



MONTGOMERY COUNTY OFFICE OF CHILD SUPPORT ENFORCEMENT
51 Monroe St. Suite 811 Rockville, MD 20850
8:00am to 4:00pm

Apply for Child Support Enforcement services online!



You can now apply for Child Support Enforcement services using the Department of Human Resources online child support application:

- Visit our website <http://www.dhr.state.md.us>
- Select 'Child Support Enforcement'
- Select 'Applications'
- Select 'Online Child Support Application'
- Follow the directions to Log In or Create Account
- Complete and submit the application

If you have any questions in regards to your Child Support Application, please contact your child support worker or call the Contact Center at 1-800-332-6347 for assistance.

Ms. Townsend
301-610-4527

REMEMBER

- Submitting an application does not automatically make you compliant with Child Support Enforcement.
- You may be required to submit additional information to Child Support Enforcement after you complete and submit the online application.

TEMPORARY CASH ASSISTANCE (TCA) PERSONAL RESPONSIBILITY PLAN

NAME: _____

CLIENT ID: _____

The goal of the Temporary Cash Assistance Program is to assist you in becoming as financially independent as possible. **Employment is the first goal.** If you cannot become employed right away, you must be involved in certain activities that may lead to employment. Some of those activities include, but are not limited to, job search, job readiness or work experience. In some circumstances, you may be exempt from attending the Employment Resource Center but must participate in an assigned Locally Defined Activity. All Temporary Cash Assistance applicants and recipients must be involved in an activity and must submit timesheets that verify their participation in an activity.

There is lifetime limits (generally five years) on the cash assistance available to you and your family. It is important to take advantage of all the services offered to you through the work program.

Instead of receiving Temporary Cash Assistance, you may be eligible to receive a Welfare Avoidance Grant (WAG) to obtain employment – or to retain your current employment if you are over scale income for the TCA program. A WAG can assist employment related expenses such as transportation, temporary child care; tools, uniforms or other items.

If you want to proceed with your application for Temporary Cash Assistance, you must cooperate with the steps listed below:

_____ Attend work program registration after TCA orientation and **begin your mandatory work activities within five (5) days from today.** 40 hours of weekly work activity participation is required for each mandatory participant.

_____ Follow the Child Support Enforcement Requirements.

_____ Provide a medical form 500 completed by a health provider, apply and pursue Supplemental Security Income (SSI), and sign the Authorization for Reimbursement of Interim Assistance (form 340) if you are dependant are claiming a long term disability of 12 months or more.

_____ **Keep all appointments with your case DHHS case managers and Work Program Employment Services Specialists** missed appointments could result in your application being delayed or your application being denied or your case being closed.

_____ Participate in the mandatory **substance abuse** screening prior to the approval for Temporary Cash Assistance. If a substance abuse problem is detected, a more detailed assessment will be performed and you will be required to participate in treatment.

_____ Make child care arrangement to comply with your assigned work activities.

Are you currently a victim of domestic violence?

Special conditions may apply to you if you are currently in counseling with the Abused Persons Program. Please discuss this with your Case Manager during your TCA interview at the local DHHS office.

Are you in need of behavior health services unrelated to domestic violence?

A referral to a behavioral health provider can be arranged. Please discuss this with your Work Program Assessment Counselor.

I have participated in setting up my Personal Responsibility Plan. I understand my rights and responsibilities to continue to be eligible for Temporary Cash Assistance under this plan.

Customer Signature

Date

Case Manager Signature

Date

WHITE – CUSTOMER

YELLOW – CASE RECORD

WORK OPPORTUNITIES CUSTOMER INFORMATION FORM

Customer's Name: _____ Client ID: _____

The Family Investment Program helps Temporary Cash Assistance clients become self-supporting through job readiness classes, job search assistance and work programs. This program will help you find a job.

Childcare and transportation may be provided to help you attend job readiness classes, perform job search and attend work programs. Participation in the Work Opportunities Program at our Employment Resource Centers begins on the day you apply for assistance and continues until you no longer receive assistance. You are required to participate for 40 hours in an approved activity in order to receive Temporary Cash Assistance.

As a participant in the Work Opportunities Program:

- You must keep all scheduled appointments.
- You must be on time for scheduled classes and appointments.
- You must attend education or training activities and job interviews.
- You must take a suitable job when offered.
- You must turn in timesheets (for all authorized work activities) every two weeks.

Everyone must participate at the Employment Resource Center with the following exceptions:

- If you are under age 16, you do not have to participate;
- If you are age 16-18 and are in high school full time, you do not have to participate;
- If you are ill or disabled *or* if a member of your assistance unit is ill or disabled, you may be exempt from participation. You must have a medical statement signed by a physician stating you are totally unable to work or that you are needed in the home to care for this member of your assistance unit who is ill or disabled. This medical verification must also include a beginning and an end date of the illness or disability;
- If you are a victim of domestic violence you may not have to participate. You must have a statement signed by a mental health professional stating you are a victim of domestic violence and verify that you are attending counseling.
- If you have a child who is less than one (1) year old, you do not have to participate *unless* you have already used this exemption since December 1, 1996 or if you have received 23 months or more of assistance; and
- If you work 40 hours or more a week at or above minimum wage, you must enroll at the Employment Resource Center but may substitute hours you work each week for required work program hours; you must provide copies of your pay stubs bi-weekly.

NOTE: If you are a parent under the age of 20, not married, do not have a high school diploma or GED and are not in high school, you must participate.

_____ I understand that I must begin participating in the Work Opportunities Program at the Employment Resource Center **within 10 calendar days**. I understand that if I do not participate prior to certification, ***my application will be denied***. I understand that if I do not verify my participation after I receive my Temporary Cash Assistance grant, ***my case will be closed*** and if I receive food stamps, ***they will not increase***.

_____ I am claiming the exemption noted above. I understand that I need to provide the required verification(s) **within 10 calendar days**. I also understand that in order to receive this exemption from Work Opportunity activities at the Employment Resource Center, I must return the verification(s) **to my case manager**.

Customer Signature

Date

Case Manager Signature

Date

WHITE – CUSTOMER

YELLOW – CASE RECORD

Please Destroy Previous Editions of this Form

Behavioral Health Supports for MCDHHS TCA customers

What are behavioral health supports?

- Screen for unmet behavioral health needs/ provide comprehensive assessment
- Referral to crisis & outpatient mental health care
- Referral to self help support groups & activities
- Referral to vocational rehabilitation and other related services
- Counseling & resource information on topics of concern
- Services provided as part of work activity participation requirements

How can I be referred? Is this service confidential?

- You can be referred for behavioral health services by the onsite Arbor assessment worker.
- Consent for services by a customer is required for services/ interventions to take place. Family Services Inc. and Vesta (the behavioral health providers) maintain confidential client case records separate from the TCA records and will only provide consensual information to Arbor E&T and DHHS that is relevant to your TCA benefit program involvement.

What if my referral to Behavioral Health Supports is mandatory based on my TCA Independence Plan?

- You are expected to meet with the behavioral health specialist for a face to face assessment within the time specified on your Independence Plan (customers with a 30-day sanction will not receive TCA benefits until they keep their behavioral health appointment and are in compliance with the work activity for 30 consecutive days). COMAR 07.03.03.04C1,C2a,C3j
- The behavioral health specialist will discuss recommendations for service intervention if the assessment indicates unmet needs and will develop with you a client service plan on your follow-up appointment.
- The behavioral health specialist will report to your referring case manager if you have been cooperative with coming to your appointment. If you have completed a behavioral health assessment and unmet needs are identified, a copy of the customer service plan and recommendations will be sent to the referring case manager.

How does this service impact my TCA benefits?

- Your TCA benefits are determined by established governmental guidelines. Our goal is to help identify symptoms and indicators of behavioral health needs and assist customers in accessing needed services. Participation in behavioral health treatment and or self-help activities is your choice. Once linked to an appropriate resource, it is up to you to address these needs that may impact on successful employment or work activity involvement. If indicated, your TCA case manager may request written verification of participation in recommended treatment services, including keeping scheduled appointments, as part of your TCA Independence Plan.

How do I contact a behavioral health specialist to make an appointment?

- Lissa Hicks- 240-777-3329 (Germantown)
 - Ron Bailey- 240-777-3490 (Rockville)
 - Carmen Garcia 240-777-3087 (Silver Spring)
- If you leave a message, please make sure to provide us with your name, CARES ID number if known, and a working telephone number to reach you.

Customer Signature

Date

Case Manager Signature

Date



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ROCKVILLE, MARYLAND**

Marc Elrich
County Executive

Victoria Buckland
Acting Director

PERMISSION FOR RELEASE OF INFORMATION

I, _____, give permission to the
Montgomery County Department of Health and Human Services to
release information to ResCare Education & Training.

TCA Recipient's Signature

Date

Children Youth and Family Services • Employment Services

7300 Calhoun Place, Suite 700 • Rockville, Maryland 20855 • 240-777-1177 • 240-777-1009 TTY • 240-777-1342 FAX

www.montgomerycountymd.gov



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ROCKVILLE, MARYLAND**

Marc Elrich
County Executive

Victoria Buckland
Acting Director

**Behavioral Health and Crisis Services
Community Case Management
Substance Abuse Assessors for Temporary Cash Assistance**

Welcome Letter *Please Read*

This welcome letter is provided to you to give a general explanation and understanding of the substance abuse screening process. We are here to provide you with quality service and the support needed to assist you in moving towards self-sufficiency and stabilization in your life.

The Maryland General Assembly passed House Bill 1160, the Welfare Innovation Act of 2000, under the COMAR Regulation 07.03.03.09. This law requires Addiction Specialists to be on-site at all local Departments of Social Services. We conduct substance abuse and/or mental health screenings and refer customers, if necessary, to the appropriate level of treatment and/or mental health services.

The Addiction Specialist acts as a liaison between the Employment Agency and the substance abuse treatment provider for customers referred to treatment. We will maintain on-going communication with the treatment providers who are required to report critical information relevant to a customer's treatment status. This information is very important in determining your eligibility for benefits and continued eligibility. Due to confidentiality, this information is coordinated only with your written consent.

All TCA customers are required to contact the Addiction Specialist to schedule an appointment the day after you have attended orientation with ResCare. If the addiction specialist is unable to answer your call, PLEASE LEAVE YOUR NAME AND A NUMBER WHERE YOU CAN BE REACHED, AND YOUR CALL WILL BE RETURNED.

Health and Human Services have 3 Substance Abuse Specialist located in all 3 sites to serve the customers assigned to that office. For all Germantown customers: **Please listen to the voicemail for who to contact in our absence.**

Germantown

Lissa Hicks
12900 Middlebrook Rd 2nd Fl.
Germantown, MD 20874
240-777-3329

Rockville

Ronald Bailey
1301 Piccard Dr. 2nd Fl.
Rockville, MD 20850
240-777-3490

Silver Spring

Carmen Garcia
8818 Georgia Ave. 1st Fl.
Silver Spring, MD 20910
240-777-3087

Thank you in advance for your cooperation in completing this process.

Community Case Management Services

255 Rockville Pike, Suite 145 ♦ Rockville, Maryland 20850 ♦ 240-777-4710, Fax 240-777-4740

Is Someone You Know Abusive or Are You Abusive?

Answering "yes" to any of these questions about your spouse, boyfriend/girlfriend, partner or "ex-" suggests that there is serious trouble in your relationship. Have you ever:

- Hit, shoved or pushed your partner?
- Thrown things at your partner?
- Driven recklessly with them in the car to intimidate them?
- Harmed or threatened to harm pets, possessions or friends?
- Smashed your fist into a wall during a disagreement?
- Denied your partner's basic needs for sleep, food, etc.?
- Tried to limit their access to the phone, car, friends or family?
 - Told your partner it was their fault that you hurt them?
- Punished or deprived children when angry at your partner?
- Forced your partner to have sex?

WE CAN HELP! The Montgomery County Abused Persons offers counseling programs for individuals who are abusive to their intimate partners. They offer an opportunity to share with others who have similar problems and teach

- Recognizing and avoiding abusive behavior
- Communication and relationship-building
- How to have real power that comes from equal and satisfying relationships.

WHAT TO EXPECT: Professional counselors fully assess clients and prepare a plan which addresses all their needs to enable them to stop the violence and put their lives on track. The New Beginnings Abuser Intervention Program employs counseling strategies believed by many experts in the field to be effective in stopping physical abuse, reducing other forms of abuse, and changing destructive views of women and children.

The majority of individuals who have completed these groups report being "very satisfied" with the group experience and having made changes in stopping physical abuse, controlling anger, taking responsibility for their actions and communicating effectively.

WHO IS ELIGIBLE? The Abused Persons Program is a State-certified Abuser Intervention Program for Montgomery County.

1. Participants may be referred by a Court or Court-related agency
2. Or, individuals who want to stop their abusive behavior but have no pending 'court case or court referral may participate.

HOW TO ENROLL?

2 Call 240-777-4195

Monday through Friday 8:30 a.m. to 5 p.m.

Temporary Cash Assistance (TCA)

This information is intended to help you decide if requesting TCA benefits is a good option for you.

What is TCA?

TCA is a needs-based program for families with children under the age of 18 who need financial assistance.

Who may be eligible?

Adults with dependent children applying for TCA must meet financial and technical eligibility requirements. Pregnant women may also be eligible.

To be eligible you must meet specific income levels, as well as family status guidelines (you must have children living with you who are related to you).

What are the income limits?

Your earned and unearned income (excluding SSI income) cannot exceed the benefit level paid for the assistance unit size.

How is the amount of cash payment determined?

Financial eligibility initially is determined by the number of eligible family members and their total income. The income is compared to a set standard based upon your family size. The standard for a family is reflected in this chart.

INCOME STANDARD

Family Size	Maximum Monthly Benefit
1	\$320
2	\$561
3	\$709
4	\$849
5	\$985
6	\$1,083
7	\$1,217
8	\$1,339

What are the program rules?

Before you can receive benefits you must:

- Provide specific verifications for all members for whom you are applying
- Comply with Child Support Enforcement requirement
- Participate for 40 hours per week in the Work Program requirement
- Comply with Substance Abuse screening

Care taker relatives applying for children who are not their own do not have to attend TCA orientation, do not have to participate in the work program, and do not have to include their own income.