

■ PRACTICE KIT 11 ■

Teens Aging Out

Revised July 2018

Teens Aging Out

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Financial Checklist

Checking and Savings Accounts

Youth should do their research before choosing to establish a checking and savings account at a bank. Youth should review the services offered by different banks and the fees associated with these services. Youth should also explore whether the bank requires the youth to maintain a certain minimum amount of money in each account or whether there are limits on how much money a youth can withdraw from each account. Youth may need to have multiple forms of identification in order to successfully establish a checking and savings account.

Debit Cards

A debit card is a card which automatically withdraws cash from your checking account. Accordingly, the card basically functions as cash. The pros of debit cards are that they are often more convenient and safer than cash and youth can't rack up debt as they could on a credit card. However, youth must track the amount of money they are spending on the debit card because they can incur overdraft fees as a result of spending more than is available in their checking account.

Credit Cards

Credit cards are often seen as an "easy" way to make purchases. Credit cards can also help youth build a credit history. However, overusing a credit card can be a costly mistake. Youth who decide to undertake the responsibility of a credit card should aim to start with just one card, which they pay off in full and on-time each month. Youth should also be sure to pay attention to credit limits, annual interest rates, and fees associated with credit card usage. In addition, if a youth is under 21 years old, the card issuer cannot issue a credit card unless youth can show an independent ability to make the minimum periodic payment on the account or someone at least 21 years old guarantees or otherwise agrees to be liable on the account. The guarantee may come from anyone at least 21 years old with the financial ability to make the payments and does not have to come from youth's parents.

Quick Tips for Managing Your Money

This is a special guide for young adults provided by the Federal Deposit Insurance Corporation packed with strategies and tips to navigate the complex world of credit, banking, and general financial management. The guide is accessible [here](#)

Monthly Budgeting

In this practice kit is a sheet to help youth budget. Monthly budgeting is a way for youth to track their income and expenditures and to practice financial responsibility. [Click here for the monthly budgeting sheet.](#)

Credit Reports

The nation's consumer protection agency, Federal Trade Commission, answers the frequently asked questions regarding the importance of reviewing one's credit report, how to request a credit report, how to read a credit report and how to correct any inaccuracies on the credit report. This helpful guide can be found [here](#)

Understand Your Credit Score

Consumer Financial Protection Bureau offers guidance on interpreting the calculation used to determine one's credit score. This guide also offers tips on how to raise one's credit score. All this and more can be found [here](#)

Building a Better Credit Report

This Federal Trade Commission guide take a deeper dive in to the complexities of one's credit report. Topics focus on how negative information on the report can impact buying a car, home and even employment and how to address this negative information. The guide can be accessed [here](#)

Making Money Grow

Youth in care are eligible to participate in this program starting at age 15. The program offers a 10-module online curriculum to help youth develop basic financial literacy and financial management skills. There are also workshops on banking, credit scores, credit cards, student loans, and mortgages, among other relevant topics. Social workers or other professionals can refer a youth by contacting Brian Stone at 202-909-3737. More information available [here](#)

Child and Family Services Agency

Office of Youth Empowerment

M.M.G

MAKING MONEY GROW



Everfi Online Platform

Match Savings

Financial Stabilization

Building Futures

The Goal:

Financial Education enables young developing professionals to start positive habits early such as saving money and budgeting, as well as avoid making “wrong” decisions that could result in years of financial pain, such as incurring an unmanageable level of credit card debit.

CFSA FINANCIAL LITERACY PROGRAM (MMG) STEPS & REQUIREMENTS



Age 15	<ul style="list-style-type: none"> Youth Invest \$500 Match Savings \$500
Age 16	<ul style="list-style-type: none"> Youth Invest \$500 Match Savings \$500
Age 17	<ul style="list-style-type: none"> Youth Invest \$500 Match Savings \$500
Age 18	<ul style="list-style-type: none"> Youth Invest \$1,000 Match Savings \$2,000
Age 19	<ul style="list-style-type: none"> Youth Invest \$1,000 Match Savings \$2,000
Age 20	<ul style="list-style-type: none"> Youth Invest \$1,000 Match Savings \$2,000
TOTAL POTENTIAL MATCHED SAVINGS	• \$12,000

15 -17 Years Old

OPEN MATCH SAVINGS ACCOUNTS
Matched (1:1)

Everfi Online 10 Module Platform
Must Be Completed Within 6 Months of Starting Everfi

18 - 20.5 Years Old

OPEN MATCH SAVINGS ACCOUNTS
Matched (1:2)

Everfi Online 10 Module Platform
Must Be Completed Within 6 Months of Starting Everfi

Instructions for the Everfi Online Platform

1. Go to WWW.EVERFI.COM/LOGIN
2. Click on “Sign Up” in the top right corner
3. Enter your registration code/class code (fca43dfa)
4. Click “I am a student”
5. Enter your name, create a unique username, password and enter your email. Then click Finish.
6. Click the blue “Get Started” Button and begin with the Overview.

Frequently Asked Questions

What is matched savings? Matched saving provides YDP with the opportunity to develop the skills to save and build assets. YDP who enroll in the program will receive one-on-one financial coaching and will be matched 1:1 (15 – 17 years old) or 1:2 (18 – 21 years old) for a maximum amount per year.

What is CAAB? Capital Area Asset Builders is a local non-profit organization granted by CFSA to manage the matched savings program for YDP.

How do I enroll in the Match Savings Program? YDP are able to join by attending an CAAB held the last Thursday of each month from 5-6pm or scheduling a one on one with Deon Myers.

Can I use the matched savings money however I want?

No. The matched money can only be withdrawn for allowable uses, which include:

- Education – Tuition, textbooks, and school fees
- Housing – Security deposits, rent, or a down payment on a home
- Vehicle expenses – Car, insurance, taxes and fees
- Start up business pursuits
- Healthcare, health insurance, or other medical expenses

What if I want to use my saved money for something other than the allowable use? You can voluntarily dis-enroll from the program and withdraw your personal savings; however you will not have access to the funds matched by CFSA. If you want to use the match savings funds then you need to submit a special request to CFSA for consideration

How can I participate if I’m away at college?

The modules can be completed online and your deposits into your savings account can be done via online banking. The orientation for the matched savings program can be completed via telephone or internet on a one to one basis.

Is this mandatory? No. However, we INSIST that all YDP participate.

What is the quarterly \$250 requirement? This requirement was developed to develop habitual savings instead of lump sum deposits.

Who should I contact if I have any questions? Deon Myers (202)727-7329 or deon.myers2@dc.gov

***YDP = Young Developing Professionals

MATCHED SAVINGS PROGRAM APPLICATION

Applicants must provide all requested information and documentation in order to be considered for participation in the matched savings program. Any information provided to OYE/CAAB is treated as confidential and will be used for internal purposes only.

APPLICANT INFORMATION:

FULL NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE _____

DC WARD: _____ HOME PHONE: _____ WORK PHONE _____ CELL PHONE _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY NUMBER: (OR ITIN): _____ DOB: _____

GENDER: ___M ___F

HOW DID YOU HEAR ABOUT US? _____

MARTIAL STATUS: ___SINGLE ___DIVORCED ___MARRIED ___WIDOWED

PRIMARY LANGUAGE: ___ENGLISH ___SPANISH ___AMHARIC ___OTHER

RACE/ETHNICITY: ___BLACK/AFRICAN AMERICAN ___ASIAN/PACIFIC ISLANDER ___HISPANIC/LATINO
___NATIVE AMERICAN/AMERICAN INDIAN ___WHITE/CAUCASIAN ___OTHER

WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED? (CHECK ONE)

___ K – GRADE 8

___ HIGH SCHOOL

___ GED

___ VOCATIONAL/TRADE/TECHNICAL SCHOOL

___ COLLEGE – 2 YEAR DEGREE

___ COLLEGE – 4 YEAR DEGREE

___ GRADUATE SCHOOL – MASTER’S DEGREE

___ GRADUATE SCHOOL - PHD

WHAT IS YOUR CURRENT EMPLOYMENT STATUS? (CHECK ALL THAT APPLY)

- ___ STUDENT
- ___ FULL TIME (EMPLOYER NAME)
- ___ PART TIME (EMPLOYER NAME)
- ___ SELF EMPLOYED
- ___ UNEMPLOYED/LOOKING FOR WORK
- ___ HOMEMAKER/NOT LOOKING FOR WORK
- ___ RETIRED

THE FOLLOWING QUESTIONS ARE FOR OYE/CAAB GRANT REPORTING PURPOSES. THE ANSWERS WILL NOT AFFECT YOUR IDA ELIGIBILITY. PLEASE CIRCLE "Y" FOR YES AND "N" FOR NO.

- Y N HAVE YOU EVER BEEN A TANF OR AFDC RECIPIENT?
- Y N ARE YOU CURRENTLY RECEIVING TANF?
- Y N ARE YOU CURRENTLY RECEIVING FOOD STAMPS?
- Y N ARE YOU CURRENTLY RECEIVING SSI OR SSDI?
- Y N DO YOU CURRENTLY HAVE HEALTH INSURANCE?
- Y N DO YOU CURRENTLY HAVE LIFE INSURANCE?

- Y N DO YOU PLAN TO USE DIRECT DEPOSIT WITH YOUR MATCHED SAVINGS ACCOUNT?

APPLICANT INCOME INFORMATION

- FULL-TIME OR PART TIME EMPLOYMENT \$ _____
- SELF EMPLOYMENT \$ _____
- GOVERNMENT ASSISTANCE (TANF, SSI) \$ _____
- CHILD SUPPORT \$ _____
- MONEY FROM FAMILY/FRIENDS \$ _____
- OTHER: (SPECIFY) _____ \$ _____

APPLICANT ASSETS & LIABILITIES

ASSETS

- ___ CAR VALUE: \$ _____ LOAN BALANCE: \$ _____
- ___ HOME VALUE: \$ _____ LOAN BALANCE: \$ _____
- ___ OTHER PROPERTY VALUE: \$ _____ LOAN BALANCE: \$ _____

___ CHECKING ACCOUNT	AMOUNT: \$ _____	SAVINGS ACCOUNT: \$ _____
___ RETIREMENT ACCOUNT	AMOUNT: \$ _____	COLLEGE SAVINGS: \$ _____
___ STOCKS/BONDS	AMOUNT: \$ _____	\$ _____
___ OTHER	AMOUNT: \$ _____	\$ _____
TOTAL ASSETS		\$ _____

LIABILITIES

___ STUDENT LOANS	AMOUNT: \$ _____	
___ MEDICAL LOANS	AMOUNT: \$ _____	
___ CREDIT CARD BILLS	AMOUNT: \$ _____	
___ MONEY BORROWED	AMOUNT: \$ _____	
___ UNPAID HOUSEHOLD BILLS	AMOUNT: \$ _____	
___ OTHER (EXPLAIN):	_____	
___ OTHER (EXPLAIN):	_____	
TOTAL LIABILITIES		\$ _____

NET WORTH (ASSETS MINUS LIABILITIES) \$ _____

MEDIA REQUESTS:

OYE/CAAB MAY RECEIVE REQUESTS FROM REPORTERS AND OTHER MEDIA REPRESENTATIVES FOR MATCHED SAVINGS PROGRAM WHO WOULD BE WILLING TO BE INTERVIEWED FOR NEWS STORIES AND OTHER PRESS REGARDING THE MATCHED SAVINGS PROGRAM. WOULD YOU BE WILLING TO BE PLACED ON A LIST OF POSSIBLE INTERVIEWEES?

___ YES ___ NO

BY SIGNING BELOW I VERIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS ACCURATE AND COMPLETE.

APPLICANT NAME

DATE

OTHER CONTACT INFORMATION

NAME: _____

TITLE (IF APPLICABLE): _____

AGENCY AND ADDRESS: _____

OFFICE PHONE NO.: _____

CELL PHONE NO.: _____

CURRENT CAREGIVER OR GUARDIAN

NAME: _____

TITLE (IF APPLICABLE): _____

AGENCY AND ADDRESS: _____

HOME PHONE NO.: _____

OTHER PHONE NO.: _____

Account Opened Date: _____

Applicant Last Name: _____

CFSA Grant Period: 11/22/2014 – 11/21/2016__

SAVINGS PLAN AGREEMENT

This Savings Plan Agreement between Office of Youth Empowerment (OYE), Capital Area Asset Builders (CAAB) and _____ details the responsibilities of all parties in connection with the CFSA Matched Savings Program.

INTENDED ASSET PURCHASE:

- _____ HOME/APARTMENT (SECURITY DEPOSIT, DOWN PAYMENT)
- _____ EDUCATION (TUITION, TEXTBOOKS, OTHER FEES)
- _____ VEHICLE (COST, INSURANCE, TAXES, OTHER FEES)
- _____ HEALTH/DENTAL CARE
- _____ SMALL BUSINESS

CAAB AGREES TO PROVIDE:

- One-on-One financial mentoring (coaching).
- Asset Specific Training – to provide the Saver with access to asset specific training, coaching or counseling related to their intended asset purchase as indicated above.
- Account Statements – to provide the Saver with a timely and accurate monthly account statement, listing accumulated savings, earned matches and account activity.
- Confidentiality – to protect the Savers privacy by securing personal and financial records and keeping all such information confidential within the CFSA Matched Savings Program.
- Individual Assistance – to create opportunities for the Saver to meet individually with Program and/or partner staff about financial, savings and asset goal-related matters.
- Match Rate – to provide the Saver with a _____ match rate on their total savings in the Savings Program.

SAVER AGREES TO:

- Deposits – to deposit a maximum of \$250 quarterly from earned income until his or her savings goal has been met. **The Saver must make deposits for the first 6 months of his or her enrollment before he/she will be eligible for a matched payout** and must continue consistent deposits thereafter until reaching his or her savings goal of \$_____ to remain eligible in the CFSA Matched Savings Program.
- **Orientation – The Saver must attend CAAB's Orientation for new savers prior to being eligible for a matched payout.**
- Attend one-on-one coaching sessions and actively participate in all workshop discussions and exercises, and complete all homework activities.

DC Child and Family Services
Office of Youth Empowerment

Account Opened Date: _____

Applicant Last Name: _____

CFSA Grant Period: 11/22/2014 – 11/21/2016__

- Confidentiality – to respect the right to privacy of other Savers by keeping confidential any personal or financial information divulged in the course of the Program.
- Change of Address – to provide CAAB staff with updated personal information in the event of a change of address, phone number or emergency contact information.
- Beneficiary – the Saver may designate a beneficiary to whom their savings can be transferred in the event of death during the Program period.
- Credit Score – Savers with credit scores below 600 have the option to participate in credit counseling and take action to build his or her credit score.

MUTUAL UNDERSTANDING

Both parties understand and agree that: (initials required)

- _____ Qualified withdrawals - are only available for the Program's stated allowable uses stated under Intended Asset Purchase above and after completion of all Program requirements outlined in the Savers Handbook. **Qualified withdrawals require a 14 day notice to process from the time OYE/CAAB is notified of the Savers intend to make a qualified withdrawal.**
- _____ I understand that the maximum match amount for my match savings program is:
 - _____ 18 years or older – \$2,000
 - _____ younger than 18 years - \$500
- _____ Voluntary Leave – the Saver may leave the program at any time and is entitled to receive their unused savings plus accrued interest. Voluntary leave withdrawals require at least **14 day notice to process**. Savers who have taken a Voluntary Leave may reapply to the program again at a later date.
- _____ Account Ownership – the savings account will be held in an FDIC insured custodial account in CAAB's name. Both parties will have access to all account activity information.
- _____ Death of Saver – In the event of the death of the account holder, the savings (without match) will be issued to the designated beneficiary in the form of a check and the CFSA Matched Savings Account will be closed.
- _____ Asset Planning – the Saver and OYE/CAAB staff will consider the cost of the asset goal together and will establish realistic savings goals based on this information.
- _____ Future Contact – CAAB reserves the right to contact the Saver via mail, e-mail or by phone to request updated information.

Account Opened Date: _____

Applicant Last Name: _____

CFSA Grant Period: 11/22/2014 – 11/21/2016__

CERTIFICATION

I have read and understand the contents of this Agreement and agree to meet my responsibilities under it. I understand that if I fail to meet these responsibilities my participation in this Program will be terminated. I also understand that this Agreement may be changed only by written consent of both Parties.

Savers Signature

Date

OYE Staff Signature

Date

CAAB Staff Signature

Date

BENEFICIARY INFORMATION

(If you are deceased who should receive your escrow account funds)

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____



14441 St. NW Suite 201-Washington DC 20001-202-419-1440-Matched Savings Programpurchase@caab.org

SAVER INTAKE SURVEY

Capital Area Asset Builders is continually improving its Matched Savings Program. The following questions will help us learn what information and services would be most beneficial for our applicants and participants. Your answers will be kept private and are for program evaluation purposes only.

Name: _____

Date: _____

A) Please answer the following questions by checking Yes or No (or Not Applicable if the question does not apply to your situation).

1. Do you have a savings account? Yes No
2. If so, are you making monthly deposits into your savings account? Yes No Not Applicable
3. Do you have a personal or family checking account? Yes No
4. Are you saving for a specific goal? If so, what are you saving for? Yes No Specify _____
5. Are you using direct deposit service for your paychecks or other income? Yes No
6. Are you using check cashing services for your paychecks and other income most of the time? Yes No
7. Are you depositing your income into a bank account most of the time? Yes No
8. Have you used a Commercial Tax Preparation Service in the past year? If yes, specify which one. Yes No Specify _____ N/A
9. Have you used a free Tax Preparation Service in the past year? If yes, specify which one. Yes No Specify _____ N/A
10. Did you prepare your own taxes this year? Yes No Not Applicable
11. Do you have a savings account for retirement? Yes No
12. Do you have a savings account for your children? Yes No Not Applicable

B) If accepted in the program, what asset will you be working towards?

- Home/Apartment
 Education
 Small Business
 Health/Dental Care
 Vehicle

C) For each of the following statements, please indicate how strongly you agree or disagree, using a five point scale where 1 is strongly disagree and 5 is strongly agree. (Circle one number)

	<i>Strongly Disagree</i>				<i>Strongly Agree</i>
a. I am disciplined with my money.	1	2	3	4	5
b. I can take care of myself.	1	2	3	4	5
c. I am fearful about the future.	1	2	3	4	5
d. I feel stressed about the future.	1	2	3	4	5
e. I do not trust others.	1	2	3	4	5
f. I feel trustworthy.	1	2	3	4	5
g. I feel hopeful about the future.	1	2	3	4	5
h. I feel in control of my finances.	1	2	3	4	5
i. I do not feel financially secure.	1	2	3	4	5
j. I feel knowledgeable about my finances.	1	2	3	4	5
k. I have power.	1	2	3	4	5
l. I am planning for the future.	1	2	3	4	5



CREDIT REPORT AUTHORIZATION

*DISCLAIMER: This form is **NOT** mandatory. Please complete this form only if you would like the Capital Area Asset Building Corporation to obtain a copy of your credit report as part of your application. Social Security numbers are required in order to pull this report and the authorization form is filed in a locked cabinet at CAAB.*

I hereby authorize the Capital Area Asset Building Corporation to retrieve my Credco credit report. I understand that this report is for the sole purpose of credit and financial education. Please show ID with submission of this form. I also understand that my information is confidential, for internal purposes only, and will not be sold or shared with any third parties including CAAB affiliates.

Full Name _____

Current Address _____

City _____ State _____ Zip Code _____

Length of Time at Current Address _____ years _____ months

Previous Address _____

(Complete if less than 2 years at current address)

City _____ State _____ Zip Code _____

Length of Time at Previous Address _____ years _____ months

Social Security Number _____

Date of Birth _____

Signature _____

Date _____

Starting Out on Your Own: Personal Finance Tips for Young Adults

Have you ever taken \$40 out of the ATM and a few hours later asked yourself where that money went? Or, do you use your debit card to make purchases but don't keep track of them...and then wonder how your balance got so low?

While everyone can benefit from learning about money management and taking a more hands-on approach with their finances, young adults — including those just starting a career or a family and others still in high school or college — have plenty to gain by learning to be smart about money, and a lot to lose by making uninformed decisions.

“As a young adult, even if you don't have or earn a lot of money, the financial decisions you make today can affect your lifestyle now and for years to come,” said Luke W. Reynolds, Chief of the FDIC's Community Outreach Section. “The good news is you don't need to be a finance expert to take charge of your financial future. A few basic concepts can go a long way.”

Here are a few tips to get you started.

Create a personal financial plan that will make it easier to boost savings and control spending. “It isn't how much you *make* that's important, it's how much you *keep*,” said Paul Horwitz, an FDIC Community Affairs Specialist. Start by keeping track of what you earn and what you spend and where.

Then take a sharp look at how much you spend on optional purchases, such as restaurant food and entertainment, and instead put some of that money to work for your future by saving or investing it.

“The key is to make some hard decisions about ‘needs’ versus ‘wants,’” added Horwitz, “because every dollar we spend on something we don't really need is a dollar we don't have to save or spend on something we do need.”

What steps can you take?

- Open a savings account and regularly add to it. Also “pay yourself first” with a set percentage of every dollar you get going to savings. “Set a realistic savings goal and remember that even \$5 or \$10 a week can add up over time,” Horwitz explained.
- Arrange with your employer to automatically transfer some of your earnings to a savings or investment account.
- Build up an emergency savings fund you can use to pay for major, unforeseen expenses.
- Consider a separate account to save for big-ticket purchases, such as a new TV or bicycle, instead of charging them on a credit card and paying the money back over a long time with a lot of interest.
- Limit the amount of money in your wallet or purse and in your checking account, so you're less likely to spend it. Only carry a credit card when you plan to use it. Also do your best to limit regular living expenses, such as food, transportation and utilities.

Reynolds also advised that young adults protect against financial loss by making sure they have proper insurance (such as life, health and property insurance) and then reviewing the coverage at least once a year.

Start saving for both short-term and long-term goals, including retirement, even though that may be many years away. “Thanks to the miracle of compound interest, even a small sum of money saved regularly at a young age can quietly grow to a surprisingly large sum over the years,” said Reynolds. The sooner you begin saving, the easier it will be to reach your financial goals, which may include buying a home, owning a business or retiring, instead of having to save a high percentage of your income at an older age.



And if you are working, “it makes so much sense to start, on the very first day, to put money into a retirement savings plan, especially if your employer will match part of your contribution, which is like getting free money,” said Alberto Cornejo, an FDIC Community Affairs Assistant.

Keep your banking and bill-paying costs down. Comparison shopping for financial services can save you from paying unnecessary fees. A good strategy is to open a basic, low-cost checking account at a bank and pay attention to your balance so you don't spend more than you have in the account and pay high fees for overdrawing it.

“Maybe you can download an ‘app’ to your phone to help you track all money that comes in and out of your account or you can request electronic notifications when your balance drops to a certain level. Of course, you should always maintain a register to help you monitor your balance,” said Reynolds. “Another way to save money is to avoid fee-based overdraft programs and instead ask your bank to cover any shortages by linking your checking account to a savings account.”

Build a good credit record. As you pay your own bills and debts, you are building a credit record. Credit reporting companies collect information on your history of paying debts, which is used to prepare credit reports and credit scores that reflect your creditworthiness. In general, the better your credit history and credit score, the better your chances of borrowing money at lower interest rates. Your credit history may also be considered when you apply for a job, an insurance policy or an apartment.

A good credit score will be particularly important when you decide to buy a house.

One of the best ways to build and maintain a good credit record is to pay all bills and other debts on time. To do that, avoid charging more on your credit card than you can pay off in full by the due date each month. If you can't afford to pay that much, at least be sure to pay the minimum due, consistently and on time, to avoid late fees and a bad mark on your credit record. And if you cannot qualify for a regular credit card, you may consider a no- or low-fee secured credit card, for which you would keep cash in a deposit account that would serve as collateral.

Also obtain a free credit report once every 12 months from each of the three nationwide credit reporting companies at www.annualcreditreport.com. Review each report, correct any errors and check for suspicious activity that may indicate you are a victim of identity theft.

Stay safe online. Banking or conducting other personal business online can be a convenient way to handle your finances, but you need to take precautions. Among them: Install and automatically update antivirus software and firewall protection on your computer. Never give your Social Security number, credit or debit card numbers, personal identification numbers or any other confidential information in response to an unsolicited e-mail, text message or phone call, regardless of who the source supposedly is.

“Also, ignore online ‘friend’ invitations from people you don’t know, because these may be covers for fraud artists,” cautioned Michael Benardo, Chief of the FDIC’s Cyber Fraud and Financial Crimes Section. Likewise, he said, be careful about the profile and contact information you post on social-networking and employment-related Web sites, because in the wrong hands it can lead to identity theft and other crimes. For more guidance on how to conduct banking and other business online, see the Winter

2009/2010 *FDIC Consumer News* at www.fdic.gov/consumers/consumer/news/cnwin0910.

Keep important cards and numbers safe. Most experts suggest you carry in your wallet or purse only the plastic cards (ATM, debit, credit cards) you truly expect to use soon. Don’t carry your Social Security card, either.

Also, don’t leave your birth certificate or documents with your Social Security number unprotected at home, at school or anywhere else.

If you need to buy a car, consider the best way to pay for it.

Understand the difference between buying and leasing a car. The Federal Reserve Board has published a guide called “Keys to Vehicle Leasing,” online at www.federalreserve.gov/pubs/leasing. If you’re thinking about borrowing money to pay for a car, see our tips in the Summer 2007 *FDIC Consumer News* (www.fdic.gov/consumers/consumer/news/cnsum07/auto.html).

If you’re renting a house or apartment, consider whether it’s time to buy. Once you start earning a steady income, and you expect to stay in your community for a number of years, you may want to consider owning your first home. To learn more about homeownership and if it is right for you, consider talking to a HUD-approved counselor (start at 1-800-569-4287 or www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm).

Always keep learning about how to handle your money. Start at www.fdic.gov to find consumer information from the FDIC, including back issues of *FDIC Consumer News*. Visit www.mymoney.gov to find financial education resources and tools from more than 20 different government agencies and Web sites.

“Many young people find learning about money fascinating because of the power it gives them to achieve their dreams,” concluded Reynolds. “And anyone can get this power just by creating an action plan, the sooner the better.” 🏠

FDIC Consumer News

Published by the Federal Deposit Insurance Corporation

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Teens, Crime, and
TCC the Community

Teens: Protect Your Identity From Thieves

Your name was given to you when you were born. It belongs to you. So does a unique nine-digit number called a social security number, which was created for you by the government. You or your parents provide your name and social security number at very important times in your life, such as when you start school, apply for a driver's license, apply for a job, apply to college, or request a credit card or student loan.

Your name and social security number represent you to people who don't know you. How would you feel if someone stole your personal information, used it to take out credit cards or loans in your name, and ran up thousands of dollars in bills that they didn't pay? Or worse, used your identity to threaten national security or commit acts of terrorism?

That's called identity theft and it's the fastest growing crime today. The U.S. Department of Justice defines identity theft as a type of crime in which someone wrongfully obtains and uses another person's personal data in some way that involves fraud or deception, typically for economic gain. Anyone can become a victim of identity theft. In fact, it happens to millions of people every year, and about one-third of reported victims are between 18 and 29 years old. Victims of identity theft have trouble getting loans, credit cards, and even driver's licenses because of bad credit histories. They must spend many hours and sometimes money to clear their good names.



Educate Yourself

How Identity Thieves Work

Identity thieves don't need much information. Your name, address, social security number, and birth date are more than enough to let them pretend they are you. Here are some of the most common ways identity thieves could obtain your personal information.

- Steal your purse or wallet—and all the credit and identification cards inside
- Steal your birth certificate, passport, and other personal documents during a home invasion
- Steal credit card payments and other outgoing mail from your unlocked, curbside mailbox
- Dig through garbage cans or dumpsters for cancelled checks, credit card and bank statements, and pre-approved credit card offers
- Hack into computers that contain your personal records and steal the data
- File a change of address form in your name to divert mail and gather personal and financial data
- “Phish” by sending an email that looks legitimate but directs you to a phony website and asks for your personal and financial data

How To Prevent Identity Theft

You can't completely protect yourself from identity theft, but here are some steps you can take to reduce the chances that you will become a victim.

- Never give your personal information to anybody, including your friends at school. If someone asks for your social security number, driver's license number, or other personal information, say you want to know how the information will be used. Then talk to your parents about whether to give out this information.
- When you open your first checking account, find out how to safeguard checks and bank account numbers. Do the same if you open a credit card account. Learn how to monitor your account statements for suspicious activities.
- Shred any documents that contain your social security number, birth date, account numbers, and other personal information before throwing them in the trash. Cross-cut shredding is best, but scissors can also be used to cut up documents.

Protect Yourself

How To Prevent Identity Theft (continued)

- Keep your cellular phone with you at all times. Find out if your phone has security features such as a password or key lock and use them. If you have a laptop computer, password-protect it. Phones and computers often contain your personal information, which can be retrieved by identity thieves if the items are stolen.
- Beware of emails and pop-up ads on your computer that say you've won a prize and you must provide your personal information to claim it. They may direct you to a phony website that looks identical to that of a reputable company and ask you to provide your personal information there. Do not fall for these scams.
- If you participate in online social networking, limit the personal information that you post on a site. Don't post your full name, Social Security number, address, phone number, or bank and credit card account numbers. Don't post other people's information, either.
- Be mindful that cell phone cameras used by thieves can capture important personal information or PINs.
- Carry only what you need in your wallet. Limit identification cards and credit cards to what you absolutely need, and don't carry your Social Security card.
- Remember, the Internet is a public resource and any one can see what you post. People can misrepresent their identities in chat rooms and emails, so be cautious about the amount of information that you reveal to people over the Internet.
- Talk to your parents about monitoring your credit report. It will show if someone has established credit in your name after stealing your identity. Federal law requires the three major credit reporting agencies to provide you with a free report once a year. Request them from the website www.annualcreditreport.com or 877-322-8228.

If You Are a Victim of Identity Theft

If you think you are a victim of identity theft, talk to your parents. Together you can take the following steps:

- Call one of the three major credit-reporting agencies. The law requires the agency you call to contact the other two. They will place a fraud alert on your account.
- Dispute any bills that list charges that you did not authorize. Close any accounts you know or believe have been tampered with or opened fraudulently.
- File a complaint with the Federal Trade Commission (FTC), which maintains a database that law enforcement agencies use to hunt down identity thieves. To report your theft or to get more information on what to do, call the FTC's toll-free hotline at 877-IDTHEFT.
- File a report with your local police department or sheriff's office. You will need this report to pursue your case with creditors who have been victimized in your name.

Learn More About Identity Theft

Visit the following websites for information about identity theft.

The Identity Theft Resource Center
www.idtheftcenter.org

The Federal Trade Commission Identity Theft Site
www.ftc.gov/idtheft

The U.S. Department of Justice
www.usdoj.gov/criminal/fraud/websites/idtheft.html



National Crime Prevention Council

2345 Crystal Drive, Fifth Floor

Arlington, VA 22202

www.ncpc.org/tcc

202-466-6272

Teens, Crime, and
TCC the Community

Older Foster Youth Services Checklist

Age 15

- Within 30 days of your client's 15th birthday, his/her social worker is required to enroll him/her with the Office of Youth Empowerment (OYE) by completing a Universal e-Referral Form.
- Your client's social worker should begin the transition planning process. Between the ages of 15 and 20, your client should be having transition planning meetings at least once every 6 months.
- Your client is eligible for pre-college services from OYE. If he/she is interested in college, you can contact Afrilasia Joseph-Phipps at OYE (afrilasia.joseph-hipps@dc.gov, 202-727-7517) to connect your client to OYE's Pre-College Services Program. There are four educational specialists, one for 9th grade students (Yvonne (Parker) Moore, Yvonne.parker@dc.gov, 202-727-3336), two for 10th grade students (Cordelia Cranshaw, Cordelia.cranshaw@dc.gov, 202-727-6962 and Alysia Greaves, Alysia.greaves@dc.gov, 202-727-7786), one for 11th grade students (Dr. Kimyatta Divinity, kimyatta.divinity@dc.gov, 202-727-6937) and one for 12th grade students (Jai-ahmal Mitchell, jaiahmal.mitchell@dc.gov, 202-724-2426).
- Your client is eligible to participate in the Making Money Grow program. CFSA requires each youth in care to enroll in and complete the program in order to receive his or her transitional care package at age 21 (see *CFSA Program Policy: Older Youth Services*). The program offers a 10-module online curriculum to help youth develop basic financial literacy and financial management skills. There are also workshops on banking, credit scores, credit cards, student loans, and mortgages, among other relevant topics. Social workers or other professionals can refer a youth by contacting Brian Stone at 202-909-3737.

Age 15 ½

- Your client's social worker should be holding transition planning meetings for your client at least once every 6 months beginning at age 15, so this is the latest date by which your client's first transition planning meeting should have occurred.

Age 17

- If your client is case-managed by CFSA or living in a congregate care placement, he/she is eligible to be transferred to an OYE social worker for case management. If you have not yet been told whether your client will be transferred to a new social worker or who that social worker will be, you should contact your client's current social worker to find out if there is a plan to transfer your client.

- If your client is pregnant or parenting, he/she is eligible to be transferred to a social worker within the Generation Unit, a specialized unit within OYE that serves teen parents.

Age 18

- Your client is eligible for the Career Pathways Unit, which assists youth who are not college-bound in seeking vocational training and/or employment.
- Your client is eligible for CFSA's subsidized employment program, which connects youth in foster care to internships. The program is open to both college-bound and non-college-bound youth.

Age 20

- Your client should be assigned an aftercare provider and specific aftercare worker with Young Women's Project. Your client's assigned aftercare worker should attend the first transition planning meeting after your client's 20th birthday, as well as all subsequent transition planning meetings. If your client has not been assigned an aftercare service provider or aftercare worker, you should contact Nicole Broome at OYE (nicole.broome@dc.gov, 202-727-7372) for more information.
- Transition planning meetings should occur at least once every 90 days until your client's case closes.

Age 20 ½

- Mandatory 21 JumpStart Reviews will occur when a youth turns 20.5 years old. The review can include youth, social workers, supervisors, GALs, placement providers, OYE Education and/or Career Pathways Specialists and any additional individuals that the youth identifies as a member of their team. A youth aftercare representative will be introduced. During the meeting, the youth's housing plan will be discussed. Additionally, barriers to a successful transition will be identified and next steps will be assigned to members of the team. These meetings will be led by JumpStart Facilitator Nicole Broome who will also follow up afterwards to ensure that the plan is on track.
- Your client's social worker should refer your client for aftercare services. Youth who age out of foster care at age 21 are eligible for aftercare services until they turn 23 and aftercare providers begin attending transition planning meetings for youth at age 20.5 while youth are still in care. Aftercare services are usually provided by the Young Women's Project. For more information about youth aftercare services, or if you are having trouble ensuring that a referral is completed,

please contact Nicole Broome at OYE (nicole.broome@dc.gov, 202-727-7372). For more information about the Young Women's Project, please visit <https://www.youngwomensproject.org/>.

- Youth aging out of foster care at age 21 are eligible for a transitional care package, with a value of up to \$1,000, from CFSA. Your client's social worker is responsible for ensuring that your client receives his/her care package. Please note that, in order to receive his/her transitional care package, your client must first enroll in and complete the Making Money Grow program (see above). The contact at OYE for transitional care packages is Brian Stone, 202-909-3737.

CFSA Transition Services

Older Youth Policy

Child and Family Services recognizes that different age groups have different service needs. The District's child welfare system has taken steps to ensure capacity for accessible and appropriate supportive resources specifically for all youth who had a committed status on their 15th birthday. To support social workers in this regard, the Office of Youth Empowerment has developed guidelines and policies that emphasize each social worker's responsibility for ensuring that all youth are afforded the opportunity to receive OYE's assistance and that all youth are successfully transitioned to adulthood. The guidelines and policy can be found [here](#).

21 Jumpstart

21 Jumpstart Review is a meeting that takes place between the youth and their supportive network to identify necessary resources that will prepare youth to age out of foster care. The 21 Jumpstart Review is required for ages 20.5-21. More information can be found [here](#).

Healthy Families/Thriving Communities Collaborative Council

Overview

Collaboratives

There are five Collaboratives operating in the District of Columbia. Each Collaborative is an independent 501(c)(3) led by a community-based board of directors. The Collaboratives are:

- [Collaborative Solutions for Communities \(Columbia Heights/Shaw Family Support Collaborative\)](#)
- [East River Family Strengthening Collaborative](#)
- [Edgewood/Brookland Family Support Collaborative](#)
- [Far Southeast Family Strengthening Collaborative](#)
- [Georgia Avenue Family Support Collaborative](#)

Vision/Mission

Each Collaborative draws on the unique capabilities and services within its network of service providers to assist at-risk children and families, while also providing a set of core neighborhood-based prevention services.

The Collaboratives' vision is to develop and sustain a seamless network of community partners throughout the District of Columbia that work to build strong families and supportive communities in which children, youth and adults can safely and productively reside and thrive. The Collaboratives base their work with children and families on the shared principles listed below.

- Commitment to children
- Respect for families
- Community partnership
- High quality, flexible and responsive services
- Accountability

District of Columbia Collaboratives

Updated: June 2018

Name/Contact Information	Area/ Population Served	Services/Programs
<p>Collaborative Solutions for Communities (Columbia Heights/Shaw Family Support Collaborative)</p> <p>3333 14th St NW Suite 200 Washington, DC 20010 202-518-6737 (p) 202-319-0946 (f) http://wearecsc.org/</p>	<p>Wards 1 and 2</p> <p>Bilingual services (Spanish and English)</p>	<p>“Youth Violence Prevention Program” works to reduce youth violence and violent crime by engaging high-risk youth (ages 14-24) and their families in evidence-based prevention and intervention activities. (Contact: Tanya Pickett)</p> <p>Services provided:</p> <ul style="list-style-type: none"> ▪ Advocacy/outreach ▪ Community education campaigns ▪ Group sessions/ workshops ▪ Engage/redirect youth to positive development opportunities (i.e. educational and vocational services) ▪ Solution-focused brief therapy ▪ Mediation <p>“Family Services Division” (Contact: Yvonne Doerre). Services provided:</p> <ul style="list-style-type: none"> ▪ Comprehensive assessments ▪ Service referrals ▪ Case management ▪ Short-term therapy ▪ Home-based visitation ▪ Family advocacy ▪ Family group decision making meetings ▪ Truancy prevention/intervention ▪ Parenting education/parental support (parenting classes in Ward 1 and also classes in Spanish throughout DC) ▪ Facilitate access to/assistance with housing/utilities/emergency provision of food and clothing/employment <p>“Workforce Development Program”: (Contact: James LeBlanc and Shelly Miles) works with returning citizens/unemployed/under employed. Services provided:</p> <ul style="list-style-type: none"> ▪ Job readiness training ▪ On-the-job training ▪ Job placement ▪ Case management/wrap around services ▪ Ongoing personal/professional support services

		<ul style="list-style-type: none"> ▪ Life skills training (education/family support/financial planning and management/healthcare assistance/access to housing) <p>“Progressive Employment Program”: (Contact: James LeBlanc and Shelly Miles) trains 40 returning citizens to increase their employability skills and place them into unsubsidized jobs through the Justice Grant Administration. Staff creates/maintains partnerships with employers to secure subsidized job placements. Services provided:</p> <ul style="list-style-type: none"> ▪ Program/case management ▪ Education services ▪ Job development ▪ Orientation ▪ Assessment/evaluation screening ▪ Three week job readiness/life skills training workshop
<p>East River Family Strengthening Collaborative</p> <p>3917 Minnesota Avenue NE Washington, DC 20019 202-397-7300 (p) (extension 226 for intake) 202-329-1664 (after hours emergency) 202-397-7882 (f) http://www.erfsc.org/ 8:30am-7pm (M-Th); 8:30am-5pm (F). Some evenings and Saturday hours available</p>	<p>Ward 7</p> <p>Families at risk of entering the DC child welfare system; families involved in the DC child welfare system; self-referrals</p>	<p>“Parenting Programs and Services”: (contact: Irwin Royster, 202-397-7300, Ext. 239).</p> <p>Services provided:</p> <ul style="list-style-type: none"> ▪ Parenting classes ▪ Parenting support groups ▪ Financial literacy/money management ▪ Workforce development/job fairs ▪ Life skills trainings ▪ Community leadership/advocacy development ▪ Turkey/toy giveaways <p>“Family Services”: goal is to reduce out-of-home placements for children in order to keep families together; maximize family self-sufficiency; and reduce the number of substantiated child abuse and neglect cases. (Contact: Artherello West, awest@erfsc.org, 202-397-7300, Ext. 126).</p> <p>Divisions:</p> <ol style="list-style-type: none"> 1) Information and Referral for community services (*for individuals who have elected not to receive case management through collaborative or are not eligible for collaborative services) 2) Community General: provides intensive, home-based case management services to families to prevent involvement with the child welfare system (families are not yet actively involved with the child welfare system) 3) Community Diverted: provides intensive, home-based case management services to families who have initially come into contact with the child welfare system, but were assessed to be low-to-moderate risk of child maltreatment 4) Short Term Crisis Support: during CPS investigation to stabilize family/ prevent removal. Services (i.e. rent/ utility assistance; short-term housing accommodations; food provision) are provided for up to 30 days.

<p>Mae H. Best, LICSW (Executive Director) mbest@erfsc.org 202-397-7300, ext. 109 202-329-1662 (c)</p>		<p>5) System Transformation: case management/housing relocation for homeless families with children that previously resided in temporary family shelters in D.C.</p> <p>“Community Services Division”: aim is to increase capacity/participation/knowledge of community and service providers in prevention of child abuse and neglect. (Contact: Rosie Parke, rparke@erfsc.org) Provide services around community engagement (trainings, presentations, meetings, and outreach related to strengthening families and children) and staff/partner development.</p> <p>“Workforce Development Program”: services provided:</p> <ul style="list-style-type: none"> ▪ Teaches life skills and soft skills necessary for employment success. <p>“Targeted Neighborhood Initiative”: creates educational awareness/provide services to communities with high reported rates of child abuse and neglect, with the goal of reducing incidents.</p> <p>“Keen Seniors Program” : provides counseling services, case management, transportation, home-based meals, meals at the center, weekend nutrition program, exercise and nutrition classes</p>
<p>Edgewood/ Brookland Family Support Collaborative</p> <p>Main Office: 611 Edgewood Street NE Suite 25 Washington, DC 20017 202-832-9400 (p) 202-216-9263 (f) http://ebfsc.org/</p>	<p>Wards 5 and 6</p>	<p>“Youth Program”: support/enhance services to at-risk youth in the collaborative area. Services provided:</p> <ul style="list-style-type: none"> ▪ Available at Jefferson Middle School Academy, Browne Education Campus, Amidon Bowen Elementary. Call collaborative (202) 832-9400 for more information. <p>“Family Preservation and Support Program”: services aimed at reducing incidence/recurrence of child abuse and neglect for families in need of community supports/at risk of child maltreatment. Services provided:</p> <ul style="list-style-type: none"> ▪ Case management ▪ Partnership for Community Based Services (collaboration between CFSA and collaborative staff to provide case management to families who are actively involved in the child welfare system/have a substantiated report of child abuse or neglect) ▪ Housing and Homelessness Services (case management; family stabilization; budget planning and management; emergency services; rental subsidy; household maintenance; housing advocacy and placement) ▪ Family Team Meeting Coordination <p>“Employment Services”: interview techniques, resume writing, job placement, job retention support.</p> <ul style="list-style-type: none"> ▪ Contact: Scott Perry, <i>Program Coordinator</i>, 202-832-9400, ext. 127, sperry@ebfsc.org <p>“Parent Education and Support”: offers parenting classes in the community</p>

		In addition, provide referrals for job training and employment; youth programs; substance abuse treatment; mental health treatment; childcare; and emergency assistance for utilities and rent
<p>Far Southeast Family Strengthening Collaborative, Inc.</p> <p>2041 Martin Luther King Jr. Avenue SE Suite 4th Floor Washington, DC 20020 202-889-1425 (p) 202-889-2213 (f) http://www.fsfsc.org/</p> <p>Community Impact Center: Barry Farm – 1140 Eaton Rd, SE Garfield Hills – 2435 Alabama Ace, SE Atlantic Homes- 4313 3rd Street, SE Malcolm X Opportunity Center – 1351 Alabama Ave, SE</p>	Ward 8	<p>Rapid Housing Program: short term housing subsidies for families whose lack of affordable housing is the main barrier to family stabilization/children exiting foster care AND youth transitioning out of foster care. Program provides case management, budget management, rental subsidy, household maintenance, and family stabilization/self-sufficiency. Referring social worker or family support worker must complete intake</p> <p>Men and Boys Program: to be eligible, must have children under the age of 18 that live within a 20 mile radius of D.C.; available to non-custodial fathers. Services provided:</p> <ul style="list-style-type: none"> ▪ Case management ▪ WatchDog DADS ▪ Quenching the Father’s Thirst Fatherhood Empowerment Program <p>Milestones Supervised Visitation Program: available to family involved with CFSA with court-ordered visitation</p> <p>Partnership for Community-Based Services: collaboration with CFSA to provide services for families in CFSA involved cases</p> <p>Short Term Crisis: intensive services provided to families during CPS investigation</p> <p>Family Re-Housing and Stabilization Program (FRSP): DHS program designed to provide short-term rental assistance to homeless families in DC. Rental Subsidies are provided for up to 12 months. Clients work with case managers to set goals for greater housing and economic self-sufficiency. Services provided:</p> <ul style="list-style-type: none"> ▪ Employment preparation ▪ Housing search assistance ▪ Transportation Assistance ▪ Referrals to mental health services ▪ Educational or vocational training
<p>Georgia Avenue Family Support Collaborative</p>	Ward 4	<p>Case Management: available for parents/guardians and/or individuals referred by CFSA. Services provided:</p> <ul style="list-style-type: none"> ▪ Initial assessment to determine family’s needs/resources ▪ Case plan creation ▪ Housing support ▪ Home visits by a family support worker

Family Service
Center I:
4420 Georgia
Avenue NW
Washington, DC
20011
202-722-1815 (p)
202-722-2485 (f)
Walk-ins ok.
[http://gafsc-
dc.org/](http://gafsc-dc.org/)

- Family team meetings

Information and Referral: link families and individuals to agencies that assist with:

- Emergency assistance for utilities/rent
- Vocational training/employment
- Youth programs
- Substance abuse treatment
- Mental health treatment
- Childcare
- Adult education

“Parent Empowerment Program”: Services provided:

- Parenting classes

“Family Rehousing and Stabilization Program”: provides up to twelve months of rental assistance to families who are homeless but can demonstrate an ability to live independently within twelve months. Must be referred by Virginia Williams.

“Show Up, Stand Out”: works to reduce truancy in grades K-8 in certain DCPS schools (see website). Must be referred by school. Services provided:

- Family support
- Service referrals
- Parent education
- Youth groups

District of Columbia Food Banks/Programs¹

Updated: June 2018

Name/Contact Information	What Food is Distributed	When is Food Distributed	How often can you access/What you should bring	Eligibility
<p>Capital Area Food Bank Hunger Lifeline 202-644-9807 (p) https://www.capitalareafoodbank.org/get-help/</p>	<p>Individuals in need of assistance can call the Hunger Lifeline (M-F, 9 am – 5 pm) for a referral to a specific agency that can provide direct food assistance.</p> <p>Better yet, individuals can find extensive information on food pantries, soup kitchens, and a huge range of social services by going to the website and typing in one’s zip code.</p>	<p>N/A</p>	<p>Agency does not distribute food directly and no longer distributes referrals.</p>	<p>All can access website to find local food resources.</p>
<p>Father McKenna Center 19 Eye Street NW Washington, DC 20001 202-842-1112 (p)</p>	<p>Usually about two grocery bags of staples (dozen eggs, a half-</p>	<p>Monday-Friday, 10:45 am- 11:50pm.</p>	<p>Every 14 days.</p> <p>Must bring:</p>	<p>(1) Reside in Ward 6; and (2) receive SNAP, Medicaid, Medicare or SSI.</p>

¹ This list is not exhaustive; it is a collection of some of the food bank/pantry/programs in the District.

<p>info@fathermckennacenter.org</p> <p>http://fathermckennacenter.org/what-we-do/food-pantry/</p>	<p>gallon of milk, meat, fresh bread and produce, and a selection of rice and pasta, cereal, canned vegetables and fruit, tuna and other quality foods).</p>		<ol style="list-style-type: none"> 1) Proof of residency (lease, rent receipt, utility bill); 2) Photo id; 3) Proof of benefits eligibility (SNAP, Medicaid, Medicare or SSI). <p>Bringing own grocery bags is preferred.</p>	
<p>Bread for the City Northwest Center: 1525 7th Street NW Washington, DC 20001 202-265-2400 (p)</p> <p>Southeast Center: 1640 Good Hope Road SE Washington, DC 20020 202-561-8587 (p)</p> <p>http://www.breadforthecity.org/</p>	<p>Three day supply of groceries (unprepared food; mostly canned food).</p>	<p>NW Center: M-Th, 8:30am-5pm. Fri. 8:30am-12pm. But closed 12pm-1pm every day.</p> <p>SE Center: M-Th. 9pm-5pm; Fri. 9pm-12pm. But closed 12pm – 1pm every day.</p>	<p>Once a month.</p> <p>Bring photo identification to each visit; to intake, must also bring:</p> <ol style="list-style-type: none"> 1) Proof of address and access to cooking facility in DC (recent rental receipt; DHS statement; lease; utility bill); 2) If seeking food for spouse or dependents, bring proof of spouse and/or dependents (school records; medical bills; apartment lease; TANF papers; DHS letter with spouse or child’s name. Does NOT accept social security cards, birth certificates, or Medicaid cards); 3) Proof of income (paystub/receipt; public benefits letter; copied check; SSI, SSDI, VA, OPM or other fixed income statement). 	<p>Must first do an intake and be accepted as a client. NW intake days: Monday-Thursday, 8:30-11 and 1-4; Friday, 8:30-11. SE intake days: Monday-Thursday, 9-11.</p> <p>Must: (1)Live in D.C. AND (2)Income within 200% of federal poverty line; AND</p>
<p>Covenant Baptist Food Bank 3845 South Capitol Street SW Washington, D.C. 20032 (202) 562-5576 (p) info@covenantdc.org</p>	<p>Mostly canned goods; sometimes meat, bread, and pastries.</p>	<p>Thursday, 9:30am-12:30pm.</p>	<p>Once a week.</p> <p>Bring government issued photo identification. If you are seeking food for children, you must bring a lease showing</p>	<p>No income criteria; must be a D.C. resident.</p>

http://www.covenantdc.org/index.php/food-bank			that kids live in your household OR social security numbers of all household members. Must bring a document to prove residency if not on your ID.	
Assumption Food Bank 3401 Martin Luther King Jr. Avenue SE Washington, DC 20032 (rear door) 202-561-5941 (p) 202-561-4024 (f) outreach@assumptiondc.org http://assumptiondc.org/outreach/	Two grocery bags of non-perishable food items.	Monday, Wednesday, Friday 9am-12pm (arrive no later than 11:30am).	Once a month. Bring valid D.C. photo identification or proof of residency and grocery bags.	Ward 8 residents.
Calvary's Food Bank 600 W Street NE Washington, DC 20002 202-635-9050 (p) 202-269-9647 (f)		Tuesday and Thursday, 10 am – 2:30 pm.	Bring bags. Two forms of ID (one must be photo, other can be social security card). To prove existence of children in household, bring birth certificate or social security card.	First visit must be on a Thursday (12pm - 1:40pm) to complete an intake. DC residents.
St. Phillip Church Anacostia 2001 14th Street SE Washington, D.C. 20020 202-678-4300 (p) 202-678-4577 (attention: Jane Miller) st.philip@verizon.net http://stphilipanacostia.com/our-programs/	Canned goods and dried goods.	Monday and Wednesday, 10am-2pm.	Once every three months.	Wards 7 and 8. Referral (from case manager, social worker, or facility) required. Referral must include client's name, address, and number of family members.
Canaan Baptist Church 1607 Monroe Street NW Washington, DC 20010 202-234-5330 (p)	Food staples, canned goods, and emergency food bags.	Tuesdays 11am-2pm	If being referred, bring identification.	Referral preferred.

http://www.canaanbapt.com/feeding-ministry.html				
Food and Friends 219 Riggs Road NE Washington, DC 20011 202-269-2277 (p) 202-635-4261 (f) http://www.foodandfriends.org/site/pp.asp?c=ckLSI8NNIdJ2G&b=7565287	Packaged groceries (nonperishables) or meals.	Delivery: Monday-Friday, 10-3. Pick up: Monday-Friday, 10-5.	Either can have meals delivered three times a week or pick up groceries once a week.	DC/VA/MD residents with AIDS, cancer, receiving hospice care; that have a compromised nutritional status and a limited ability to prepare own meals. Doctor or case manager must submit referral (form located on website) For their detailed eligibility criteria, see http://www.foodandfriends.org/atf/cf/%7B5a700eee-9db8-41d1-bc9b-80c08c5cf9db%7D/QUICK%20ELIGIBILITY%20REFERENCE%20CHART.PDF
Peace Lutheran Church – Ward 7 Food Center 4929 Ames Street NE Washington, DC 20019 (202) 398-5504 (p) ward7foodcenter@yahoo.com http://www.peacedc.org	Non-perishable items.	Monday-Thursday, 10am-2pm (by appointment only; no walk-ins).	Once a month. They provided an emergency two day supply of food only. First time must bring photo identification, proof of residency, proof of household size, and proof of income.	Families in far NE DC (Ward 7); referral required. Referring agency must call and must make an appointment for the client the day before food pickup.
People's Congregational Church 4704 13 th Street NW Washington, DC 20011 202-829-5511 (p) foodpantry@peopleschurchucc.org http://peopleschurchucc.org/community-outreach/	Basic staples.	Every Friday, 9:30 AM – 11AM.	Once a month. Clients should call Tuesday through Thursday to get on the food distribution list for Friday. Bring their referral and photo identification.	Referral required from a case manager, church, social worker, organization; referral should state the client's need for the food services; name; address; telephone number; and number of adults and children in the household.

<p>Community Family Life Services 305 E Street NW Washington, DC 20001 202-864-6296 (p) (contact: lesha Ward) iward@cflsdc.org https://www.cflsdc.org/emergency-services</p>	<p>Perishable and non-perishable groceries.</p>	<p>Tuesday, 10am-12pm (to the first 25 clients). Other days/times with referral notice.</p>	<p>Twice per month. First come first served. Bring photo identification and complete a short form.</p>	<p>None.</p>
<p>Asbury United Methodist Church 926 11th Street NW Washington, DC 20001 202-628-0009 (p) asburymail@asburyumcdc.org http://www.asburyumcdc.org/</p>	<p>Bag of groceries.</p>	<p>Saturday, 11:30am-1pm.</p>	<p>Once a month. Bring referral, proof of residency, proof of place to prepare food, and document proving low income (proof of SSI, SSDI, TANF, etc.). For first visit, beneficiaries will get application and must complete it prior to receiving food. This could mean beneficiary will have to come back the following Saturday before receiving food. First come, first served.</p>	<p>Referral from social services or government agency or church. Must be DC resident and have proof of food preparation facility. Must be low income. (Receptionist could not state a specific percentage of FPL.)</p>
<p>Immaculate Conception Church 1315 8th Street NW Washington, DC 20001 202-332-8888 (p) 202-332-0173 (f) jallen@immaculateconceptionchurchdc.org http://www.immaculateconceptionchurchdc.org/index.php</p>	<p>Non-perishable foods.</p>	<p>Tuesday - Friday 9am-5pm.</p>	<p>Once a month. Bring proof of residence and photo identification.</p>	<p>Must live in the Shaw neighborhood (within twenty blocks of the church).</p>
<p>Helping Hands Food Distribution Ministry (First Rising Zion Baptist)</p>	<p>Emergency food pantry</p>	<p>Every other Tuesday from 10am-12pm.</p>	<p>Every other Tuesday.</p>	<p>Those who live in the neighborhood (7-12th St NW) do not need a referral. Others may need a referral</p>

602 N Street NW Washington, DC 20001 202-289-4480 (p) 202-289-4595 (f) http://www.firstrising.org/community-outreach/helping-hands.html			Bring photo identification and proof of income.	and must meet eligibility requirements for receiving food stamps.
National Baptist Memorial Church 1501 Columbia Road NW Washington, DC 20009 202-265-1410 (p) NBMChurch@msn.com http://nbmchurchdc.org/index.php?nid=138366&s=mn&grpId=39984&grpDetails=true	Client choice pantry.	Second and fourth Saturday of the month, 9am-11am. (But line up well before 9 am)	Bring photo identification and own grocery bag.	None.
National City Christian Church 5 Thomas Circle NW Washington, DC 20005 202-232-0323 (p) (contact: Deloris Ruddock) http://nationalcitycc.org/food-pantry/	Canned vegetables, meats, beans, and fruit; starches; toiletries; staples.	Wednesday, 10am-1pm.	Every Wednesday	None; no referral needed. Do not need to show ID.
Lutheran Church of the Reformation 212 East Capitol Street NE Washington, DC 20003 202-543-4200 (contact: Karen Carlson) http://www.reformationdc.org/#/in-the-community/cn6o	Emergency food pantry. Non-perishable items.	Monday-Thursday, 9am-4pm.	Every 60 days. Referrals are accepted, but not required. If no referral, fill out a form at the church. But, no documents needed to fill out of form. No ID needed.	None.
United Church Foggy Bottom Food Pantry 1920 G Street NW Washington, DC 20006 202-331-1495	Grocery bags of food including fresh produce, meats, bread,	Second and fourth Saturday, 10am-12pm.	Twice a month. Bring photo ID showing current DC address and proof of need (food stamps, SSI, Medicaid, Medicare, SSDI, unemployment	D.C. resident and low-income. No referral required.

http://www.theunitedchurch.org/outreach/	cereal, and snacks.		etc.) OR proof of income (showing that income is below federal poverty level for family size).	
Salvation Army: Sherman Avenue Corp 3335 Sherman Avenue NW Washington, DC 20010 202-829-0100 http://salvationarmynca.org/sherman-ave/	Bag of groceries.	Monday and Wednesday, 10am-1pm Free food giveaway last Thursday of the month. No referral needed.	Bring photo identification and proof of eligibility (SNAP, TANF, Medicaid). Can also call Salvation Army District Social Services to get a referral based on low-income status. (202) 332-5000; open Mon-Fri, 8:30 am-4:30 pm. income.	Referral required from social worker, community organization, or Salvation Army (no referral required for last Thursday of the month). Must be D.C. resident.
Allen Chapel AME 2498 Alabama Ave SE Washington, DC 20020 202-889-7296 http://acamec.org/ministries/allen-food-pantry/	Emergency food pantry.	First, third, and fifth Wednesday (fresh produce) in church parking lot, 8am-10 am. Every Friday (non-perishables), 9:30am-12pm.	Bring proof of residency and photo identification.	D.C. residents.
19th Street Baptist Church 4606 16 th Street NW Washington, DC 20011 202-829-2773 office@nsbcdc.org http://everyblessing.org/	Emergency food pantry.	Wednesday and Friday, 7am-12pm.	Once a month. Bring photo identification.	Must have a referral stating name, address, and number of people in household. But can come without a referral if beneficiary can't get one.
McKendree-Simms-Brookland United Methodist Church 2411 Lawrence Street NE Washington, DC 20018 202-529-3075 (p) 202-529-4431 (f) http://www.umc.org/find-a-church/church/21444	Groceries/fresh produce.	Friday, 10am-2pm.	Every week. Bring photo identification or proof of residency.	DC resident preferred, not required.
Paramount Baptist Church 3924 4 th Street SE	Emergency food pantry.	Wednesday 11:30 am – 1 pm and	Once per month.	Referral accepted but not required.

Washington, DC 20032 202-562-6339 (p) info@paramountbaptistchurch.net http://www.paramountbaptistchurch.org/		Thursday 11am-12:30 pm.	Bring photo identification, Medicaid card, SNAP card, or referral.	Focus is on Ward 8 residents.
Dupont Park Seventh Day Adventist Church 3942 Alabama Ave SE Washington, DC 20019 202-583-7416 (p) http://www.dupontpark.org/	Emergency food pantry.	Tuesday, 9am-12 pm 3 rd week of the month – Thursday 9 am -12 pm Summer hours: 9:30 am – 12 pm	Every week. Bring photo identification.	None; no referral required.
Sixth Presbyterian Church 5413 16 th Street NW Washington, DC 20011 202-723-5377	Food closet.	Second and fourth Wednesday, 12pm-2pm.	Bring photo identification.	None; no referral required.
Northeastern Presbyterian Church 2112 Varnum Street NE Washington, DC 20018 202-526-1730 (p) info@nepc-dc.org http://www.nepc-dc.org/index.cfm	Bag of groceries.	Third Saturday, 10am-12pm (closed for the summer; will reopen in September 2018).	Once a month (first time come, will fill out a form and after that, will get a call every month that they can come and pick up a bag). Bring photo identification (or other proof of residency if ID doesn't show Ward 5 or Hyattsville location) and referral.	Must be Ward 5 or Hyattsville resident. Referral required.
First Baptist Church of Deanwood 1008 45 th Street NE Washington, DC 20019 202-396-0534 (p)	Emergency food pantry.	Wednesday, 2pm-4pm; Saturday, 9am-10:30 am	Once per month. Bring photo identification and proof of residency (if address on ID is not current address).	Deanwood residents. No referral required.

http://thefirstbaptistchurchofdeanwood.org/Deanwood/Ministries.html				
Hughes Memorial United Methodist Church 25 53rd Street NE Washington, DC 20019 202-398-3411 (p) 202-398-3441 (f) secretary@hughesmemorial.org http://www.hughesmemorial.org/ministries.aspx	One bag of groceries.	Every Friday 10am-noon.	Bring photo identification. Sign up is required. Call 202-398-2411 to sign up.	Residents of 20019.
Martha's Table 2214 14th Street, NW Washington, DC 20009 202-328-6608 info@marthastable.org http://marthastable.org/programs/foodaccessprograms/	A bag of a groceries (non-perishables and perishables).	Sunday – Saturday, 10am-5pm	Every 30 days. Photo ID.	None.

Housing Resources

Searching for Housing

The Department of Housing and Community Development maintains [dchousingsearch.org](http://www.dchousingsearch.org), which includes a search tool to find available rental housing throughout the District, as well as tools to help a youth calculate what he/she can afford to pay in rent, figure out his/her monthly budget, and know what to look for when he/she visits apartments. The DC Housing Search website can be found at:

<http://www.dchousingsearch.org/>

Information for Tenants

The Office of the Tenant Advocate (OTA) maintains a number of resources for tenants, including information about tenants' rights, rent control, and the eviction process. OTA also maintains a list of organizations that tenants can contact for help with housing issues, including legal services organizations that provide advice and/or representation in landlord/tenant matters. OTA's website can be found at:

<http://ota.dc.gov/page/information-tenants>

Tenant Bill of Rights

The Office of the Tenant Advocate website provided to District of Columbia's Tenants Bill of Rights in seven (7) languages [here](#).

Rapid Housing

The CFSA Rapid Housing program, administered by CFSA and the DC Housing Authority, provides time-limited rental assistance to families who are at-risk of child welfare system involvement, but also to youth aging out of the foster care system. Eligibility criteria can be found at in CFSA's Older Youth Services Program Policy (see Section II.B of this Practice Kit).

Youth who are still in care should ask their social worker for more information about applying. Youth who have already aged out of foster care should contact their assigned aftercare worker.

Youth Aftercare Services

Young Women's Project is another source of assistance in identifying potential housing. For more information, please see the Section II of this Practice Kit.

- Practice Pointer: Youth in foster care should be referred for aftercare services at age 20 ½. If your client has not been referred by this time, contact the youth's social worker

Employment and Job Training

Washington, D.C.

Office of Youth Empowerment (OYE)

CFSA's Office of Youth Empowerment (OYE) has certain policies governing job searches, job training, and other employment assistance. OYE also has an employment specialist who can be of some continued assistance after case closure. Youth should contact OYE at 202-727-7500 for more assistance.

The Career Pathways Unit in OYE is responsible for identifying older youth (ages 18-20) who are not on track to attend a college/university and providing them with opportunities for alternative certification/experience in a designated field with the expectation that they will then transition into a full-time career. The Career Pathways Unit also provides a subsidized internship so youth can gain valuable work experience. This paid internship program allows youth to gain work experience (preferably in his/her industry of choice), gain soft skills training, build his/her resume, and prepare them to transition into sustainable unsubsidized employment.

- Practice Pointer: Make sure to talk to the youth's social worker as soon as he/she is eligible and interested to ensure that the youth gets connected to the Career Pathways Unit.

Rehabilitation Services Administration (RSA)

Youth with disabilities should be linked to the Rehabilitation Services Administration (RSA). RSA, which falls under the Department of Disability Services (DDS), oversees grant programs that help individuals with physical or mental disabilities to obtain employment and live more independently through the provision of such supports as counseling, medical and psychological services, job training and other individualized services. In order to apply for RSA services, youth should complete the application online at https://dda.dc.gov/mcis/rsa_intake_outside/rsaintakeform.asp. Once the application is completed, the youth will work with an assigned counselor to validate their eligibility for services and develop an individualized plan for employment (IPE).

RSA's Youth in Transition Services Unit provides transition services to coordinate a set of activities for students designed around an outcome-oriented process. These activities promote movement from school to post-school activities including post-secondary education, vocational training, integrated employment (including supported employment), continuing and adult education, and independent living. For these particular services, students will need to be linked while still in school to create continued services.

- Legal Assistance: If youth need legal assistance to ensuring services are being provided, they should contact University Legal Services at 202-547-0198.
- Practice Pointer: Make sure that the social worker connects the youth to RSA prior to aging out to ensure that they are connected with these supports prior to case closure. There is an RSA representative who conducts RSA interviews at OYE.

Department of Employment Services (DOES)

The Department of Employment Services (DOES) offers job-seekers a variety of employment and training opportunities. Visit DOES's website (<http://does.dc.gov/>) for a comprehensive list of opportunities and services.

The Project Empowerment Program within DOES is a transitional employment program that provides job readiness training, work experience, and job search assistance to District residents who face multiple barriers to employment. Participants attend an intensive, three-week training course and upon completion have the opportunity to be placed in subsidized employment for up to six months. To be eligible for this program, youth must be at least 22 years old, a DC resident, unemployed, and not receiving any governmental assistance other than food stamps and SSI. In order to be referred to this program, youth must get referred from the American Job Center (AJC) in DC.

The AJC also offers a variety of services. Here, residents can utilize resources such as career counseling, career planning, resume assistance, direct job placement, classroom and on-the-job-training, information about local and national labor markets, unemployment compensation and much more. DOES operates various American Job Centers throughout DC. The locations and contact information are listed below:

- **Headquarters** – 4058 Minnesota Avenue, NE, Washington, D.C. 20019 – 202-724-2337
- **Northeast** – 5171 South Dakota Avenue, NE, Washington, D.C. 20017 – 202-576-3092
- **Northwest** – 2000 14th Street, NW, 3rd Floor, Washington, D.C. 20009 – 202-442-4577
- **Southeast** – 3720 Martin Luther King, Jr. Avenue, SE, Washington, D.C. 20032 – 202-741-7747

The Office of Youth Programs (OYP) under DOES develops and administers workforce development programs for DC youth between the ages of 14-24. OYP provides occupational skills training, work experience, academic enrichment and life skills training to facilitate the development of work habits and skills that are essential for success in the workplace. The summer youth employment program falls under OYP. For questions and information about OYP, contact 202-698-3492.

The Office of Apprenticeship, Information and Training (OAIT), part of DOES, registers apprentices and apprenticeship programs. These various apprenticeships usually last between two (2) to five (5) years. Applicants for apprenticeships must be at least 16 years old and meet the sponsor's qualifications. A high school diploma or GED is required for most programs. For more information about the apprenticeship program, contact the OAIT at 4058 Minnesota Ave., NE, Suite 401, Washington, D.C. 20019, or 202-698-5099.

National Children's Center (NCC)

The National Children's Center (NCC) works to provide various opportunities to people with developmental disabilities. In NCC's Employment Services program, services are tailored to meet each person's desired employment goal. Through working with the youth and an employment specialist, an individualized work plan is developed with measurable goals and outcomes that lead to a competitive employment placement of choice. NCC also offers work readiness training. For more information, see <http://www.nccinc.org/about-ncc/ncc-employment-first/>.

Job Corps

Job Corps is a free education and training program that helps youth learn a career, earn a high school diploma or GED, and find and keep a good job. Generally, youth between 16 to 24 years old who are low income are eligible for Job Corps. For other eligibility requirements, refer to the Job Corps eligibility factsheet at <https://www.doleta.gov/programs/factsht/jobcorps.cfm>. For information about applying to Job Corps, visit the Job Corps Recruiting website at <https://recruiting.jobcorps.gov/>, which contains links to program information, an eligibility quiz, and an initial application for the program. You can also call (800) 733-JOBS, to be connected to a local admissions counselor.

For Job Corps eligibility, see [here](#).

Legal Services for Criminal Matters

Washington, D.C.

Advice and Representation

➤ **Community Defender Division (Community Reentry Program and Institutional Services Program at PDS)**

Provides services to adults and children, who are in the post-adjudication stage of a criminal or juvenile delinquency case in the District of Columbia Superior Court. CDD responds to the legal and social services needs of newly released individuals and others with criminal records, assisting them in making a successful transition back into the community. For adult clients they provide record sealing and expungement consultations. For juvenile clients, CDD represents children at administrative due process hearings, provides in-person legal consultations for children at the District's youth detention centers and works with community organizations to develop reentry programs that address the special needs of children.

680 Rhode Island Avenue, NE
Suite H-5
Washington, DC 20002
(202) 824-2801

<http://www.pdsdc.org:8000/PDS/CommunityDefenderDivision.aspx>

Restrictions: Can only help with DC cases.

➤ **George Washington University Prisoner and Reentry Clinic**

Focuses on legal issues involved in post-conviction re-entry to the community for individuals with criminal histories. No walk-ins. Only take cases during the academic year. They are currently taking cases in the following areas:

- Grant of parole
- Early termination of parole (for those who have been on parole 5+ years)
- Expungements of criminal records (for those with a single misdemeanor conviction or arrests only)

2000 G St., NW
Washington, DC 20052
(202) 994-4954

<https://www.law.gwu.edu/prisoner-reentry-clinic>

Restrictions: For expungement cases client must be indigent, but no strict definition. No walk-ins. Call for an appointment at (202)994-7463. These clinics operate during the academic year – no new cases are taken over the summer or winter vacation.

➤ **Georgetown University Criminal Defense and Prisoner Advocacy Clinic**

Provide defense attorneys for people charged with misdemeanors in DC (the charge must be in DC). The most common pretrial charges include assault, threats, drug possession, theft, unlawful entry, destruction of property, and minor weapons offenses. Students in the clinic also represent clients in parole revocation hearings before the U.S. Parole Commission.

600 New Jersey Avenue, NW

Room 130

Washington, DC 20001-2095

(202) 662-9575

<https://www.law.georgetown.edu/experiential-learning/clinics/criminal-defense-prisoner-advocacy-clinic/>

Requirements: Must meet DC income eligibility requirement to receive a public defender (200% of poverty level)

➤ **Georgetown University Criminal Justice Clinic**

Students in the Criminal Justice Clinic represent defendants in misdemeanor cases in the District of Columbia Superior Court and prisoners in parole revocation proceedings before the U.S. Parole Commission. Charges typically include assault, destruction of property, drug possession, prostitution, theft, threats, and unlawful entry.

111 F Street NW

Suite 127

Washington, DC 20001

(202) 662-9583

<https://www.law.georgetown.edu/experiential-learning/clinics/criminal-justice-clinic/>

➤ **The Public Defender Service for the District of Columbia**

Provides legal services in the areas of trial, appeal, mental health, special litigation, and parole.

Main Office

633 Indiana Avenue NW

Washington, DC 20004

(202) 628-1200

<http://www.pdsdc.org/>

Information and Referrals

➤ **Bar Association of DC Lawyer Referral Service**

Refers callers to experienced attorneys in the area of law in which they need assistance

(202) 296-7845

<http://badc.org/public-services/lrs/>

Restrictions: A \$39.95 referral fee is collected from the caller by credit card over the phone. Callers are referred to ONE attorney.

➤ **Howard University Criminal Justice Clinic**

Provides legal representation to indigent defendants in criminal matters. Takes cases directly from DC Superior Court and **provides referrals for all other cases.**

2900 Van Ness Street, N.W.

Room G-18, Notre Dame Hall

Washington, D.C. 20008

(202) 806-8082

<http://law.howard.edu/content/criminal-justice-clinic-cjc>

Restrictions: Closed in the summer.

Legal Services for Housing Matters and Homelessness

Washington, D.C.

Advice and Representation

➤ Asian Pacific American Legal Resource Center

By establishing the Multilingual Legal Helpline and the Legal Interpreter Project, the APALRC utilizes the bilingual resources in the Asian American community in Metro-D.C. to provide a linguistic and cultural bridge between the client community and legal services. APALRC has staff attorneys who work on a variety of matters as well as a legal helpline to connect callers to services.

1012 14th Street, N.W., Suite 450

Washington, D.C. 20005

Phone: (202) 706-7150

Fax: (202) 315-0375

Helpline:

202-393-3572

Ext. 22 for English

Ext. 18 Chinese

Ext. 19 Hindi/Urdu

Ext. 20 Vietnamese

Ext. 21 Korean

<http://www.apalrc.org/>

Restrictions: Follows Federal regulations, clients need to be at 150% below the poverty line, although this number could vary depending on the service required. They work with people in DC, MD, and VA.

➤ Bread for the City

Bread for the City operates two legal clinics. Volunteer and staff attorneys represent clients in a variety of legal disputes, including landlord-tenant cases. Intake applicants can call the numbers below Monday through Thursday (9am- 5pm) to make an appointment to meet with a Bread for the City attorney.

NW Legal Clinic: (202) 480-8950

SE Legal Clinic: (202) 791-3982

<https://breadforthecity.org/>

Restrictions: Must live in DC and be at or under 200% of the poverty level.

➤ Catholic Charities

A pro bono legal services that provides information, referral, and sometimes direct representation in a variety of legal matters, including landlord-tenant/housing issues.

924 G St., NW

Washington, DC 20001

Phone: (202) 350-4305; In Spanish: (202) 772-4325

Telephone Intake Hours: Monday, Tuesday, and Friday 9:30am - 12pm, 2pm-4:30pm; Wednesday and Thursday 9:30am - 12pm, 2pm - 7:30pm

<https://www.catholiccharitiesdc.org/>

Restrictions: Serves low-income individuals whose earnings are equal to or less than 200% of the poverty level.

➤ **Columbus Community Legal Services Civil Practice Clinic**

A general practice law office that is designed to serve the legal needs of financially eligible DC residents. Covers the full range of civil law matters including: housing, consumer, family, probate, bankruptcy, and administrative law matters.

Phone: (202) 319-6788

<https://www.law.edu/CCLS/ccls-clinic-civil.cfm>

Restrictions: Need to be below 200% of the poverty line. Need to be DC resident (or at least the case needs to be under DC jurisdiction). Do not take cases during the summer. Do not talk walk-ins, must call first.

➤ **DC Bar Advice and Referral Clinic**

Individuals can discuss with volunteer attorneys civil legal problems governed by D.C. law including housing law (i.e. landlord-tenant issues). Volunteer attorneys may help individuals identify legal issues, help individuals fill out papers to file with the court, make a phone call to resolve a dispute, write a letter on the individual's behalf, or give the individual general advice about a legal problem. If brief service is not enough to resolve the problem, or if another type of service is necessary, then the clinic volunteers may be able to refer the individual to an appropriately suited service. Services are free of charge. 2nd Saturday of every month from 10am - 12pm.

<https://www.dcbbar.org/for-the-public/help-for-individuals/advice.cfm>

Bread for the City Northwest Center
1525 7th Street NW

Bread for the City Southeast Center
1640 Good Hope Road SE

Phone: 202-626-3499 (press 1 (English), press 5 (other), press 3 (free legal clinic), press 9 (to leave a message)).

Restrictions: Do not have their own lawyer. Only available to individuals, not businesses, nonprofits, associations, or other similar groups.

➤ **DC Law Students in Court**

Law Students in Court helps low-income Washington, D.C. residents who have legal problems that originated in the District. The services primarily focus on representation of tenants in landlord-tenant actions, but include other civil matters.

Superior Court of the District of Columbia

Room 113, Building B
510 4th Street, NW
Washington, DC 20001
Monday-Friday: 10:00 am-1:00 pm
(202) 638-4798
<https://dclawstudents.org/>

Restrictions: Only accepts new clients during the academic school year; Income must be below 200% of the poverty line

➤ **Howard University Civil Rights Clinic**

The Clinic litigates on behalf of indigent, prisoner, and pro se clients in federal and state courts on a range of civil rights matters, including but not limited to employment and housing discrimination, voting rights, police brutality, unconstitutional prison conditions, habeas corpus, and unfair procedural barriers to the courts.

(202) 806-8082
2900 Van Ness Street, N.W.
Washington, D.C. 20008
Weekdays 9:00am-5:00pm
<http://law.howard.edu/content/human-and-civil-rights-clinic>

Requirements: Clients must be at or below 200% of the poverty line. They do not take new clients over the summer but will provide referrals. They accept new clients during the school year.

➤ **Howard University Fair Housing Clinic**

Provide full legal representation to clients in housing discrimination and landlord-tenant matters. Office is open weekdays from 9:00am - 5:00pm (except during the summer)

(202) 806-8082
Room G-18, Notre Dame Hall
2900 Van Ness Street, N.W.
Washington, D.C. 20008
<http://law.howard.edu/content/fair-housing-clinic-fhc>

Restrictions: Follows Legal Services Corporation guidelines. Tries to take cases re: housing discrimination, housing code violations, matters impacting affordability and access to housing.

➤ **Legal Aid Society of DC**

Provides advice and counsel in housing/landlord tenant/housing conditions, domestic violence/family law, consumer law (including debt collection), public benefits law (including health insurance), child support, and appellate litigation.

1331 H St NW #350
Washington, DC 20005
(202) 628-1161

<https://www.legalaiddc.org/>

Restrictions: Serves person at or below 200% of the FPG. While clients do not have to live in DC to receive services, Legal Aid Society can only help with problems arising in DC.

➤ **Multi-Door Dispute Resolution Division**

The Multi-Door Dispute Resolution Division (Multi-Door) helps parties settle disputes through mediation and other types of appropriate dispute resolution (ADR), including arbitration, case evaluation and conciliation. The Division can handle all cases but has particular programs in child protection, family law, medical malpractice, landlord/tenant, probate, tax assessment, and small claims. Multi-Door also has a Community Information and Referral Program (CIRP) that has trained Dispute Resolution Specialists who can assist residents of the District of Columbia find the best way to resolve their disputes. Clients who call CIRP get help in learning about the options available both through the court and through other community venues. Clients will learn about other community services that may be of help as well as the mediation process within the court.

410 E St. NW
Court Building C
Washington, DC, 20001
(202) 879-1549

<https://www.dccourts.gov/superior-court/multi-door-dispute-resolution-division>

Hours: 8:30AM - 5:00PM

Mediation Hours: 9:00AM - 3:00PM

Restrictions: Matter must arise out of DC. No income requirements.

➤ **Neighborhood Legal Services**

Provides direct legal services in the areas of family, housing/landlord tenant, consumer, public benefits, income maintenance, health, domestic violence, veterans' benefits, employment, and wills, and predatory student loans.

<http://nlsp.org/>

Headquarters
64 New York Avenue NE Ste. 180
Washington, DC 20002
(202) 832-6577

Far Northeast Ward 7 Office
4609 Polk Street, NE
Washington, DC 20019
(202) 832-6577

Southeast Ward 8 Office
2811 Pennsylvania Ave, SE

Washington, DC 20020
(202) 832-6577

Restrictions: All persons at or below 125% of Federal Poverty Guidelines are eligible; on a case-by-case basis persons at or below 200% of the FPG may be eligible. Matter must have arisen in DC. Cannot serve non-US citizens or incarcerated people.

➤ **University of DC Housing and Consumer Law Clinic**

Representation for matters such as eviction defenses, affirmative habitability actions, illegal rent increases, and real property actions, including predatory loans and foreclosure, fair housing and miscellaneous torts.

UDC David A. Clarke School of Law

Building 52, Room 302

4340 Connecticut Avenue NW

Washington, DC 20008

(202) 274-5120

<https://www.law.udc.edu/page/HousingClinic>

Restrictions: No cases in the summer

➤ **University Legal Services**

Helps low and moderate-income families and individuals buy homes, rehabilitate homes, and prevent mortgage default and foreclosure. ULS also provides rental counseling and assists DC residents with locating affordable and accessible housing.

<http://www.uls-dc.org/>

Northeast Office

220 I Street, N.E., Suite 130

Washington, D.C. 20002

(202) 547-0198

Far Northeast Office

3939 Benning Road, N.E.

Washington, D.C. 20019

(202) 650-5631

Southeast Office

1800 Martin Luther King Jr. Avenue, S.E., First Floor

Washington, D.C. 20020

(202) 889-2196

Restrictions: DC residents only

➤ **Washington Lawyer's Committee for Civil Rights and Urban Affairs**

Provides pro bono legal representation in the following practice areas: workplace discrimination, housing (discrimination, lending, exclusionary zoning, accessibility issues), disability rights, DC prisoners' rights, and public accommodation cases against private institutions (e.g., when a business fails to accommodate consumers with seeing eye dogs). They also have a team devoted to representing immigrants and refugees in these civil rights issues.

(202) 319-1000

11 Dupont Circle, NW

Suite 400

Washington, DC 20036

<http://www.washlaw.org/>

➤ **Washington Legal Clinic for the Homeless**

Advice and representation (by staff attorneys or pro bono attorney volunteers) on issues broadly related to homelessness and poverty. The organization has pre-arranged intake times at various sites throughout the District - interested individuals should call or check online (www.legalclinic.org/legal-help/) for upcoming intake hours. They also have self-help materials and resources online.

202-328-5500

1200 U St NW

Washington, DC 20009

Restrictions: Only for D.C. residents who are experiencing homelessness or at risk of being homeless. No criminal matters or tort/small claims.

Information and Referrals

➤ **Bar Association of DC Lawyer Referral Service**

Refers callers to experienced attorneys in the area of law in which they need assistance

(202) 296-7845

<http://badc.org/public-services/lrs/>

Restrictions: A \$39.95 referral fee is collected from the caller by credit card over the phone. Callers are referred to ONE attorney.

➤ **DC Bar Landlord/Tenant Resource Center**

Provides free legal information to both landlords and tenants. Volunteer attorneys help self-represented persons understand court proceedings, assist self-represented persons prepare pleadings, coach self-represented persons how to best present cases in court, provide information on how to obtain continuances and retain counsel, make referrals to legal service providers in appropriate cases, and inform low-income litigants of financial and other social service resources that might be available and refer them to the appropriate resources.

Monday to Friday 9:15am - 12pm

510 4th Street NW

Court Building B, Room 115

(202) 508-1710

<https://www.dcbart.org/for-the-public/help-for-individuals/landlord-tenant.cfm>

Restrictions: Must be unrepresented. Must have residential housing dispute in the District of Columbia.

➤ **DC Bar Pro Bono Center Legal Information Helpline**

An automated system of recorded messages giving basic information on more than 30 legal topics, finding an attorney, and the availability of free legal services in DC. Clients can call 24 hours a day.

(202) 626-3499

➤ **Central American Resource Center**

Housing Services: Seeks to secure safe and affordable housing for Latinos in the Washington metropolitan area. Offers individual counseling and educational workshops on topics such as foreclosure prevention, credit and financial management, and tenant rights, as well as technical assistance to tenant groups and associations.

1460 Columbia Road NW, Suite C-1

Washington, D.C. 20009

(202) 328 -9799

Walk-in hours: Thursdays 2pm-4:30pm

<http://carecendc.org/>

Restrictions: No income requirements or ethnicity requirements. Have to be living in some part of the Washington Metropolitan Area.

Legal Services for Family Law Matters

Washington, D.C.

Advice and Representation

➤ Asian Pacific American Legal Resource Center

By establishing the Multilingual Legal Helpline and the Legal Interpreter Project, the APALRC utilizes the bilingual resources in the Asian American community in Metro-D.C. to provide a linguistic and cultural bridge between the client community and legal services. APALRC has staff attorneys who work on a variety of matters as well as a legal helpline to connect callers to services.

1012 14th Street, N.W., Suite 450

Washington, D.C. 20005

Phone: (202) 706-7150

Fax: (202) 315-0375

<http://www.apalrc.org/>

Helpline:

202-393-3572

Ext. 22 for English

Ext. 18 Chinese

Ext. 19 Hindi/Urdu

Ext. 20 Vietnamese

Ext. 21 Korean

Restrictions: Follows Federal regulations, clients need to be at 150% below the poverty line, although this number could vary depending on the service required. They work with people in DC, MD, and VA.

➤ Bread for the City

Through the **Child Support Community Legal Services** BFTC partners with Legal Aid to staff an office at the Paternity & Support Branch of the Court. They provide same-day advice and temporary representation and, in some cases, extended representation to low-income District residents who need assistance with child support matters. And with their newest project, the **Domestic Violence Community Legal Services** Project, BFTC provides the legal services necessary (Civil Protection Orders, divorce proceedings, child custody, etc.) to assist low-income District residents who are experiencing domestic violence and sexual assault.

<https://breadforthecity.org/>

1525 Seventh Street, NW
Washington, DC 20001
Northwest Center: 202-265-2400

1640 Good Hope Road, SE
Washington, DC 20020
Southeast Center: 202-561-8587

Restrictions: Must live in DC and be at or under 200% of the poverty level.

➤ **Break the Cycle**

Break the Cycle provides free legal services to young victims of dating violence in Washington, DC. Break the Cycle attorneys assist victims of dating abuse and domestic violence with the following legal issues:

- Obtaining protection or restraining orders
- Violations of restraining orders
- Child custody
- Child support
- Visitation
- Divorce

Their attorneys also work closely with clients to ensure that their non-legal needs are met through safety planning, school advocacy, criminal case accompaniment and referrals to local domestic violence and social services.

P.O. Box 66165
Washington, D.C. 20035
(T): 202-824-0707
(F): 202-824-0747

<https://www.breakthecycle.org/>

Restrictions: Legal services are available to young people who are 12 to 24 years old, living in the Washington, DC metropolitan area and who are experiencing abuse

➤ **Catholic Charities**

A pro bono legal service providing clients with general information, access to volunteer attorneys and law firms, as well as referrals to other appropriate legal service organizations. Operates in the areas of consumer debt/bankruptcy, employment, family law (including child custody and domestic violence), landlord-tenant/housing issues, public benefits (social security, disability), wills and probate/guardianship and conservatorship.

924 G St., NW
Washington, DC 20001
Phone: (202) 350-4305; In Spanish: (202) 772-4325

Telephone Intake Hours: Monday, Tuesday, and Friday 9:30am - 12pm, 2pm-4:30pm; Wednesday and Thursday 9:30am - 12pm, 2pm - 7:30pm

<https://www.catholiccharitiesdc.org/>

Restrictions: Serves low-income individuals whose earnings are equal to or less than 200% poverty.

➤ **Columbus Community Legal Services Family and the Law Clinic**

Deals with cases of domestic violence, family law, and immigration law. The clinic helps clients address immediate safety needs and assert their legal rights by obtaining CPOs, as well as representing clients in longer-term litigation arising from abusive family situations, including resolving complex divorce, legal separation, property and debt distribution, child custody, child visitation, and child support matters. The clinic also responds to the unique needs of immigrant victims of domestic violence, helping them attain legal status and employment authorization through VAWA self-petitions, battered spouse waivers, and U visa applications.

Phone: (202) 319-6788

<https://www.law.edu/CCLS/ccls-clinic-family.cfm#CCLS>

Restrictions: Need to be below 200% of the poverty line. Need to be DC resident (or at least the case needs to be under DC jurisdiction). Do not take cases during the summer. Do not talk walk-ins, must call first.

➤ **Child Support Services Division**

Helps the person caring for a child to collect child support from the child's noncustodial parent. CSSD also helps those who are divorced to collect spousal support. CSSD provides services including locating a child's parent for the purpose of establishing parentage and child support, establishing parentage, establishing a support order, establishing medical support, enforcing child support payments and medical support established by court order, collecting child and spousal support payments, reviewing child support orders to determine whether an adjustment is needed.

One Judiciary Square

441 4th Street, NW, N550

Washington, DC 20001

Phone: (202) 442-9900

<https://cssd.dc.gov/>

Hours: Monday-Friday 8:15am - 4:45pm

➤ **DC Bar Advice and Referral Clinic**

Individuals can discuss with volunteer attorneys civil legal problems governed by D.C. law including bankruptcy and debt collection, consumer law, employment law, family law, health law, housing law (i.e. landlord-tenant issues), personal injury, probate matters (such as wills and medical directives), public benefits (such as welfare and SSI), and tax law. Volunteer attorneys may help individuals identify legal issues, help individuals fill out papers to file with the court, make a phone call to resolve a dispute, write a

letter on the individual's behalf, or give the individual general advice about a legal problem. If brief service is not enough to resolve the problem, or if another type of service is necessary, then the clinic volunteers may be able to refer the individual to an appropriately suited service. Services are free of charge.

Hours: 2nd Saturday of every month from 10am - 12pm

Locations: Bread for the City Northwest Center - 1525 7th Street NW; Bread for the City Southeast Center - 1640 Good Hope Road SE

Phone: 202-626-3499 ext. 3

<https://www.dcbcr.org/for-the-public/help-for-individuals/advice.cfm>

Restrictions: Do not have their own lawyer. Only available to individuals, not businesses, nonprofits, associations, or other similar groups.

➤ **George Washington University Family Justice Litigation Clinic**

The Family Justice Litigation Clinic represents clients in a variety of family law and domestic violence matters. Clients are represented by third year law students who are certified to practice in DC Superior Court and supervised by attorneys who have practiced for several years in the family law field.

202.994.7463 (ask for the Family Justice Litigation Clinic)

<https://www.law.gwu.edu/family-justice-litigation>

Restrictions: 200% of the poverty level. Must be a DC case.

➤ **Howard University- Child Welfare/Family Justice Clinic**

Provides direct legal representation to parents who have or are alleged to have neglected or abused their children in a way that has resulted in state intervention.

Weekdays: 9:00 am – 5:00 pm (except summer)

Room G18 Notre Dame Hall

2900 Van Ness St.

Washington DC 20008

(202) 806-8082

<http://law.howard.edu/content/child-welfarefamily-justice-clinic-cwc>

Restrictions: Takes case directly from Family Court division. Provides referrals for cases not coming from the court.

➤ **Legal Aid Society of DC**

Provides advice and counsel in housing/landlord tenant/housing conditions, domestic violence/family law, consumer law (including debt collection), public benefits law (including health insurance), child support, and appellate litigation.

1331 H St NW #350

Washington, DC 20005

(202) 628-1161

www.legalaiddc.org

Restrictions: Serves clients at or below 200% of the FPG. Matter must arise out of DC. If it's a case regarding a child (e.g. custody), the child must have been a resident of DC in the last six months. In DV cases, they only represent victims, not perpetrators. While clients do not have to live in DC to receive services, Legal Aid Society can only help with problems arising in DC.

➤ **Multi-Door Dispute Resolution Division**

The Multi-Door Dispute Resolution Division (Multi-Door) helps parties settle disputes through mediation and other types of appropriate dispute resolution (ADR), including arbitration, case evaluation and conciliation. The Division appears to be able to handle all sorts of cases but has particular programs in child protection, family law, medical malpractice, landlord/tenant, probate, tax assessment, and small claims. Multi-Door also has a Community Information and Referral Program (CIRP) that has trained Dispute Resolution Specialists who can assist residents of the District of Columbia find the best way to resolve their disputes. Clients who call CIRP get help in learning about the options available both through the court and through other community venues. Clients will learn about other community services that may be of help as well as the mediation process within the court.

410 E St. NW

Court Building C

Washington, DC, 20001

(202) 879-1549

<https://www.dccourts.gov/superior-court/multi-door-dispute-resolution-division>

Hours: 8:30AM - 5:00PM

Mediation Hours: 9:00AM - 3:00PM

Restrictions: Matter must arise out of DC. No income requirements.

➤ **Neighborhood Legal Services**

Provides direct legal services in the areas of family, housing/landlord tenant, consumer, public benefits, income maintenance, health, domestic violence, veterans benefits, employment, and wills, and predatory student loans.

<http://nlsp.org/>

Headquarters

64 New York Ave., NE

Washington, DC 20002

(202) 832-6577

Far Northeast Ward 7 Office

4609 Polk Street, NE

Washington, DC 20019
(202) 832-6577
Southeast Ward 8 Office
2811 Pennsylvania Ave, SE
Washington, DC 20020
(202) 832-6577

Restrictions: All persons at or below 125% of Federal Poverty Guidelines are eligible; on a case-by-case basis persons at or below 200% of the FPG may be eligible. Matter must have arisen in DC. Cannot serve non-US citizens or incarcerated people.

➤ **Tahirih Justice Center**

Operates a pro bono network of attorneys to assist immigrant women and girls who have experienced gender-based violence on immigration and family matters. They also operate a pro bono medical network of providers willing to provide primary care to this same population.

6402 Arlington Blvd, Suite 300
Falls Church, VA 22042
Phone: 571-282-6161

<https://www.tahirih.org/>

Restrictions: Must be female. Must be an immigrant. Must have experience gender-based violence or persecution

Information and/or Referrals

➤ **Bar Association of DC Lawyer Referral Service**

Refers callers to experienced attorneys in the area of law in which they need assistance.

(202) 296-7845

<http://badc.org/public-services/lrs/>

Restrictions: A \$39.95 referral fee is collected from the caller by credit card over the phone. Callers are referred to ONE attorney.

➤ **DC Bar Pro Bono Program Legal Information Helpline**

An automated system of recorded messages giving basic information on more than 30 legal topics, finding an attorney, and the availability of free legal services in DC. Clients can call 24 hours a day.

(202) 626-3499

<https://www.dcbar.org/pro-bono/volunteer/legal-info-helpline.cfm>

➤ **DC Bar Pro Bono- Pro Se Custody Clinic (information only)**

Every month at the District of Columbia Superior Court, volunteer attorneys and paralegals present a two-session workshop to help individuals file for child custody without an attorney. The clinic provides information on how the law in the District of Columbia addresses child custody, visitation, and child support arrangements. This clinic does not provide any legal advice. During Session I, instructors provide an introduction to the laws related to child custody, and during Session II, instructors will assist individuals in filling out required forms and answering individual questions. Individuals must preregister for the Clinic.

D.C. Superior Court, H. Carl Moultrie I Courthouse

500 Indiana NW, Washington, DC

(202) 737-4700 ext. 3292

<http://www.dcbbar.org/for-the-public/help-for-individuals/custody.cfm>

Restrictions: No income restrictions.

➤ **DC Bar Pro Bono- Pro Se Divorce Clinic (information only)**

Every month at the District of Columbia Superior Court, volunteer attorneys and paralegals present a two-session workshop to help individuals file for uncontested divorces without an attorney in the District of Columbia. Individuals in a contested divorce are also welcome to attend for information purposes, but the Clinic does not provide any legal advice. Individuals must preregister online.

D.C. Superior Court, H. Carl Moultrie I Courthouse

500 Indiana NW, Washington, DC

(202) 737-4700 ext. 3292

<http://www.dcbbar.org/for-the-public/help-for-individuals/divorce-clinic.cfm>

Restrictions: No income restrictions.

➤ **DC Family Court Self Help Center**

The Family Court Self-Help Center is a free walk-in service that provides unrepresented people with general legal information in a variety of family law matters (divorce, custody, visitation, child support) and referrals to legal and social service providers.

Moultrie Courthouse

500 Indiana Avenue, NW, JM-570

Washington, D.C. 20001

(202) 879-0096

Monday-Friday: 8:00a.m.-5:30 p.m. No new intakes accepted after 5:00 p.m.

<https://www.dccourts.gov/services/family-matters/self-help-center>

Restrictions: cannot provide legal advice, take sides in any case, or represent anyone in court; doesn't help people who are represented by attorneys.

Legal Resources for Public Benefits

Washington, D.C.

Advice and Representation

➤ **Asian Pacific American Legal Resource Center**

By establishing the Multilingual Legal Helpline and the Legal Interpreter Project, the APALRC utilizes the bilingual resources in the Asian American community in Metro D.C. to provide a linguistic and cultural bridge between the client community and legal services. APALRC has staff attorneys who work on a variety of matters as well as a legal helpline to connect callers to services.

1012 14th Street, N.W., Suite 450

Washington, D.C. 20005

Phone: (202) 706-7150

Fax: (202) 315-0375

Helpline:

202-393-3572

Ext. 22 for English

Ext. 18 Chinese

Ext. 19 Hindi/Urdu

Ext. 20 Vietnamese

Ext. 21 Korean

<http://www.apalrc.org/>

Restrictions: Follows Federal regulations, clients need to be at 150% below the poverty line, although this number could vary depending on the service required. They work with people in DC, MD, and VA.

➤ **Bread for the City**

Provides free legal advice and representation on various matters, including social security and other public benefits.

<https://breadforthecity.org/>

Northwest Center

1525 Seventh Street, NW

Washington, DC 20001

202-265-2400

Southeast Center

1640 Good Hope Road, SE

Washington, DC 20020

202-561-8587

Restrictions: Must live in DC and be at or under 200% of the poverty level.

➤ **Catholic Charities Legal Network of the Archdiocese of Washington**

Provides pro bono representation to low income individuals for a variety of family law issues

(202) 350-4305

924 G Street NW

Washington, DC 20004

<https://www.catholiccharitiesdc.org/>

Restrictions: Call the number above to begin an intake. Caller must be at or below 200% of the poverty line. Intake hours: Mondays, Tuesdays and Fridays from 9:30a.m. – 12:00 p.m. and 2:00 p.m. to 4:30 p.m. Wednesdays and Thursdays have extended intake hours until 7:30 p.m.

➤ **DC Bar Advice and Referral Clinic**

Individuals can discuss with volunteer attorneys a range of legal issues, including public benefits such as welfare and SSI. Volunteer attorneys may help individuals identify legal issues, help individuals fill out papers to file with the court, make a phone call to resolve a dispute, write a letter on the individual's behalf, or give the individual general advice about a legal problem. If brief service is not enough to resolve the problem, or if another type of service is necessary, the clinic volunteers may be able to refer the individual to an appropriately suited service. Services are free.

2nd Saturday of every month from 10am - 12pm

202-626-3499

Bread for the City Northwest Center -1525 7th Street NW

Bread for the City Southeast Center -1640 Good Hope Road SE

<https://www.dclaw.org/for-the-public/help-for-individuals/advice.cfm>

Restrictions: Do not have their own lawyer. Only available to individuals, not businesses, nonprofits, associations, or other similar groups.

➤ **DC Law Students in Court**

Primary focus is on representation of tenants in landlord-tenant actions (so may include DC public housing matters).

Superior Court of the District of Columbia

Room 113, Building B

510 4th Street, NW

Washington, DC 20001

(202) 638-4798

Monday-Friday: 10:00 am-1:00 pm

<https://dclawstudents.org/>

Restrictions: Only accepts new clients during the academic school year; Income must be below 200% of the poverty line

➤ **George Washington University Health Insurance Counseling Project**

Provides advice, information, and legal representation to DC residents who are having difficulty with Medicare, Medicaid, and other health insurance issues. Students perform client interviews, assist clinic

attorneys in developing legal remedies, and represent clients at administrative hearings before federal administrative law judges.

650 20th St. NW

Washington, DC 20052

202-994-6272

<https://www.law.gwu.edu/health-insurance-counseling-project>

Restrictions: Generally only accepts DC residents.

➤ **Legal Aid Society of DC**

Provides advice, brief service, and representation on public benefits matters.

1331 H Street NW, Suite 350

Washington, DC 20005

(202) 628-1161

Anacostia Professional Building (at Big Chair)

2401 MLK Jr. Avenue SE, Suite LL-1

Washington, DC 20020

<https://www.legalaiddc.org/>

Restrictions: Clients must be at or below 200% of the 2014 poverty guideline. Intakes are done in person at all offices on Mondays and Thursdays from 12:30 p.m. to 4:00 p.m.

➤ **National Veterans Legal Services Program**

Provides pro bono direct legal and appellate services to veterans with disability-related grievances.

Partners with and trains advocates from law firms and corporations to provide direct legal services regarding military and veterans benefits. Brings class actions with respect to military and veteran disability rights.

Individual Representation Line: 202 265-8305

1600 K St NW #500

Washington, DC 20006

<http://www.nvlsp.org/>

Restrictions: Must be a veteran. No information available regarding income requirements.

➤ **Neighborhood Legal Services Program (NLSP) of the District of Columbia**

Provides advice and counsel, brief services, and extended representation including in-court representation for low-income DC residents.

(202) 832-6577

<http://www.nlsp.org/>

64 New York Ave. NE

Washington DC 20002

2811 Pennsylvania Ave SE
Washington, DC 20020

4609 Polk Street, NE
Washington DC 20019

Restrictions: Clients must be DC residents below 200% of the 2014 poverty guidelines. Intakes and advice offered over the phone or in person on Mondays, Wednesdays, and Fridays between 10:00 a.m. and 2:00 p.m. at all three offices

➤ **University Legal Services**

Provides legal representation in various legal areas, including social security benefits.

220 I Street, N.E., Suite 130
Washington, D.C. 20002
(202) 547-0198
<http://www.uls-dc.org/>

Restrictions: DC residents only

➤ **Washington Legal Clinic for the Homeless**

Advice and representation (by staff attorneys or pro bono attorney volunteers) on issues related to homelessness and poverty. The organization has pre-arranged intake times at various sites throughout the District - interested individuals should call or check online (www.legalclinic.org/legal-help/) for upcoming intake hours. They also have self-help materials and resources online.

1200 U St NW
Washington, DC 20009
202-328-5500

Restrictions: Only for D.C. residents who are experiencing homelessness or at risk of being homeless. No criminal matters or tort/small claims.

➤ **Whitman Walker Legal Services**

Provides representation in various areas, including public benefits.

(202) 939-7627
<https://www.whitman-walker.org/legal-services>

Elizabeth Taylor Medical Center
701 14th St.
NW Washington, DC 20009

Max Robinson Medical Center
2301 Martin Luther King Jr. Ave., SE
Washington, DC 20020

Restrictions: Services are for patients of Whitman-Walker Health Center, people living with HIV, and members of the LGBTQ community.

Information and Referrals

➤ **Bar Association of DC Lawyer Referral Service**

Refers callers to experienced attorneys in the area of law in which they need assistance

(202) 296-7845

<http://badc.org/public-services/lrs/>

Restrictions: A \$39.95 referral fee is collected from the caller by credit card over the phone. Callers are referred to ONE attorney.

➤ **DC Bar Pro Bono Program Legal Information Helpline**

An automated system of recorded messages giving basic information on more than 30 legal topics, finding an attorney, and the availability of free legal services in DC. Clients can call 24 hours a day.

(202) 626-3499

<https://www.dcbar.org/pro-bono/volunteer/legal-info-helpline.cfm>

➤ **National Pension Rights Center**

The National Pension Lawyers Network (NPLN) is a no-cost referral service that connects workers and retirees with attorneys who can help them understand and enforce their pension rights. Referral to services can be obtained [here](#) or by calling (888) 420-6550. Located at www.pensionhelp.org, PensionHelp America connects people who have questions about or problems with their retirement plans to the resources that can help them, free of charge. Based on pensioners' answers to a few questions, PensionHelp America will connect the pensioner with the legal service providers and government agencies that can help.

1350 Connecticut Avenue NW, Suite 206

Washington, DC 20036

(202) 296-3776

1-888-420-6550

www.pensionrights.org



COMBINED APPLICATION FOR DC*

FOOD STAMPS (SNAP BENEFITS)

CASH ASSISTANCE (TANF for FAMILIES with CHILDREN or INTERIM DISABILITY ASSISTANCE for the DISABLED)

MEDICAID (for the ELDERLY or DISABLED)

HEALTHCARE ALLIANCE/ IMMIGRANT CHILD PROGRAM

*APPLICANTS FOR MEDICAID FOR FAMILIES WITH CHILDREN (INCLUDING TANF APPLICANTS) OR A NON-DISABLED/NON-ELDERLY ADULT MUST FILE A DC HEALTH LINK APPLICATION (See Next Page)

If you live in DC, you can use this form to apply for benefits. If you need help with this form, just ask your worker or another ESA employee. You can also call (202) 727-5355. Free interpreters are available.

Please bring this to your Service Center. To find out which Center is closest to you, call (202) 727-5355. You may also mail this form to DHS/ CRMU, 645 H St., NE, Washington, DC 20002.

Sí, hablo ESPAÑOL (SPANISH)

Si usted vive en DC, puede usar este formulario para solicitar beneficios. Si necesita ayuda con este formulario, pídale ayuda a su trabajador u otro empleado de ESA. También puede llamar al (202) 727-5355. Intérpretes gratis están disponibles.

Por favor, lleve este formulario al Centro de Servicio de su área. Para saber cuál Centro le queda más cerca, llame al (202) 727-5355. También puede enviar este formulario por correo a 645 H St., NE, Washington, DC 20002.

Questions? ¿Preguntas? ແຫຼ່ງຖາມ?

有問題嗎? Có thắc mắc gì không?

(202) 727-5355

FOR AGENCY USE ONLY Application Recertification

Case Name _____ Case # _____
Date Rec'd _____ Prog. Approved _____
Date Disp. _____ Prog. Denied _____

ESA Combined Application: December 2015

是，我說中文 (MANDARIN)

“如果您住在D.C.，您可以用這份表格來申請福利。如果您填寫這份表格時需要幫助，您可以向工作人員或其他IMA員工詢問。您還可以致電 (202) 727-5355 我們有免費翻譯服務。”

“請將這份表格送到您所在地區的服務中心。欲知離您處所最近的服務中心的地址，請致電 (202) 727-5355 您也可以將這份表格寄至 645 H St., NE Washington, DC 20002.”

አዎ አማርኛ እናገራለሁ (AMHARIC)

“በዲ.ሲ. ውስጥ የሚኖሩ ከሆኑ የአርዳታ ጥቅሞችን ለማግኘት በዚህ ቅጽ ሊጠቀሙ ይችላሉ። ይህንን ቅጽ ለመሙላት አርዳታ ክሬለት ጉዳይዎን የያዙትን ሠራተኛ ወይም ሌላ የአይኤምኤ ሠራተኛን ይጠይቁ። እንዲሁም በ (202) 727-5355 ለመደወል ይችላሉ። ነፃ አስተርጉሞች ይኖራሉ።”

“እባክዎ ይህንን ቅጽ ወደ አካባቢዎ የአገልግሎት ማዕከል ይዘውት ይሂዱ። የትኛው ማዕከል በእርስዎ አቅራቢያ እንደሚገኝ ለማወቅ ደግሞ በ (202) 727-5355 ይደውሉ። ይህንን ቅጽም በፖስታ ቤት በኩል ለ 645 H St., NE Washington, DC 20002.” ለመላክም ይችላሉ።”

Có, tôi nói VIỆT (VIETNAMESE)

“Nếu quý vị sống tại D.C., quý vị có thể dùng mẫu đơn này để xin quyền lợi. Nếu quý vị cần giúp đỡ điền đơn này, xin hỏi nhân viên xã hội của mình hoặc một nhân viên khác của IMA. Quý vị cũng có thể gọi số (202) 727-5355. Có thông dịch viên miễn phí.”

“Xin đem mẫu này tới Trung Tâm Dịch Vụ khu vực của quý vị. Để tìm hiểu xem Trung Tâm nào gần quý vị nhất, gọi (202) 727-5355. Quý vị cũng có thể gửi mẫu đơn này tới 645 H St., NE, Washington, DC 20002.”



ECONOMIC SECURITY ADMINISTRATION SERVICE CENTERS

Anacostia Service Center

2100 Martin Luther King Avenue, SE
Washington, DC 20020
Phone: (202) 645-4614
Fax: (202) 727-3527

H Street Service Center

645 H Street, NE
Washington, DC 20002
Phone: (202) 698-4350
Fax: (202) 724-8964

Congress Heights Service Center

4049 South Capitol Street, SW
Washington, DC 20032
Phone: (202) 645-4525
Fax: (202) 645-4524

Fort Davis Service Center

3851 Alabama Ave., SE
Washington, DC 20020
Phone: (202) 645-4500
Fax: (202) 645-6205

Taylor Street Service Center

1207 Taylor Street, NW
Washington, DC 20011
Phone: (202) 576-8000
Fax: (202) 576-8740

*Customers may call ESA at (202) 727-5355
to learn which Service Center serves their address.*

IMPORTANT NOTICE ABOUT APPLYING for MEDICAID

Unless you are 65 years or older or you are disabled you need to complete a DC Health Link Application for Health Coverage to get Medicaid. If you are applying in person at one of the offices listed above you can ask for a paper copy of the Health Link Application. If you want to file an on-line application for Medicaid go to the DC Health Link Website at DC HealthLink.com. You can also call the DC HealthLink Customer Service Center toll-free at 1-855-532-5465 for help applying.

Questions? ¿Preguntas? ແຫຼ່ງຂໍ້ມູນ?
有問題嗎? Có thắc mắc gì không?



(202) 724-5506.

Your Information

Last Name	First Name	Middle Name	Date of Birth	Telephone
Current Address Apt.		Mailing Address (if different)		
City, State ZIP		Are you Homeless? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you plan to stay in DC? <input type="checkbox"/> Yes <input type="checkbox"/> No		

I am applying for: **Medical Assistance/QMB** **Food Stamps** **IDA** (Interim Disability Assistance)
 TANF/GC (Temporary Assistance for Needy Families/General Assistance for Children)

Note: Your Food Stamp benefits start on the day that you apply. You can apply right away. Make sure to write down your name and address above and then sign at the bottom of this page.

Expedited Food Stamps

You might be able to get Food Stamps in less than a week! To see if you qualify, please tell us:

1. Will your household income be more than \$150 this month? Yes No
2. Do you have more than \$100 in cash or in the bank? Yes No
3. Is your income & ready cash this month more than your rent and utilities? Yes No

If you answered NO to the questions above, then you may be eligible. Please tell us:

(a) What will be your total income this month? \$_____ ; (b) How much do you have in cash or the bank? \$_____ ; and (c) What did you pay for housing (rent/ utilities) this month? \$_____

4. Are you or anyone in your household a migrant or seasonal farm worker? Yes No

Authorized Representative

Do you want someone else to act for or represent you? Yes No If YES, please tell us:

Name of Your Authorized Representative: _____ Address of Rep.: _____ Telephone of Rep.: _____

What do you want them to do? Do interviews Make Inquiries Report changes Use EBT card

Signature

By signing below, I give my permission to DHS to get information about me. DHS can get this from my employer, landlord, bank, and utility company. I give all of these people my permission to give information about me to DHS. I have reviewed the information in my application and I believe that all of my information on this entire eight-page form is true and correct. **I know that if I give any false information, I may be breaking the law and I could be at risk of criminal prosecution and penalties. I know that state and federal officials will check this information. I agree to help with their investigations.**

I agree to follow the rules for DHS benefits. I have received a copy of these rules. I know that I will have to **recertify** for my benefits. I also understand that my child may get free health care through "HealthCheck."

Authorized Representatives: If the applicant cannot sign this form, you may sign it for them. By signing, you certify that this person wants to apply for benefits and agrees to the conditions above.

SIGNATURE: X _____ **DATE:** _____

Who Lives with You?

(Please list everyone in the household, even if you are not applying for them.)

Last Name	First Name	Middle Name	Applying for this Person? (Yes/No)	Sex (M/F)	Date of Birth	Age	Social Security Number*	Relation to you (child, aunt, friend, etc.)	Do you eat together? ? (Yes/No)	U.S. Citizen? (Yes/ No)**
1. (You)								(Self)	(n/a)	
2.										
3.										
4.										
5.										
6.***										

* You can leave this blank if this person does not have an SSN or does not want benefits. However, you may still have to report this person's income and assets.

** Many immigrants are eligible for benefits. To see if you may qualify, please fill out all of page 6. *** Attach another sheet if more than six people live in your house.

General Questions

1. Are you: Single Married Divorced Separated Widowed
(Not needed for Food Stamps)

2. Is anyone in the military or a U.S. Veteran? Yes No
If YES, who?

3. Is anyone **pregnant**? Yes No (Not needed for Food Stamps)
If YES, who? When is the baby due?

4. Are you in a long-term care facility (nursing home, ICF-MR, CRF, etc.)?
 Yes No If YES, where?

5. How much do you pay for **child-care** or **elder-care** (day care, babysitter, etc.)? \$ How often do you pay this?

6. Are you or anyone in your household hiding or running from the law to avoid prosecution, being taken into custody, going to jail for a felony crime or attempted felony, or violating a condition of parole or probation? Yes No If YES, who?

7. Have you gotten benefits from another State in the last three (3) months? Yes No If YES, where?

8. Does anyone age 16 or older go to **school** or a **job-training** program? Yes No If YES, who?
Name of the school or program? How many hours per week?

9. In the last two (2) months, did anyone **stop working** or cut back on their hours? Yes No If YES, who?
Reason? _____ What was their last day at work? _____ Date of final paycheck: _____

Income

Income from Work (before taxes or other deductions: gross, not net amount)

Are you or is anyone in your house working? Yes No

Person who is working	Employer's Name/Telephone	Start Date	How much is each paycheck? (before taxes)	How often do you get paid? (weekly, biweekly, monthly, etc.)
			\$ (GROSS)	
			\$ (GROSS)	

Other Income

Do you or anyone else get any other income? Please check all that apply and list each payment below.

- | | | |
|--|---|---|
| <input type="checkbox"/> SSI | <input type="checkbox"/> Unemployment/Workers Comp. | <input type="checkbox"/> Child support |
| <input type="checkbox"/> Social Security (not SSI) | <input type="checkbox"/> Pensions and retirement | <input type="checkbox"/> Help with expenses |
| <input type="checkbox"/> Veterans benefits | <input type="checkbox"/> Foster care/adoption subsidy | <input type="checkbox"/> Other _____ |

Type of Payment	Who gets this?	How much is each payment? (before taxes and deductions)	How often do they get this? (weekly, biweekly, monthly, etc.)
		\$ (GROSS)	
		\$ (GROSS)	

Does anyone pay your family for meals or to rent a room (for example, a **roommate or boarder**)?

Yes No If YES, who pays? _____ How much do they pay each month? \$ _____

Assets

Cash	Does anyone have more than \$1,000 in cash? If YES, how much \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Accounts	Does anyone have more than \$1,000 in the bank? If YES, please attach your most recent bank statement(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Life Insurance	Does anyone have life insurance that they can cash in? If YES, how much money would you get if you cashed it in today? \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Real Property	Does anyone own property besides the home you live in? (For example: boats, rental property, real estate)	<input type="checkbox"/> Yes* <input type="checkbox"/> No
Car	Does anyone own a car, truck or van? If YES, list Make, Model and Year below. _____ Is it used by someone who's sick/disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Other	Does anyone have any stock, bonds, etc.?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
Transfers	Did anyone sell, trade, or give away anything worth more than \$1,000 during the last three (3) years?	<input type="checkbox"/> Yes* <input type="checkbox"/> No

* If YES, please attach a description to this form.

For the Blind and Disabled (Medical Assistance and IDA Only)

Is anyone in your house **blind** or severely **disabled**? Yes No If YES, who? _____

To get DC Disability Medicaid and Interim Disability Assistance (IDA), you may need to show that you are blind or disabled. Please get a Medical Form and have a doctor fill it out. If you do not have a doctor, call the DC Department of Healthcare Finance's Office of the Ombudsman on (202) 724-7491. They can help you find a doctor. The doctor will fill out the Medical Form for you. DHS will treat all of your information as confidential.

Note: You do **not** need to fill out a Medical Form (856) if **you are age 65 or older** or if a **child under 19 lives with you**. Also, you may not need to fill out the form if you get Social Security disability benefits. If you have questions, please ask your worker or call (202) 727-5355.

Housing, Utilities, & Other Bills (Food Stamps Only)

Your Food Stamps amount may depend on your housing, utility, and medical bills. Please tell us the current amount of these bills. Do **not** include any past due amount. To qualify for more Food Stamps, you must provide proof of these bills. If you do not, we will assume that you do not want this deduction.

Rent or Mortgage

	Rent	Mortgage	Monthly Property Taxes*	Homeowners Insurance*	Condo Fee*	Other (describe below)
How much?	\$	\$	\$	\$	\$	\$
Who pays?						

* Do not list property tax, insurance, or condo fees separately, if they are already included in your rent /mortgage amount.

Do you pay for heating or air-conditioning separately from your rent? Yes No

Did you get LIHEAP (Low Income Home Energy Assistance Program) benefits during the past 12 months? Yes No If yes, how much did you get? \$ _____

Utility Bills (if separate from rent/mortgage)

Do you pay any money for the following utilities (separate from your rent)?

- Electric Bill
 Gas Bill
 Fuel Oil
 Water Bill
 Phone Bill (including cell)
- Other _____

Other Bills

1. Is there anyone who is disabled or age 60 or older who pays medical bills?

Yes No If YES, who pays? _____ How much do they pay each month? \$ _____

2. Does anyone in your home **pay** child support?

Yes No If YES, who pays? _____ How much do they pay each month? \$ _____

Parents Not Living in the Home (TANF and Medical Assistance Only)

We can help you get child support for the children for whom you are applying. Please tell us about any absent parents (any parents not living with their child). However, you could have a good reason for not telling us about an absent parent. **If you are afraid that an absent parent might hurt you or someone in your family, then you have a good reason.** If you have a good reason, then you do not have to give any information now.

Do you have a good reason for not telling us about an absent parent? Yes No

If NO, then you need to fill in the information below.

Child with Absent Parent: Child # 1

Child's Name	Date of Birth	In what city and state was this child conceived?	
		City:	State:
Was this child born at full term? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name of Alleged Absent Parent	
If no, at how many weeks was this child born?			

I certify that Child #1 listed above was conceived as a result of sexual intercourse with the alleged parent I have listed at the location I listed above.

Signature:

Paternity Established?	Voluntary Support	Court-Ordered Child Support	
Has paternity been established? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date you last received money from the Absent Parent	Court	Date ordered
If so, by what means?		City, State	Amount ordered

More Information about Absent Parent

Last Known Address	Telephone	Social Security Number
Alias or Nicknames	Birthdate	Place of Birth (City, State)
Last Known Place of Employment		Dates of Employment:
Name of Absent Parent's Father		Name of Absent Parent's Mother

Child with Absent Parent: Child # 2

Child's Name	Date of Birth	In what city and state was this child conceived?	
		City:	State:
Was this child born at full term? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name of Alleged Absent Parent	
If no, at how many weeks was this child born?			

I certify that Child #2 listed above was conceived as a result of sexual intercourse with the alleged parent I have listed at the location I listed above.

Signature:

<i>Paternity Established?</i>	<i>Voluntary Support</i>	<i>Court-Ordered Child Support</i>	
Has paternity been established? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date you last received money from the Absent Parent	Court	Date ordered
If so, by what means?		City, State	Amount ordered

More Information about Absent Parent (complete this if different from Child #1)

Last Known Address		Telephone	Social Security Number
Alias or Nicknames	Birthdate	Race	Place of Birth (City, State)
Last Known Place of Employment			Dates of Employment:
Name of Absent Parent's Father		Name of Absent Parent's Mother	

Child with Absent Parent: Child #3

Child's Name	Date of Birth	In what city and state was this child conceived?	
		City:	State:
Was this child born at full term? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name of Alleged Absent Parent	
If no, at how many weeks was this child born?			

I certify that Child #3 listed above was conceived as a result of sexual intercourse with the alleged parent I have listed at the location I listed above.

Signature:

<i>Paternity Established?</i>	<i>Voluntary Support</i>	<i>Court-Ordered Child Support</i>	
Has paternity been established? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date you last received money from the Absent Parent	Court	Date ordered
If so, by what means?		City, State	Amount ordered

More Information about Absent Parent (complete this if different from Child #1 and #2)

Last Known Address		Telephone	Social Security Number
Alias or Nicknames	Birthdate	Race	Place of Birth (City, State)
Last Known Place of Employment			Dates of Employment:
Name of Absent Parent's Father		Name of Absent Parent's Mother	

I solemnly swear or affirm under criminal penalties for the making of a false statement that I have read the foregoing information regarding parents absent from the home and that the factual statements made in it are true to the best of my personal knowledge, information and belief.

I understand and agree that the Child Support Services Division (CSSD) will collect all child support payments. Since I am assigning support rights, **I also agree** to repay CSSD any payments that are made to me.

SIGNATURE: X _____ **DATE:** _____

Health Insurance and Medical Bills (Medical Assistance Only)

You may still get Medical Assistance even if you have other health insurance. We can also pay your Medicare premiums for you. Please tell us about your health insurance.

Medicare	Does anyone have Medicare (a red, white and blue card)? If YES, who has Medicare? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Insurance	Does anyone have any other insurance? If YES, please give us a copy of the insurance card.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Retro Medicaid/ Medical Bills	Did anyone have any medical bills in the last three months? If you get DC Medicaid, you can get paid back for some bills that you have paid. We can also pay some unpaid bills. Call (202) 698-2009 .	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Were your address, income, and assets the same as now during the last three months? If no, describe the change.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Voluntary Questions

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Race: Black/African-American Asian American Indian or Alaskan Native
 White Native Hawaiian or Other Pacific Islander

Note: You may check more than one race. Also, you do not have to provide this information. None of this information will affect your benefits. We only ask for this information to make sure that we do not discriminate.

Language Preference

The DC Language Access Act requires that we provide services for persons who do not speak English or cannot speak English well. The law also requires that we collect information on the languages that our customers use. Please answer the following questions:

What is the Language that you usually speak?

English Spanish French Vietnamese Korean Amharic
 Chinese (Mandarin) Chinese (Cantonese) Other _____

What Language do you want to use to get ESA services?

English Spanish French Vietnamese Korean Amharic
 Chinese (Mandarin) Chinese (Cantonese) Other _____

If you do not want to use the language that you usually speak, you must sign the statement below:

I have been told that I have the right to receive ESA services in the language that I usually speak. By signing below, I am saying that I do NOT want language services.

Sign here only if you do NOT want language services: _____

For Immigrants (Non-Citizens) Applying for Benefits

Many immigrants are eligible for benefits. For any non-citizen applying for benefits, please provide the immigration information below. **If your status is "OTHER," then we will not ask you for any more information about your immigration status.**

If you are only applying for your child, you do **not** have to give details about your immigration status. Instead, you can just give your child's immigration information. If you just want benefits for your child, you can mark "OTHER" for your own immigration status.

We may ask Immigration Services (USCIS) to verify the status of anyone who is NOT listed as "OTHER". This may affect your eligibility for benefits and the amount of your benefits

Please use these categories for "Current Status" in the table below:

- Lawful permanent resident (LPR)
- Refugee or Asylee
- Cuban or Haitian Entrant
- Person who has been granted withholding of deportation (removal)
- Parolee admitted for at least one year
- Alien who has been present before April 1, 1980, as a "Conditional Entrant"
- Person on active duty in U.S. Armed Forces (or veteran)
- Spouse, widow or dependent of American soldier or veteran
- A victim of domestic violence
- A victim of a severe form of trafficking in human persons
- Native American/Inuit born outside of the U.S.
- Hmong/Laotian
- Afghan/Iraqi Special Immigrant
- Amerasians who came to the U.S. due to the Vietnam War
- OTHER: status does NOT match one of those listed here.

Name	Alien ID # ("A" number)	Current Status	Date that You Moved to the U.S.	Was ever a Refugee/Asylee?	Cuban/Haitian?
1.				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
2.				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
3.				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
4.				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
5.				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Important: Did anyone above move to the United States before August 22, 1996? Yes No

If YES, who? _____

For Lawful Permanent Residents (LPRs) only:

1. Do you have a sponsor? Yes No

2. Have you, your parents, your spouse, and/or your sponsor ever worked in the U.S.? Yes No

Note: Some immigrants who moved to the U.S. after August 22, 1996 do not have to wait five years before getting benefits.

This Is Your Receipt

The date stamp at the right shows that DHS got your application. If you have any questions, you can call the ESA Call Center on (202) 727-5355.

Your worker will give you a "checklist." This checklist tells you which documents that you need to bring back to DHS. You can also mail copies to your Service Center at the address recorded below. If you mail them, please write your name and your date of birth on each document. DHS must help you get the documents you need, when you are not able to get them. Let us know if you need help.

ESA Contact: _____ Tel: _____

Service Center address: _____

ESA DATE STAMP

Case Name _____

Documents That You May Need to Bring to DHS

Proof of:	Examples
Income	Recent paystubs; statement showing retirement income, disability income, or Workers Compensation; pension statement; etc.
Assets	Recent bank and checking account statements, etc.
DC Residency	DC driver's license, lease, rent receipt, written statement from your landlord, utility or telephone bill, etc.
Social Security Number	Social Security card; tax or payroll documents with your SSN on it; DC driver's license with your SSN on it; etc. (Not required for Food Stamp-only applicants.)
Medical Exam Report/Disability	Recent medical report (or Form 856) and any supporting materials from your doctor.
Immigration Information	Employment Authorization card, I-94, visa, passport, or other documents from the INS.
Rent/Mortgage (Food Stamps only)	Lease, rent receipt, cancelled check, mortgage statement, etc.
Utility Bills (Food Stamps only)	Recent bills for electric, gas, fuel, phone, water, telephone, etc. (if you pay these separately from your rent).
Relationship (TANF only)	Birth certificate (full copy) for your child(ren) or official records from a school, court, hospital, etc.
"Living with" (TANF only)	Statements from two non-relatives or school records.

Also bring your **Medicare card** or other health insurance card, if you have one.

Referrals

- HealthCheck provides **free check-ups** for children on Medicaid. It also pays for other services that a child needs. HealthCheck can also get you **free rides to the doctor**. To find out more, call (202) 639-4030.
- WIC is a program for children under five. With WIC, you can **save up to \$140** each month on food. Also, WIC staff can talk with you about breast-feeding. To find out more, call 1-800-345-1WIC (1-800-345-1942).
- If you are eligible for DC Medicaid, you can get money back for **recent medical bills** that you have paid. To find out more, call (202) 698-2009.
- The District has a special program for seniors and the disabled who need **in-home nursing** and other **home care**. This program has a higher income limit than regular Medical Assistance. To find out more, call 1-877-919-2372.

HIV/AIDS testing and services	(202) 671-4900	Medicare	1-800-633-4227
Alcohol and drugs	1-888-7WE-HELP	Social Security Administration	1-800-772-1213
Depression and mental health	1-888-7WE-HELP	Energy Assistance	(202) 673-6700
Breast/cervical cancer screening	(202) 442-5900	Public Housing and Section 8	(202) 535-1000

Free Legal Help

Neighborhood Legal Services
680 Rhode Island Ave., NE
(202) 832-6577

4609 Polk St., NE (Ward 7)
(202) 832-6577

2811 Pennsylvania Ave., SE (Ward 8)
(202) 832-6577

Bread for the City Legal Clinics
1640 Good Hope Rd., SE
(202) 561-8587

1525 Seventh St., NW
(202) 265-2400

Legal Aid Society
666 11th St., NW, Suite 800
(202) 628-1161

Legal Clinic for the Homeless
1200 U St., NW
(202) 328-5500

Legal Counsel for the Elderly
(for people age 60 and older)
601 E St., NW
(202) 434-2120

Your Rights and the Program Rules

Recertification

We will send you a recertification notice in the mail. If you get Medical Assistance, just complete the form and send it back to DHS. If you get Food Stamps or cash assistance (TANF, GC or IDA), then you will need to come to DHS for an interview. If you do not recertify, then you will lose your benefits. Also, please let us know if you move. Just call **(202) 727-5355** to report your new address

General Rules

You must give true and complete information. If you lie or give false information, you may lose your benefits. You could also be fined and go to prison. We may verify your information to make sure it is correct. We may check on your income, your Social Security information, and your immigration information. We verify this information through computer matching programs. We may also interview you and do a home visit.

Your case may be chosen for a Quality Control review. This is a detailed review of all of your information. It may include personal interviews and a review of your medical records. By applying, you agree to cooperate with the state or federal reviewers. If you refuse to cooperate, you may lose all or part of your benefits. If you are under investigation or are fleeing to avoid the law, we may share your information with federal and local agencies. If a food stamp claim arises against you, the information on this form, including SSNs, may be sent to Federal and State offices, or private claims collection agencies for claims collection action against all adults in the household.

Under federal and District law, you must provide your Social Security Number (if you have one) if you are in the assistance unit. (See 42 CFR 435.910, 7 CFR 273.6, DC Code §4-204.07, §4-205.05a, and §4-217.07) Your SSN will be used to verify your identity, prevent receipt of duplicate benefits, and make required program changes. The DHS computer system uses your SSN to verify your income by using records from federal and local sources, including the Internal Revenue Service, the Social Security Administration, DC Department of Employment Services, and the DC Child Support Services Division (CSSD). DHS also reserves the right to check your information with income verification services and other local agencies.

Unless you receive a notice of simplified reporting, you must report changes in your income, assets, shelter and childcare costs, and who lives with you. To report a change, call **(202) 727-5355**. You must call us before the 10th day of the month after the change.

Fair Hearings

If you think that DHS has made a mistake, then you can get a Fair Hearing. Call **(202) 698-4650** to find out more. You can also call (202) 727-8280. At a Fair Hearing, you can ask someone else to speak for you. This could be an attorney, a friend, a relative, or someone else. You can also bring witnesses. We will pay for transportation to the Fair Hearing for you and your witnesses. We may also pay for some of your other costs. You can also get free legal help for a Fair Hearing. Call one of the agencies above to talk to a lawyer or counselor.

Medical Assistance Rules

The Medicaid rules have changed. If you are not aged (over 65), blind, or disabled, you must complete the new DC Health Link application for medical insurance. However, if you are over 65, blind or disabled or if you want us to review your application for Interim Disability Assistance, then you must complete this form. After you apply, you will get a decision about your Medical Assistance within 45 days (or 90 days if DHS must determine if you are disabled). If you do not get a notice within this period, please call (202) 727-5355. If you get Medical Assistance, then you must recertify each year when we send you a recertification notice. There is no time limit for getting Medical Assistance. Also, if you lose TANF, you may still get Medical Assistance.

Child Support: You agree to cooperate fully with the DC Child Support Services Division (CSSD) in establishing paternity and getting child and medical support as required by law. You can apply for an exception to this if you have a good reason. However, you can lose your benefits if you do not cooperate without a good reason.

Estate Recovery: The District will seek recovery for the bills we pay if you are in a nursing home or other medical institution. Also, if you are age 55 or older, the District will seek recovery for services that you get. This means that we may put a lien or claim on your property or estate. If you have questions, call (202) 698-2000.

Lawsuits: If you sue or enter into settlement negotiations with a third party for a medical claim or injury, you must provide written notice of the action (either by personal service or certified mail) within 20 calendar days to the Medical Assistance Administration, Third Party Liability Section, 441 4th Street, NW, Suite 1000- South, Washington, DC 20001. If you have questions, call (202) 698-2000.

Out of Pocket Reimbursement Information:

If you paid for drug prescriptions, doctor visits, or hospitalizations during a time that you were eligible for Medicaid, you may be able to be reimbursed for the expenses.

REQUIREMENTS: You may be eligible for reimbursement if during a period of time you or a family member were eligible for Medicaid, and

- a. You paid for drug prescriptions, doctor visits, or hospitalizations; or
- b. You are still paying a bill or are being asked to pay a bill by a pharmacy, clinic, doctor, or hospital for drug prescriptions, doctor visits, or hospitalizations.

If you believe that you are entitled to reimbursement, you must request reimbursement within six (6) months of the date you went to the pharmacy, clinic, doctor, or hospital, or within six (6) months of the date you learned you were eligible for Medicaid, whichever is later.

You must complete and submit a Medicaid Reimbursement Request Form to the DC Department of Health Care Finance. You can get a copy of the form at any ESA office, or you can download a copy at <https://www.dc-medicaid.com/dcwebportal/nonsecure/recipientForms>.

IF YOU HAVE QUESTIONS OR IF YOU NEED HELP COMPLETING THE FORM OR OBTAINING REQUESTED INFORMATION CONTACT:

- a. The Medicaid Recipient Claims Research Team of the D.C. Department of Health Care Finance (DHCF) at (202) 698-2009.
- b. Terris Pravlik & Millian, LLP, 1121 12th Street, NW, Washington, DC 20005, (202) 682-0578, who will provide you with free legal assistance.

A DECISION ON YOUR REIMBURSEMENT CLAIM MUST BE MADE WITHIN 90 DAYS:

- a. The Medicaid Recipient Claims Research Team must make a decision on your reimbursement claim within 90 days from the time you file your claim. If no decision is made within those 90 days, your claim will be treated as valid, and you will be paid within 15 days after the end of the 90 day period.
- b. If you are not satisfied with the decision of the Medicaid Recipient Claims Research team, you have a right to a fair hearing. You may request a fair hearing by calling the Office of Administrative Hearings at (202) 442-9094. The Office of Administrative Hearings is located at 441 4th Street, NW; Washington, DC 20001-2714.

c. If you are not satisfied with the result of the fair hearing, you may appeal to the United States District Court of the District of Columbia within 30 days. You may obtain free legal assistance to help you present your case at the fair hearing or at the appeal by contacting Terris Pravlik & Millian, LLP at 1121 12th Street, NW; Washington, DC 20005 or (202) 682-0578.

TANF Rules

There are new requirements in the TANF program. After you apply, you must complete an orientation, assessment and develop an initial self sufficiency plan as a condition of eligibility for TANF benefits. This requirement does not apply to you if you are receiving SSI or if you are caretaker of child(ren) that are not yours and you are only applying for the child(ren). To schedule an appointment for an assessment, you can call the Family Resource Center at (202) 698-1860. You will get a decision about your TANF within 45 days. If you do not get a notice within 45 days, you can get a Fair Hearing. Also, if you think your benefit amount is incorrect, then you can get a Fair Hearing.

If you are able to work, then you must comply with the work requirements to receive TANF benefits. You could lose your benefits if you do not comply. If you have a physical or mental condition that keeps you from working, let DHS case coordinator know at any time. You can be excused from working if you have a good reason. This is called a work exemption.

You are excused from working if:

- You are a minor parent and you are in school
- You have a child under 6 and cannot find child care
- You are incapacitated, injured or have a disability
- You are required to take care of someone in your house who is ill or disabled
- You are 60 years of age or older
- You need treatment for substance abuse and you cannot work
- You are a victim of domestic violence and you are afraid for your safety
- You have a child under one (1) years old

We may ask for proof of your need to be excused, including a report from your doctor where appropriate. If you are eligible for the exemption, you may also be eligible for a temporary transfer to POWER.

POWER: You can apply for a temporary transfer to POWER at any time if you are eligible for TANF benefits but cannot work. You can apply for POWER by letting us know that you have a physical or mental condition that prevents you from working. You can also be eligible for POWER if you are:

- A minor parent enrolled in school
- You are required to take care of someone in your house who is ill or disabled
- Your are 60 years of age or older
- You need treatment of substance abuse and you cannot work
- You are a victim of domestic violence and you are afraid for your safety

Child Support: There are new rules for Child Support. You can receive both TANF and a portion of your child support at the same time. The Child Support Services Division can help you get child support from the other parent. You are required by law to cooperate with the CSSD. **Contact (202) 442-9900** to set up an appointment with them. By signing this application, you agree to cooperate fully with the CSSD in establishing paternity and getting child and medical support as required by law. You can ask for an exemption if you have a good reason for not cooperating.

You have a good reason if:

- You are afraid that you, your children, or a close family member could be harmed if you help CSSD
- Your child was conceived because of rape by a stranger, someone you know, or a relative
- Your child is going to be adopted or you are deciding whether to give up your child for adoption

You may have other reasons for not wanting to help CSSD. Discuss them with your Child Support Worker. If you have a good reason, tell your DHS and Child Support Worker and provide proof within 20 days of the request for exemption. After you provide proof to CSSD, they will let you know of their decision. If you do not cooperate with CSSD, and you do not have an exemption, then you will lose 25% of your TANF benefit.

TANF Time Limits: Most people can only get TANF for 60 months. We count every month that you received a TANF benefit until you get to 60 months. If you are subject to the time limits, your TANF benefit will be reduced or eliminated at the beginning of 61 months.

You are not subject to the time limits if you are receiving SSI or if you are receiving TANF because you are caring for someone else's child. In addition, the months do not count if you are receiving POWER benefits. It is important that you let us know if you are having trouble working because of illness or disability. You may qualify for POWER for other reasons. Please see the section on POWER for more information.

Work Pays While on TANF: When you report that you got a job, you may be eligible to receive up to \$1,250 in TANF bonuses while you work! We also discount your income so that you can keep more of your TANF while you are bringing home a paycheck. How much of your TANF money you keep depends on how much you are earning.

Sanctions: If you do not follow your plan or work requirements, your TANF benefits will be cut, unless you have a good reason. This is called a work sanction. We want you to put yourself in the best situation to be successful for you and your children. DHS offers services to assist you with preparing for and getting a job, address problems that are preventing you from being successful at a job, and help with getting a better job. If you are at risk of a sanction, we will notify you in advance. You can avoid sanctions. Contact your case manager or DHS Family Resource Center to learn how.

There are three levels of work sanctions. The first level sanction will reduce your grant by reducing your household size and moving you from the grant. The second level sanction will reduce your benefits in half. The third level you will lose your entire grant. You must comply for four consecutive weeks to get your benefits back. If you do not comply right away, the sanction could last longer. For more information ask for a **TANF: Your Guide to Putting the Pieces Together** booklet or go to www.dhs.dc.gov or call (202) 698-1860.

Electronic Benefit Transfer rule changes: Recently Congress passed a law that changes how and where you can use your TANF benefits on your EBT card. Your EBT card is the card you use to access your TANF benefits. You are not permitted to use your EBT card in liquor stores, casinos, or strip clubs. If you use the card at any of these locations, the transaction will be blocked. DHS is monitoring the use of the card at these locations. If you repeatedly use the card at prohibited locations you may be in violation of the program rules and disqualified from the program.

Food Stamp Rules

You may file an application for Food Stamps separately from other benefits. You will get Expedited Food Stamps within seven (7) days if you are eligible. After you apply, you will get a decision about your Food Stamps within 30 days. If you do not get a notice within this period you can get a Fair Hearing. Also, if you do not think your benefit amount is correct, then you can get a Fair Hearing.

You must have an interview with DHS to get Food Stamps. If you need to do an interview by telephone, please let your worker know. We can do phone interviews if you cannot come to DHS because of work. We can also do phone interviews if you are sick or have a sick relative for whom you are caring.

You will have to come to DHS to recertify when we send you a notice. Note: some elderly and disabled customers only have to recertify every two years. However, there is no time limit for getting Food Stamps. In fact, even if you lose TANF, you may still get Food Stamps.

If you get Food Stamps, you must follow these rules.

- **Do not lie or hide information to get Food Stamps.**
- **Do not trade or sell your Food Stamps;**
- **Do not use someone else's Food Stamps; and**
- **Do not buy alcohol or tobacco with Food Stamps.**

If you break the rules, then you could be fined and go to prison for up to 20 years. You may also lose your benefits for one year for the first violation, two years for the second violation, and permanently for the third violation. If you lie about living in the District or your identity, then you cannot get Food Stamps for 10 years. If you sell or trade your Food Stamps for any purpose (e.g., to get drugs, firearms, ammunition, or explosives) or traffic in \$500 or more in benefits, then you may lose your benefits permanently.

IDA Rules

After you apply, you will get a decision about your IDA within 60 days. If you do not get a notice within 60 days, you can get a Fair Hearing. Also, if you do not think your benefit amount is correct, then you can get a Fair Hearing.

If you get IDA, then you must cooperate with your IDA case manager. This means:

- Give us medical reports and other materials;
- Keep your appointments with the doctor and with the Social Security Administration;
- Keep your appointments with your case manager; and
- Go to treatment programs, as required.

If you do not follow these rules, then you may lose part or all of your IDA benefits. Also, DHS will take out the amount of IDA that you got from your first "lump sum" SSI check; DHS will send the rest of your first SSI check to you.

Rights of Support

You must turn over to the District Government any payments that you get from an insurance company for medical care. You must turn over part or all of your child support to the DC Child Support Services Division (CSSD) after you get your first TANF payment. If you do not agree to these conditions, then you cannot get Medicaid or TANF. Once you are off TANF, then you can keep any current child support payments. If you use a Medicaid card or the TANF benefit, then you are telling us that you agree to these conditions.

Confidentiality

By applying, you give DHS permission to talk with your employer, your landlord, your bank, your doctor, and other people who have information about you. You also give these people your permission to give information about you to DHS. In addition, you also give DHS permission to look at your motor vehicle records, wage data, tax information, and other government records. Of course, DHS keeps all of your information confidential. DHS does not release your records without your permission (except when required by law).

Equality and Non-Discrimination

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), 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. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027), found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at: http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

This institution is an equal opportunity provider.

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, gender identity or expression, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, and place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. These prohibitions also apply to the denial of credit or insurance. COMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILED WITH:
Government of the District of Columbia
Office of Human Rights
441 4th Street, N.W., 570N
Washington, D.C. 20001
Telephone (202) 727-4559 • Fax (202) 727-9589

★ ★ ★ DC Economic Security Administration
645 H Street, NE
Washington, DC 20002

Public Benefits

Healthcare Programs

Medicaid

DC Medicaid is a healthcare program that pays for medical services for qualified individuals, including low-income and disabled people. Medicaid benefits are available to district residents who meet financial and non-financial eligibility requirements. Applicants may be eligible for Medicaid under the Modified Adjusted Gross Income methodology or the Non-MAGI Medicaid methodology. Applicants must also be able to provide proof of DC residency and proof that they have legal citizenship or are an eligible immigrant. Former Foster Youth are covered until age 26 if they (1) were 18 or older when aging out of DC foster care (2) were enrolled in DC Medicaid at the time they exited DC foster care, (3) Are between the ages of 18 and 26 and (4) continue to live in the District of Columbia.

DC Healthcare Alliance

The DC Healthcare Alliance offers a full range of health care services for its members. Benefits include: inpatient hospital care, outpatient medical care, emergency services, urgent care services, prescription drugs, rehabilitative services, home health care, dental services, specialty care, and wellness programs. To be eligible for DC Healthcare Alliance, applicants must 1) live in the District of Columbia, 2) have no health insurance, including Medicare and Medicaid, and 3) meet income eligibility criteria (i.e. have income at or below 200% of the federal poverty guideline).

For more information on DC Medicaid and DC Healthcare Alliance, please see this [fact sheet](#).

For more information on DC Healthcare Alliance, please see this [fact sheet](#).

DC Healthy Families

DC Healthy Families provides free health insurance to DC residents who meet certain income and U.S. citizenship or eligible immigration status to qualify for DC Medicaid. The DC Healthy Families program covers doctor visits, vision and dental care, prescription drugs, hospital stays, and transportation for appointments. DC Healthy Families also offers special programs for newborn babies, children with disabilities or special health care needs, and people with HIV and AIDS. Individuals determined eligible for DC Healthy Families will fall into one of our MAGI-Medicaid eligibility groups (adults 21-64 without dependent children, pregnant women, parents/caretaker relatives, and children under 21). The application process is the same process used to apply for Medicaid. You may submit a DC Health Link application online at www.DCHealthLink.com or by phone at 1-855-532-5465.

Former Foster Care Medicaid Eligibility Policy

The Department of Health Care Finance (DHCF) has issued a policy on Medicaid eligibility for former foster youth that implements the part of the Affordable Care Act, which requires expanding Medicaid to cover individuals who were previously wards of the District and enrolled in D.C. Medicaid. Below are some key highlights of the policy. The policy went into effect in 2014. The full policy can be accessed here: http://dhcf.dc.gov/sites/default/files/dc/sites/dhcf/publication/attachments/Transmittal%2014-18_0.pdf.

Section A: Eligibility Standards

Eligibility under the former foster care youth category is limited to youth who are 18-25 and were enrolled in D.C. Medicaid when they aged out of the District's foster care system, regardless of income. The youth must be a resident of the District. Eligible youth will receive fee-for-service Medicaid.

The following groups **ARE NOT** eligible under this coverage group (but may still be eligible for Medicaid through other categories):

- Youth who were emancipated before turning 18.
- Youth who were adopted before turning 18.
- Youth who were permanently reunited with their families before turning 18.
- Youth who were permanently placed in guardianship before turning 18.

Section B: Seamless Medicaid Coverage for Youth Aging Out of Foster Care

Section B details CFSA's responsibilities for ensuring that a youth who ages out of foster care remains enrolled in Medicaid. The goal is to have CFSA ensure that youth are enrolled and re-enrolled automatically rather than the youth being responsible for enrolling themselves or for re-certification yearly.

When a foster care youth aged 18 to 21 is ready to exit the foster care system, CFSA's responsibilities include:

- Verifying that the youth is currently enrolled in Medicaid and ensuring that the youth's Medicaid ID number is documented in the youth's transition plan.
- Providing aging out youth with a copy of the Medicaid Transition Info Sheet and the youth's Medicaid ID number.
- Reviewing the Medicaid Transition Info Sheet with the youth and explain the following:
 - The eligibility requirements.
 - That the youth will be covered through the last day of the month in which the youth turns 26 or when the youth moves out of the District.
 - That the youth may use the same Medicaid card or Medicaid ID number that they are currently using when they age out.

Section B of the policy also includes a separate section on youth who have dependent children or are pregnant.

Public Benefits

Income Assistance Programs

Temporary Assistance for Needy Families (TANF)

TANF is a federal and state welfare program that provides cash assistance to families with dependent minor children when other available resources do not fully address the families' needs and while preparing participants for independence through work. To be eligible for TANF in DC, applicants must be a resident of the District of Columbia; pregnant or responsible for a child under 19 years of age; a US national, citizen, legal alien, or permanent resident; have low income; and be under-employed, unemployed, or about to become unemployed. Other conditions of eligibility include cooperation with child support, participation in work activities, compliance with substance abuse provisions, and attendance at an assessment and orientation program. Sanctions may be imposed for non-compliance.

- This [fact sheet](#) outlines the TANF requirements.
- This [fact sheet](#) will help applicants understand the support services available amidst the changes in regulations.
- This [fact sheet](#) answers the most frequently asked questions regarding cash assistance.
- This [fact sheet](#) outlines the sanctions, or temporary reduction in cash benefits, that is applied to a TANF case when a customer does not meet the work participation requirements.

Supplemental Social Security Income (SSI)

SSI, run by the Social Security Administration (SSA), is a Federal income supplement program that provides public assistance to low income people with disabilities. To be eligible for SSI, an individual must be 65 or older, disabled, or blind. SSI benefits are income-based and only available to United States citizens, legal permanent residents after five years, and qualified aliens. To apply, applicants should contact the SSA by calling 1-800-772-1213 or visit the website at <http://www.socialsecurity.gov/>.

- This [short guide](#) offers answers to the most frequently asked question regarding SSI.
- This [checklist](#) will help applicants gather the information needed to complete the online adult disability application process.

Interim Disability Assistance

The Interim Disability Assistance Program (IDA) provides temporary financial assistance to adults with disabilities who 1) are ineligible for TANF and 2) have pending applications for Social Security Income (SSI). IDA funds are contingent about availability. To be eligible, applicants must be between 18 and 64 and must be permanently and totally disabled. Applications for IDA are submitted to the Economic Security Administration. Applicants must provide proof of: 1) DC residency, 2) Social Security number, 3) citizenship/alienage, 4) disability, and 5) a pending application for SSI.

- This [fact sheet](#) contains information and facts regarding the IDA program.

Social Security Disability Insurance (SSDI)

Run by SSA, SSDI is an insurance program that provides monthly income to people with disabilities or their children. Benefits will usually continue until the person is able to work again on a regular basis, though individuals may receive “work incentives,” which provide continued benefits and health care coverage to help individuals transition back to work. Disability for purposes of SSDI is defined as 1) the person is unable to do work that he/she did before, 2) SSA determines the person is unable to adjust to other work due to the medical condition, and 3) the disability is expected to last for at least one year or result in death. To begin the application process, applicants must apply for benefits with SSA. The application will then be processed by the DC Disability Determination Division.

- This [booklet](#) provides basic information about the Social Security Disability Insurance (SSDI) program.

Program on Work, Employment and Responsibility (POWER)

The POWER program offers services and resources to DC residents with disabilities or specific barriers who are receiving TANF benefits. Applicants may be eligible if they have a permanent or temporary incapacity that is expected to last longer than 30 days; care for a household member who is physically or mentally incapacitated; are 60 years or older; are a pregnant or parenting teen under 19; or have experienced domestic violence and have been granted a domestic violence waiver. Participation in the POWER program exempts participants from work participation requirements, lifts sanctions, restores cash assistance to the benefit amount received before any reductions, and assists customers with obtaining SSI. Once a disability resolves and participation in POWER ends, TANF benefits may continue for eligible customers.

- This [fact sheet](#) continues information and facts regarding POWER.

Public Benefits – Vouchers

Supplemental Nutrition Assistance Program (SNAP)

Find out more information about SNAP benefits [here](#).

Women, Infant and Children Fact Sheet

This guide defines WIC and outlines all the benefits. Check it out [here](#).

DC WIC Vendor Folder and Food List

Check out the approved food items and where to buy them [here](#).

DC WIC Enrollment Sites

Find a listing of WIC site locations [here](#).

• *Confidential Submissions*—To submit an application with confidential information that you do not wish to be made publicly available, submit your application only as a written/paper submission. You should submit two copies total. One copy will include the information you claim to be confidential with a heading or cover note that states “THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION.” The Agency will review this copy, including the claimed confidential information, in its consideration of your application. The second copy, which will have the claimed confidential information redacted/blacked out, will be available for public viewing and posted on <https://www.regulations.gov>. Submit both copies to the Dockets Management Staff. If you do not wish your name and contact information to be made publicly available, you can provide this information on the cover sheet and not in the body of your application and you must identify this information as “confidential.” Any information marked as “confidential” will not be disclosed except in accordance with 21 CFR 10.20 and other applicable disclosure law. For more information about FDA’s posting of comments to public dockets, see 80 FR 56469, September 18, 2015, or access the information at: <https://www.gpo.gov/fdsys/pkg/FR-2015-09-18/pdf/2015-23389.pdf>.

Docket: For access to the docket, go to <https://www.regulations.gov> and insert the docket number, found in brackets in the heading of this document, into the “Search” box and follow the prompts and/or go to the Dockets Management Staff, 5630 Fishers Lane, Rm. 1061, Rockville, MD 20852 between 9 a.m. and 4 p.m., Monday through Friday. Publicly available submissions may be seen in the docket.

FOR FURTHER INFORMATION CONTACT: Julie Finegan, Office of Scientific Integrity, Food and Drug Administration, 10903 New Hampshire Ave., Bldg. 1, Rm. 4218, Silver Spring, MD 20993, 301–796–8618.

SUPPLEMENTARY INFORMATION:

I. Background

On June 24, 2013, the U. S. District Court for the Eastern District of Tennessee entered a criminal judgment against William Ralph Kincaid pursuant to his guilty plea. Kincaid pled guilty to a felony under the FD&C Act, namely receiving in interstate commerce a misbranded drug with intent to defraud or mislead, in violation of sections 301(c) and 303(a)(2) of the FD&C Act (21 U.S.C. 331(c) and 333(a)(2)) and 18 U.S.C. 2. The basis for this conviction

was Kincaid’s admission that he obtained drugs from Quality Specialty Products (QSP), a foreign company, for use at East Tennessee Hematology-Oncology Associates, P.C. (McLeod Cancer). These drugs were not FDA approved and were misbranded in that they lacked adequate directions for use and were manufactured in an establishment that was not registered with FDA and that did not list with FDA the drug products it manufactured. From approximately September 2007 to early 2008 and from August 2009 to February 2012, McLeod Cancer purchased more than \$2 million in misbranded unapproved drugs for use at McLeod Cancer. Additionally, Kincaid and McLeod Cancer billed Medicare, TennCare, and other government health benefit programs approximately \$2.5 million for these unapproved drugs.

Kincaid is subject to debarment based on a finding, under section 306(a)(2) of the FD&C Act (21 U.S.C. 335a(a)(2)), that he was convicted of a felony under Federal law for conduct relating to the regulation of a drug product under the FD&C Act. By the letter dated May 20, 2015, FDA notified Kincaid of a proposal to permanently debar him from providing services in any capacity to a person having an approved or pending drug product application. The proposal also offered Kincaid an opportunity to request a hearing, providing him 30 days from the date of receipt of the letter in which to file the request and 60 days from the date of receipt of the letter to support that request with information sufficient to justify a hearing. In a letter dated June 17, 2015, Kincaid requested a hearing and indicated that the information justifying the hearing would be forthcoming. More than 60 days have passed from the date Kincaid received FDA’s letter, and Kincaid has not filed any additional information to support his request.

Under the authority delegated to him by the Commissioner of Food and Drugs, the Director of the Office of Scientific Integrity (OSI) has considered Kincaid’s request for a hearing. Hearings will not be granted on issues of policy or law, on mere allegations, denials, or general descriptions of positions and contentions, or on data and information insufficient to justify the factual determination urged (see 21 CFR 21.24(b)).

Because Kincaid has not presented any information to support his hearing request, OSI concludes that Kincaid failed to raise a genuine and substantial issue of fact requiring a hearing. Therefore, OSI denies Kincaid’s request for a hearing.

II. Findings and Order

Therefore, OSI, under section 306(a)(2) of the FD&C Act and under the authority delegated, finds that William Ralph Kincaid has been convicted of a felony under Federal law for conduct relating to the regulation of a drug product under the FD&C Act.

As a result of the foregoing findings, William Ralph Kincaid is permanently debarred from providing services in any capacity to a person with an approved or pending drug product application under section 505, 512, or 802 of the FD&C Act (21 U.S.C. 355, 360b, or 382), or under section 351 of the Public Health Service Act (42 U.S.C. 262), effective (see **DATES**) (21 U.S.C. 335a(c)(1)(B) and (c)(2)(A)(ii) and 21 U.S.C. 321(dd)). Any person with an approved or pending drug product application who knowingly uses the services of Kincaid, in any capacity during his period of debarment, will be subject to civil money penalties. See section 307(a)(6) of the FD&C Act (21 U.S.C. 335b(a)(6)). If Kincaid, during his period of debarment, provides services in any capacity to a person with an approved or pending drug product application, he will be subject to civil money penalties. See section 307(a)(7) of the FD&C Act (21 U.S.C. 335b(a)(7)). In addition, FDA will not accept or review any abbreviated new drug applications submitted by or with the assistance of Kincaid during his period of debarment.

Dated: January 10, 2018.

G. Matthew Warren,

Director, Office of Scientific Integrity.

[FR Doc. 2018–00719 Filed 1–17–18; 8:45 am]

BILLING CODE 4164–01–P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Annual Update of the HHS Poverty Guidelines

AGENCY: Department of Health and Human Services.

ACTION: Notice.

SUMMARY: This notice provides an update of the Department of Health and Human Services (HHS) poverty guidelines to account for last calendar year’s increase in prices as measured by the Consumer Price Index.

DATES: Applicable beginning January 13, 2018, unless an office administering a program using the guidelines specifies a different applicability date for that particular program.

ADDRESSES: Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services, Washington, DC 20201.

FOR FURTHER INFORMATION CONTACT: For information about how the guidelines are used or how income is defined in a particular program, contact the Federal, state, or local office that is responsible for that program. For information about poverty figures for immigration forms, the Hill-Burton Uncompensated Services Program, and the number of people in poverty, use the specific telephone numbers and addresses given below.

For general questions about the poverty guidelines themselves, contact Kendall Swenson, Office of the Assistant Secretary for Planning and Evaluation, Room 422F.5, Humphrey Building, Department of Health and Human Services, Washington, DC 20201—telephone: (202) 690-7409—or visit <http://aspe.hhs.gov/poverty/>.

For information about the percentage multiple of the poverty guidelines to be used on immigration forms such as USCIS Form I-864, Affidavit of Support, contact U.S. Citizenship and Immigration Services at 1-800-375-5283.

For information about the Hill-Burton Uncompensated Services Program (free or reduced-fee health care services at certain hospitals and other facilities for persons meeting eligibility criteria involving the poverty guidelines), contact the Health Resources and Services Administration Information Center at 1-800-275-4772. You also may visit <https://www.hrsa.gov/get-health-care/affordable/hill-burton/index.html>.

For information about the number of people in poverty, visit the Poverty section of the Census Bureau’s website at <https://www.census.gov/topics/income-poverty/poverty.html> or contact the Census Bureau’s Customer Service Center at 1-800-923-8282 (toll-free) or visit <https://ask.census.gov> for further information.

SUPPLEMENTARY INFORMATION:

Background

Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the Department of Health and Human Services to update the poverty guidelines at least annually, adjusting them on the basis of the Consumer Price Index for All Urban Consumers (CPI-U). The poverty guidelines are used as an eligibility criterion by Medicaid and a number of other Federal programs. The

poverty guidelines issued here are a simplified version of the *poverty thresholds* that the Census Bureau uses to prepare its estimates of the number of individuals and families in poverty.

As required by law, this update is accomplished by increasing the latest published Census Bureau poverty thresholds by the relevant percentage change in the Consumer Price Index for All Urban Consumers (CPI-U). The guidelines in this 2018 notice reflect the 2.1 percent price increase between calendar years 2016 and 2017. After this inflation adjustment, the guidelines are rounded and adjusted to standardize the differences between family sizes. In rare circumstances, the rounding and standardizing adjustments in the formula result in small decreases in the poverty guidelines for some household sizes even when the inflation factor is not negative. In cases where the year-to-year change in inflation is not negative and the rounding and standardizing adjustments in the formula result in reductions to the guidelines from the previous year for some household sizes, the guidelines for the affected household sizes are fixed at the prior year’s guidelines. As in prior years, these 2018 guidelines are roughly equal to the poverty thresholds for calendar year 2017 which the Census Bureau expects to publish in final form in September 2018.

The poverty guidelines continue to be derived from the Census Bureau’s current official poverty thresholds; they are not derived from the Census Bureau’s Supplemental Poverty Measure (SPM).

The following guideline figures represent annual income.

2018 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family/household	Poverty guideline
1	\$12,140
2	16,460
3	20,780
4	25,100
5	29,420
6	33,740
7	38,060
8	42,380

For families/households with more than 8 persons, add \$4,320 for each additional person.

2018 POVERTY GUIDELINES FOR ALASKA

Persons in family/household	Poverty guideline
1	\$15,180
2	20,580
3	25,980
4	31,380
5	36,780
6	42,180
7	47,580
8	52,980

For families/households with more than 8 persons, add \$5,400 for each additional person.

2018 POVERTY GUIDELINES FOR HAWAII

Persons in family/household	Poverty guideline
1	\$13,960
2	18,930
3	23,900
4	28,870
5	33,840
6	38,810
7	43,780
8	48,750

For families/households with more than 8 persons, add \$4,970 for each additional person.

Separate poverty guideline figures for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966-1970 period. (Note that the Census Bureau poverty thresholds—the version of the poverty measure used for statistical purposes—have never had separate figures for Alaska and Hawaii.) The poverty guidelines are not defined for Puerto Rico or other outlying jurisdictions. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office that administers the program is generally responsible for deciding whether to use the contiguous-states-and-DC guidelines for those jurisdictions or to follow some other procedure.

Due to confusing legislative language dating back to 1972, the poverty guidelines sometimes have been mistakenly referred to as the “OMB” (Office of Management and Budget) poverty guidelines or poverty line. In fact, OMB has never issued the guidelines; the guidelines are issued each year by the Department of Health and Human Services. The poverty guidelines may be formally referenced as “the poverty guidelines updated periodically in the **Federal Register** by

the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).”

Some federal programs use a percentage multiple of the guidelines (for example, 125 percent or 185 percent of the guidelines), as noted in relevant authorizing legislation or program regulations. Non-Federal organizations that use the poverty guidelines under their own authority in non-Federally-funded activities also may choose to use a percentage multiple of the guidelines.

The poverty guidelines do not make a distinction between farm and non-farm families, or between aged and non-aged units. (Only the Census Bureau poverty thresholds have separate figures for aged and non-aged one-person and two-person units.)

Note that this notice does not provide definitions of such terms as “income” or “family,” because there is considerable variation in defining these terms among the different programs that use the guidelines. These variations are traceable to the different laws and regulations that govern the various programs. This means that questions such as “Is income counted before or after taxes?”, “Should a particular type of income be counted?”, and “Should a particular person be counted as a member of the family/household?” are actually questions about how a specific program applies the poverty guidelines. All such questions about how a specific program applies the guidelines should be directed to the entity that administers or funds the program, since that entity has the responsibility for defining such terms as “income” or “family,” to the extent that these terms are not already defined for the program in legislation or regulations.

Dated: January 12, 2018.

Eric D. Hargan,

Acting Secretary of Health and Human Services.

[FR Doc. 2018-00814 Filed 1-12-18; 4:15 pm]

BILLING CODE 4150-05-P

DEPARTMENT OF HOMELAND SECURITY

U.S. Customs and Border Protection

Automated Commercial Environment (ACE) Becoming the Sole CBP-Authorized Electronic Data Interchange (EDI) System for Processing Electronic Drawback Filings

AGENCY: U.S. Customs and Border Protection, Department of Homeland Security.

ACTION: General notice.

SUMMARY: This document announces that the Automated Commercial Environment (ACE) will be the sole electronic data interchange (EDI) system authorized by U.S. Customs and Border Protection (CBP) for processing electronic drawback filings under part 181 (NAFTA drawback) and part 191 (non-TFTEA drawback) of Title 19 of the Code of Federal Regulations. This document also announces that the Automated Commercial System (ACS) will no longer be a CBP-authorized EDI system for purposes of processing such filings. This notice further announces the deployment of a new ACE filing code for all electronic drawback filings, replacing the six distinct drawback codes previously filed in ACS.

DATES: As of February 24, 2018, ACE will be the sole CBP-authorized EDI system for processing drawback filings under part 181 (NAFTA drawback) and part 191 (non-TFTEA drawback) of Title 19 of the Code of Federal Regulations, and ACS will no longer be a CBP-authorized EDI system for such purpose.

FOR FURTHER INFORMATION CONTACT: Randy Mitchell, Commercial Operations and Entry Division, Trade Policy and Programs, Office of Trade at (202) 863-6532 or RANDY.MITCHELL@CBP.DHS.GOV.

SUPPLEMENTARY INFORMATION:

I. Background

Section 484 of the Tariff Act of 1930, as amended (19 U.S.C. 1484), establishes the requirement for importers of record to make entry for merchandise to be imported into the customs territory of the United States. Customs entry information is used by U.S. Customs and Border Protection (CBP) and Partner Government Agencies (PGAs) to determine whether merchandise may be released from CBP custody. Importers of record are also obligated to complete the entry by filing an entry summary declaring the value, classification, rate of duty applicable to the merchandise and such other

information as is necessary for CBP to properly assess duties, collect accurate statistics and determine whether any other applicable requirement of law is met.

The customs entry requirements were amended by Title VI of the North American Free Trade Agreement Implementation Act (Pub. L. 103-182, 107 Stat. 2057, December 8, 1993), commonly known as the Customs Modernization Act, or Mod Act. In particular, section 637 of the Mod Act amended section 484(a)(1)(A) of the

Tariff Act of 1930 (19 U.S.C. 1484(a)(1)(A)) by revising the requirement to make and complete customs entry by submitting documentation to CBP to allow, in the alternative, the electronic transmission of such entry information pursuant to a CBP-authorized electronic data interchange (EDI) system. CBP created the Automated Commercial System (ACS) to track, control, and process all commercial goods imported into the United States. CBP established the specific requirements and procedures for the electronic filing of entry and entry summary data for imported merchandise through the Automated Broker Interface (ABI) to ACS.

II. Transition Into the Automated Commercial Environment

In an effort to modernize the business processes essential to securing U.S. borders, facilitating the flow of legitimate shipments, and targeting illicit goods pursuant to the Mod Act and the Security and Accountability for Every (SAFE) Port Act of 2006 (Pub. L. 109-347, 120 Stat. 1884), CBP developed the Automated Commercial Environment (ACE) to eventually replace ACS as the CBP-authorized EDI system. Over the last several years, CBP has tested ACE and provided significant public outreach to ensure that the trade community is fully aware of the transition from ACS to ACE.

On October 13, 2015, CBP published an Interim Final Rule in the **Federal Register** (80 FR 61278) that designated ACE as a CBP-authorized EDI system. The designation of ACE as a CBP-authorized EDI system was effective November 1, 2015. In the Interim Final Rule, CBP stated that ACS would be phased out and anticipated that ACS would no longer be supported for entry and entry summary filing. Filers were encouraged to adjust their business practices so that they would be prepared when ACS was decommissioned.

CBP developed a staggered transition strategy for decommissioning ACS. The phases of the transition were announced in several **Federal Register** notices. See 81 FR 10264 (February 29, 2016); 81 FR 30320 (May 16, 2016); 81 FR 32339 (May 23, 2016); 82 FR 38924 (August 16, 2017); and 82 FR 51852 (November 8, 2017). This notice announces another transition as the processing of electronic drawback filings under parts 181 and 191 of title 19 of the Code of Federal Regulations (CFR) is transitioning into ACE.

Economic Security Administration (ESA)

The Economic Security Administration (ESA) determines eligibility for benefits under the Temporary Cash Assistance for Needy Families (TANF), Medical Assistance, Supplemental Nutrition Assistance Program (SNAP), Child Care Subsidy, and Interim Disability Assistance. ESA also has a Food Stamp Employment and Training Program (FSET), which provides employment and training services to able-bodied adults without dependents who receive food stamps.

Service Centers

Anacostia:

2100 Martin Luther King Ave. SE
Washington, D.C. 20020
202-645-4614

Congress Heights:

4049 South Capitol Street SW
Washington, D.C. 20032
202-645-4525

Fort Davis:

3851 Alabama Ave. SE
Washington, D.C. 20020
202-645-4500

H Street:

645 H Street NE
Washington, D.C. 20002
202-698-4350

Note: Also accepts Interim Disability Assistance Applications

Taylor Street:

1207 Taylor Street NW
Washington, D.C. 20011
202-576-8000

Criminal Record Sealing and Expungement

Washington, D.C.

In D.C., there are opportunities to get one's criminal records sealed. Generally, there is a two (2) year waiting period for eligible misdemeanors that resulted in a non-conviction. There is a three (3) to four (4) year waiting period for other (*ineligible*) misdemeanor offenses that resulted in a non-conviction. For convictions of **eligible** misdemeanors (*see* D.C. Code §§ 16-801(7) and (9)) and/or felony bail reform act offenses, there is an eight (8) year waiting period before moving to seal. If a person wants to move to seal their non-conviction based on the premise that they were actually innocent, there are no time constraints prior to filing.

The Public Defender Service for the District of Columbia (PDS) assists people with filing these motions. Contact PDS' Community Defender Division for more information at 202-824-2801. They accept walk-ins at 680 Rhode Island Ave., NE, Suite H-5, on Fridays from 9:00am to 5:00pm.

Maryland

As of October 1, 2007, if you were arrested and released without being charged, the records will automatically be expunged within sixty (60) days after release. If you were arrested and charged with a crime, you may petition the court to expunge your record in the following circumstances: (1) you were found not guilty, (2) you were found guilty of or not criminally responsible for certain nuisance crimes, (3) the charge was dismissed, (4) the charge resulted in probation before judgment, (5) the case was nolle prosequi, (6) the case was indefinitely postponed (stet), (7) the case was compromised (settled), or (8) you were conflicted of only one non-violent crime and you were granted a full/unconditional pardon by the governor. For these situations, there is generally a three (3) year waiting period. Obtain a petition for "Expungement of Police and Court Records" and the "General Waiver and Release" at any district or circuit court. You may also obtain these forms online at <https://www.mdcourts.gov/legalhelp/expungement>.

- This [brochure](#) titled "How Can I Expunge My Criminal Record?" was created by the Maryland Judiciary's Access to Justice Department to assist in navigating the expungement process.
- The Maryland General Waiver and Release form can be found [here](#).
- Maryland courts has separated the Petitioner for Expungement of Records into two forms based on the case disposition. Both petitions and other information can be found [here](#).

Virginia

In Virginia, if you have been acquitted or not convicted of a criminal charge, you are eligible to request expungement. If a charge was dismissed, it *may* be expunged. Innocence is a necessary requirement to be eligible for expungement. In order to obtain expungement, you must file a petition in the circuit court for the jurisdiction where the charge(s) were made. You may petition for expungement in the following situations: (1) found not guilty by a judge or jury, (2) found not guilty of contempt of court in a civil action, (3) the case was nolle prosequi, (4) charged with assault or battery that was dismissed, and the victim states in writing that s/he had received satisfaction for the injury, (5) identity theft, or (6) received an absolute pardon.

For assistance with filing a petition for expungement, contact the Virginia Legal Aid Society at 1-866-LegalAid (534-5243) or Legal Services of Northern Virginia at 1-800-552-7977. You may also obtain the “Petition for Expungement” online at <http://www.courts.state.va.us/forms/circuit/cc1473inst.pdf>.

- This [brochure](#), created by the Virginia Legal Aid Society, gives an in-depth overview of the expungement eligibility and how to navigate the expungement process in Virginia.
- Virginia’s Petition or Motion for Expungement can be found [here](#).
- The Petition for Expungement Filed in a Circuit Court- Acquittal/Dismissal can be found [here](#).

Updated: July 2018