Social Security Number to verify with my home energy vendors the receipt of HEAP. This authorization also includes permission for any of my home energy vendors (including my utility) to release certain statistical information, including but not limited to, my annual electricity usage, electricity cost, fuel consumption, fuel type, annual fuel cost and payment history to the New York State Office of Temporary and Disability Assistance, the local social services district and the United States Department of Health and Human Services for the purposes of Low Income Home Energy Assistance Program performance measurement.

**RELEASE OF MEDICAL INFORMATION** – I consent to the release of any medical information about me and any members of my family for whom I can give consent by my primary care provider, any other health care provider or the New York State Department of Health (DOH) to my health plan and any health care providers involved in caring for me or my family, as reasonably necessary for my health plan or my providers to carry out treatment, payment, or health care operations; by my health plan and any health care providers to DOH and other authorized federal, state, and local agencies for purposes of administration of Medicaid; and, by my health plan to other persons or organizations, as reasonably necessary for my health plan to carry out treatment, payment, or health care operations. I authorize the release of any health-related information about me and any members of my family for whom I can legally give authorization related to the provision of assistance and services and my ability to participate in work activities, including employment, to the New York State Office of Temporary and Disability Assistance (OTDA), the New York State Office of Children and Family Services or the local social services district, as reasonably necessary for the provision of Public Assistance benefits; for services, including child welfare services; for determining appropriate work activity assignments; for determining the need to apply and for making application for Supplemental Security Income benefits; for establishing appropriate treatment plans for restoring employability; and for determining eligibility for exemptions from the State sixty-month time limit on cash assistance receipt. If I am required to apply for benefits administered by the Social Security Administration, the information specified above may be shared with the Social Security Administration. I also agree that the information released may include HIV, mental health or alcohol and substance abuse information about me and members of my family, to the extent permitted by law, unless a box is checked below. If more than one adult in the family is joining a Medicaid health plan, the signature of each adult applying is necessary for consent to release information. I understand that my ability to consent to the release of information relating to any minor children for whom I may give consent is limited by the extent to which I can obtain information regarding treatment, diagnosis and procedures on their behalf.

\_\_\_\_\_ Do not disclose HIV/AIDS information      \_\_\_\_\_ Do not disclose drug and alcohol information  
 \_\_\_\_\_ Do not disclose mental health information

**RELEASE OF INFORMATION TO HEALTH SERVICE PROVIDERS** – I give permission to the social services district and the State of New York to share information with health service providers, as designated by the social services district or the State of New York, regarding Public Assistance benefits that I or any member of my household for whom I can legally give authorization have received or are eligible to receive, for the purpose of improving the quality of my healthcare and overall well-being, and to facilitate receipt of additional benefits for which I, or members of my household, may be eligible.

**RELEASE OF INFORMATION FOR THE EARLY INTERVENTION PROGRAM** – If my child is evaluated for or participates in the New York State Early Intervention Program, I give permission to the social services district and New York State to share my child's Medicaid eligibility information with my county or municipal Early Intervention Program for the purpose of billing Medicaid.

**CHILD/TEEN HEALTH PROGRAM** – I understand that if my child is on Medicaid, they can get comprehensive primary and preventive care, including all necessary treatment through the Child/Teen Health Program. I can get more information on this program from the social services district.

**MEDICARE** – I authorize payments under "Medicare" (Part B of Title XVIII, Supplementary Medical Insurance Program) to be made directly to physicians and medical suppliers on any future unpaid bills for medical and other health services furnished to me while I am eligible for Medicaid.

**REIMBURSEMENT OF MEDICAL EXPENSES UNDER MEDICAID** – I understand that I have a right as part of my Medicaid recertification, or within two years from the date of my application, to request reimbursement of expenses I paid for covered medical care, services, and supplies received during the three-month period prior to the month of my application. I understand that after the date of my application, reimbursement of covered medical care, services, and supplies will only be available if obtained from Medicaid-enrolled providers.

**ASSIGNMENT OF INSURANCE/OTHER BENEFITS AND DIRECT PAYMENT** – For Public Assistance and Medicaid, I agree to file any claims for health or accident insurance benefits, and to pursue any personal injury claims or any other resources to which I may be entitled, and do hereby assign any such resources to the social services district to whom this recertification is made. In addition, I will assist in making any assigned benefits available to the social services district to whom this recertification is made.

I authorize payments owed to me or members of my household for health or accident insurance benefits to be made directly to the appropriate social services district for medical and other health services furnished while we are eligible for Medicaid.

**MEDICAID RECOVERIES** – Upon receipt of Medicaid, a lien may be filed and a recovery may be made against your real property under certain circumstances if you are in a medical institution and not expected to return home. MA paid on your behalf may be recovered from persons who had legal responsibility for your support at the time medical services were obtained. MA may also recover the cost of services and premiums incorrectly paid.

I understand that effective April 1, 2014, if I get Medicaid through New York State of Health:

- No lien will be placed on my real property prior to my death.
- Recovery from assets in my estate upon my death is limited to the amount Medicaid paid for the cost of nursing home care, home and community-based services, and related hospital and prescription drug services received on or after my 55th birthday.

**PUBLIC ASSISTANCE RECOVERIES** – Public Assistance (PA) you receive for yourself and for persons whom you are legally responsible to support is recoverable from money you possess or may acquire. Your tax refunds and portions of lottery winnings may be taken to repay your debt for PA.

**AUTHORIZATION TO REPAY PUBLIC ASSISTANCE BENEFITS FROM RETROACTIVE SUPPLEMENTAL SECURITY INCOME** – I authorize the Commissioner of the Social Security Administration (SSA) to use my first payment of Supplemental Security Income (SSI); i.e. my retroactive SSI payment) to reimburse the local social services district (SSD) for Public Assistance (PA) the SSD pays me from State or local funds while SSA decides if I am eligible for SSI. SSA will not reimburse the SSD for PA that was paid using any federal funds.

I will be bound by this authorization only if the State gives notice to SSA that I and an SSD representative have signed it. The State must give notice within 30 calendar days of matching my SSI record with my State record. SSA will not accept it after 30 calendar days. Instead, SSA will send me my retroactive SSI payment under SSA rules.

Only my first payment of SSI can be used. If my first payment is larger than the amount owed to the SSD, SSA will send the rest to me under its rules.

SSA can reimburse the SSD in two situations:

- (1) It will repay the SSD if I apply for SSI and SSA finds me eligible.
- (2) It will repay the SSD if my SSI benefits are reinstated after termination or suspension.

SSA will only reimburse the SSD for PA it paid me during the time I am waiting for an SSA determination of eligibility. This is called "interim assistance." The period begins: 1) with the first month I become eligible for payment of SSI benefits; or 2) on the first day I am reinstated after my SSI was suspended or terminated. The period includes the month SSI payments actually begin. If the SSD cannot stop my last PA payment, the period ends the next month.

No later than 10 days after SSA reimburses the SSD, the SSD must send me a notice telling me the amount of interim assistance paid. The notice will also tell me that SSA will send me a letter telling me how any remaining SSI money owed to me will be sent by SSA and that, if I do not agree with a state decision, how I can appeal the decision to the state.

Under its rules, SSA may use the date I sign this authorization as the date I first become eligible for SSI. It will do this only if I apply for SSI within the next 60 days.

This authorization applies to any SSI application or appeal I now have pending before SSA. This authorization terminates if my SSI case is completely decided. It terminates when SSA first pays me. The State and I can also agree to terminate the authorization. I must sign a new authorization consistent with NYS rules if I reapply for SSI after this authorization terminates, or if I file a new SSI claim while I have an SSI application or appeal pending.

I will be given an opportunity for a fair hearing if I disagree with a decision the SSD made about reimbursement.

I received a copy of the pamphlet called "What You Should Know About Social Services Programs." I understand what it says about interim assistance.

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**SUPPORT** – Applying for or receiving Family Assistance (FA), Safety Net Assistance (SNA) or Title IV-E foster care operates as an assignment to the State and the social services district of any rights to support from any other person that the applicant or recipient may have in their own right or on behalf of any other family member for whom the applicant or recipient is applying for, or receiving, assistance (Social Services Law, Sections 158 and 348). This assignment is limited in certain situations. Other sections of this recertification contain additional assignments.

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**ASSIGNMENT OF SUPPORT RIGHTS** – I understand that I will be provided with the LDSS-5145 form, "Referral for Child Support Services," to complete and return to the Child Support Enforcement Unit. Except in situations of domestic violence or other good cause, as a condition of obtaining assistance, I understand that I am required to cooperate with the Child Support Enforcement Unit to locate any noncustodial, alleged, or intended parent; establish legal parentage for each individual under the age of 21 born to unmarried parents; and establish, modify, and/or enforce orders of support. I also understand that I will be provided with the LDSS-4279 form, "Notice of Responsibilities and Rights for Support," which explains my responsibilities and rights if I do not cooperate with the Child Support Enforcement Unit.

I assign to the state and social services district any rights I have to support from persons having legal responsibility for my support and any rights I have to support on behalf of any family member for whom I am applying for or receiving assistance. Where applying for or receiving Family Assistance or Safety Net Assistance, my assignment of support rights is limited to support which accrues during the period that I and/or any family member receives assistance. However, any support rights that I assigned to the state on behalf of myself or any family member prior to October 1, 2009, continue to be assigned to the state.

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**HOME ENERGY ASSISTANCE PROGRAM** – I understand that by signing this application/certification, I consent to any investigation to verify or confirm the information I have given and other investigation by any authorized government agency in connection with Home Energy Assistance Program (HEAP) benefits. I also consent to allow the information provided on this recertification to be used in referrals to available weatherization assistance programs and my utility company's low income programs.

I understand that the State will use my Social Security Number to verify with my home energy vendors the receipt of HEAP. This authorization also includes permission for any of my home energy vendors (including my utility) to release certain statistical information, including but not limited to, my annual electricity usage, electricity cost, fuel consumption, fuel type, annual fuel cost and payment history to the New York State Office of Temporary and Disability Assistance, the local social services district and the United States Department of Health and Human Services for the purposes of Low Income Home Energy Assistance Program performance measurement.

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**SEXUAL ASSAULT INFORMATION** – If you are a victim of sexual assault, you have the right to request referral information from the social services district. If you request referral information, the social services district must provide you with the addresses and phone numbers of any: 1) local hospitals offering sexual assault forensic examiner services certified by the NYS Department of Health; 2) local rape crisis centers; and 3) local advocacy, counseling, and hotline services appropriate for victims of sexual assault. In addition, the social services district must provide you with the NYS Hotline for Sexual Assault and Domestic Violence numbers: (800) 942-6906 and (800) 818-0656 (TTY).

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**CERTIFICATION FOR CHILD CARE ASSISTANCE** – If I am applying for Child Care Assistance, I certify that my family resources do not exceed \$1,000,000.

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I have read and understand the notices above. I understand and agree to the assignments, authorizations and consents above. I swear and/or affirm under the penalties of perjury that the information I have given or will give to the social services district is complete and correct.

|   |                    |   |                    |
|---|--------------------|---|--------------------|
| <b>APPLICANT SIGNATURE</b><br>x                 | <b>DATE SIGNED</b> | <b>SPOUSE OR PROTECTIVE REPRESENTATIVE SIGNATURE</b><br>x | <b>DATE SIGNED</b> |
| <b>AUTHORIZED REPRESENTATIVE SIGNATURE</b><br>x | <b>DATE SIGNED</b> |   |                    |

**ONLY COMPLETE THE FOLLOWING IF YOU WANT TO CLOSE YOUR CASE FOR ONE OR MORE PROGRAMS.**

**I REQUEST THAT MY CASE BE CLOSED FOR:**

- Public Assistance**
- Supplemental Nutrition Assistance Benefits**
- Medical Assistance**

**I understand that I may reapply at any time.**

**Give Reason:** \_\_\_\_\_

**Signature** x \_\_\_\_\_

**Date** \_\_\_\_\_