



**Department of Health and Social Services
Division of Public Assistance**

Office Use Only

D.O. Date Rec'd _____
Fee Agent _____
Date Rec'd _____
Fee Agent Signature _____

ELIGIBILITY REVIEW FORM

Check Box for All Programs Due for Review

- Food Stamp Program
 Adult Public Assistance
 Temporary Assistance
 Medicaid

NOTE: You need to complete only one review form for all programs that are due for review this month.

Be sure the form is complete and remember to sign the statement at #18 to avoid processing delays. If you need more space for any answer, use another piece of paper. Please print clearly.

Name		Case Number
Mailing Address		
Residence Address (if different from mailing address)		
Home Phone Number	Message Phone Number	Work Phone Number

1. HOUSEHOLD INFORMATION: List all persons who live with you. List yourself first. **Disclosure of your Race and Ethnicity information is voluntary and will not affect your eligibility or level of benefits. This information will be used to assure that program benefits are distributed without regard to race, color or national origin.*

Name (First M I Last)	Relation to You If not related write NR.	Date Of Birth	Place of Birth	Social Security Number	US Citizen? (Yes/No)	Race	Ethnic Group
						Optional - Use codes below	
	Self						

Race: (You may select more than one race)
AN = Alaska Native **WH** = White **BL** = Black or African American
AI = American Indian **AS** = Asian **PI** = Native Hawaiian or other Pacific Islander

Ethnicity:
Y = Hispanic or Latino
N = Not Hispanic or Latino

Do you plan to file a federal income tax return NEXT YEAR? You can still apply for health insurance even if you don't file a federal income tax return.

- YES.** If yes, please answer questions a - c.
 NO. If no, skip to question c.

- a. Will you file jointly with a spouse? Yes No
If yes, name of spouse: _____
- b. Will you claim any dependents on your tax return? Yes No
If yes, list name(s) of dependents: _____
- c. Will you be claimed as a dependent on someone's tax return? Yes No
If yes, please list the name of the tax filer: _____
 How are you related to the tax filer? _____

Is anyone in your household pregnant? *Please provide medical proof with due date.*

Yes No If yes, who? _____

Has anyone in your household received assistance from the Food Distribution Program on Indian Reservations (FDPIR) in Alaska or any other state?

Yes No If yes, who and when? _____

Has anyone been convicted of any of the following types of felonies? Yes No *List all felony household members.*

Drug related felony? Date of conviction: _____ Who & Where? _____

Making a false statement about where you live in order to receive assistance from two or more states at the same time. Date of conviction: _____ Who & Where? _____

Is any adult in your household fleeing from prosecution, custody, confinement yes no for a felony or class A misdemeanor from any state?

If yes, who? _____

Is anyone in your household attending postsecondary education at a college or university?

Yes No If yes, who? _____

ASSETS INFORMATION:

2. List all vehicles owned or being purchased by you or anyone in your household. *Include cars, trucks, boats, motorcycles, RVs, ATVs, snowmobiles, etc.*

Owner's Name	Type of Vehicle	Model / Year	How Used?	Amount Owed	Current Value
				\$	\$
				\$	\$
				\$	\$
				\$	\$

3. List any houses, cabins, property, stocks, bonds, or other assets you or anyone in your household owns or is buying. List any life insurance policies or burial accounts or policies you or anyone in your household owns, and the current cash value of the account or policy.

Owner	Type of Property/Asset	Value	Owner	Type of Property/Asset	Value
		\$			\$
		\$			\$
		\$			\$
		\$			\$

4. List how much money you or anyone in your household has in cash and bank accounts.

Name(s) on Account	Name of Bank/Credit Union & Branch	Account Number	Balance
			\$
			\$
			\$
	Cash on Hand		\$

5. List anyone in your household who belongs to a Native Corporation.

Shareholder Name	Native Corporation	Shares Owned	Amount/Date of Last Dividend

6. Do you or anyone who lives with you own a commercial fishing permit or IFQ (Individual Fishing Quota)?

Yes No

If yes, Permit/IFQ Number

Value \$

MONEY RECEIVED INFORMATION:

7. Complete if you or anyone in your household is working.

Person Employed	Employer	Hours Worked	Hourly Wage	How often paid?
		per week		

Will anyone's job, wages or hours of work change soon? Yes No If yes, please explain.

8. List any other money you or anyone in your household receives. *Include Social Security, SSI, BIA, VA, retirement, unemployment insurance, Worker's Compensation, Native assistance, child support, cash gifts, annuities, etc.*

Who Receives	Income Source	Amount	Who Receives	Income Source	Amount
		\$			\$
		\$			\$
		\$			\$

Do you expect any changes to your income? Yes No If yes, please explain.

Does anyone work in exchange for food, shelter, utilities, etc.? Yes No If yes, please explain.

HOUSEHOLD EXPENSE INFORMATION:

9. Complete if you or anyone in your household has any of these monthly expenses. *Please provide proof of the obligated monthly rent amount, utility costs, and yearly property tax and insurance amounts.*

Expense Type	Monthly Amount	Expense Type	Monthly Amount	Expense Type	Monthly Amount
Rent / Mortgage	\$	Telephone	\$	Heating Oil	\$
Lot or Space Rent	\$	Electricity	\$	Natural Gas	\$
Property Tax	\$	Water / Sewer	\$	Wood / Coal	\$
Home Insurance	\$	Garbage Collection	\$	Other _____	\$

Are you responsible for paying the cost of heating your home? Yes No

If yes, what fuel do you heat your home with? _____

If you share payment of these expenses with anyone, or receive assistance paying the expenses (such as rental assistance or heating assistance), please explain. _____

10. Complete if anyone in your household has expenses for the care of a child, or an elderly or disabled adult. *Please provide proof of amounts paid for the last two months.*

Child / Dependent Name	Monthly Care Cost	Child / Dependent Name	Monthly Care Cost
	\$		\$
	\$		\$

Do you get money to help pay dependent care costs? Yes No If yes, how much? _____
 From whom? _____

11. Complete if you or anyone in your household pays child support. *Please provide proof of your monthly obligation and the amount paid in the last two months.*

Who Pays Child Support	Who Do They Pay	How Much	When
		\$	
		\$	

12. Complete if you or anyone in your household is over age 59 or disabled, and has medical expenses. *List the person and provide proof of these expenses.*

Person with Medical Expense	Amount	Person with Medical Expense	Amount
	\$		\$

If you expect any changes in your household expenses or circumstances, please explain: _____

HEALTH COVERAGE/INSURANCE:

13. Have you or anyone in your household had employer-based health insurance coverage begin or end in the last twelve months? Yes No If yes, please provide the name and address of the employer, the name and phone number of the insurance company, and a copy of the front and back of your insurance card.

14. If you or anyone in your household has health insurance please answer these questions

Is anyone enrolled in health coverage from the following: Yes No

If yes, check the type of coverage and write the person(s) name(s) next to the coverage they have.

- Medicaid/Denali Care _____
- Denali KidCare _____
- Medicare _____
- TRICARE (don't check if you have direct care or Line of duty) _____
- VA health care programs _____
- Peace Corps _____

- Employer insurance _____
- Name of health insurance: _____
- Policy number: _____
- Is this COBRA coverage? Yes No
- Is this retiree health plan? Yes No
- Other: Name of insured: _____
- Name of health insurance: _____
- Policy number: _____
- Is this a limited-benefit plan (like a school accident policy)? Yes No

15. Is anyone listed on this application offered health coverage from a job? Check yes, even if the coverage is from someone else's job, such as a parent or spouse.

Yes. **If yes, you'll need to complete and include Appendix A.**

Is this a state employee benefit plan? Yes No

No. **If no, continue**

16. MEDICAID REVIEW: Complete if you or anyone in your household receives Medicaid.

In the past twelve months, did you or anyone in your household receive treatment at a hospital because of an accident or illness for which someone else was responsible to pay? Yes No If yes, please explain what happened and who is responsible to pay for treatment. _____

17. AUTHORIZED REPRESENTATIVE:

I have asked this person to help with my public assistance case.

Name: _____ Phone Number: _____

18. STATEMENT OF TRUTH:

Under penalty of perjury, I certify that all information contained in this application, including U.S. citizenship or lawful immigrant status of all persons applying for benefits and identity of all persons under age 18 listed on this application, is true and correct to the best of my knowledge.

I have read or had read to me the "Rights and Responsibilities" included with the application and I understand my rights and responsibilities, including fraud penalties, as described in this application.

SIGN HERE

Applicant Signature

Date

Other Adult Applicant Signature

Date

19. VOTER REGISTRATION

If you want to register to vote we can help you by sending you the correct forms to complete. If you do not answer the question, it will be considered the same as a No answer. This will not stop your ability to register to vote in the future.

Do you want to register to vote? Yes No

State of Alaska
Department of Health & Social Services
Division of Public Assistance

What is an ‘Authorization for Release of Information’?

Your signature on this form gives the Department of Health and Social Services, its agents, and the Department of Law permission to ask for information about your health, finances, family and personal history. This information is only used in the administration of public assistance programs and will not be released to any other person or agency outside of the Department of Health and Social Services or its representatives. The Release of Information will be in effect while you are an applicant or recipient of Public Assistance, and for any later investigations of your eligibility and receipt of benefits.

Who will we ask for information?

The people or organizations that may be contacted include, but are not limited to: the Alaska Housing Finance Corporation, the Department of Fish and Game, the Department of Labor, the Department of Law, the Department of Military and Veterans Affairs, the Department of Public Safety, the Department of Revenue, U. S. Citizenship and Immigration Services, employers, financial institutions, landlords, local governments, Native corporations, private individuals, public assistance program contractors and grantees, school authorities, the Social Security Administration, stock brokerage firms, and tax assessors.

I Authorize This Release of Information:

Signature of Adult

Signature of Other Adult

Printed Name

Printed Name

Social Security Number

Social Security Number

Address

Address

Phone Number

Phone Number

Date

Date

A Copy of this Release is as Valid as the Original

Contact People and Organizations

Why do you need to complete this form?

To determine your eligibility for assistance, we may need to contact people or organizations that can answer questions about your situation. By completing this form, you are allowing us to contact the people and organizations you provide.

What questions do we ask?

We often ask questions about where you live, who lives with you, and your household's income and resources. We may also ask for information about a child's parent not living in the home.

What information do we provide them?

When we contact these people or organizations, we tell them our name and title. We also tell them that we work for the Division of Public Assistance. We do not give them any information about you or your public assistance case.

1 Information about two people who know you well:

Name and Relation to You	Mailing Address	Daytime Phone

2 Information about your landlord:

Name	Mailing Address	Daytime Phone

3 Information about your employer:

Name	Mailing Address	Daytime Phone

STATE OF ALASKA
DEPARTMENT OF HEALTH & SOCIAL SERVICES
DIVISION OF PUBLIC ASSISTANCE

Your Rights and Responsibilities

What if I disagree with a decision made?

You have the right to discuss any action taken on your application or case with a caseworker or supervisor. If you disagree with an action taken by the Division of Public Assistance that affects the benefits or services you receive, you can ask for a fair hearing. You may do this by phone, in person, or in writing by contacting anyone in the Public Assistance office. If your disagreement has to do with medical billing or services, contact the Recipient Information Helpline at 1-800-780-9972. Usually, you must ask for a fair hearing within 30 days from the date of the notice. Food Stamp fair hearing requests must be made within 90 days from the effective date of the action. At the hearing you may represent yourself or be represented by a legal representative, friend, or relative. You may qualify for free legal advice and representation by contacting the Alaska Legal Services Corporation.

You may continue to receive Alaska Temporary Assistance, Adult Public Assistance, or Medicaid program benefits until a hearing decision is made. Food Stamps can continue until a hearing decision is made or until the certification period ends if you request the hearing before the effective date of the action or within 10 days from the date the notice was mailed. If the hearing decision is not in your favor you may be required to repay the benefits you received while you waited for the decision.

Do I need to tell you if something changes?

It is very important that you report certain changes by contacting the Public Assistance office by phone, in person, or in writing.

When do I need to report changes?

You must report changes in your household within 10 days of when you know of the change. If you get Alaska Temporary Assistance and a child leaves your home, you must report this within 5 days.

What changes do I need to report?

If you receive Adult Public Assistance or Medicaid (for elderly, disabled, and long term care) you must report all changes, including changes in your medical insurance. If you receive Food Stamps and you do not receive benefits from any other program, you only need to report when your household's total gross income goes over the income limit for your household.

If you receive Alaska Temporary Assistance or Family Medicaid, you must report the following changes:

- Starting or stopping a job, change in wage rate, change from part-time to full-time, or full-time to part-time, When money you receive from sources other than working changes by more than \$50
- Someone moves into or out of your home
- You move or get a new mailing address (you need to verify your new shelter costs or we cannot use them in calculating your benefits)
- Your household gets a vehicle
- Your household has more than \$2000 total in cash and money in bank
- Changes in your child support payment or obligation
- Changes in your medical insurance if you or anyone in your household gets Medicaid

Read and keep this page.

Will I need to work?

To receive Alaska Temporary Assistance or Food Stamp benefits, you may have to participate in work activities. Alaska Temporary Assistance participants must prepare a Family Self-Sufficiency Plan for becoming financially independent. You must participate in approved work activities unless you qualify for an exemption. If you are an unmarried minor parent, to receive Alaska Temporary Assistance you must live with a parent or in another approved living arrangement and attend school or training. If you do not fulfill these work requirements or minor parent requirements your benefits may be reduced or ended.

What happens with my Child Support?

Alaska must collect child support and medical support from any parent who has the duty to pay support for a child receiving Alaska Temporary Assistance or Medicaid. This includes any money owed to you at the time you apply, as well as current and future child support payments. Any child support payments given or paid to you while receiving Alaska Temporary Assistance benefits must be reported and turned over to the State immediately. To change a child support order, you must obtain a new court order or get permission from the Child Support Services Division (CSSD). If you believe you have a good reason not to cooperate with CSSD for these programs, you must tell your caseworker immediately. You may be asked to provide information to support your reason.

When you apply for Alaska Temporary Assistance you must:

- Sign over to CSSD your right to receive and keep child support payments due to you or to a child on Alaska Temporary Assistance
- Cooperate with CSSD in establishing paternity
- Agree not to make purchases or to access cash benefits at any ATM's located in bars, liquor stores, gambling or adult entertainment establishments, or in the businesses themselves.

When you apply for Medicaid or Chronic and Acute Medical Assistance you must:

- Assign to the State of Alaska all rights to any medical support or other third party payments to the extent the department has paid medical assistance for care and services for you or your minor children;
- Cooperate with and assist the department in identifying and providing information concerning third parties who may be liable to pay for care and services received for you or your minor children;
- Agree to apply for all other available third-party resources that may be used to provide or pay for the cost of care or services received by you or your minor children or that may be used to reimburse the state for the cost of care or services received;
- Cooperate with Child Support Services Division (CSSD) in establishing paternity;
- If applying for long-term care services, including home and community based waiver services, assign to the State of Alaska as a remainder beneficiary, or as the second remainder beneficiary after your spouse or minor or disabled child, for any interest that you may have in an annuity up to the amount of Medicaid benefits received.

Can the State of Alaska take my estate?

The estate of an individual age 55 years of age or older who received Medicaid benefits may be subject to a claim for recovery. This is limited to the reimbursement of services received while the recipient was in a medical institution, including a nursing home or other medical institution, or was receiving home and community-based services. Under limited conditions, the State of Alaska may place a lien on a recipient's home. However, most estate recovery is conducted after the death of the recipient or the recipient's surviving spouse, if any, and only at a time when the recipient has no surviving child under age 21 and no surviving child who is blind or disabled.

Will someone from DPA come to my home?

A Division of Public Assistance worker may visit you at home to verify your eligibility for assistance. We may also visit you to complete case management activities such as Family Self-Sufficiency Plans. If you are not completing the activities, we may visit you to determine whether you have good cause for not doing so.

Read and keep this page.

How are my rights protected?

The Division of Public Assistance will collect information, including the Social Security Number of each household member who is applying for Food Stamps, Alaska Temporary Assistance, or Medicaid, to determine eligibility for public assistance benefits. The Division will verify this information through computer matching programs, including the Income and Earnings Verification System (IEVS). This information will be used to monitor compliance with program regulations and for program management. The Division may disclose this information to other Federal and State agencies for official examination, to law enforcement officials for the purpose of apprehending persons fleeing to avoid the law, and to private claims collection agencies for claims collection action. The Division may verify immigrant status of household members by contacting the US Citizenship and Immigration Services (USCIS). Information obtained from these agencies may affect your eligibility and level of benefits.

Providing the requested information, including the Social Security Number (SSN) of each household member for whom you are seeking benefits, is voluntary. However, failure to provide this information will result in the denial of benefits to each individual failing to provide an SSN. Any SSN provided will be used and disclosed in the same manner, regardless of the eligibility of the individual. The Division of Public Assistance can assist you in applying for a Social Security Number if you are seeking benefits and do not have one.

When you sign the application for assistance and use Medicaid or Chronic & Acute Medical Assistance coupons, you consent to release medical records and information about yourself and any other person you are applying for to the Department of Health and Social Services. Upon request, any person who has medical records and information or the custody of such records shall release those records to the Department or a representative of the department.

Health or medical information the Department of Health and Social Services (DHSS) may have about you is protected under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. This federal law provides you with certain rights about how your health information is used and disclosed. The law allows you to find out how DHSS used your health information, and how DHSS has disclosed your health information outside of DHSS. The law also limits the release of information about you to the minimum amount necessary for the purpose of the disclosure and allows you to examine and obtain a copy of your own health records and to request corrections to those records.

You can get an electronic copy of the Notice of Privacy Practices at <http://www.hss.state.ak.us/das/is/hipaa/pdfs/privatehealthcareinfo.pdf>. Request a printed copy by writing to State of Alaska, DHSS Privacy Official, P. O. Box 110650, Juneau, Alaska 99811-0650 or by email at privacyofficial@health.state.ak.us.

In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health & Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Under the Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

To file a complaint of discrimination, contact USDA or HHS. Write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). Or write to HHS Office for Civil Rights, 2201 Sixth Avenue – Mail Stop RX-11, Seattle, WA 98121 or call (800) 368-1019 (voice) or (800) 537-7697 (TDD). USDA and HHS are equal opportunity providers and employers.

If you have questions about the Americans with Disabilities Act of 1990, contact the Division of Public Assistance Civil Rights Coordinator at (907) 465-3347.

Read and keep this page.

What happens if I do not follow the rules?

You may be prosecuted if you knowingly give false, incorrect, or incomplete information to get or try to get public assistance benefits you are not eligible for, or to help someone else get benefits for which they are not eligible. You must repay any benefit you wrongly receive.

Food Stamp Program	
I understand that if I...	I may...
Commit an intentional program violation of the Food Stamp Program defined in 7CFR273.16 or any of the following: <ul style="list-style-type: none"> hide information or make false statements use electronic benefit transfer (EBT) cards that belong to someone else use food stamp benefits to buy alcohol or tobacco trade or sell benefits or EBT cards 	<ul style="list-style-type: none"> lose food stamp benefits for 12 months for the first offense and be required to repay all benefits overpaid to me lose food stamp benefits for 24 months for the second offense and be required to repay all benefits overpaid to me lose food stamp benefits permanently for third offense and be required to repay all benefits overpaid to me be fined up to \$250,000.00, imprisoned up to 20 years or both
<ul style="list-style-type: none"> trade food stamp benefits for controlled substances, such as drugs 	<ul style="list-style-type: none"> lose food stamp benefits for 24 months for the first offense lose food stamp benefits permanently for the second offense
<ul style="list-style-type: none"> give false information about who I am and where I live so I can get extra benefits 	<ul style="list-style-type: none"> lose food stamp benefits for 10 years for each offense
<ul style="list-style-type: none"> have been convicted of trading or selling food stamps worth more than \$500, or trading food stamps for firearms, ammunition, or explosives 	<ul style="list-style-type: none"> be barred from the Food Stamp Program permanently

Alaska Temporary Assistance Program	
I understand that if I...	I may...
<ul style="list-style-type: none"> commit an intentional program violation or I am convicted of fraud give false information about who I am and where I live so I can get extra benefits use my cash benefits or access them at ATM's located in bars, liquor stores, gambling or adult entertainment establishments 	<ul style="list-style-type: none"> lose benefits for 6 months for the first offense lose benefits for 12 months for the second offense lose benefits permanently for the third offense other penalties may also apply and I may be subject to criminal prosecution

Medicaid Program	
I understand that if I...	I may...
<ul style="list-style-type: none"> commit an intentional program violation or program abuse that results in misuse or overuse of Medicaid benefits or found guilty of misconduct related to Medicaid benefits commit Medical Assistance fraud under AS 47.05.210 	<ul style="list-style-type: none"> be required to pay back the amount of Medicaid services that I or anyone in my household received be excluded from Medicaid for up to 10 years have to pay fines up to \$25,000 and be subject to criminal prosecution

Read and keep this page.