



RIGHTS, RESPONSIBILITIES AND OTHER IMPORTANT INFORMATION HUMBOLDT COUNTY GENERAL RELIEF

These pages explain your rights and responsibilities and other important information. The county needs these facts to see if you are eligible for General Relief and to figure how much you will receive if you are eligible. If you need more information or have questions, ask your worker.

YOUR RIGHTS

1. To be treated equally without regard to race, color national origin, religion, political affiliation, marital status, sex, disability, or age. You may file a complaint of discrimination if you feel you have been discriminated against by first speaking with your county's designated civil rights representative or by writing to the
State Civil Rights Bureau
744 P Street, MS 15-70
P.O. Box 944243
Sacramento, CA 94244-2430

Or by calling toll free 1-866-741-6241 or for the hearing impaired TDD 1-800-688-4486.
2. To tell the county if you have a disability and need help applying for or continuing to receive General Relief benefits and services.
3. To ask for help to complete your application for General Relief benefits and services.
4. To ask for an interpreter and to have forms and notices translated if you don't speak or read English.
5. To be treated with courtesy, consideration, and respect.
6. To be interviewed promptly by the county when you apply and have your eligibility for General Relief determined within 30 days.
7. To discuss your case with the county and to review your case yourself when you request to do so.
8. To ask to have your General Relief benefit amount recalculated if your income changes.
9. To be notified in writing when your application is approved, denied, or when your benefits change or stop.
10. To ask for a hearing within 30 days of the county's action if you think that action is wrong.
11. To be represented at a hearing by yourself, a household member, friend, attorney, or other person of your choice. Note: You may get free legal help at your local legal aid office or welfare rights group.

YOUR RESPONSIBILITIES

Citizenship/Immigration Status

To sign under the penalty of perjury that each member applying for General Relief is a U.S. citizen, U.S. national or has a lawful immigration status. Information you give us on immigration status will be checked with the U.S. Citizenship and Immigration Services (USCIS). Information we get from USCIS may affect your eligibility.

Social Security Number (SSN) Rules

The SSNs will be used in a computer match to check income and resources with records, tax, welfare, employment, the Social Security Administration, and other agencies. Differences may be checked out with employers, banks, or others. Making false statements or failing to report all facts or situations which affect eligibility for, or the amount of General Relief paid may result in criminal or civil action.

You must give us the SSN for each applicant or recipient of General Relief. If you refuse to give us either an SSN or proof of application for a SSN, you will not be able to receive General Relief. You must give proof of application for an SSN within 30 days of application for General Relief and give the SSN to the county when you receive it.

Verifications

To give proof to support your eligibility. If you cannot get proof, you will need to give the name of some other person or agency we may contact to get the proof. We will help you get the proof when you cannot get it.

Cooperation

To cooperate with county staff. The Special Investigation Unit (SIU) may make selected home visits to verify addresses and other conditions of eligibility for General Relief (Resolution 07-51, Section A). You may not receive benefits, or your benefits may be stopped if you do not cooperate.

Felony Legal Status

To tell us if you are hiding or running from the law for a felony, or attempted felony, or are violating your parole or probation as you will not be eligible for General relief. You must tell us if you have a felony warrant for your arrest.

Apply for Available Income

To apply for any benefits or income anyone is eligible to get, such as: Unemployment (UIB) or Disability benefits, Veterans benefits, Social Security, or school grants, etc.

YOUR REPORTING RESPONSIBILITIES

You must report all changes to the county. If you're not sure how to report changes, what changes to report, or what proof we need, ask your worker.

HOW YOU MUST REPORT

You must report all changes to the county within 5 days. In addition, if you are active for a period of 6 or more months, you will need to turn in a completed GA/GR Periodic Eligibility Report (CSF 112).

You must report when:

1. You get money (including lump sums) from work, relatives, Social Security, Unemployment Insurance Benefits (UIB), State Disability Benefits (DIB), Veterans benefits, loans, gifts of money, AARP senior earnings, Workers Compensation Benefits, In-Home Supportive Services (IHSS) earnings, recycling, panhandling, odd jobs, self-employment, school loans and grants, or money from any other source.
2. Your income or source of income changes, starts, or stops including self-employment.
3. You start or stop school, college, or training.
4. You move in with someone else or anyone moves into or out of your home, including newborns, other children, spouses, absent parents, other relatives, and non-relatives.
5. Anyone (including children) comes into the house, leaves the home, or plans to visit somewhere else even for a short period of time.
Note: If you are a resident of a drug/alcohol treatment/detox center, or a clean and sober house you do not have to report who is living there or when they move out.
6. You move to another address, plan to move (including out of the state or county), get a new mailing address, or become homeless.
7. You have any changes in rent or utility costs, or when you receive free rent or utilities.
8. You receive payments or allowances for job, training, or school expenses such as educational loans and grants or transportation to and from a job or training.
9. You have expenses that are paid for by someone else in total or in part such as housing, utilities etc.
10. You get married, separated, divorced, or your spouse dies.
11. You receive, sell, give away, or transfer real property such as a home, buildings, or land;

or business or personal property such as a bank account, motor vehicle, boat, trust fund, etc.

12. Any physical or mental disability begins or ends.
13. Your citizenship or immigration status changes or you receive a letter, form or new card from U.S. Citizenship and Immigration Services (USCIS).
14. You become pregnant or end a pregnancy as this may change your benefit levels and/or change the type of benefits you may be eligible for.
15. You go to jail or prison.

IMPORTANT INFORMATION

Homeless Assistance

If you are experiencing homelessness and ask for emergency assistance, you will be referred to a shelter. If the shelter is full, you may be given an advance on your monthly GR grant if otherwise apparently eligible.

If you are eligible for General Relief and were **experiencing homelessness at the time you applied**, you have the right to apply for a one-time-per-year allowance of \$200 to help pay a deposit when you find permanent housing. If you become homeless as a GR recipient, you have the same right.

Proof of Facts

If you request General Relief within one year from the date it stopped the county must review your case file to see if it has the proof needed to determine your eligibility when:

- you cannot provide the proof, or
- there is a cost to you to provide the proof or,
- processing your application would be delayed beyond 30 days because it would take too long for you to provide the proof.

If you ask for General Relief within one year of the date it stopped **AND**, if the county doesn't have the proof it needs, then you will have to provide proof.

If you have new changes since you last received General Relief, the county will need new proof.

Special Information and Responsibilities

If you are admitted to a detox center with a drug and/or alcohol problem and you are receiving General Relief, the fee for your stay in detox will be deducted from your General Relief and paid directly to the facility.

All General Relief is a loan, and you are expected to repay it when you have the means to do so even if you are disabled. If you are no longer on General Relief, a county collection clerk will contact you about a payment plan.

PENALTY WARNING

You can legally be prosecuted and charged with a felony if more than \$400 is wrongly received in General Relief benefits. You can also be fined up to \$10,000 and/or be sent to jail or prison for up to 5 years. This can happen when you do not report all the facts, or you give incomplete or wrong information. Examples of this are failure to report the correct facts about income, property, resources, or family status to get or keep receiving benefits.

APPLICANT/RECIPIENT CERTIFICATION	ELIGIBILITY WORKER'S CERTIFICATION
<ul style="list-style-type: none">• I understand my rights and responsibilities and agree to comply with my responsibilities.• I also understand the penalties for giving incomplete or wrong facts or failing to report facts or situations that may affect my eligibility or benefit amount for General Relief.• I certify that I was given a copy of the I-18-11 "Rights, Responsibilities and Other Important Information Humboldt County General Relief" and the I-18-01 General Relief Information sheet.• It was explained to me, and I understand how to complete a Periodic eligibility report.	<p>I certify that the applicant/recipient appears to understand:</p> <ul style="list-style-type: none">• their rights and responsibilities and• penalties for giving incomplete or wrong facts or failing to report facts or situations that may affect their eligibility or benefit amount for General Relief. <p>I also certify that the applicant/recipient was given a copy of:</p> <ul style="list-style-type: none">• I-18-11 "Rights, Responsibilities and Other Important Information Humboldt County General Relief" and• I-18-01 General Relief Information sheet. <p>I certify that I explained how to complete a monthly eligibility report.</p>

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