

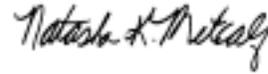
STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES
NASHVILLE, TENNESSEE

July , 2001

Bulletin No. 24
FA-01-18

TO: ALL DISTRICT, COUNTY, AND AREA OFFICES

FROM: NATASHA K. METCALF, COMMISSIONER



SUBJECT: ATTACHMENT TO APPLICATION

The attached notice explains the new policy concerning social security numbers and persons who are not applying for assistance. We referred to this new notice on page 7 of Bulletin 17 dated June 12, 2001.

This notice must be attached to **all** applications for food stamps, Families First and Medicaid effective July 1, 2001. This includes all initial applications, recertifications, and redeterminations; i.e., any time an application form is used, the new attachment must accompany it. The notice must be detached from the application and given to the applicant/recipient upon completion of the interview.

We had hoped to provide you with an initial supply, but that is not possible with the close-out of the current fiscal year. Please make copies for your county's use locally until we can have a supply printed and available in Central Stores.

Clarification of Bulletin 17

On page 4 under "Reporting of Illegal Aliens," the first bullet point under the second paragraph currently says "the alien specifically states that he/she is in the U.S. illegally; **and/or** . . ." Line through that bullet point so that the new first bullet point begins with "the alien presents documentation . . ." This modification will clarify that the alien's unsupported statement is not evidence for INS reporting purposes that he/or she is in this country illegally, and that we do not begin the process of reporting the illegal alien **unless** the alien actually presents documentation, such as an order of deportation, that he or she is an illegal alien.

When an individual inquiring about eligibility for Family Assistance programs tells us he/she is an illegal alien, the worker should explain the eligibility requirements for Families First, Food Stamps, and Medicaid and that he/she may choose to be a non-applicant, but may apply for assistance for other family or household members who are U.S. citizens or legal aliens. The worker should further explain that a person who chooses to be a non-applicant would NOT be giving up the right to apply for Emergency Medicaid, which is available to illegal aliens. These options should be explained to the individual so that she/he can make an informed choice as to whether to be an applicant or a non-applicant.

If you have any questions, please forward them to the state office through your district Program Supervisor.

NKM:BD

IMPORTANT NOTICE TO ALL WHO APPLY

This application asks you to tell us the Social Security numbers, citizenship and immigration status of everyone in your household. **You may not need to give us this information.** This notice tells you when you must give this information and when it is voluntary.

For Medicaid, Food Stamps and Families First benefits:

- **Anyone who wants to receive any of these benefits** must tell us about his or her citizenship and immigration status. You must also give us your social security number. If you do not have a social security number, you must get one. We can help you get one and still take your application today. This will not delay your application.
- **If you or anyone else in your home does not want to receive benefits**, then you do not have to tell us about your social security number, citizenship or immigration status. Other members of your household can still get benefits if they qualify. You can give social security numbers to us voluntarily. It will help us to find out your family's income. **However**, if you give us your social security number, or we already have it in our records, or if we get it later, we have to treat you like you are applying for benefits and use it to determine your eligibility.
- **If you are applying only for emergency Medicaid**, you do not have to provide information on your social security number, citizenship or immigration status.

FREE INTERPRETERS – If you need help understanding English, please let us know. We will get either an interpreter or interpreter service to help you talk to us. **This is free.** We can still take your application today and this will not delay your application.

IMPORTANT INFORMATION ABOUT CHILD SUPPORT – To get Families First cash payments, you must send in any child support for the children on the Families First case. However, you may be able to get some or all of the child support back. This means that you may be able to get Families First cash payments and child support at the same time. We call these payments child support pass through payments.

The amount of the child support pass through payment will depend on the unmet need in your Families First budget. We figure the unmet need based on:

- how much child support is paid;
- how many people are in the Families First case; and
- how much other income they have.

You can ask your caseworker how much your unmet need is.