

EXAMPLES:

Here are some examples of what your family independence specialist may need to know and some examples of what you may need to provide when you ask for assistance:

Where you live and what housing costs you have:

- Your last rent or mortgage payment receipt.
- Gas, electricity, water and other utility bills or receipts.
- Tax receipts on your property.

Who you are and who is in your family:

- Driver's and marriage license.
- Birth certificates and Social Security numbers of family members.
- Alien registration cards.

Why you or your children are without support:

- Divorce or separation papers.
- Death certificates.

If there is a relative who is absent who should be providing support:

- Tell us who and where the absent person is.
- Help us to get support from them if they are responsible for you or your children's care.

If you own any property:

- Copies of life and health insurance policies.
- Checking and/or savings account records.
- Title for any car you own.
- Title and value of any real estate you own.

How much money you get from working:

- Your paycheck stubs from recent paydays.

How much money you get from any other place:

- Check or award letter from Social Security, Veterans Administration or unemployment benefits.
- Money you get from child support payments.

IMPORTANT!

The department can help you gather the required information if you have trouble getting it. Please tell your specialist if you need help.

MISTAKES:

If you accidentally give us wrong information or forget to provide important facts about your situation and then receive public money for which you are not eligible, you may be required to pay back all or part of that money.

If you discover that you made a mistake, contact your specialist immediately and give the correct information.

FRAUD:

If it is suspected that you deliberately gave wrong information to the Department of Human Services or received benefits that you know you are not entitled to, you will be investigated. Based on the investigation you may have to pay back the benefits or be prosecuted, or both. Fraud is a crime.

This pamphlet is not a legal document. It is a general description of programs, services, benefits and eligibility requirements for getting help from the Department of Human Services. For more details about the information in this pamphlet, ask a family independence specialist. You may also consult the DHS Net: www.michigan.gov/dhs

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Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

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Previous editions are obsolete.



QUESTIONS AND ANSWERS

WHAT YOU NEED TO KNOW ABOUT THE DEPARTMENT OF HUMAN SERVICES

The Department of Human Services is required by state law to help individuals and families met financial, medical, and social needs; assist people to become self-sufficient; and help protect children and adults from abuse, neglect and exploitation.

You have a right, by law, to apply for help. If you do, you must give the Department of Human Services complete and correct information about you and your family to help determine your eligibility.

This pamphlet is to help you understand your rights and your responsibilities and some of the kinds of help you can get from the Department of Human Services.



STATE OF MICHIGAN
Department of Human Services



PROGRAMS

Family Independence Program (FIP) - FIP provides case assistance to eligible families with children and pregnant women who need temporary support because one or both parents are gone, unemployed or too sick to work.

Food Assistance Program (FAP) - FAP raises the food purchasing power for low-income families. Benefits for this and other cash programs are accessed by using a Bridge Card similar to an ATM card.

State Emergency Relief Program (SER) - SER pays for certain shelter costs and other essential items in emergency situations.

State Disability Assistance (SDA) - SDA provides money to temporarily disabled adults without dependent children.

Medicaid (Medical Assistance or MA) - MA pays for many types of medical care for low-income families and individuals.

Adult Medical Program (Adult Benefit Waiver) - Pays for basic outpatient medical care for low income adults that do not qualify for Medicaid.

Child Development and Care Program (CDC) - CDC pays for child care services for FIP recipients and qualifying low-income families.

Department of Human Services Programs - The Department of Human Services can provide other help to people in Michigan. Some of these services are:

- Family preservation services.
- Protective services for children and adults.
- Foster care for children and adults.
- Independent living services to adolescents.
- Adoption services and subsidies.
- Help with domestic violence problems.
- Prevention and treatment services for youthful offenders.
- Referral to employment and training and employment support services.
- Family support services to help families become self-sufficient.

YOU HAVE A RIGHT TO:

- **Ask the Department of Human Services for help** — and get help if you qualify.
- **Have the information you give to the Department of Human Services kept private.** Case information is confidential and protected by Michigan laws. Some information is shared with other state and federal agencies for the purpose of determining your eligibility.
- **Be accompanied by someone of your choice** at any time while conducting your business with the Department of Human Services.
- **Have the fastest action possible taken** on your application. We are required by law to take action within certain time frames for each program. Your cooperation in providing all the information we ask for will help us to help you as soon as possible.
- **Ask for a hearing** if you disagree with any decision made or action taken (or not taken) that affects you. First you should talk to your specialist. If you are still not satisfied you may ask for a hearing. You can:

- Pick up a hearing form at the Department of Human Services.
- Fill out the form in your own words.
- Return the hearing form to the local Department of Human Services office.
- Request a pre-hearing conference with a supervisor.

APPLICATION PROCESS:

Department of Human Services will need to ask you certain questions and we will ask you to follow certain rules.

- You may need to help us get child support from the absent parent of your child.
- You will have to attend work training orientation to qualify for cash assistance.
- While getting help from the Department of Human Services you may be required to report changes in your income, household members, starting or stopping a job, etc. You will be told which changes you need to report. If you do need to report, you will need to do so in ten days.
- You must truthfully answer all questions on the application and those asked by the Department of Human Services.
- You should gather and bring in all requested additional information promptly.