

Eligibility Review

If you need help reading or completing this form, please ask us for help.
Keep this page for your records.

How do I apply for cash or food assistance?

- You can **start** the process now by submitting this review at a community services office. It must have your name, address, and signature or the signature of your authorized representative. You can file your review now even if it only contains these three items.
- You may get more benefits or get them sooner if you complete the form by answering the questions, signing page seven and giving us your review and any other information we ask for as soon as you can.
- You can take your review to a local office or fax to 1-888-338-7410. See www.dshs.wa.gov for locations.
- Mail your review to one of the following:

DSHS	DSHS
CSD-Customer Service Center	Home and Community Services – Long Term Care Services
PO Box 11699	PO Box 45826
Tacoma, WA 98411-6699	Olympia, WA 98504-5826
- You can fill out this review online at www.washingtonconnection.org
- **This Eligibility Review form can only be used to renew coverage for the Washington Apple Health programs listed on this form. For other health care coverage you must apply either online at www.wahealthplanfinder.org, by calling 1-855-923-4633, or by using the HCA Application for Health Care Coverage (HCA 18-001).**

How soon can I receive help with food and cash?

- If you need food assistance right away, fill in Questions 1 through 14 and take this form to your local office. We decide if you are eligible for food assistance *within 7 days* if you show proof of your identity *and* meet eligibility rules.
- We issue benefits by the day after we decide you are eligible.
- Food assistance usually starts the day we receive your application.
- Cash assistance usually starts the day we have all the information to decide you are eligible.
- We must decide if you are eligible for Food Assistance within 30 days of the date you submit your application.
- If you are submitting your application from an institution, the start date is the date of your release or discharge.

If you're applying for Food Assistance and other programs:

We must follow the SNAP rules for processing your application. This includes processing the application within time limits, issuing proper notices, and advising you of your administrative rights. We cannot deny your Food Assistance just because your application for other assistance programs was denied.

Civil Rights and Nondiscrimination

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.

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, audiotope, 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 to:

1. **mail:** Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** FNSCIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.

Immigration Status and Social Security Numbers

You may get assistance for some people you live with even if others you live with can't because of their immigration status. You must tell us the immigration status of anyone who applies. Immigration status of household members may be verified by USCIS (formerly known as INS). Information received from USCIS may affect eligibility and benefit amounts. We have health care coverage that may cover some aliens.

Under Federal Law (42 CFR § 435.910, 45 CFR §205.52, 7 CFR §273.6), you must give us the Social Security Number (SSN) for anyone you live with who applies for Washington Apple Health, TANF, or food assistance. We may also need SSNs of parents and spouses who live with you but don't apply. We have health care coverage for some people who don't have SSNs.

Citizenship and Identity for Washington Apple Health

U.S. citizens must prove citizenship and identity to receive Washington Apple Health. We can help you obtain the proof. If we need a document that will cost you money, we send for it and pay the cost. We don't need proof for anyone in your household who receives Medicare, Social Security Disability Insurance (SSDI) based on their own disability or Supplemental Security Income (SSI).

Repaying the State for Medical and Long Term Care

Under Washington State Estate Recovery law (RCW 41.05A.090, RCW 43.20B.080), your estate may need to pay back the costs the State paid for certain types of medical and long-term services and supports you received after you turned age 55. There is no age limit if you received state-only funded services. Estate Recovery begins after your death; payment is due after the death of your surviving spouse, or when your child(ren) turns age 21, unless the child was blind/disabled at your time of death. The State can file a pre-death lien on your real property, at any age, if you live in a nursing home and are unlikely to return home. The State can collect on this lien if you sell or transfer the property, or after your death. If you return home the State removes the lien. For more information, including a list of services subject to Estate Recovery, see Chapter 182-527 WAC.

Privacy and Your Cash and Food Assistance

The Food and Nutrition Act of 2008, lets us collect the information we ask for on the application. Providing the requested information is voluntary, however, failure to provide information without a good reason can result in the denial of Basic Food benefits. We verify some information with computer matching programs, including the federal Income and Eligibility Verification System (IEVS).

We use this information to:	We may give this information to:
<ul style="list-style-type: none"> • Decide who is eligible for our programs. • Collect overpayments for food assistance. • Manage our programs. • Make sure we follow the law. 	<ul style="list-style-type: none"> • Federal and state agencies for official use. • Law Enforcement agencies pursuing people who are fleeing to avoid the law. • Private collection agencies to collect food assistance overpayments.

Information reported to the Department of Social and Health Services may affect eligibility for health care coverage administered by the Health Care Authority and the Health Benefit Exchange.

Food Assistance Penalty Warning

We check with other agencies that your information is correct. If any information is incorrect, the persons who apply may not get Food Assistance.

Any member who breaks any of the rules on purpose can be:

- Subject to prosecution under other applicable Federal and State laws.
- Barred from the SNAP for one year to permanently.
- Fined up to \$250,000.
- Imprisoned up to 20 years.
- Barred from SNAP for an additional 18 months if court ordered.

If a court finds you guilty of:

Receiving benefits in a transaction involving:

You may be:

- The sale of a controlled substanceDisqualified from two years to permanently.
- The sale of firearms, ammunition, or explosivesPermanently disqualified.
- Trafficking benefits of more than \$500 combinedPermanently disqualified.
- Residency or identity fraudDisqualified for 10 years.

Eligibility Review

Ask us if you need help filling out this form.

For food benefits only, if you're unable to complete this form today, start the process by submitting your **name, address, and signature**. A signature on **Page 7 is required to complete your eligibility review form**. We may need additional information, and to complete an interview to finish your case review.

1. FIRST NAME MIDDLE INITIAL LAST NAME	SIGNATURE OF APPLICANT OR AUTHORIZED REPRESENTATIVE	2. CLIENT IDENTIFICATION NUMBER (IF KNOWN)
3. STREET ADDRESS WHERE YOU LIVE CITY STATE ZIP CODE		4. PRIMARY PHONE NUMBER <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> MESSAGE
5. MAILING ADDRESS (IF DIFFERENT) CITY STATE ZIP CODE		6. SECONDARY PHONE NUMBER(S) <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> MESSAGE

8. I am applying for (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Assisted Living / Adult Family Home |
| <input type="checkbox"/> Food | <input type="checkbox"/> In-Home Long Term Care Services |
| <input type="checkbox"/> Medicare Savings Program | <input type="checkbox"/> Nursing Home |
| <input type="checkbox"/> Hospice | <input type="checkbox"/> Healthcare / Workers with Disabilities (HWD) |
| <input type="checkbox"/> Health Care coverage for the aged, blind, or disabled | |
| <input type="checkbox"/> Tailored Supports for Older Adults Services | |

7. EMAIL ADDRESS

9. I or someone in my household (check all that apply): Are in a domestic violence situation

- Have a disability Can't work because of health problems
 Are pregnant; name: _____ due date: _____

10. How much money do you expect your household to get this month? \$ _____

11. How much money does your household have in cash and bank accounts? \$ _____

12. How much does your household pay for rent or mortgage? \$ _____

13. What utilities does your household pay for? Heating/cooling Telephone Other: _____

14. Is anyone in your household a seasonal or migrant farm worker? Yes No

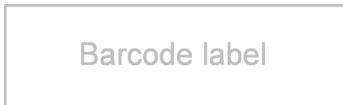
15. If applying for food assistance, how many people in your household do you buy and prepare food for? _____

FOR OFFICE USE ONLY – Household eligible for expedited service: Yes No **Screener's Initials:** _____ **Date:** _____

16. I need an interpreter. I speak: _____ or sign; translate my letters into: _____

17. List everyone in your household even if you are not applying for them (attach additional sheets, if needed).

NAME (FIRST, MIDDLE, LAST)	GENDER	HOW IS THIS PERSON RELATED TO YOU?	DATE OF BIRTH	CHECK IF YOU WANT BENEFITS FOR THIS PERSON	OPTIONAL FOR NON-APPLICANTS			
					SOCIAL SECURITY NUMBER	CHECK IF U.S. CITIZEN	RACE (SEE SAMPLES BELOW)	TRIBE NAME (For American Indians, Alaska Natives)
		Myself		<input type="checkbox"/>		<input type="checkbox"/>		
				<input type="checkbox"/>		<input type="checkbox"/>		
				<input type="checkbox"/>		<input type="checkbox"/>		
				<input type="checkbox"/>		<input type="checkbox"/>		
				<input type="checkbox"/>		<input type="checkbox"/>		
				<input type="checkbox"/>		<input type="checkbox"/>		



APPLICANT'S NAME	SOCIAL SECURITY NUMBER	CLIENT IDENTIFICATION NUMBER
------------------	------------------------	------------------------------

18. My ethnic background is Hispanic or Latino: Yes No

Race and Ethnic background information is voluntary and will not affect eligibility or benefit amounts. This information is used to assure program benefits are distributed without regard to race, color, or national origin. For Food Assistance the USDA requires us to answer for you if no information is provided. We will select "unreported" if you don't provide an answer. **Race examples:** White, Black or African American, Asian, Native Hawaiian, Pacific Islander, American Indian, Alaska Native, or any combination of races.

I. General Information

1. In the past 30 days, I received cash or food from another state, tribe, or other source. Yes No
2. Someone I'm applying for lives outside Washington State: Yes No Who: _____
3. I or someone in my household is a sponsored alien: Yes No Who: _____
4. I or someone in my household age 16 or older is in (check all that apply): High School
 a High School Equivalency Program College Trade School Who: _____
5. Someone is temporarily out of my home: Yes No Who: _____
6. I or someone in my home has served in the U.S. Armed Forces, National Guard, or Reserves or been a dependent or spouse of someone who has served: Yes No If yes, who: _____
7. I am or someone I'm applying for is fleeing from the law to avoid going to court or jail for a felony crime: Yes No
8. I am living in: My own house or apartment Group Home Other: _____
 Facility (list type): _____ Date entered: _____
9. I am: Single Married Divorced Separated Widowed
 In a Registered Domestic Partnership
10. I or someone in my home was convicted of trading Food Assistance for drugs after September 22, 1996: Yes No
11. I or someone in my home was convicted of buying or selling Food Assistance over \$500 after September 22, 1996: Yes No
12. I or someone in my home was convicted of trading Food Assistance for guns, ammunitions, or explosives after September 22, 1996: Yes No
13. I or someone in my home was convicted of getting Food Assistance in more than one State after September 22, 1996: Yes No
14. I or someone in my home is: a. On strike: Yes No b. A boarder: Yes No
15. I or someone in my household has won \$4,500 or more in lottery or gambling winnings: Yes No
If yes, who: _____ Date received: _____
Amount (dollar amount before taxes): _____

II. Health Insurance Information (Not needed for Basic Food)

- I, my spouse, or someone in my household:**
1. Plan to enter, are in, or recently left a medical facility (such as a hospital or nursing home) Yes No
 2. Need help with unpaid medical bills for any of the past three months..... Yes No
 3. Have health insurance: Yes No (check all that apply): Medicare (not Washington Apple Health)
 Tricare Long-Term Care Insurance Indian Health Services
 Other Health Insurance:

III. Resources (Attach Proof; not needed for HWD, or Basic Food)

A resource is anything you own or are buying that can be sold, traded, or converted into cash or money held by others. A resource does not include personal property such as furniture, or clothing. Examples of resources are:

- Cash
- Checking accounts
- Savings accounts
- College funds
- Trusts
- IRA / 401k
- Homes, Land or Buildings
- CDs
- Money market account
- Bonds
- Retirement fund
- Burial funds, prepaid plans
- Business equipment
- Livestock
- Life insurance

APPLICANT'S NAME	SOCIAL SECURITY NUMBER	CLIENT IDENTIFICATION NUMBER
------------------	------------------------	------------------------------

III. Resources (Attach Proof; not needed for HWD, or Basic Food) (Continued)

1. Please list the resources you, your spouse, or anyone you are applying for owns or is buying:

RESOURCE	WHO OWNS	LOCATION	VALUE
			\$
			\$
			\$
			\$
			\$

2. I, my spouse, or someone I'm applying for have cars, trucks, vans, boats, RVs, trailers, or other motor vehicles:

YEAR (E.G., 1980)	MAKE (E.G., FORD)	MODEL (E.G., ESCORT)	CHECK IF LEASED	CHECK IF VEHICLE IS USED FOR MEDICAL PURPOSES	AMOUNT OWED
			<input type="checkbox"/>	<input type="checkbox"/>	\$
			<input type="checkbox"/>	<input type="checkbox"/>	\$

3. I, my spouse, or someone I'm applying for has sold, traded, given away, or transferred a resource in the last five years (including trusts, vehicles or life estates): Yes No
 If yes, what: _____ when: _____

IV. Annuities (Investments made by any household member to receive regular payments now or in the future.)

WHO OWNS THE ANNUITY?	COMPANY OR INSTITUTION?	AMOUNT OR VALUE	MONTHLY INCOME	DATE PURCHASED
		\$	\$	
		\$	\$	
		\$	\$	

If you, or your spouse, have an interest in an annuity and you accept Washington Apple Health Long Term Care, SSI Related or CN coverage, you must name the State of Washington as a remainder beneficiary of the annuity.

V. Earned Income (Attach Proof)

1. I, my spouse, or someone I'm applying for had a job that ended in the past 30 days: Yes No
 2. I, my spouse, or someone I'm applying for has income from work: Yes No
 If yes, please complete this section:

WHO EARNS THIS INCOME _____ EMPLOYER'S NAME AND PHONE NUMBER _____ START DATE _____ Is this job self-employment? <input type="checkbox"/> Yes <input type="checkbox"/> No Monthly self-employment expense amount: \$ _____	GROSS AMOUNT RECEIVED (DOLLAR AMOUNT BEFORE DEDUCTIONS) \$ _____ every: <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Two weeks <input type="checkbox"/> Twice a month <input type="checkbox"/> Month Hours per week: _____ Pay dates (e.g., 1 st and 15 th , or every Friday): _____
WHO EARNS THIS INCOME _____ EMPLOYER'S NAME AND PHONE NUMBER _____ START DATE _____ Is this job self-employment? <input type="checkbox"/> Yes <input type="checkbox"/> No Monthly self-employment expense amount: \$ _____	GROSS AMOUNT RECEIVED (DOLLAR AMOUNT BEFORE DEDUCTIONS) \$ _____ every: <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Two weeks <input type="checkbox"/> Twice a month <input type="checkbox"/> Month Hours per week: _____ Pay dates (e.g., 1 st and 15 th , or every Friday): _____

APPLICANT'S NAME	SOCIAL SECURITY NUMBER	CLIENT IDENTIFICATION NUMBER
------------------	------------------------	------------------------------

VI. Other Income (Attach Proof; Report for All Household Members)

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Unemployment benefits • Social Security income • Tribal income • Gaming income • Educational benefits (student loans, grants, work - study) | <ul style="list-style-type: none"> • Supplemental Security income (SSI) • Child Support or spousal maintenance • Railroad benefits • Rental income | <ul style="list-style-type: none"> • Retirement or pension • Veteran Administration (VA) or military benefits • Labor and Industries (L&I) • Trusts • Interests / Dividends |
|---|--|--|

UNEARNED INCOME TYPE	WHO GETS THE INCOME?	GROSS MONTHLY AMOUNT
		\$
		\$
		\$
		\$

VII. Monthly Expenses

RENT \$	MORTGAGE \$	SPACE RENT \$	HOMEOWNER'S INSURANCE \$	PROPERTY TAXES \$	OTHER FEES \$
------------	----------------	------------------	-----------------------------	----------------------	------------------

What utilities does your household pay for separately from rent or mortgage?

- Heat (Electric/Gas) Electric (Not Heat) Water Home/Cell Phone Sewer Garbage

Another person or agency, such as subsidized housing, helps me pay either all or part of these expenses:

- Yes No If yes, who: _____ What expense: _____ Amount they pay: \$ _____

- I received a Low Income Home Energy Assistance Act (LIHEAA) payment in the past 12 months.

I, my spouse, or someone in my household pay or are supposed to pay (check all that apply):

<input type="checkbox"/> Child or Adult Dependent Care (including transportation costs)	Monthly amount: \$	Who pays:
<input type="checkbox"/> Medical bills for persons with disabilities or age 60 + (including transportation costs and health insurance premiums)	Monthly amount: \$	Who pays:
<input type="checkbox"/> Child support (attach proof)	Monthly amount: \$	Who pays:

If you do not report any of the above listed expenses, we will consider this as a statement by your household that you do not want to receive a deduction for this expense.

VIII. Authorized Representative

An Authorized Representative is someone you allow DSHS to talk with about your benefits. You can name someone, but you do not have to. Do you have an Authorized Representative? Yes No

Is this person your legal guardian? Yes No

Does this person have Power of Attorney? Yes No

You may need to complete the Authorized Representative form (DSHS 14-532) if you are renewing your health care coverage. **For basic food, the Authorized Representative is only valid for the certification period.**

NAME	RELATIONSHIP	TELEPHONE NUMBER
MAILING ADDRESS	CITY	STATE
		ZIP CODE

Authorization for Asset Verification

For Washington Apple Health Aged, Blind or Disabled Medicaid programs only.

I understand the information I provide to apply for or renew assistance will be subject to verification by federal and state officials to determine if it is correct. I authorize the Washington State Health Care Authority (HCA) and Department of Social and Health Services (DSHS) to conduct asset verification to determine my eligibility and to verify the accuracy of my financial information. I understand the HCA and DSHS may investigate and contact any financial institution, state or federal agency, or private database, as part of the asset verification process. I understand this authorization ends when a final adverse decision is made on my application, my eligibility for benefits ends, or if I revoke this authorization at any time by providing HCA or DSHS with written notice. **Should I revoke or refuse to provide authorization, I understand that I will not be eligible for any Washington Apple Health Aged, Blind or Disabled Medicaid program.**

APPLICANT'S NAME	SOCIAL SECURITY NUMBER	CLIENT IDENTIFICATION NUMBER
------------------	------------------------	------------------------------

Voter Registration

The Department offers voter registration services, including automatic voter registration. **Applying to register or declining to register to vote will not affect the services or amount of benefits that you may receive from this agency.** If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with: Washington State Elections Office PO Box 40229, Olympia, WA 98504-0229 (1-800-448-4881).

Do you want to register to vote or update your voter registration? Yes No

If you do not check either box, we will consider you to have decided not to register to vote at this time, unless you are eligible for, and do not decline, automatic voter registration.

Unless you checked "No" above, you may be eligible for automatic voter registration. You are eligible for automatic voter registration if you will be at least 18 years old by the next election, you are a citizen of the United States of America, and DSHS has your name, residential and mailing address, date of birth, verification of citizenship information, and your signature attesting to the truth of the information provided on this application.

Do you want to be automatically registered to vote? Yes No

If you checked the box marked "Yes," or do not check either box and you meet automatic voter registration eligibility requirements, DSHS will send your information to the Office of the Secretary of State and you will be automatically registered to vote.

Declaration and Signatures (Sign below to complete your Eligibility Review.)

I understand I must:

- Give correct information and follow reporting requirements.
- Provide proof I am eligible.
- Assign certain rights to child support, to the State of Washington when I receive Temporary Assistance for Needy Families (TANF). However, I can ask DSHS not to pursue child support if it would endanger me or my children.
- Cooperate with food assistance work requirements.

If I don't do these things, I may be denied benefits or have to pay them back.

I understand I can be criminally prosecuted if I willfully make a false statement or fail to report something I should report.

I authorize DSHS to contact other persons or agencies when necessary to help me get proof that I am eligible.

For cash and food: I have read or had explained to me my rights and responsibilities and received a copy of the Client Rights and Responsibilities, DSHS 14-113. For health care coverage, I have read or had explained to me my rights and responsibilities and received a copy of the Client Rights and Responsibilities, HCA 18-003.

I certify or declare under penalty of perjury under the laws of the State of Washington that the information I gave in this application, including the information concerning citizenship and alien status of the members applying for benefits, is true and correct.

For cash, all adults (or authorized representatives) in the household must sign.

For health care coverage, the applicant (or authorized representative must sign).

For food assistance, both the applicant and authorized representative must sign unless there is a current authorized representative document on file.

APPLICANT'S SIGNATURE (REQUIRED)	DATE	PRINTED NAME OF APPLICANT	CITY AND STATE SIGNED
OTHER ADULT APPLICANT'S SIGNATURE	DATE	PRINTED NAME OF OTHER ADULT	CITY AND STATE SIGNED
HELPER OR REPRESENTATIVE'S SIGNATURE	DATE	PRINTED NAME OF REPRESENTATIVE	CITY AND STATE SIGNED
WITNESS' SIGNATURE IF SIGNED WITH AN "X"	DATE	PRINTED NAME OF WITNESS	