

"A Guide to Apply to DSS"

Call FOCUS Churches at 443-0460 for help or go online at www.focuschurches.net
This Guide is printed on both sides of only 1 sheet of paper. Turn over this page.

WHERE to go for help in Albany County...

- Department of Social Services (DSS) Phone: 447-7300. (Write down phone extensions and names.)
- DSS Address: 162 Washington Avenue, Albany (3 blocks from "Breakfast Club" at 85 Chestnut Street)

WHEN to go for help...

- "Early birds get the worms."
 - If you do not already have a scheduled appointment time, go at 8:30 AM. This way You and your DSS worker are not tired or rushed. DSS workers have long days too.
 - If you have a scheduled appointment, be 15 minutes early. Latecomers MUST come again.
 - A Pocket Calendar helps you to remember your REQUIRED appointments and deadlines.
- If you're a veteran, go to DSS on Mon.-Fri. from 9-3pm for help from a veteran's agency.
- If you're a renter, go to DSS on Mon-Fri from 1-4 pm for help from Legal Aid or United Tenants.
- Remember, DSS is CLOSED from Noon to 1, Mon.-Fri., and on weekends. Don't go then.

HOW to get help...

- IMPORTANT: If you are homeless and seeking a place to live, be sure to tell this to DSS.
- If you are at DSS and are asked to wait, wait patiently. Bring a book to read, or just sit and rest.
- Bring the correct personal papers (see the reverse page). Always tell them when you move.
- Mail Boxes are FREE at the Drop-In Center, 26 South Swan St., off Sheridan Ave. in Albany.
- If you only need SNAP (Food Stamps) or Medicaid, FOCUS Churches can help you to apply. You may call FOCUS Churches at 443-0460, or you may need additional help from DSS.

WHAT YOU have to do...

- DSS needs personal papers from you in order to help you. As listed on the reverse page, bring ALL or AS MANY of these "typical" papers that you may have. Carry them in a secure envelope.
- DSS will then give you your personal list of papers REQUIRED of you. Many may be on the reverse.
- If you must bring in additional papers, bring DSS those papers ONLY at the appointed time and date.
- Wherever possible, DSS wants you to have a receipt for papers. Ask DSS if a receipt is possible.
- Keep your DSS program "hand books". If you need help reading "hand books", it is OK to ask DDS.

WHY has FOCUS Churches given you "A Guide to Apply to DSS"?

At FOCUS Churches of Albany, we know you as our brothers and sisters, and as God's marvelous creation. We believe that everyone on earth is created to be freely renewed by the open grace of Jesus Christ, in the fellowship of God's loving Spirit...just like it happens at your "Breakfast Club!"

We want you to also have our "*Albany Resource Guide*". Written much like this "*Guide to Apply to DSS*", it is also printed on only 1 sheet of paper and has a great deal of helpful information for you.

Remember, if you need more help, phone FOCUS Churches at 443-0460 or find us on-line at www.focuschurches.net

With our care and concern,

The FOCUS Churches of Albany

March 20, 2014 (rev.2-21-15)

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Below is a "TYPICAL List" of the papers to bring to DSS the FIRST time you go.

After visiting DSS, you will have your own "REQUIRED List" of papers they need of you.

GET SET TO PROVE ↓...when you FIRST go to DSS; bring ALL of these that you have.

WHO YOU ARE →	<input type="checkbox"/> Photo ID <input type="checkbox"/> Driver's license <input type="checkbox"/> US Passport <input type="checkbox"/> Naturalization Certificate <input type="checkbox"/> Hospital/Doctors Records <input type="checkbox"/> Adoption paper
IF YOU ARE → MARRIED/SINGLE	<input type="checkbox"/> Marriage or Death Certificates <input type="checkbox"/> Separation Agreement <input type="checkbox"/> Divorce Decree <input type="checkbox"/> Social Security Records <input type="checkbox"/> VA Records
WHERE YOU LIVE →	<input type="checkbox"/> Statement of Landlord <input type="checkbox"/> Current rent receipt or lease <input type="checkbox"/> Mortgage Bill
WHO LIVES → WITH YOU	<input type="checkbox"/> Statement of who lives with you from a non-relative landlord <input type="checkbox"/> School records
AGE(S) →	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Hospital Records <input type="checkbox"/> Adoption Records <input type="checkbox"/> Naturalization Certificate <input type="checkbox"/> Driver's License
IF A PARENT → IS NOT THERE	<input type="checkbox"/> Death Certificate <input type="checkbox"/> Survivors Benefits <input type="checkbox"/> Hospital Records <input type="checkbox"/> VA or Military <input type="checkbox"/> Divorce Papers <input type="checkbox"/> Proof of Remarriage
SOCIAL → SECURITY #	<input type="checkbox"/> To be certain of your Social Security number, bring your card.
INCOME FROM → WORKING	<input type="checkbox"/> Current Wage Stubs <input type="checkbox"/> Pay Envelopes <input type="checkbox"/> Rates, hrs. /wk.; first pay date/Letterhead <input type="checkbox"/> Contact from Employer <input type="checkbox"/> Business Records <input type="checkbox"/> Tax Records <input type="checkbox"/> Self Income - Expenses <input type="checkbox"/> Current Tax Return <input type="checkbox"/> Current contribution check <input type="checkbox"/> Statement from your roomer, boarder, tenant <input type="checkbox"/> Income Tax Records
INCOME → FROM OTHER PLACES	<input type="checkbox"/> <i>CHILD SUPPORT</i> <input type="checkbox"/> Family Court or Supporter Statement <input type="checkbox"/> Check Stubs <input type="checkbox"/> Each Current Check OR Agency Certificate: <input type="checkbox"/> <i>UNEMPLOYMENT INSURANCE</i> <input type="checkbox"/> <i>SOCIAL SECURITY</i> <input type="checkbox"/> <i>VETERANS BENEFITS</i> <input type="checkbox"/> <i>WORKERS COMPENSATION</i> <input type="checkbox"/> <i>EDUCATION GRANTS AND LOANS</i> (from the School, Bank or Award Agency) <input type="checkbox"/> Private Pension or Annuity Statement <input type="checkbox"/> Other income verification
ITEMS THAT MAY → BE WORTH MONEY	<input type="checkbox"/> Nursing home or household statements <input type="checkbox"/> Bank or credit union records <input type="checkbox"/> Stock, bond records <input type="checkbox"/> Life insurance policies or statements <input type="checkbox"/> Agreements for Burial trust or fund, burial plot or funeral <input type="checkbox"/> Earned Income Tax Credit statements <input type="checkbox"/> Deeds to real estate with current appraisal from broker <input type="checkbox"/> Auto registration or title <input type="checkbox"/> with current appraisal by dealer <input type="checkbox"/> Financing data <input type="checkbox"/> Any lump sum payment data
HOW MUCH → YOU PAY IN RENT/MORTGAGE	<input type="checkbox"/> Current rent receipt or lease <input type="checkbox"/> Mortgage, property and school tax records <input type="checkbox"/> Landlord statement <input type="checkbox"/> Sewer and Water bills <input type="checkbox"/> Homeowner Insurance records <input type="checkbox"/> Fuel bills <input type="checkbox"/> Non-heating utility bills <input type="checkbox"/> Telephone bills
MEDICAL → BILLS	<input type="checkbox"/> Copies of paid and unpaid bills <input type="checkbox"/> Health insurance, Medicare card(s) of all in household <input type="checkbox"/> Professional statement/Disabled <input type="checkbox"/> Professional statement/Pregnancy; approx. birth date <input type="checkbox"/> Proof of SSA or SSI benefits for disability or blindness
OTHER →	<input type="checkbox"/> Unpaid bills for rent or utilities <input type="checkbox"/> Referrals to treatment for drug or alcohol abuse <input type="checkbox"/> Proof you paid court ordered support, child care, recurring loans, home health services <input type="checkbox"/> Proof of all school age household members are attending school <input type="checkbox"/> Statements from Higher Education Institutions <input type="checkbox"/> Proof of U.S. Citizenship