

**Read all of this information before you sign your name. If you do not understand any part of this document, ask for help before signing. A copy of this information will be given to you for your records. Throughout this document, the use of the words you and your means every member for whom you are asking for benefits.**

## You have a Right to a State Hearing

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You have the right to request a hearing (orally or in writing) before the Ohio Department of Job and Family Services (ODJFS) if:

- Your application is denied, but you believe you are eligible;
- You are not told in writing within 45 days of the date you hand in your application whether or not you are eligible for financial or medical assistance;
- You are not told in writing within 30 days of the date you hand in your application whether or not you are eligible for food assistance or social services;
- You are not told in writing within 90 days of the date you hand in your application whether or not you are eligible based on a decision of disability for Disability Financial Assistance (DFA) or Medicaid;
- You do not agree with the type or amount of your benefits;
- You do not agree that you should participate in work activities or alternative work activities;
- You are denied a medical or dental service;
- You do not agree that your benefits should be reduced or stopped;
- You are not told in writing the reason your benefits are to change and that you have the right to a hearing before the change is made.

You will be given with this application an "Explanation of State Hearing Procedures" (JFS 04059). Read it carefully to understand your hearing rights and the hearing process itself.

You also have the right to an informal conference with your county department of job and family services (CDJFS). If a mistake has been made, it can be corrected. If you are not satisfied with the results of your county conference, you can still have a state hearing.

## You Cannot be Discriminated Against on the Basis of a Disability

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If you have a physical or mental condition that substantially limits one or more major life activities, you may have rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Physical or mental conditions include, for example, a learning disability, mental retardation, a history of drug or alcohol addiction, depression, a mobility impairment, or a hearing or vision impairment.

You can let us know if you have a disability. If you cannot do something we ask you to do, we can help you do it or we can change what you have to do. Here are some of the ways we can help:

- We can call or visit if you are not able to come to our office.
- We can tell you what this letter means.
- If you are on Ohio Works First (OWF), we can help if you cannot do something in your self-sufficiency contract.
- We can help you devise an employability plan that allows you to work even though you have a disability.
- We can help you appeal.

If you need some other kind of help, ask your caseworker. If you are hearing impaired or cannot speak or understand English well enough to communicate with the CDJFS we will provide you an interpreter at no cost.

## We Will Help You If English Is Not Your Primary Language

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Persons who cannot, or have difficulty speaking or understanding the English language are protected against discrimination based on national origin.

We may also be able to provide you oral or written translation of documents.



## Your Social Security Number

You must provide the CDJFS with a social security number, or apply for a social security number, for each person applying to receive assistance. If you don't have a social security number, we can help you get one. You may not need to give us this information in all situations.

The collection of this information, including the social security number of each household member, is authorized under the Food and Nutrition Act of 2008, as amended, 7 U.S.C. 2011-2036, Section 1137(a) of the Social Security Act, 42 C.F.R., 435.910, and rules 5101:1-1-03 and 5101:1-3-09 of the Ohio Administrative Code.

1) The social security number will be used to check information you give us against information held by other federal, state, and local governments; computer matching systems; and program reviews or audits to make sure you are eligible for public assistance programs or, to the extent permitted by federal law, to assist in determining eligibility for any other state, federal, or federally assisted program that provides cash or in-kind assistance or services directly to individuals based on need or for the purpose of protecting children. This information will also be used to monitor compliance with program regulations and for program management.

2) The social security number will be used when contacting appropriate persons or agencies to determine your eligibility and verify information you have given for any public assistance program including, but not limited to, Ohio Works First (OWF), Medicaid, food assistance, Disability Financial Assistance (DFA), school lunch, public children service agency programs, and Prevention Retention and Contingency (PRC); for example, income, past or present employment, financial resources, unemployment compensation, disability benefits or other similar benefits and programs. Such information may affect your household eligibility and level of benefits. If you give us false information, legal action may be taken against you.

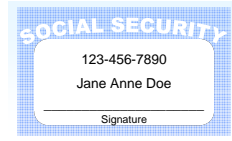
3) Individuals who want to receive Medicaid benefits must give us a social security number or apply for one. Individuals in the same household who do not want to receive Medicaid benefits do not have to give us a social security number. You can give us social security numbers voluntarily. If you do, we will use your social security number to verify income. We may also use your social security number to contact other health insurers and explore for other health coverage to pay all or part of your medical bills.

4) For food assistance, the social security number will be used to check the identity of household members, prevent duplicate participation, and make mass changes easier. If you apply for or are receiving food assistance

benefits, your social security number may be used for a felony warrant match or a match of persons in violation of probation or parole. If a match is found, your current address and photograph may be released to appropriate law enforcement agencies when it is determined that there is an outstanding felony warrant or you are in violation of probation or parole.

### **All persons in your household who want to receive food assistance must give us their social security number.**

If anyone in your household does not want to give us information about his or her social security number, that



person can be designated a "non-applicant." This means that person will not be considered an applicant and will not be eligible for food assistance benefits. "Non-

applicant" household members are still required to answer questions that affect the eligibility of the "applicant" household members, such as information of income, resources, striker status, and Intentional Program Violations (IPVs). The income and resources of all "non-applicant" household members must be considered when determining the household's eligibility and benefit level. Other members of your household will still be able to get food assistance benefits if they are eligible for benefits.

5) For OWF, DFA, or PRC programs, your social security number may also be used by public children services agencies in relation to the provision of services to families, verification for benefits or services through public children services programs, and protection of children. If you apply for or are receiving OWF, DFA, or PRC, your social security number may be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

### **Each person in your family wanting to receive OWF and DFA benefits must give us his or her social security number.**

We may decide that certain members of your family are ineligible for benefits because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get benefits if they are otherwise eligible. If you want us to decide whether other family members are eligible, you will still need to give us their social security numbers.

6) For cash and medical benefits under the Refugee Resettlement Program, you do not have to provide a social security number. The CDJFS may request that you provide a social security number, but they must tell you how they will use the number and that giving them the number is voluntary.

## Your Reporting Responsibilities



### Cash Programs Reporting Responsibilities

#### Items you need to report if you receive cash assistance.

For cash programs (Ohio Works First, Disability Financial Assistance and Refugee Cash Assistance), you must report to the CDJFS, within 10 calendar days of the date you became aware of the changes in your circumstances, such as:

- You move to another address;
- Someone moves in with you or moves out;
- Any household member's source of income (earned or unearned) changes or it goes up or down;
- Someone gets, changes, or loses a job;
- A child drops out of school;
- There is a change in legal obligation to pay child support;
- A household member becomes pregnant or the pregnancy ends;
- A change in information related to the absent parent;
- A minor parent's living arrangement changes;
- A household member violates a condition of his probation or parole;
- A household member becomes a fugitive felon.

For the Disability Financial Assistance program only, you must also report when:

- The value of what you have (your assets) changes, such as money in the bank, stocks and bonds, cash value of insurance, or you sell or transfer title to a house or lot; and
- A household member receives a non-recurring lump sum payment.

### Food Assistance Reporting Responsibilities



#### Items you need to report if you receive food assistance.

##### Households with no earned income:

If you are applying or reapplying for food assistance benefits and no one in your household has earned income, you must report the following changes to the CDJFS:

**The following changes must be reported within 10 calendar days of the date you became aware of the changes in your circumstances:**

- You move to another address and there is a resulting change in living expenses (rent or mortgage payment, property taxes, house insurance, utilities);
- Someone moves in with you or moves out;
- There is a change in the legal obligation to pay child support;
- The value of what you have (your assets) changes, such as money in the bank, stocks and bonds.

**The following changes in your assistance group's income must be reported within 10 calendar days of the date you receive your first payment as a result of the change:**

- Changes of more than \$50 in your household's total gross monthly unearned income (you do not have to report changes in your OWF or DFA check);
- Any household member's source of income changes;
- Someone starts, changes or loses a job;
- Change in wage rate or salary;
- Change in full-time or part-time job status;
- Any changes in work hours that bring a household member who is an able-bodied adult without dependents (ABAWD) and receiving time-limited benefits below 20 hours per week, 80 hours monthly.

Required changes for these food assistance households are listed on the "Change Report for Assistance Groups with No Earned Income" (JFS 07443), and can be reported on this form, by telephone, or in person by a member of the household.

##### Households with earned income:

If you are applying or reapplying for food assistance benefits and someone in your household has earned income, you must report the following to the CDJFS within 10 calendar days after the last day of the month in which the change first happens (provided you have at least 10 calendar days to report the change):

- If your gross monthly income is more than the gross monthly income limit for your household size shown on your food assistance approval or change notice; and/or
- Any changes in work hours that bring a household member who is an able-bodied adult without dependents (ABAWD) and receiving time-limited benefits below 20 hours per week, 80 hours monthly.

Required changes for these food assistance households are listed on the "Change Report for Assistance Groups with Earned Income" (JFS 04196), and can be reported on this form, by telephone, or in person by a member of the household.

##### Food Assistance Benefits Only:

To receive a deduction for the following expenses you must report and provide verification to your caseworker of:

- rent or mortgage payment;
- utility and/or shelter costs;
- medical expenses;
- dependent care expenses; and
- legally obligated child support paid to a non-household member.

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

## Information on Citizenship and Immigration Status

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We will ask for proof of citizenship and immigration status for every person in your household who wants to receive assistance.

### 1) Medicaid

Individuals who want to receive Medicaid benefits must give us information about citizenship or immigration status. If you are applying for a child, you must give us information about citizenship or immigration status of the child. Individuals in the same household who do not want to receive Medicaid benefits do not have to give us information about citizenship or immigration status.

Individuals who are applying for alien emergency medical assistance do not have to give us information about citizenship or immigration status.

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### 2) Food Assistance

All persons in your household who want to receive food assistance must give us information about citizenship or immigration status. If anyone in your household does not want to give us information about his or her citizenship or immigration status, that person can be designated a non-applicant. This means that person will not be considered an applicant and will not be eligible for food assistance. Non-applicant household members are still required to answer questions that affect the eligibility of the applicant household members, such as information of income, resources, striker status, and Intentional Program Violations (IPVs). The income and resources of all non-applicant household members must be considered when determining the household's eligibility and benefit level. Other members of your household will still be able to get food assistance if they are eligible for benefits.

### 3) OWF and DFA

Each person in your family wanting to receive OWF and DFA benefits must give us information about immigration or citizenship status. We may decide that certain members of your family are ineligible for benefits because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get benefits if they are otherwise eligible. If you want us to decide whether other family members are eligible for OWF and DFA, you will still need to tell us about their citizenship or immigration status. You also will need to tell us about your family's income and answer the other questions asked by the CDJFS.

### 4) Refugee Resettlement Program

For cash and medical benefits under the Refugee Resettlement Program, you must tell us about the citizenship and immigration status of everyone in your family. We may decide that certain members of your family are ineligible for benefits because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get benefits if they are otherwise eligible. If you want us to decide whether other family members are eligible for cash and medical benefits under the Refugee Resettlement Program, you will still need to tell us about their citizenship or immigration status. You also will need to tell us about your family's income and answer the other questions asked by the CDJFS.

## Food Assistance Penalty Warning

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To make sure your household is eligible and receives the correct amount of food assistance benefits, federal, state and local officials will check the information you give us. The information will be checked by using the state income and eligibility verification system, the disqualified recipient subsystem, other computer

**We check the information you give us to make sure that you are receiving the correct amount of assistance.**

matching systems, program reviews and audits. Some information may also be sent to the immigration and naturalization service to see if the information you gave us is correct. Information about persons not providing social security numbers will not be

shared with the U.S. Citizenship and Immigration Services (USCIS). The information you give us may also be checked by other federal aid programs, and federally-aided state programs, such as school lunch, OWF, and Medicaid. If you give us wrong information on purpose, you may be denied food assistance benefits, and legal action may be taken against you. If you are issued too many benefits, you may also have to pay back the amount of benefits that you should not have received.

If a food assistance overpayment claim arises against your household, the information collected on the application, including all social security numbers, may be referred to other Federal and State agencies, as well as private collection agencies, for overpayment claims collection action.

The providing of any requested information, including the social security number of each household member, is voluntary. However, failure to provide requested information to establish your eligibility for assistance will result in the denial or reduction of food assistance benefits to your household. Failure to provide a social security number will result in the denial of food assistance benefits to each individual failing to provide a social security number. Any social security numbers provided will be used and disclosed in the same manner as social security numbers of eligible household

members. Information collected on the application may be disclosed to law enforcement officials for the purpose of apprehending persons fleeing to avoid the law.

Any member of your household who breaks any of the following rules on purpose will not be able to get food assistance benefits for 12 months after the first time and 24 months after the second time. The third time a member breaks the rules, he/she will never get food assistance benefits again. A court can also order an individual off the program for an additional 18 months. Depending on the amount of benefits involved, the individual can also be fined up to \$250,000, sent to jail for up to 20 years, or both.

Do not give false information, or hide information, to get or continue to get food assistance benefits. Do not trade or sell food assistance benefits. Do not alter any authorization document to get food assistance benefits you are not entitled to receive. Do not use someone else's food assistance benefits for your household. Do not use food assistance benefits to buy ineligible items, such as alcoholic drinks and tobacco.

Any member of your household who is found guilty in a court of law of buying or selling firearms, ammunition or explosives in exchange for food assistance benefits will never be able to get food assistance benefits again. Any member of your household who is found guilty in a court of law of buying or selling controlled substances (illegal drugs or certain drugs for which a doctor's prescription is required) in exchange for food assistance benefits will not be able to get food assistance benefits for 24 months for the first offense and permanently for the second offense. Any member of your household who is convicted in a court of law of trafficking food assistance benefits for an aggregate amount of \$500 or more will never be able to get food assistance benefits again.

Any member of your household found to have made a false statement or knowingly provided false information with respect to identity and residence in order to receive more than one benefit at the same time will not be able to get food assistance benefits for 10 years.

We may check our records and records from other states to see if any person in your household has broken food assistance rules before and should not be getting food assistance benefits because he/she has not finished serving a disqualification period for breaking the rules.

## OWF Penalty Warning

Knowingly giving false information to get OWF benefits to which you are not entitled can result in you and your family not receiving OWF until you repay the amount of OWF you should not have received. Knowingly giving false information could also result in prosecution.

## Automatic Assignment of Child Support & Spousal Support (OWF Only)

Participation in OWF automatically results in assignment to the State of Ohio of your right to all support owed to you and the minor children (assistance group) that is unpaid as of this date, and all support due to you and the children during the time you are on OWF. This assignment also covers some support amounts unpaid at the time you leave OWF, but the amount kept by ODJFS will not be more than the amount of OWF paid on your behalf. The assignment includes both rights to child support and spousal support. If you receive support directly from the absent parent, you must turn it over to the child support enforcement agency. The assignment is effective the first of the month following the date OWF is approved. Any support you receive before it is assigned to the State will be included in the budget to determine how much OWF you may be eligible to receive for the first few months after you apply.

## Automatic Assignment of Third Party and Medical Support Payments

You must tell the CDJFS about any medical coverage you have or if someone else is legally responsible for paying medical expenses for you or members of your family. Medicaid does not pay medical expenses that a third party (such as a private health insurer) is supposed to pay.

You must agree to help establish paternity (who the legal father is) for each child who gets assistance from Medicaid, and include medical support payments in the child support order.

When you accept assistance from Medicaid, you must agree to transfer to ODJFS your right to medical payments from a third party for the time you are receiving Medicaid. If you receive money directly from insurance or any other third party to cover medical expenses that Medicaid has paid on your behalf, or on behalf of anyone you are legally responsible for, ODJFS has the right to recover that money from you.

When you accept medical services under Disability Medical Assistance (DMA), you must agree to transfer to the CDJFS your right to medical payments from a third party for the time you are on DMA. If you receive money directly from insurance or any other third party to cover medical expenses the CDJFS has paid on your behalf, the county agency has the right to recover that money from you.

## Quality Control Review

Cases are chosen at random throughout the state to make sure that people are eligible for the assistance they receive and that payments are in the correct amount. You must cooperate if your case is reviewed.

If you are receiving OWF and do not cooperate if your case is reviewed, you may be ineligible to receive OWF for up to three months.

## Civil Rights Information

Title VI of the Civil Rights Act of 1964 allows us to ask for racial/ethnic information. You do not have to give us this information. However, giving us this information will help us to follow the federal Civil Rights Law. If you do not want to give us this information, it will have no effect on your case. If you do not give us this information, the worker will enter an answer.

## Religious Agencies

The CDJFS has agreements with other agencies to provide services to families who may be receiving PRC or act as worksites to families receiving OWF. Some of the services or worksites may be held at religious agencies, such as churches.

If you do not want to go to a religious agency for services or as your worksite, your worker will provide you with another agency for your worksite or to provide services.

## Questions or Complaints about Your Civil Rights

If you believe you have been delayed or denied services for which you were eligible because of your race, color, national origin, sex, age, disability, religion or political beliefs, you can contact the following agencies with your questions or file a complaint. If you submit a complaint in writing, you must include the time, place, persons involved, the nature of the complaint, any evidence of discrimination, and your name, address and phone number.

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

### USDA

Director, Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-9410  
Telephone: (202) 720-5964 (Voice and TDD)

### HHS

Director, Office for Civil Rights  
Room 506-F  
200 Independence Avenue, S.W.  
Washington, D.C. 20201  
Telephone: (202) 619-0403 TDD: (202) 619-3257

OR:

### The Ohio Department of Job & Family Services

Bureau of Civil Rights  
30 E. Broad Street, 37th Floor  
Columbus, Ohio 43215-3414  
Telephone: (614) 644-2703 Toll Free: 1-866-227-6353  
TTY: (614) 995-9961 TTY Toll Free: 1-866-221-6700 Fax: (614) 752-6381