

## **DCH/Katie Beckett Application Information**

**Please return this application directly to the address below:**

DCH/Katie Beckett Unit

2211 Beaver Ruin Rd. Suite 150 Norcross, GA. 30071

**If you have any questions, please contact our office at:**

(678) 248-7449 – Phone

(678) 248-7459 - Fax

We will consider this application without regard to race, color, sex, age, disability, religion, or national origin.

# MEDICAID APPLICATION

FOR COUNTY USE ONLY:

Date Received in County Dept.

☐ Pregnant Woman

☐ Women's Health

☐ Child under 19

☐ Parent Caretaker

Check block(s) that apply to you:

☐ Katie Beckett

☐ Chafee Independence Program Medicaid

☐ Planning for Health Babies (P4HB)

Were you in foster care on your 18<sup>th</sup> birthday? ☐ Yes ☐ No, in which state? \_\_\_\_\_

**PLEASE NOTE:** A face-to-face interview is not required for Medicaid applications. Please answer all questions as completely and accurately as possible. **If you need help reading or completing this document or need help communicating with us, ask us or call (877) 423-4746. Our services, including interpreters, are free. If you are deaf, hard-of-hearing, deaf-blind or have difficulty speaking, you can call us at the number above by dialing 711 (Georgia Relay).**

Your Name: (Please Print) FIRST _____ M.I. _____ Last _____ Maiden (if applicable) _____		Today's Date: _____	
Mailing Address: _____		City: _____	State: _____ Zip Code: _____
Residence Address (if different from Mailing Address): _____		Phone Number(s): _____	E-mail Address: _____
Electronic Communication: Yes ___ or No ___ (optional)*		What is your Preferred Language? If an interview is required, will you need an interpreter? Yes ___ No ___	
<b>Americans with Disabilities Act: Request for Reasonable Modification &amp; Communication Assistance (if applicable):</b> <b>Do you have a disability that will require a Reasonable Modification or Communication Assistance? Yes ___ No ___ (If yes, please describe the Reasonable Modification or Communication Assistance that you are requesting):</b> Sign Language interpreter ___; TTY ___; Large Print ___; Electronic communication (email) ___; Braille ___; Video Relay ___; Cued Speech Interpreter ___; Oral Interpreter ___; Tactile Interpreter ___; Telephone call reminder of program deadlines ___; Telephonic signature (if applicable) ___; Face-to-face interview (home visit) ___; Other: _____ <b>Do you need this Reasonable Modification or Communication Assistance one-time ___ or ongoing ___? If possible, briefly explain when and how long you need this modification or assistance?</b>			

## YOU CAN CHOOSE AN AUTHORIZED REPRESENTATIVE

You can give a trusted person or organization permission to talk about this application with us, see your information, and act for you on matters related to this application, including getting information about your application and signing your application on your behalf.

This person or organization is called an "authorized representative." If you ever need to change your authorized representative, contact Division of Family and Children Services (DFCS) at (877) 423-4746. If you are a legally appointed representative for someone on this application, submit proof with the application.

Person Name: (Please Print) FIRST _____ Last _____		Organization Name (if applicable): _____	
Address: _____		City: _____	State: _____ Zip Code: _____
What is your Preferred Language? If an interview is required, will you need an interpreter? Yes ___ No ___		Phone Number(s): _____	Electronic Communication: Yes ___ or No ___ (optional)* E-mail address: _____
Authorized Representative Duties: Sign application on applicant's behalf <input type="checkbox"/> Complete and submit renewal form <input type="checkbox"/> Receive copies of notices and other communication <input type="checkbox"/> Act on behalf of applicant in all other matters <input type="checkbox"/>			
<b>Americans with Disabilities Act: Request for Reasonable Modification &amp; Communication Assistance for Authorized Representatives (if applicable):</b> <b>Does the Authorized Representative have a disability that will require a Reasonable Modification or Communication Assistance? Yes ___ No ___ (If yes, please describe the Reasonable Modification or Communication Assistance that you are requesting):</b> Sign Language interpreter ___; TTY ___; Large Print ___; Electronic communication (email) ___; Braille ___; Video Relay ___; Cued Speech Interpreter ___; Oral Interpreter ___; Tactile Interpreter ___; Telephone call reminder of program deadlines ___; Telephonic signature (if applicable) ___; Face-to-face interview (home visit) ___; Other: _____ <b>Does the authorized representative need this Reasonable Modification or Communication Assistance one-time ___ or ongoing ___? If possible, briefly explain when and how long you need this modification or assistance?</b>			

\*You have the option to choose how you would like to receive notifications about your information. If you choose to receive email or text notifications, you will receive a message notifying you that you have a notice in My Notices located in GA Gateway Customer Portal.

For Email Communication, you must provide us with your email address and accept the terms and conditions for paperless notices located in GA Gateway Customer Portal after you create an account. Please visit the GA Gateway Customer Portal Website at [www.gateway.ga.gov](http://www.gateway.ga.gov) to update your notification settings.

For Texting Communication, you must provide us with your phone number. Standard message and data rates may apply. This may vary by carriers, please check with your provider.

Please list all persons living with you for whom you want or DON'T want Medicaid, including yourself. You do not have to provide an SSN or immigration status information for any person who is not asking for Medicaid. If provided, we will use the SSN for computer matches with other agencies and it may help us process your child's application. We will NOT share your information with the Department of Homeland Security (formerly the INS).

First Name	MI	Last Name	Suffix (Jr.)	Race	Sex M/F	Date of Birth	Relationship to You	Does this person need health coverage? (Y/N)	Social Security Number	Is this person a U.S. Citizen, U.S. National or qualified alien/immigrant? (Y/N)	Does the Father of this child live in your home? (Y/N)	Does the Mother of this child live in your home? (Y/N)

If you or other household members are a Naturalized Citizen, or a qualified alien/immigrant complete the following chart.

First	Name Middle Initial	Last	Immigration document type	Alien/Certificate number	Have you lived in the U.S. since 1996? (Y/N)	Are you, your spouse or parent a veteran or an active-duty member of the U.S. military? (Y/N)

Are you pregnant? ☐ Yes ☐ No; If yes what is the estimated due date? \_\_\_\_\_; and how many babies are expected? \_\_\_\_; If no, did you deliver or was a pregnancy terminated the last 12 months? ☐ Yes ☐ No; If yes, what was the delivery/termination date? \_\_\_\_\_; and how many babies were delivered/expected? \_\_\_\_; Are you able to have a baby? ☐ Yes ☐ No; Have you ever delivered a baby weighing less than 2500 grams (5 pounds, 8 ounces)? ☐ Yes ☐ No; Have you delivered a baby weighing less than 1500 grams (3 pounds, 5 ounces) on or after January 1, 2011? ☐ Yes ☐ No; Do you have any unpaid medical bills from the past three months? ☐ Yes ☐ No; If yes, which months? \_\_\_\_\_; Are you currently covered by other Health Insurance? ☐ Yes ☐ No; Are you currently on Medicaid? ☐ Yes ☐ No; If yes, list Insurance Company and policy number: \_\_\_\_\_; Does anyone in the household have any private health insurance? ☐ Yes ☐ No

Have you or anyone in your household been diagnosed with Breast or Cervical Cancer? ☐ Yes ☐ No If yes, have you received Women's Health Medicaid previously? ☐ Yes ☐ No

**INCOME/SELF-EMPLOYMENT, TAX FILER INFORMATION, DEDUCTIONS and DEPENDENT CARE**

List all income received by persons on page 1 of this application. Be sure to show the amount before deductions. Attach an extra sheet if necessary. We will decide, based on the type of Medicaid, whose income must be counted and whose may be excluded.

Income	Gross Amount per Paycheck (amount before deductions)	How Often? (weekly, every 2-weeks, monthly, etc.?)	Name of Person Receiving	Tax Filer Information
Wages/Earnings				1. Does anyone in the household plan to file a federal income tax return NEXT YEAR? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, who? (List each person who plans to file) _____ 2. Will any of the tax filers listed file jointly with a spouse? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please list spouse's name: _____ 3. Will any of the filers claim any dependents on their tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please list the names of the dependents: _____ 4. Will anyone be claimed as a tax dependent on someone else's return? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please list the name of the tax filer and the tax dependents: _____ _____ How is the tax dependent related to the tax filer? _____
Current Employer:				
Wages/Earnings				
Current Employer:				
Social Security Income/SSI				
Worker's Compensation				
Pensions or Retirement Benefits				
Child Support/Contributions				
Unemployment Benefits				
Other Income, please specify:				

If you or anyone on page 1 on this application is self-employed, complete the chart below.

Type of self-employment	Name of person self-employed	Monthly gross amount	Monthly business expenses amount

**DEDUCTIONS:** Check all that apply, give the amount and how often you pay it.

- ☐ Alimony paid Amount: \_\_\_\_\_ How often? \_\_\_\_\_
 ☐ Student loan interest Amount: \_\_\_\_\_ How often? \_\_\_\_\_  
☐ Health Insurance Premiums, 401K, and Other Pre-Tax Deductions \$ \_\_\_\_\_ How often? \_\_\_\_\_  
☐ Other deductions Type: \_\_\_\_\_ Amount: \_\_\_\_\_ How often? \_\_\_\_\_

Do you pay for dependent care (daycare for a child or care for an adult who cannot care for himself/herself) so that someone in your household can work?

Name of Parent who works	Name of child or adult cared for	Name of care provider	Amount of Payment	How Often? (weekly, 2-weeks, monthly, etc.)

If you are applying for Medicaid for children and one or both of their parents are not in the home, please provide the following information:

Child's Name	Absent Parent's Name (Mother/Father)	Do they have Medical Coverage on the Child?	If Yes to Medical Coverage, please list name of insurance company & group number

## EXPRESS LANE ELIGIBILITY:

Express Lane Eligibility (ELE) is an automatic process to enroll or renew eligible children under the age of 19 who are receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) into the Medical Assistance program.

If you are receiving SNAP or TANF, the Division of Family and Children Services (DFCS) will use the household size, residency, and income information from SNAP or TANF, but DFCS will verify citizenship or immigration status using Medical Assistance rules to make an ELE determination to enroll or renew the children in Medicaid or PeachCare for Kids®. If your children are eligible for PeachCare for Kids®, they may be subject to a premium. DFCS will send you a determination notice, let you make any changes and allow you to opt out at any time.

If you would like your children to be evaluated for Medical Assistance using the ELE process, please select yes or no below.

☐ Yes    ☐ No

I understand that this information may need to be verified to determine eligibility. I understand wage and salary information supplied by the Georgia Department of Labor may be obtained to verify and determine eligibility for Medicaid. I agree to assign to the state all rights to medical support and third-party support payments (hospital and medical benefits). I agree to give the State the right to require an absent parent provide medical insurance, if available. I understand I must get medical support from the absent parent if it is available and must cooperate with the Division of Child Support Services in obtaining this support. If I do **not** cooperate, I understand I may lose my Medicaid benefits, and only my children will receive benefits unless good cause is established. I understand that I must report changes in my income and circumstances within ten (10) days of becoming aware of the change.

The Georgia Department of Human Services (“DHS”) collects Personally Identifiable Information (PII), such as names, addresses, telephone numbers, email addresses, and dates of birth, etc., during your application for benefits. By submitting any personal information to us, you agree that we may collect, use, and disclose any such personal information in accordance with DHS policies, procedures, and as permitted or required by law and/or regulations.

- ☐ I declare under penalty of perjury that I am a U.S. Citizen, U.S. National or qualified alien in the United States. If I am a parent or legal guardian, I declare that the applicant(s) is a U.S. Citizen, U.S. National or qualified alien in the United States.
- ☐ I declare to the best of my knowledge and belief that the person(s) for whom I am applying for Medicaid is/are U.S. citizen(s), U.S. National(s) or qualified alien in the United States. I further certify under penalty of perjury that all of the information provided on this application is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **VOTER REGISTRATION INFORMATION**

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- ☐ Yes  
☐ No  
☐ I do not want to answer the Voter Registration question

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Secretary of State at 2 Martin Luther King Jr. Drive, Ste. 802, West Tower, Atlanta, GA 30334 or by calling (404) 656-2871.

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

**A copy of the Georgia Voter Registration application is included with DFCS applications, renewals, and change of address forms. You can also request a Voter Registration application from your caseworker. If you complete a Voter Registration application, submit it to the Georgia Secretary of State's Office following the instructions provided on the Voter Registration application.**

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To report suspected Medicaid fraud on recipients or providers, call the Georgia Department of Community Health-Office of Inspector General at (local) (404) 463-7590 or (toll free) (800) 533-0686; by email at [oiganonymous@dch.ga.gov](mailto:oiganonymous@dch.ga.gov); by mail at Department of Community Health, OIG PI Section, 2 Peachtree Street NW, 5<sup>th</sup> Floor, Atlanta, GA 30303; or visit <https://dch.georgia.gov/report-medicaidpeachcare-kids-fraud>.

## **Notice of ADA/Section 504 Rights**

### **Help for People with Disabilities**

The Georgia Department of Human Services and the Georgia Department of Community Health (“the Departments”) are required by federal law\* to provide persons with disabilities an equal opportunity to participate in and qualify for the Departments’ programs, services, or activities. This includes programs such as SNAP, TANF, and Medical Assistance.

The Departments provide reasonable modifications when the modifications are necessary to avoid discrimination based on disability. For example, we may change policies, practices, or procedures to provide equal access. To ensure equally effective communication, we provide persons with disabilities or their companions with disabilities communication assistance, such as sign language interpreters. Our help is free. The Departments are not required to make any modification that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens.

### **How to Request a Reasonable Modification or Communication Assistance**

Please contact your caseworker if you have a disability and need a reasonable modification, communication assistance, or extra help. For instance, call if you need an aid or service for effective communication, like a sign language interpreter. You may contact your caseworker or call DFCS at (877) 423-4746 or the DCH Katie Beckett (KB) Team at (678) 248-7449 to make your request. You may also make your request using the DFCS ADA Reasonable Modification Request Form, which is available at your local DFCS office or online at <https://dfcs.georgia.gov/adasection-504-and-civil-rights>, or you may obtain the DCH ADA Reasonable Modification Request Form from the KB Team or online at <https://medicaid.georgia.gov/programs/all-programs/tefrakatie-beckett>, but you do not have to use a form.

### **How to File a Complaint**

You have the right to make a complaint if the Departments have discriminated against you because of your disability. For example, you may file a discrimination complaint if you have asked for a reasonable modification or sign language interpreter that has been denied or not acted on within a reasonable time. You can make a complaint orally or in writing by contacting your case worker, your local DFCS office, or the DFCS Civil Rights, ADA/Section 504 Coordinator at 2 Peachtree Street NW, 29<sup>th</sup> Floor, Atlanta, GA 30303, (877) 423-4746. For DCH, contact the KB Team ADA/Section 504 Coordinator at 2211 Beaver Run Road, Ste. 150, Norcross, GA 30071, or PO Box 172, Norcross, GA 30091, (678) 248-7449. The DCH email is: [dch.adarequests@dch.ga.gov](mailto:dch.adarequests@dch.ga.gov).

You can ask your case worker for a copy of the DFCS Civil Rights, ADA/Section 504 complaint form. The complaint form is also available at <https://dfcs.georgia.gov/adasection-504-and-civil-rights>. If you need help making a discrimination complaint, you may contact the DFCS staff listed above. Individuals who are deaf or hard of hearing or who may have speech disabilities may call 711 for an operator to connect with us. The email for DCH Civil Rights complaints is: [dch.civilrights@dch.ga.gov](mailto:dch.civilrights@dch.ga.gov). The link for the DCH Civil Rights process and complaint form is located at <https://dch.georgia.gov/adasection-504-and-civil-rights>.

*\*Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; and the Americans with Disabilities Act Amendments Act of 2008 ensure persons with disabilities are free from unlawful discrimination.*

Under DHS, you may file discrimination complaints by contacting your local DFCS office or the DFCS Civil Rights, ADA/Section 504 Coordinator at 2 Peachtree Street NW, 29<sup>th</sup> Floor, Atlanta, GA 30303, (877) 423-4746. For complaints alleging discrimination based on limited English proficiency, contact the DHS Limited English Proficiency and Sensory Impairment Program at 2 Peachtree Street NW, 29<sup>th</sup> Floor, Atlanta, GA 30303, (877) 423-4746 (voice).

## CHECKLIST

**CITIZENSHIP/IDENTITY MUST BE VERIFIED FOR ALL MEDICAID APPLICATIONS/RENEWALS**

If you have already provided acceptable verification of your citizenship/identity as listed below, or are a recipient of SSI or Medicare further verification is not necessary. Please check with the DFCS Customer Service line or your local county DFCS office for clarification.

Please provide one of the following, and return using the contact information on the verification checklist.

**No Identity Required on these Citizenship Verifications:**

- US Passport (not limited passports)
- Certificate of Naturalization (N-550 or N-570)
- Certificate of Citizenship (N-560 or N-561)

**Identity Required with these Citizenship Verifications:**

- US Public Birth Record showing birth in one of the 50 states; District of Columbia; American Territories; or Guam
- US birth certificate or data match with a State Vital Statistic Agency
- Certification of Report of Birth (DS-1350)
- Consular Report of Birth Abroad of a Citizen of the U.S.(FS-240)
- Certification of Birth Abroad (FS-545)
- United States Citizen Identification Card (I-197 or the prior version I-179)
- American Indian Card (I-872) with the classification "KIC" (Issued by DHS to identify U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border.
- Collective Naturalization document/Northern Mariana Identification Card (I-873)
- Final Adoption Decree
- Evidence of civil service employment by the US government
- Official Military record
- Federal or State census record showing US citizenship indicating a US place of birth
- Tribal census record for Seneca Indian tribe or from Bureau of Indian Affairs
- Statement signed by the physician or midwife who was in attendance at the time of birth
- One of the following documents created at least 5 years before the application for Medicaid showing a US place of birth :
  - Extract of hospital record on hospital letterhead established at the time of person's birth
  - Life, health or other insurance record
  - An amended US public birth record
  - Medical clinic(not Health Dept.), doctor or hospital record indicating a US place of birth
  - Institutional admission papers from nursing home, skilled nursing care facility or other institution

If you do not have any of the above, please contact the DFCS Customer Service line or your local county DFCS office to complete an affidavit of citizenship or identity.

**Acceptable Verification of Identity:**

- State Driver's license bearing the individual's picture or Georgia Identification Card
- Certificate of Indian Blood; US American/Alaska Native tribal document; or Native American Tribal Document
- US Military Card or draft record; Military dependent's ID card with photograph; US Coast Guard Merchant Mariner Card
- Identification card issued by federal, state or local government agencies or entities with photo or identifying information
- School Identification card with a photograph
- US passport issued with Limitations
- Data matches or documents from law enforcement or corrections agencies such as police or sheriff's departments, parole office, DJJ and Youth Detention Centers

For individuals under age 16 who are unable to produce a document listed above, the following documents are acceptable to establish identity only:

- School record including report card, daycare or nursery school record. (Must verify record with issuing school)
- Clinic, doctor or hospital record showing date of birth. The Form 3231 immunization record from the Department of Public Health (DPH) is acceptable if an immunization date on the form was documented before the individual's 16<sup>th</sup> birthday.
- Affidavit signed under penalty of perjury by a parent/guardian. **(Contact the DFCS Customer Service line or your local county DFCS office.)**
- A signed Declaration of Citizenship form that includes the date and place of birth of the child. **(Contact the DFCS Customer Service line or your local county DFCS.)**
- All documents that verify citizenship/identity must be either ORIGINALS or copies CERTIFIED by issuing agency.

## DECLARATION OF CITIZENSHIP/IMMIGRATION STATUS

Georgia Department of Human Services  
Division of Family and Children Services

I understand that the Georgia Division of Family and Children Services (DFCS) may require verification from the United States Department of Homeland Security (DHS) of my/my children's citizenship or immigration status when seeking benefits. Information received from DHS may affect my/my children's eligibility.

Please fill out and sign **ONE or BOTH** of the following statements as it pertains to the status of each person seeking benefits.

### CHILDREN SEEKING BENEFITS

Name	Place of Birth (City, state, country)	U.S. Citizen (check whichever applies)	Lawfully Admitted Immigrant (check whichever applies)	Date Naturalized or Admitted into U.S. (If applicable)	Immigration Document ID# (If applicable)
					A-
					A-
					A-
					A-
					A-

I, \_\_\_\_\_ attest to the identity of the child/children listed above and  
(PRINT NAME)  
certify under penalty of perjury, that the information written and checked above is true.

\_\_\_\_\_  
SIGNATURE (PARENT/GUARDIAN)

\_\_\_\_\_  
(DATE)

### ADULT(S) SEEKING BENEFITS

Name	Place of Birth (city, State, Country)	U.S. Citizen (Check whichever applies)	Lawfully Admitted Immigrant (Check whichever applies)	Date Naturalized or Admitted into U.S. ( If applicable)	Immigration Document ID# (If applicable)
					A-
					A-

I, \_\_\_\_\_ certify under penalty of perjury, that the information  
(PRINT NAME)  
written and checked above is true.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
(DATE)

**INSTRUCTIONS FOR COMPLETING  
GEORGIA DEPARTMENT OF MEDICAL ASSISTANCE  
THIRD PARTY LIABILITY  
HEALTH INSURANCE INFORMATION QUESTIONNAIRE  
FORM DMA-285**

1. LEGIBLY PRINT information in every applicable field on the form.
2. If the DMA-285 is for a legal action, Trust or QIT, write "Legal Action", "TRUST" or "QIT" in red ink at the top of the form.
3. If this form is completed to report a change, personal reimbursement, death or cancellation of an insurance policy, write "Change", "Cancellation", "Death", "Reimbursement", etc. in red ink at the top of the form. You may use a copy of the original 285 sent to DMA if it is legible.
  - If you have a letter confirming cancellation of the policy, attach the letter to the 285.
  - If the A/R has never had the insurance or if it was cancelled several years ago, attach to a 285 a copy of the MHN screen showing the insurance and annotate that the A/R has never had or has not had the insurance in years.
  - If you are reporting the death of an A/R who has a QIT, also write the date of death next to "Death" as MM/DD/YY.
  - If the A/R has personally been reimbursed for a service covered by Medicaid or has received a settlement from a pending legal action, mail/fax a copy of the existing 285 and attach a copy of the Explanation of Benefits (EOB) or letter outlining the settlement that accompanies the check. Attach a copy of the check, if available.
4. Do not submit this form if the only health insurance the A/R(s) have is Medicare or Medicaid.
5. Complete the name and address, etc. of the head of household in the AU as entered in SUCCESS.
6. Check whether the case is for an application or redetermination.
7. If you plan to send this form to DMA for an active policy, trust, etc., check "Yes" to having a private, group or government health insurance.....
8. Check yes or no as appropriate if someone else has health insurance on the A/R(s).
9. Check the appropriate type of policy that exists for the A/R(s). Attach a copy of the front and back of the health insurance card, if possible.
10. If the form is for a trust or QIT, cross out "Policy Holder" and write in "Trustee". Enter the name of the policy holder or trustee.
11. Enter the address of the policy holder or trustee as appropriate.
12. Enter the policy holder's SSN.
13. Enter the phone number of the policy holder or trustee.
14. Enter the name address, policy number and effective date in the appropriate fields. If insurance is cancelled, write "Cancelled" above "Effective Date" and the date cancelled in the space available.
15. If the insurance policy is through an employer, enter the information pertaining to the employment in the spaces provided.

16. List the names of the household members who are Medicaid A/Rs covered under the insurance policy. Enter their relationship to the A/R given as the "Case Name" at the top of the form. If it's the same write "Self". Provide the date of birth. Enter the SUCCESS ID #. Enter the SSN of the individual.
17. If possible, have the A/R or PR sign the document in the two spaces provided.
18. The worker should LEGIBLY PRINT his/her name, DIRECT phone number and DFCS county.
19. See Section 2230 for mailing/faxing instructions.

**NOTE:** PCG, the entity charged with handling DMA-285, has a 30 day standard of promptness. If it is necessary to have an immediate correction made concerning a TPR, fax the information to PCG rather than mailing. At times MHN may show insurance coverage that the MES is not aware of. Always double check with the A/R before assuming that the insurance shown is not valid. However, a pharmacy should never deny a member their prescriptions because of TPR issues. They have override codes to enter to make the prescription claim be accepted.

**GEORGIA DEPARTMENT OF COMMUNITY HEALTH – THIRD PARTY LIABILITY  
HEALTH INSURANCE INFORMATION QUESTIONNAIRE**

CASE NAME: \_\_\_\_\_

CASE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SSN: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

TYPE OF CASE: ☐ INITIAL APPLICATION ☐ SPECIAL NEEDS TRUST (SNT) ☐ CHANGE ☐ CANCELLATION  
(Check all that apply) ☐ HIPP REFERRAL EFFECTIVE DATE OF CHANGE OR CANCELLATION: \_\_\_\_/\_\_\_\_/\_\_\_\_

The information obtained on this form is collected by the Georgia Department of Community Health, Third Party Liability Section. The collection of this information is authorized by law (42 U.S.C. 1396(a) (25): 42 CFR 433.135-139). It will be used to determine the liability of third parties to pay for care and services and collection of that liability. Medicaid benefits are not denied based on any applicant having health insurance or medical coverage.

Do you have a private, group or government health insurance that pays any of the cost of your medical care? (Do not include Medicare or Medicaid) ☐ YES ☐ NO

Does your spouse, parent or stepparent have any private, group or government health insurance that pays any of the cost of your medical care? ☐ YES ☐ NO

Is policyholder an Absent Parent?

☐ YES ☐ NO

Names of Covered Individuals in Household			Medicaid ID#	SSN	Relationship to Policy Holder (check one)					Date Of Birth
(Last)	(First)	(MI)			Policy Holder	Spouse	Child	Step- child	Other	

Are any of these persons pregnant? ☐ YES ☐ NO If yes, Name \_\_\_\_\_ Date of Delivery \_\_\_\_\_

**ATTACH A COPY OF INSURANCE  
CARD/POLICY AND A COPY OF SNT**

Do any of the persons listed above have a chronic medical condition? ☐ YES ☐ NO If yes,  
Name \_\_\_\_\_ Condition \_\_\_\_\_

\_\_\_\_\_  
(Insurance Company Name) (Telephone Number)

\_\_\_\_\_  
(Address) (City) (State) (Zip)

\_\_\_\_\_  
(Policyholder Name) (Policyholder SSN) (Policy Number) (Policyholder DOB)

\_\_\_\_\_  
(Policy Effective Date) (Policy Termination Date)

\_\_\_\_\_  
(Employer Name) (Telephone Number)

\_\_\_\_\_  
(Employer Address) (City) (State) (Zip)

Types of Coverage (circle those which apply)

01 – HOSPITAL INPT. 15 – LTC/NH  
07 – DRUG/STND 16 – HMO/DRUG  
08 – MAJOR MED. 17 – MED. SUPP A  
09 – DENTAL 18 – MED. SUPP B  
10 – VISION 22 – HMO/STND  
OTHER \_\_\_\_\_

I authorize the release of information necessary to identify health/liability insurance benefits to the Department of Community Health. I also certify that the above information is correct.

I hereby assign to the Department of Community Health all rights to payments for benefits of medical services rendered to myself or any of my dependents who receive Medicaid.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Member or Authorized Person

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Insured or Authorized Person

EFFECTVIE DATE OF MEDICAID ELIGIBILITY \_\_\_\_\_

Case Worker Name: \_\_\_\_\_ Phone No: \_\_\_\_\_ County \_\_\_\_\_

# GEORGIA DEPARTMENT OF COMMUNITY HEALTH

## INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FOR HEALTH INSURANCE PREMIUM PAYMENT (HIPP PROGRAM) – DMA 124

### Head of Household

Provide the name of the head of household and address and telephone number where he or she may be contacted if additional information or data verification is required.

### Referral Source

Provide the name and address of the person completing the application. A copy of the decision on the application will be returned to the referral source.

### 1. Complete the following information regarding your health insurance policy.

If known, complete insurance information is helpful. Enter the complete name of the policy holder, BOTH the insurance group number, if applicable, and policy number, if applicable, address and telephone number of the insurance company. This information is usually available on the member's insurance card.

### 2. What is the annual Maximum Out of Pocket Expense?

If known, enter the maximum out-of-pocket expense per individual and for the entire family. The out-of-pocket expense should not be confused with the lifetime limit of the policy. The lifetime limit is the maximum amount of coverage offered by the policy.

### 3. Is the deductible included in the out of pocket expense?

If the annual deductible amount is included in the out-of-pocket expense, check "Yes". If not, check No".

### 4. What is the annual deductible?

If known, enter amount of the annual deductible. If unknown, leave blank.

### 5. Is this policy an HMO or PPO?

If known, check "Yes" if the policy is an HMO or PPO and "NO" if not. If unknown, leave blank.

### 6. Complete the following information regarding the employer offering this policy.

Provide employers name, address and telephone number. **Please do not provide the employee's direct phone number.** We will need to verify information with the employer and not the employee.

### 7. List all Medicaid eligible persons covered under this policy.

List all persons living at this address who are Medicaid eligible and eligible for coverage under this policy. Enter the full name, Social Security Number, date of birth, Medicaid identification number, relationship to the policy holder and gender for each person. If there are more than five persons, attach a second form.

**8. Are any of these persons pregnant?**

If any person in #7 above is pregnant, check “Yes” and enter the expected delivery date. If none are pregnant, check “No”.

**9. Have any of the persons in #7 above been diagnosed with a medically expensive condition?**

If any person in #7 above is currently diagnosed with a medically expensive condition, enter the individual's name and the diagnosis. If no medically expensive conditions exist, enter “No”. Medical conditions include but are not limited to: Diabetes, Blood Disorder, Cancer, Mental Illness/Retardation, Heart Condition, Asthma, Scoliosis or other Back Injury, Stroke, Seizure Disorder, Kidney/Liver Disorder, Alcohol/Drug Addiction, HIV Positive/AIDS.

**10. How much are the premiums for this policy?**

Enter the amount the policy holder pays for insurance coverage. Check the frequency of premium payments.

**11. Check the services covered under this policy**

Hospital: Medical inclusive of room and board charges  
Physician: Professional services offered by physicians  
Pharmacy: Drugs and pharmaceuticals  
Dental: Oral care - both routine and emergency  
Home Health: Care and services provided in the insured person's home  
Long Term Care: Care provided in a non acute setting i.e. Nursing Facility

This information is best obtained directly from the insurance carrier. If you do not have access to the carrier and do not know the information, leave blank.

**12. Complete the following information if COBRA benefits might be available**

If the policy holder is eligible for COBRA benefits, check “Yes” if COBRA forms have been received, and “No” if none received. If “Yes”, enter date received. Enter the last employment date. Indications of COBRA coverage might be a recent job termination, recent layoff from a job or a new job where the benefits do not cover a pre-existing condition.

**13. Can we contact your employer and/or insurance carrier to verify this information?**

Check “Yes” if the employer and/or insurance company can be contacted for verification. If “No” is checked, the application will be denied for insufficient information to process the application.

**14. Has the applicant or any dependents been involved in an accident?**

Check “Yes” if the applicant or any of the dependents listed were involved or injured in an accident that required medical attention within the last 12 months. If an attorney or insurance company is involved, please obtain this information and note it on the application. If no accidents occurred, please check “NO”

**15. Sign and date this application.**

The applicant does not have to be the policy holder. However, the policyholder must sign and date the application upon completion. Please mail the completed application to the following address:

HIPP Unit  
5660 New Northside Drive  
Suite 750  
Atlanta, GA 30328-5829

Should you have any questions, you may contact the HIPP Unit directly at 770-980-9777.

# GEORGIA DEPARTMENT OF COMMUNITY HEALTH

GAINWELL TECHNOLOGIES/HIPP UNIT – 100 Crescent Centre Parkway, Suite 1000, Tucker, GA 30084 Tel: (678) 564-1162, Option 1  
Fax: (800) 817-1769 Email: hippga@gainwelltechnologies.com

## APPLICATION FOR HEALTH INSURANCE PREMIUM PAYMENT (HIPP) PROGRAM

Head of Household:		Referral Source:	
Address:		Address:	
City:	State:	City:	State:
Zip:	Telephone #:	Zip:	Telephone #:

**1. Complete the following information regarding your health insurance policy.**

Policyholder's Name: \_\_\_\_\_ Insurance Co. Name: \_\_\_\_\_  
 Policy Number: \_\_\_\_\_ Insurance Co. Address: \_\_\_\_\_  
 Group Number: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Policyholder's Social Security Number: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Policyholder's Date of Birth: \_\_\_\_\_ Policyholder's Email: \_\_\_\_\_

**2. Is the policy referenced in #1 the primary policy?** YES \_\_\_\_\_ NO \_\_\_\_\_

**3. Is there a secondary policy with another employer?** YES \_\_\_\_\_ NO \_\_\_\_\_  
 (If yes, please provide the information for the secondary policy on a separate page)

**4. Complete the following information regarding the employer offering the policy referenced in #1.**

Employer Name: \_\_\_\_\_ Employer Address: \_\_\_\_\_  
 Employer Telephone: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**5. List all Medicaid eligible persons covered under this policy (use back of application for additional space).**

NAME:	SSN	BIRTHDATE	MEDICAID ID #	RELATIONSHIP TO POLICYHOLDER	MALE/ FEMALE
1.		/ /			
2.		/ /			
3.		/ /			
4.		/ /			
5.		/ /			

**6. Are any of these persons pregnant?** Yes \_\_\_\_\_ NO \_\_\_\_\_

If yes:

Name	Expected Date of Delivery	Name	Expected Date of Delivery
_____	_____/_____/_____	_____	_____/_____/_____

**7. Have any of the persons in #5 been diagnosed with a medical condition? If yes, please list all medical conditions or diagnosis (please provide a separate page if additional space is needed).**

Name	Condition	NO
YES _____	_____	_____

**8. If known, how much are the premiums for this policy?** \$ \_\_\_\_\_

**9. How often is the premium amount paid?**

☐ WEEKLY ☐ BIWEEKLY ☐ SEMIMONTHLY ☐ MONTHLY ☐ QUARTERLY ☐ OTHER

**10. Complete the following information if COBRA benefits may be available from a former employer:**

Have you received COBRA forms? YES \_\_\_\_\_ NO \_\_\_\_\_ Date COBRA forms received \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Last Date of Employment \_\_\_\_/\_\_\_\_/\_\_\_\_ (Please attach copy of COBRA enrollment packet to this application)

**11. Can we contact your employer and/or insurance carrier to verify this information?** YES \_\_\_\_\_ NO \_\_\_\_\_

**12. Was applicant or any dependent injured at work or in an accident in the last 12 months?** YES \_\_\_\_\_ NO \_\_\_\_\_ If yes,  
 Attorney Name, if applicable: \_\_\_\_\_ Insurance Company, if applicable: \_\_\_\_\_

**13. Please sign and date this application (TO BE SIGNED BY POLICYHOLDER ONLY).**

\_\_\_\_\_  
 Policyholder's Signature

\_\_\_\_\_  
 Date

DMA-124 Rev 11/2021

# PHYSICIAN'S RECOMMENDATION FOR PEDIATRIC CARE

## **INSTRUCTIONS FOR COMPLETING THE PEDIATRIC CARE FORM DMA-6(A)**

It is important that EVERY item on the DMA-6(A) is answered, even if it is answered as N/A (not applicable). Make sure that the physician or nurse who completes some of the sections is aware of this requirement. The form is only valid for 90 days from the date of the physician's signature. The form should be completed as follows:

---

### **Section A – Identifying Information**

Section A of the form should be completed by the parent or the legal representative of the Katie Beckett child unless otherwise noted. All reference to “the applicant” means the child for whom Medicaid is being applied for.

#### **Item 1: Applicant's Name/Address**

Enter the complete name and address of the applicant including the city and ZIP code. For DFCS County enter the applicant's county of residence.

#### **Item 2: Medicaid Number**

To be completed by county staff.

#### **Item 3: Social Security Number**

Enter the applicant's nine-digit Social Security number.

#### **Item 4: & 4A: Sex, Age and Birthdate**

Enter the applicant's sex, age, and date of birth.

#### **Item 5: Primary Care Physician**

Enter the entire name of the applicant's Primary Care Physician.

#### **Item 6: Applicant's Telephone Number**

Enter the telephone number, including area code, of the applicant's parent or the legal representative.

#### **Item 7: Does guardian think the applicant should be institutionalized?**

If the Katie Beckett applicant were not eligible under this category of Medicaid, would s/he be appropriate for placement in a nursing facility or institution for the intellectually disabled. Check the appropriate box.

#### **Item 8: Does the child attend school?**

Check the appropriate box.

#### **Item 9: Date of Medicaid Application**

To be completed by county staff.

**Fields below Item 9:**

Please enter the name of the primary caregiver for the applicant. If a secondary caregiver is available to care for the applicant, include the name of the caregiver.

**Read the statement below the name(s) of the caregiver(s) and then:**

**Item 10: Signature**

The parent or legal representative for the applicant should sign the DMA-6(A) legibly.

**Item 11: Date**

Please record the date other DMA-6(A) was signed by the parent or the legal representative.

**Section B – Physician’s Examination Report and Recommendation**

This section must be completed in its entirety by the Katie Beckett child’s Primary Care Physician. No item should be left blank unless indicated below.

**Item 12: History – (Attach additional sheet(s) if needed)**

Describe the applicant’s medical history (Hospital records may be attached).

**Item 13: Diagnosis (Add attachment(s) for additional diagnoses)**

Describe the primary, secondary, and any third diagnoses relevant to the applicant’s condition on the appropriate lines. Please note the ICD codes. Depending on the diagnosis, a psychological evaluation may be required. If you have an evaluation conducted within the past three years, include a copy with this packet.

**Item 13A: ICD-10 Diagnosis Code (Add attachment(s) for additional diagnoses)**

Describe the primary, secondary, and any third ICD-10 diagnoses relevant to the applicant’s condition on the appropriate lines.

**Item 14: Medications – Add attachment(s) for additional medications(s))**

The name of all medications the applicant is to receive must be listed. Include name of drugs with dosages, routes, and frequencies of administration.

**Item 15: Diagnostic and Treatment Procedures**

Include all diagnostic or treatment procedures and frequencies.

**Item 16: Treatment Plan (Attach copy of order sheet if more convenient or other pertinent documentation)**

List previous hospitalization dates, as well as rehabilitative and other health care services the applicant has received or is currently receiving. The hospital admitting diagnoses (primary, secondary, and other diagnoses) and dates of admission and discharge must be recorded. The treatment plan may also include other pertinent documents to assist with the evaluation of the applicant.

**Item 17: Anticipated Dates of Hospitalization**

List any anticipated dates of hospitalization for the applicant. Enter N/A if not applicable.

**Item 18: Level of Care Recommended**

Check the correct box for the recommended level of care; nursing facility or intermediate care facility for the intellectually disabled. If left blank or N/A is entered, it is assumed that the physician does not deem this applicant appropriate for institutional care.

**Item 19: Type of Recommendation**

Indicate if this is an initial recommendation for services, a change in the member's level of care, or a continued placement review for the member.

**Item 20: Patient Transferred from (Check one)**

Indicate if the applicant was transferred from a hospital, private pay, another nursing facility, or lives at home.

**Item 21: Length of Time Care Needed**

Enter the length of time the applicant will require care and services from the Medicaid program. Check the appropriate box for permanent or temporary. If temporary, please provide an estimate of the length of time care will be needed.

**Item 22: Is Patient Free of Communicable Diseases?**

Check the appropriate box.

**Item 23: Alternatives to Nursing Facility Placement**

The admitting or attending physician must indicate whether the applicant's condition could be managed by provision of the Community Care of Home Health Care Services Programs. Check either/both box(es) corresponding to Community Care and/or Home Health Services if either/or is appropriate.

**Item 24: Physician's Name and Address**

Print the admitting or attending physician's name and address in the spaces provided.

**Item 25: Certification Statement of the Physician and Signature**

The admitting or attending physician must certify that the applicant requires the level of care provided by a nursing facility or an intermediate care facility for the intellectually disabled. **This must be an original signature; signature stamps are not acceptable.** If the physician does not deem this applicant appropriate for institutional care, enter N/A and sign.

**Item 26: Date Signed by the Physician**

Enter the date the physician signs the form.

**Item 27: Physician's Licensure Number**

Enter the attending or admitting physician's license number.

**Item 28: Physician's Telephone Number**

Enter the attending or admitting physician's telephone number including area code.

**Section C – Evaluation of Nursing Care Needed (Check Appropriate boxes only)**

This section may be completed by the Katie Beckett child's Primary Care Physician or a registered nurse who is well aware of the child's condition.

**Items 29—38: Check each appropriate box.**

**Item 39: Other Therapy Visits**

If applicable, check the appropriate box for the number of treatment or therapy sessions per week the applicant receives or needs. Enter N/A, if not applicable.

**Item 40: Remarks**

Enter additional remarks if needed or "None".

**Item 41: Pre-admission Certification Number**

Leave this item blank.

**Item 42: Date Signed**

Enter the date this section of the form is completed.

**Item 43: Print Name of MD or RN/Signature of MD or RN**

The individual completing Section C should print their name legibly and sign the DMA-6(A).

**This must be an original signature; signature stamps are not acceptable.**

**Do Not Write Below This Line**

Items 44 through 52 are completed by Contractor staff only.



**Section C– Evaluation of Nursing Care Needed (check appropriate box only)**

<b>29. Nutrition</b> <input type="checkbox"/> Regular <input type="checkbox"/> Diabetic Shots <input type="checkbox"/> Formula-Special <input type="checkbox"/> Tube feeding <input type="checkbox"/> N/G-tube/G-tube <input type="checkbox"/> Slow Feeder <input type="checkbox"/> FTT or Premature <input type="checkbox"/> Hyperal <input type="checkbox"/> IV Use <input type="checkbox"/> Medications/GT Meds	<b>30. Bowel</b> <input type="checkbox"/> Age Dependent Incontinence <input type="checkbox"/> Incontinent - Age > 3 <input type="checkbox"/> Colostomy <input type="checkbox"/> Continent <input type="checkbox"/> Other _____	<b>31. Cardiopulmonary Status</b> <input type="checkbox"/> Monitoring <input type="checkbox"/> CPAP/Bi-PAP) <input type="checkbox"/> CP Monitor <input type="checkbox"/> Pulse Ox <input type="checkbox"/> Vital signs > 2/day <input type="checkbox"/> Therapy <input type="checkbox"/> Oxygen <input type="checkbox"/> Home Vent <input type="checkbox"/> Trach <input type="checkbox"/> Nebulizer Tx <input type="checkbox"/> Suctioning <input type="checkbox"/> Chest - Physical Tx <input type="checkbox"/> Room Air	<b>32. Mobility</b> <input type="checkbox"/> Prosthesis <input type="checkbox"/> Splints <input type="checkbox"/> Unable to ambulate > 18 months old wheel chair <input type="checkbox"/> Normal	<b>33. Behavioral Status</b> <input type="checkbox"/> Agitated <input type="checkbox"/> Cooperative <input type="checkbox"/> Alert <input type="checkbox"/> Developmental Delay <input type="checkbox"/> Mental Retardation <input type="checkbox"/> Behavioral Problems (please describe, if checked) <input type="checkbox"/> Suicidal <input type="checkbox"/> Hostile
<b>34. Integument System</b> <input type="checkbox"/> Burn Care <input type="checkbox"/> Sterile Dressings <input type="checkbox"/> Decubiti <input type="checkbox"/> Bedridden <input type="checkbox"/> Eczema-severe <input type="checkbox"/> Normal	<b>35. Urogenital</b> <input type="checkbox"/> Dialysis in home <input type="checkbox"/> Ostomy <input type="checkbox"/> Incontinent – Age > 3 <input type="checkbox"/> Catheterization <input type="checkbox"/> Continent	<b>36. Surgery</b> <input type="checkbox"/> Level I (5 or > surgeries) <input type="checkbox"/> Level II (< 5 surgeries) <input type="checkbox"/> None	<b>37. Therapy/Visits</b> Day care Services <input type="checkbox"/> High Tech - 4 or more times per week <input type="checkbox"/> Low Tech – 3 or less times per week or MD visits > 4 per month <input type="checkbox"/> None	<b>38. Neurological Status</b> <input type="checkbox"/> Deaf <input type="checkbox"/> Blind <input type="checkbox"/> Seizures <input type="checkbox"/> Neurological Deficits <input type="checkbox"/> Paralysis <input type="checkbox"/> Normal
<b>39. Other Therapy Visits</b> <input type="checkbox"/> Five days per week <input type="checkbox"/> Less than 5 days per week		<b>40. Remarks</b>		
<b>41. Pre-Admission Certification Number</b>		<b>42. Date Signed</b>	<b>43. Print Name of MD or RN:</b> _____ <b>Signature of MD or RN:</b> _____	
<b>DO NOT WRITE BELOW THIS LINE</b>				
<b>44. Continued Stay Review Date:</b> _____ <b>Admission Date</b> _____ <b>Approved for</b> _____ <b>Days or</b> _____ <b>Months</b>				
<b>45. Are nursing services, rehabilitative/habilitative services or other health related services requested ordinarily provided in an institution?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		<b>46A. State Authority MH &amp; MR Screening)</b>		
		Level I/II		
		Restricted Auth. Code		Date
<b>47. Hospitalization Precertification</b> <input type="checkbox"/> Met <input type="checkbox"/> Not Met		<b>46B. This is not a re-admission for OBRA purposes</b> Restricted Auth. Code		
<b>48. Level of Care Recommended by Contractor</b> <input type="checkbox"/> Hospital <input type="checkbox"/> Nursing Facility <input type="checkbox"/> IC/MR Facility				
<b>49. Approval Period</b>	<b>50. Signature (Contractor)</b> _____	<b>51. Date</b> /    /	<b>52. Attachments (Contractor)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

## **TEFRA/Katie Beckett Medical Necessity/Level of Care Statement**

Member Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS# \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Recommended level of Care:

- ☐ Nursing facility level of care  
☐ Level of care required in an Intermediate Care Facility for ID (ICF-ID)

Medical History: (May attach hospital discharge summary or provide narrative):

\_\_\_\_\_  
\_\_\_\_\_

### Current Needs

	None	Description of Skilled Nursing Needs
Cardiovascular:	_____	_____
Neurological:	_____	_____
Respiratory:	_____	_____
Nutrition:	_____	_____
Integumentary:	_____	_____
Urogenital:	_____	_____
Bowel:	_____	_____
Endocrine:	_____	_____
Immune:	_____	_____
Skeletal:	_____	_____
Other:	_____	_____

Therapy: Speech sessions/wk \_\_\_\_\_ PT sessions/wk \_\_\_\_\_ OT sessions/wk \_\_\_\_\_  
(Attach current notes)

Hospitalizations within last 12 months: (Attach most recent hospital discharge summary)

Date: \_\_\_\_\_ Reason: \_\_\_\_\_ Duration: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Child in school: \_\_\_\_\_ Hrs per day \_\_\_\_\_ Days per wk \_\_\_\_\_ N/A \_\_\_\_\_ IEP/IFSP \_\_\_\_\_

Nurse in attendance during school day: \_\_\_\_\_ N/A \_\_\_\_\_ (Attach most recent month's nursing notes)

Skilled Nursing hours received: Hrs/day \_\_\_\_\_ N/A \_\_\_\_\_

*I attest that the above information is accurate and this member meets Pediatric Level of Care Criteria and requires the skilled care that is ordinarily provided in a nursing facility or facility whose primary purpose is to furnish health and rehabilitative services to persons with intellectual disabilities or related conditions.*

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Foster Care Applicants must have the signature of the DFCS representative.**

## **TEFRA/KATIE BECKETT MEDICAL NECESSITY/LEVEL OF CARE STATEMENT INSTRUCTIONS FOR COMPLETION**

This document provides detailed instructions for completion of the TEFRA/Katie Beckett Medical Necessity/Level of Care Statement. It may be completed by physician and the primary caregiver.

### **Member (Applicant) Information**

Enter the Member's Name, DOB and SS#.

### **Diagnosis**

Enter the Member's primary, secondary, and any third diagnoses relevant to the member's condition.

### **Level of Care**

Check the correct box for the recommended level of care.

### **Medical History**

Provide narrative of member's medical history or attach documents (i.e., hospital discharge summary, etc.)

### **Current Needs**

Check member's current needs and provide description of skilled nursing needs.

### **Therapy**

Therapies require a plan of care. All therapies, including school based therapies, must be ordered by a physician and accompanied by current individually signed therapy notes.

### **Hospitalizations**

Attach most recent hospital discharge summary and document date, reason and duration.

### **School**

Enter a check for member's appropriate school attendance and IFSP or IEP plan

### **Signature**

The primary care physician or physician of record must sign and date. The caregiver (parent or guardian) must sign and date. Foster Care members must have the signature of the DFCS representative.

## **Instructions for Completing the Katie Beckett Cost Effectiveness Form**

### **DMA Form 704**

This form should be completed by the Katie Beckett child's primary physician.

Instruct the physician to complete the form as follows:

- Patient Name – Enter the name of the Katie Beckett child.
- The MES may provide the Medicaid number, if not known.
- The physician should enter the diagnosis name (not the ICD code) and the prognosis in the spaces provided. S/he may attach additional information if needed.
- The physician should provide the estimated monthly cost of any of the medical services which the Katie Beckett child regularly receives. If the physician will not complete the everything applicable, it is permissible to have other medical service amounts entered by the providing agency, pharmacy or therapist; have that entity initial next to the dollar amount; at the very least, the physician must complete the cost of his/her services.
- The physician must indicate if home care will be as good as institutional care.
- It is not necessary to enter any comments. However, it will be helpful to the MES if you will indicate for each medical service the percentage amount that is covered by any private/group insurance plan.
- The form must have an original signature of the primary care physician.  
Stamped signature are not acceptable. The date should be the date of the signature.

**TEFRA/Katie Beckett**  
**Cost-Effectiveness Form**  
(Child's physician must complete Form)

The following information is requested for the purpose of determining your patient's eligibility for Medicaid:

Patient's Name: \_\_\_\_\_ Medicaid #: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Prognosis: \_\_\_\_\_

Please provide the estimated **monthly** costs of Medicaid services your patient will need or is seeking for Medicaid to cover for in-home care:

• Physician's services	\$ _____
• Durable medical equipment	_____
• Drugs	_____
• Therapy(s)	_____
• Skilled Nursing Services	_____
• Other(s) _____	_____
 TOTAL	 \$ _____

Will home care be as good or better than institutional care?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

COMMENTS:

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PHYSICIAN'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

## **\*Supplemental Evaluation Documents\***

### **DEVELOPMENTAL EVALUATION (Current no more than 3 years old)**

Required for all Children with Developmental Delays-Ages 0 to 5 such as ones listed below:

Cerebral Palsy, Epilepsy, Autism, Autism-Spectrum Disorder, Asperger Syndrome, Down's Syndrome, Pervasive Developmental Disorder, or other Developmental Delays.

Licensed Professionals approved to perform Developmental Evaluations are as follows:

- **Developmental** Pediatricians
- Psychologist with:
  - Ph.D
- School Psychologist, Preschool Diagnosticians, and Education Diagnosticians with the following degrees:

M.Ed	M.A	CAS	Psy.S	SSP
Ed.S	M.S	CAGS	Psy.D	Ed.D

**EIS-Early Intervention Specialist with Babies Can't Wait** are accepted for children with an individual Family Service Plan (IFSP). Also, an IFSP or/and Individualized Family Service Plan (IEP) must be submitted if in place.

The Developmental report **MUST** be signed by an approved Evaluator and Must contain:

**STANDARD SCORES** or **AGE EQUIVALENTS** in these **FIVE DOMAINS OF FUNCTION**:

**COGNITION, LANGUAGE, MOTOR, ADAPTIVE, and SOCIAL**

### **PSYCHOLOGICAL EVALUATION (Current no more than 3 years old)**

Required for all Children with Developmental Delays-Ages 6 to 18 such as ones listed below:

Cerebral Palsy, Epilepsy Cerebral, Autism, Autism-Spectrum Disorder, Asperger Syndrome, Down's Syndrome, Pervasive Developmental Disorder, or other Developmental Delays.

Licensed Professionals approved to perform Developmental Evaluations are as follows:

- **Developmental** Pediatricians
- Psychologist with:
  - Ph.D
- School Psychologist, Preschool Diagnosticians, and Education Diagnosticians with the following degrees:

M.Ed	M.A	CAS	Psy.S	SSP
Ed.S	M.S	CAGS	Psy.D	Ed.D

The Psychological report **MUST** be signed by an approved Evaluator and **MUST** contain an **IQ** score **AND** **Adaptive Function testing including an overall Composite Score.**

A current Psychological or Developmental Evaluation is always required when the recommended Level of Care (LOC) is ICF/MR and/or the Behavioral Status, (#33 on form DMA-6A) is anything other than alert and/or cooperative.

## **Department of Community Health**

### **DCH Centralized Katie Beckett Unit**

**All therapies whether in school or private setting must be medically necessary.**

Please provide supporting documentation:

- Current individual signed and dated therapy notes for the last 90 days.
- Signed physician orders for all therapies, specifying how many times per week each therapy service is medically necessary.

**Failure to provide the supporting documentation by the time requested may result in the closure of your Katie Beckett Medicaid case or denial of your Katie Beckett Medicaid application.**

# **HIPAA Notice of Privacy Practices Georgia Department of Human Services**

*Effective Date: August 15, 2013*

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.**

If you have any questions about this notice, please contact:

Georgia Department of Human Services

HIPAA Privacy Officer

[HIPAA1@dhr.state.ga.us](mailto:HIPAA1@dhr.state.ga.us)

(404) 657-9761 phone

(404) 657-1123 fax

The Department of Human Services (DHS) is an agency of the Executive Branch of Georgia government charged with the administration of numerous federal programs responsible for the storage, use and maintenance of medical and other confidential information. Federal and state laws establish strict requirements for these programs regarding the use and disclosure of confidential and protected information. DHS is required to comply with those laws as noted throughout this Notice.

## **OBLIGATIONS OF THE DEPARTMENT OF HUMAN SERVICES:**

DHS is required by law to:

- Maintain the privacy of protected health information;
- Give you this notice of our legal duties and privacy practices regarding health information about you; and
- Follow the terms of our notice currently in effect.

## **HOW DHS MAY USE AND DISCLOSE HEALTH INFORMATION:**

The following describes the ways DHS may use and disclose health information that identifies you ("Health Information"). Except for the purposes described below, DHS will use and disclose Health Information only with your written permission. You may revoke such permission at any time by writing to the HIPAA Privacy Officer at the contact information above.

***For Treatment.*** DHS may use and disclose Health Information for your treatment and to provide you with treatment-related health care services. For example, DHS may disclose Health Information to doctors, nurses, technicians, or other personnel who are involved in your medical care and need the information to provide you with medical care.

***For Payment.*** DHS may use and disclose Health Information so that DHS or others may bill and receive payment related to your care, an insurance company, or a third party for the

treatment and services you received. For example, DHS may provide your health plan information so that treatment may be paid for.

***For Health Care Operations.*** DHS may use and disclose Health Information for health care operations purposes. These uses and disclosures are necessary to make sure that quality care is received and to operate, manage, and administer the functions of the agency. For example, DHS may use and disclose information to make sure the medical care you receive is of the highest quality. DHS also may share information with other entities that have a relationship with you (for example, your health plan) for their health care operation activities.

***Appointment Reminders, Treatment Alternatives and Health Related Benefits and Services.*** DHS may use and disclose Health Information to contact you to remind you of an appointment with a physician. DHS also may use and disclose Health Information to tell you about treatment alternatives or health-related benefits and services that may be of interest to you.

***Individuals Involved in Your Care or Payment for Your Care.*** When appropriate, DHS may share Health Information with a person who is involved in your medical care or payment for your care, such as your family or a close friend. DHS also may notify your family about your location or general condition or disclose such information to an entity assisting in a disaster relief effort.

***Research.*** Under certain circumstances, DHS may use and disclose Health Information for research. For example, a research project may involve comparing the health of patients who received one treatment to those who received another, for the same condition. Before DHS uses or discloses Health Information for research, the project will go through a special approval process. Even without special approval, DHS may permit researchers to look at records to help them identify patients who may be included in their research project or for other similar purposes, as long as they do not remove or take a copy of any Health Information.

### **SPECIAL SITUATIONS:**

***As Required by Law.*** DHS will disclose Health Information when required to do so by international, federal, state or local law.

***To Avert a Serious Threat to Health or Safety.*** DHS may use and disclose Health Information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Disclosures, however, will be made only to someone who may be able to help prevent the threat.

***Business Associates.*** DHS may disclose Health Information to our business associates that perform functions on our behalf or provide us with services if the information is necessary for such functions or services. For example, DHS may utilize the services of a separate entity to perform billing services. All DHS business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

***Organ and Tissue Donation.*** If you are an organ donor, DHS may use or release Health Information to organizations that handle organ procurement or other entities engaged in procurement, banking or transportation of organs, eyes or tissues to facilitate organ, eye or tissue donation and transplantation.

***Military and Veterans.*** If you are a member of the armed forces, DHS may release Health Information as required by military command authorities. DHS also may release Health Information to the appropriate foreign military authority if you are a member of a foreign military.

***Workers' Compensation.*** DHS may release Health Information for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

***Public Health Risks.*** DHS may disclose Health Information for public health activities. These activities generally include disclosures to prevent or control disease, injury or disability; report births and deaths; report child abuse or neglect; report reactions to medications or problems with products; notify people of recalls of products they may be using; a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and the appropriate government authority if it is believed a patient has been the victim of abuse, neglect or domestic violence. DHS will only make this disclosure if you agree or when required or authorized by law.

***Health Oversight Activities.*** DHS may disclose Health Information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

***Data Breach Notification Purposes.*** DHS may use or disclose your Protected Health Information to provide legally required notices of unauthorized access to or disclosure of your health information.

***Lawsuits and Disputes.*** If you are involved in a lawsuit or a dispute, DHS may disclose Health Information in response to a court or administrative order. DHS also may disclose Health Information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

***Law Enforcement.*** DHS may release Health Information if asked by a law enforcement official if the information is: (1) in response to a court order, subpoena, warrant, summons or similar process; (2) limited information to identify or locate a suspect, fugitive, material witness, or missing person; (3) about the victim of a crime even if, under certain very limited circumstances, we are unable to obtain the person's agreement; (4) about a death we believe may be the result of criminal conduct; (5) about criminal conduct on our premises; and (6) in an emergency to report a crime, the location of the crime or victims, or the identity, description or location of the person who committed the crime.

***Coroners, Medical Examiners and Funeral Directors.*** DHS may release Health Information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. DHS also may release Health Information to funeral directors as necessary for their duties.

***National Security and Intelligence Activities.*** DHS may release Health Information to authorized federal officials for intelligence, counter-intelligence, and other national security activities authorized by law.

***Protective Services for the President and Others.*** DHS may disclose Health Information to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or to conduct special investigations.

***Inmates or Individuals in Custody.*** If you are an inmate of a correctional institution or under the custody of a law enforcement official, DHS may release Health Information to the correctional institution or law enforcement official. This release would be if necessary: (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) the safety and security of the correctional institution.

## **USES AND DISCLOSURES THAT REQUIRE DHS TO PROVIDE YOU AN OPPORTUNITY TO OBJECT AND OPT**

***Individuals Involved in Your Care or Payment for Your Care.*** Unless you object, DHS may disclose to a member of your family, a relative, a close friend or any other person you identify, your Protected Health Information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, DHS may disclose such information as necessary if it is determined that it is in your best interest based on the professional judgment of DHS.

***Disaster Relief.*** DHS may disclose your Protected Health Information to disaster relief organizations that seek your Protected Health Information to coordinate your care, or notify family and friends of your location or condition in a disaster. DHS will provide you with an opportunity to agree or object to such a disclosure whenever it is practical to do so.

## **YOUR WRITTEN AUTHORIZATION IS REQUIRED FOR OTHER USES AND DISCLOSURES**

The following uses and disclosures of your Protected Health Information will be made only with your written authorization:

1. Uses and disclosures of Protected Health Information for marketing purposes; and
2. Disclosures that constitute a sale of your Protected Health Information

Other uses and disclosures of Protected Health Information not covered by this Notice or the laws that apply to DHS will be made only with your written authorization. If you do provide DHS an authorization, you may revoke it at any time by submitting a written revocation to the above-referenced Privacy Officer. Upon receipt, DHS will no longer disclose Protected Health Information under the authorization. However, disclosures made in reliance upon your authorization before you revoked it will not be affected by the revocation.

## **YOUR RIGHTS:**

You have the following rights regarding Health Information DHS has about you:

***Right to Inspect and Copy.*** You have a right to inspect and copy Health Information that may be used to make decisions about your care or payment for your care. This includes medical and billing records, other than psychotherapy notes. To inspect and copy this Health Information, you must make your request, in writing, to the above referenced HIPAA Privacy Officer. DHS has up to 30 days to make your Protected Health Information available to you

and DHS may charge you a reasonable fee for the costs of copying, mailing or other supplies associated with your request. DHS may not charge you a fee if you need the information for a claim for benefits under the Social Security Act or any other state or federal needs-based benefit program. DHS may deny your request in certain limited circumstances. If DHS does deny your request, you have the right to have the denial reviewed by a licensed healthcare professional who was not directly involved in the denial of your request, and DHS will comply with the outcome of the review.

***Right to an Electronic Copy of Electronic Medical Records.*** If your Protected Health Information is maintained in an electronic format (known as an electronic medical record or an electronic health record), you have the right to request that an electronic copy of your record be given to you or transmitted to another individual or entity. DHS will make every effort to provide access to your Protected Health Information in the form or format you request, if it is readily producible in such form or format. If the Protected Health Information is not readily producible in the form or format you request, your record will be provided in either our standard electronic format. If you do not want this form or format, a readable hard copy form will be provided. DHS may charge you a reasonable, cost-based fee for the labor associated with transmitting the electronic medical record.

***Right to Get Notice of a Breach.*** You have the right to be notified upon a breach of any of your unsecured Protected Health Information.

***Right to Amend.*** If you feel that Health Information DHS has is incorrect or incomplete, you may request DHS to amend the information. You have the right to request an amendment for as long as the information is kept by or for our office. To request an amendment, you must make your request, in writing, to the above-referenced HIPAA Privacy Officer.

***Right to an Accounting of Disclosures.*** You have the right to request a list of certain disclosures DHS made of Health Information for purposes other than treatment, payment and health care operations or for which you provided written authorization. To request an accounting of disclosures, you must make your request, in writing, to the above-referenced HIPAA Privacy Officer.

***Right to Request Restrictions.*** You have the right to request a restriction or limitation on the Health Information DHS uses or disclosed for treatment, payment, or health care operations. You also have the right to request a limit on the Health Information DHS discloses to someone involved in your care or the payment for your care, like a family member or friend. For example, you could ask that DHS not share information about a particular diagnosis or treatment with your spouse. To request a restriction, you must make your request, in writing, to the above-referenced HIPAA Privacy Officer. DHS is not required to agree to your request unless you are requesting DHS restrict the use and disclosure of your Protected Health Information to a health plan for payment or health care operation purposes and such information you wish to restrict pertains solely to a health care item or service for which you have paid “out-of-pocket” in full. If DHS agrees, we will comply with your request unless the information is needed to provide you with emergency treatment.

***Right to Request Confidential Communications.*** You have the right to request that DHS communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that DHS only contact you by mail or at work. To request confidential communications, you must make your request, in writing, to the above-referenced HIPAA

Privacy Officer. Your request must specify how or where you wish to be contacted. DHS will accommodate reasonable requests.

***Right to a Paper Copy of This Notice.*** You have the right to a paper copy of this notice. You may request a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. To obtain a paper copy of this notice, please contact the above-referenced HIPAA Privacy Officer.

**CHANGES TO THIS NOTICE:**

DHS reserves the right to change this notice and make the new notice apply to Health Information already obtained as well as any information received in the future. DHS will post a copy of the current notice at our office. The notice will contain the effective date on the first page, in the top right-hand corner.

**COMPLAINTS:**

If you believe your privacy rights have been violated, you may file a complaint, in writing, by contacting the above-referenced HIPAA Privacy Officer. **You will not be penalized for filing a complaint.**

You may also file with the Secretary of the Department of Health and Human Services. For more information on HIPAA privacy requirements, HIPAA electronic transactions and code sets regulations and the proposed HIPAA security rules, please visit ACOG's web site, [www.acog.org](http://www.acog.org), or call (202) 863-2584.

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I have read, understand, and acknowledge receipt of the DHS HIPAA Notice of Privacy Practices.

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Signature

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Date

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Print Name

# **HIPAA Notice of Privacy Practices Georgia Department of Human Services**

*Effective Date: August 15, 2013*

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.**

If you have any questions about this notice, please contact:

Georgia Department of Human Services

HIPAA Privacy Officer

[HIPAA1@dhr.state.ga.us](mailto:HIPAA1@dhr.state.ga.us)

(404) 657-9761 phone

(404) 657-1123 fax

The Department of Human Services (DHS) is an agency of the Executive Branch of Georgia government charged with the administration of numerous federal programs responsible for the storage, use and maintenance of medical and other confidential information. Federal and state laws establish strict requirements for these programs regarding the use and disclosure of confidential and protected information. DHS is required to comply with those laws as noted throughout this Notice.

## **OBLIGATIONS OF THE DEPARTMENT OF HUMAN SERVICES:**

DHS is required by law to:

- Maintain the privacy of protected health information;
- Give you this notice of our legal duties and privacy practices regarding health information about you; and
- Follow the terms of our notice currently in effect.

## **HOW DHS MAY USE AND DISCLOSE HEALTH INFORMATION:**

The following describes the ways DHS may use and disclose health information that identifies you ("Health Information"). Except for the purposes described below, DHS will use and disclose Health Information only with your written permission. You may revoke such permission at any time by writing to the HIPAA Privacy Officer at the contact information above.

***For Treatment.*** DHS may use and disclose Health Information for your treatment and to provide you with treatment-related health care services. For example, DHS may disclose Health Information to doctors, nurses, technicians, or other personnel who are involved in your medical care and need the information to provide you with medical care.

***For Payment.*** DHS may use and disclose Health Information so that DHS or others may bill and receive payment related to your care, an insurance company, or a third party for the

treatment and services you received. For example, DHS may provide your health plan information so that treatment may be paid for.

***For Health Care Operations.*** DHS may use and disclose Health Information for health care operations purposes. These uses and disclosures are necessary to make sure that quality care is received and to operate, manage, and administer the functions of the agency. For example, DHS may use and disclose information to make sure the medical care you receive is of the highest quality. DHS also may share information with other entities that have a relationship with you (for example, your health plan) for their health care operation activities.

***Appointment Reminders, Treatment Alternatives and Health Related Benefits and Services.*** DHS may use and disclose Health Information to contact you to remind you of an appointment with a physician. DHS also may use and disclose Health Information to tell you about treatment alternatives or health-related benefits and services that may be of interest to you.

***Individuals Involved in Your Care or Payment for Your Care.*** When appropriate, DHS may share Health Information with a person who is involved in your medical care or payment for your care, such as your family or a close friend. DHS also may notify your family about your location or general condition or disclose such information to an entity assisting in a disaster relief effort.

***Research.*** Under certain circumstances, DHS may use and disclose Health Information for research. For example, a research project may involve comparing the health of patients who received one treatment to those who received another, for the same condition. Before DHS uses or discloses Health Information for research, the project will go through a special approval process. Even without special approval, DHS may permit researchers to look at records to help them identify patients who may be included in their research project or for other similar purposes, as long as they do not remove or take a copy of any Health Information.

### **SPECIAL SITUATIONS:**

***As Required by Law.*** DHS will disclose Health Information when required to do so by international, federal, state or local law.

***To Avert a Serious Threat to Health or Safety.*** DHS may use and disclose Health Information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Disclosures, however, will be made only to someone who may be able to help prevent the threat.

***Business Associates.*** DHS may disclose Health Information to our business associates that perform functions on our behalf or provide us with services if the information is necessary for such functions or services. For example, DHS may utilize the services of a separate entity to perform billing services. All DHS business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

***Organ and Tissue Donation.*** If you are an organ donor, DHS may use or release Health Information to organizations that handle organ procurement or other entities engaged in procurement, banking or transportation of organs, eyes or tissues to facilitate organ, eye or tissue donation and transplantation.

***Military and Veterans.*** If you are a member of the armed forces, DHS may release Health Information as required by military command authorities. DHS also may release Health Information to the appropriate foreign military authority if you are a member of a foreign military.

***Workers' Compensation.*** DHS may release Health Information for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

***Public Health Risks.*** DHS may disclose Health Information for public health activities. These activities generally include disclosures to prevent or control disease, injury or disability; report births and deaths; report child abuse or neglect; report reactions to medications or problems with products; notify people of recalls of products they may be using; a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and the appropriate government authority if it is believed a patient has been the victim of abuse, neglect or domestic violence. DHS will only make this disclosure if you agree or when required or authorized by law.

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***Data Breach Notification Purposes.*** DHS may use or disclose your Protected Health Information to provide legally required notices of unauthorized access to or disclosure of your health information.

***Lawsuits and Disputes.*** If you are involved in a lawsuit or a dispute, DHS may disclose Health Information in response to a court or administrative order. DHS also may disclose Health Information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

***Law Enforcement.*** DHS may release Health Information if asked by a law enforcement official if the information is: (1) in response to a court order, subpoena, warrant, summons or similar process; (2) limited information to identify or locate a suspect, fugitive, material witness, or missing person; (3) about the victim of a crime even if, under certain very limited circumstances, we are unable to obtain the person's agreement; (4) about a death we believe may be the result of criminal conduct; (5) about criminal conduct on our premises; and (6) in an emergency to report a crime, the location of the crime or victims, or the identity, description or location of the person who committed the crime.

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***Protective Services for the President and Others.*** DHS may disclose Health Information to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or to conduct special investigations.

***Inmates or Individuals in Custody.*** If you are an inmate of a correctional institution or under the custody of a law enforcement official, DHS may release Health Information to the correctional institution or law enforcement official. This release would be if necessary: (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) the safety and security of the correctional institution.

## **USES AND DISCLOSURES THAT REQUIRE DHS TO PROVIDE YOU AN OPPORTUNITY TO OBJECT AND OPT**

***Individuals Involved in Your Care or Payment for Your Care.*** Unless you object, DHS may disclose to a member of your family, a relative, a close friend or any other person you identify, your Protected Health Information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, DHS may disclose such information as necessary if it is determined that it is in your best interest based on the professional judgment of DHS.

***Disaster Relief.*** DHS may disclose your Protected Health Information to disaster relief organizations that seek your Protected Health Information to coordinate your care, or notify family and friends of your location or condition in a disaster. DHS will provide you with an opportunity to agree or object to such a disclosure whenever it is practical to do so.

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2. Disclosures that constitute a sale of your Protected Health Information

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and DHS may charge you a reasonable fee for the costs of copying, mailing or other supplies associated with your request. DHS may not charge you a fee if you need the information for a claim for benefits under the Social Security Act or any other state or federal needs-based benefit program. DHS may deny your request in certain limited circumstances. If DHS does deny your request, you have the right to have the denial reviewed by a licensed healthcare professional who was not directly involved in the denial of your request, and DHS will comply with the outcome of the review.

***Right to an Electronic Copy of Electronic Medical Records.*** If your Protected Health Information is maintained in an electronic format (known as an electronic medical record or an electronic health record), you have the right to request that an electronic copy of your record be given to you or transmitted to another individual or entity. DHS will make every effort to provide access to your Protected Health Information in the form or format you request, if it is readily producible in such form or format. If the Protected Health Information is not readily producible in the form or format you request, your record will be provided in either our standard electronic format. If you do not want this form or format, a readable hard copy form will be provided. DHS may charge you a reasonable, cost-based fee for the labor associated with transmitting the electronic medical record.

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You may also file with the Secretary of the Department of Health and Human Services. For more information on HIPAA privacy requirements, HIPAA electronic transactions and code sets regulations and the proposed HIPAA security rules, please visit ACOG's web site, [www.acog.org](http://www.acog.org), or call (202) 863-2584.

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I have read, understand, and acknowledge receipt of the DHS HIPAA Notice of Privacy Practices.

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Signature

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Date

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Print Name



## VOTER REGISTRATION

Dear Client:

Enclosed is the **Georgia Voter Registration Form** you requested.

If you are not registered to vote where you live now, you may apply to register to vote by completing the voter registration form. You may also register online through the Secretary of State's website at: <http://sos.ga.gov/>.

If you decide to complete a voter registration application form, it should be mailed to the Secretary of State (no postage necessary) or you can bring the completed form to your local DFCS office and we will forward it to the Secretary of State for you.

Do not place correspondence for DFCS in the addressed pre-paid envelope.

If you would like help in filling out the voter registration application form, please contact your local DFCS office. You may also request assistance at your county elections office.

**Your decision to apply to register to vote will not affect the amount of assistance that you will be provided by this agency.**

Form 1275 (Rev. 2/19)



DHS Division of Family & Children Services

VOTER REGISTRATION DECLARATION STATEMENT

Name: \_\_\_\_\_  
(Last) (First)

Date: \_\_\_\_\_

Important Notice: Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**IF YOU DO NOT CHECK ANY BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.**

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration application in private.

If you believe that someone has interfered with your right to register or decline to register to vote or your right in privacy in deciding whether to register or in applying to register to vote, you may file a complaint with the Secretary of State at: 2 Martin Luther King Jr. Dr. Suite 802 West Tower, Atlanta, GA 30334 or by calling 404-656-2871.

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**FOR OFFICE USE ONLY**

\_\_\_\_\_ Check here if client took blank application home to complete.

Please include any other explanatory information below:



DHS Division of Family & Children Services

VOTER REGISTRATION DECLARATION STATEMENT

Name: \_\_\_\_\_  
(Last) (First)

Date: \_\_\_\_\_

Important Notice: Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**IF YOU DO NOT CHECK ANY BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.**

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**FOR OFFICE USE ONLY**

\_\_\_\_\_ Check here if client took blank application home to complete.

Please include any other explanatory information below:

## LOCAL DFCS OFFICES

DFCS OFFICE	CITY, STATE	PHONE #	STREET	DFCS OFFICE	CITY, STATE	PHONE #	STREET
Appling Co. DFCS	Appling, Ga. 31513	912-366-1010	3100 W. Parker St.	Ionos Co. DFCS	Gray, Ga. 31032		101 Ames St.
Arvinson Co. DFCS	Arvinson, Ga. 31042	912-642-3242	92 Legion Ave.	Lamar Co. DFCS	Bainbridge, Ga. 30204		122 Atlantic Plaza
Baron Co. DFCS	Alma, Ga. 31510	912-632-8375	412 S. Dixon St.	Lanier Co. DFCS	Rocky Mount, Ga. 31635		905 Commerce Circle
Baker Co. DFCS	Newton, Ga. 30870	229-734-5247	372 Sunset Avenue SW	Laurens Co. DFCS	Laurens, Ga. 31061		905 Clayton Drive Rd.
Baldwin Co. DFCS	Millersville, Ga. 31061	478-455-6135	154 Robertson Mill Rd.	Lee Co. DFCS	Lee, Ga. 31061		121 Fourth St.
Banks Co. DFCS	Home, Ga. 30547	706-677-1272	423 Evans St.	Lincoln Co. DFCS	Lincoln, Ga. 31110		P.O. Box 710
Barrow Co. DFCS	Winder, Ga. 30680	770-454-4222	16 Lee Street	Long Co. DFCS	Lawrenceville, Ga. 30047		171 Peachtree St.
Barrow Co. DFCS	Cartersville, Ga. 30120	770-387-3710	47 Brook Dr.	Lowndes Co. DFCS	Lowndes, Ga. 31626		P.O. Box 369
Ben Hill Co. DFCS	Flint Ridge, Ga. 31750	229-426-5300	124 South Grant Street	Lumpkin Co. DFCS	Lumpkin, Ga. 31053		206 E. Patterson St.
Berrien Co. DFCS	Nashville, Ga. 31639	229-886-5568	301 South Jefferson St.	Madison Co. DFCS	Madison, Ga. 30653		175 Union Dr.
Bibb County DFCS	Watson, Ga. 31021	478-251-6051	455 Ogilthorpe St.	Marion Co. DFCS	Marion, Ga. 31803		P.O. Box 176
Blackley Co. DFCS	Cochran, Ga. 31014	478-934-3172	140 Peach St.	McDuffie Co. DFCS	McDuffie, Ga. 30212		111 Baker Street, Suite B
Brantley Co. DFCS	Nahunta, Ga. 31553	912-462-6171	221 Bryan St.	McIntosh Co. DFCS	McIntosh, Ga. 30658		307 Greenway St.
Brooks Co. DFCS	Quitman, Ga. 31643	229-263-7567	133 West Dublin St.	Meriwether Co. DFCS	Meriwether, Ga. 30658		1221 North Way
Bryan Co. DFCS	Pembroke, Ga. 31221	912-653-2805	411 Pulaski Hwy	Miller Co. DFCS	Miller, Ga. 30658		17234 Roosevelt Hwy.
Bulloch Co. DFCS	Statesboro, Ga. 30458	912-871-1333	729 W. 6th St.	Mitchell Co. DFCS	Mitchell, Ga. 31061		59 Thompson Town Rd.
Burke Co. DFCS	Waynesboro, Ga. 30830	706-554-7751	729 W. 6th St.	Monroe Co. DFCS	Monroe, Ga. 31061		90 W. Oakland Ave.
Burts Co. DFCS	Jackson, Ga. 30233	770-504-2200	28239 Main Street	Montgomery Co. DFCS	Montgomery, Ga. 30658		130 S. Spring St.
Calhoun Co. DFCS	Morgan, Ga. 30856	229-849-5100	800 Charles Gilman Jr Ave.	Morgan Co. DFCS	Morgan, Ga. 30856		130 S. Spring St.
Camden Co. DFCS	Kingland, Ga. 31548	912-729-4583	750 South Leroy St.	Murray Co. DFCS	Murray, Ga. 31061		130 S. Spring St.
Candler Co. DFCS	Metter, Ga. 30439	912-845-2163	165 Independence Dr.	Newton Co. DFCS	Newton, Ga. 30054		4111 Mill Street
Carroll Co. DFCS	Carrollton, Ga. 30116	770-830-2050	700 City Hall Drive	Onslow Co. DFCS	Onslow, Ga. 30458		131 Industrial Blvd. North
Carroll Co. DFCS	Fort Oglethorpe, Ga. 30742	706-866-1740	32 Oakwood St.	Oglethorpe Co. DFCS	Oglethorpe, Ga. 30567		P.C. Box 160
Charlton Co. DFCS	Folkston, Ga. 31537	912-496-2527	761 Wheaton St.	Palmer Co. DFCS	Palmer, Ga. 30567		131 Industrial Blvd. North
Chatham Co. DFCS	Waynesboro, Ga. 30830	706-554-7751	729 W. 6th St.	Panola Co. DFCS	Panola, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Peach Co. DFCS	Peach, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Piedmont Co. DFCS	Piedmont, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Pine Co. DFCS	Pine, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Pine Co. DFCS	Pine, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Pine Co. DFCS	Pine, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Pine Co. DFCS	Pine, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Pine Co. DFCS	Pine, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Pine Co. DFCS	Pine, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Pine Co. DFCS	Pine, Ga. 30567		131 Industrial Blvd. North
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Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Pine Co. DFCS	Pine, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville, Ga. 30747	706-857-0817	105 Lamar Hwy	Pine Co. DFCS	Pine, Ga. 30567		131 Industrial Blvd. North
Chattahoochee Co. DFCS	Summersville						

# LOCAL DFCS OFFICES

DFCS OFFICE	STREET	CITY, STATE	PHONE #
Fulton Co. Grady Clinic	341 Ponce de Leon Ave. NE	Atlanta, Ga 30308	404-616-6863
Fulton Co. DFCS	6075 Roswell Rd. NE	Atlanta, Ga 30328	404-252-2180
Fulton Co. NWSC	1249 Donald Lee Hollowell Pkwy	Atlanta, Ga 30318	404-705-5600
Fulton Co. SFCS	5710 Stonewall Tell Rd	College Park, Ga 30349	770-774-7500
Fulton Co. SWSC	515 Fairburn Rd.	Atlanta, Ga 30331	404-699-4337
Gilmer Co. DFCS	54 Riker Street	Ellijay, Ga. 30540	706-635-3261
Glascock Co. DFCS	674 West Main St.	Gibson, Ga. 30810	706-598-2955
Glynn Co. DFCS	4420 Atlanta Ave. Suite #9	Brunswick, Ga. 31520	912-282-3200
Gordon Co. DFCS	619 Maudlin Rd. NW	Calhoun, Ga. 30701	706-624-1200
Grady Co. DFCS	250 2nd Ave. SE	Carro, Ga. 30828	229-377-3154
Greene Co. DFCS	1951 S. Main Street	Grainboro, Ga. 30642	706-453-2365
Gwinnett Co. DFCS	One Justice Square	Lawrenceville, Ga. 30046	678-518-5500
Gwinnett Co. (Bulard)	446 West Crogan St. Suite 300	Bulard, Ga. 30518	770-614-2500
Gwinnett Co. (Norcross)	2755 Sawnee Ave. NE Suite B-001	Norcross, Ga. 30071	770-441-8800
Gwinnett Co. (South Clayton)	2211 Beaver Run Rd. Suite 130	Lawrenceville, Ga. 30046	770-339-5111
Habersham Co. DFCS	33 Clayton Street, Suite 100	Clarksville, Ga. 30523	706-754-2148
Hall Co. DFCS	1045 Grant St.	Gainesville, Ga. 30504	770-532-5298
Hancock Co. DFCS	970 McIver Rd. Ext.	Sparta, Ga. 31067	706-444-1203
Harrison Co. DFCS	12244 Broad St.	Buchanan, Ga. 30113	770-646-3885
Harris Co. DFCS	21 Magnolia St.	Hamilton, Ga. 31811	706-628-4726
Hart Co. DFCS	134 North College Street	Franklin, Ga. 30217	706-625-3363
Henry Co. DFCS	387 E. Johnson St.	McDonough, Ga. 30253	770-954-2014
Henry Co. DFCS	1188 Franklin Hwy.	Warner Robins, Ga. 31088	478-988-7600
Houston Co. DFCS	125 Henry Pkwy	Oella, Ga. 31774	229-468-2150
Iwin Co. DFCS	92 Cohen Walker Dr.	Jefferson, Ga. 30549	706-367-3000
Jackson Co. DFCS	108 North Irwin Ave.	Monticello, Ga. 31064	706-466-6461
Jasper Co. DFCS	456 Athens Street	Hasteburst, Ga. 31539	912-375-3942
Jeff Davis Co. DFCS	226 Sutherland Drive	Louisville, Ga. 30434	478-635-7759
Jefferson Co. DFCS	40 E. Sycamore St.	Millen, Ga. 30442	478-987-1944
Jenkins Co. DFCS	2459 US Hwy #1 North	Wrightsville, Ga. 31096	478-864-4110
Johnson Co. DFCS	618 S. Gray St.		
Johnson Co. DFCS	144 West Court St.		

DFCS OFFICE	STREET	CITY, STATE	PHONE #
Union Co. DFCS	711 N. Bethel St.	Thomasville, Ga. 30786	706-646-6043
Walker Co. DFCS	10058 N. Hwy 27	Rock Spring, Ga. 30739	706-375-0726
Walton Co. DFCS	P.O. Box 927	Monticello, Ga. 30655	770-207-4000
Ware Co. DFCS	1200 Plant Ave.	Waycross, Ga. 31502	912-285-6040
Warren Co. DFCS	408 Highway 80 N	Warrenton, Ga. 30928	706-455-3326
Washington Co. DFCS	1124 S. Harris St.	Sandersville, Ga. 31082	478-553-2350
Wayne Co. DFCS	1220 S. First St.	Jesup, Ga. 31508	912-427-5866
Webster Co. DFCS	6816 Washington Street	Preston, Ga. 31824	229-878-6265
Wheeler Co. DFCS	44 West Third Ave.	Alamo, Ga. 30411	912-568-7127
White Co. DFCS	1241 Helen Hwy., Suite 200	Cleveland, Ga. 30528	706-865-1128
Whitfield Co. DFCS	1142 N. Thorton Ave.	Dalton, Ga. 30720	706-272-2321
Wilcox Co. DFCS	453 Second Ave.	Rockelle, Ga. 31079	229-365-2243
Wilkes Co. DFCS	28 Lexington Avenue	Washington, Ga. 30673	706-678-3814
Wilkinson Co. DFCS	103 Evans St.	Winton, Ga. 31042	478-946-2224
Worth Co. DFCS	503 N. Henderson St.	Sylvester, Ga. 31791	229-777-2000

# Notice of ADA/Section 504 Rights

## Help for People with Disabilities

The Georgia Department of Human Services and the Georgia Department of Community Health ("the Departments") are required by federal law\* to provide persons with disabilities an equal opportunity to participate in and qualify for the Departments' programs, services, or activities. This includes programs such as SNAP, TANF and Medical Assistance.

The Departments provide reasonable modifications when the modifications are necessary to avoid discrimination based on disability. For example, we may change policies, practices, or procedures to provide equal access. To ensure equally effective communication, we provide persons with disabilities or their companions with disabilities communication assistance, such as sign language interpreters. Our help is free. The Departments are not required to make any modification that would result in a fundamental alteration in the nature of a service, program or activity or in undue financial and administrative burdens.

## How to Request a Reasonable Modification or Communication Assistance

Please contact your caseworker if you have a disability and need a reasonable modification, communication assistance, or extra help. For instance, call if you need an aid or service for effective communication, like a sign language interpreter. You may contact your caseworker or call DFCS at 404-657-3433 or DCH at 678-248-7449 to make your request. You may also make your request using the DFCS ADA Reasonable Modification Request Form, which is available at your local DFCS office or online at <https://dhs.georgia.gov/forms-notices>, or you may obtain the DCH ADA Reasonable Modification Request Form at the DCH Katie Becket Team office or online at <https://medicaid.georgia.gov/programs/all-programs/tefrakatie-beckett>, but you do not have to use a form.

## How to File a Complaint

You have the right to make a complaint if the Departments have discriminated against you because of your disability. For example, you may file a discrimination complaint if you have asked for a reasonable modification or sign language interpreter that has been denied or not acted on within a reasonable time. You can make a complaint orally or in writing by contacting your case worker, your local DFCS office, or the DFCS Civil Rights, ADA/Section 504 Coordinator at 2 Peachtree Street N.W., Ste 19-454, Atlanta, GA, 30303, 404-657-3735. For DCH, contact the KB TEAM ADA/Section 504 Coordinator at 5815 Live Oak Pkwy Suite 2-F, Norcross, GA, 30093, 678-248-7449.

You can ask your case worker for a copy of the DFCS civil rights complaint form. The complaint form is also available at <https://dhs.georgia.gov/documents/dfcs-discrimination-complaint-form-0>. If you need help making a discrimination complaint, you may contact the DFCS staff listed above. Individuals who are deaf or hard of hearing or who may have speech disabilities may call 711 for an operator to connect with us.

You may also file a discrimination complaint with the appropriate federal agency. Contact information for the U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) is within the "USDA-HHS Joint Nondiscrimination Statement" included within.

*\*Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; and the Americans with Disabilities Act Amendments Act of 2008 ensure persons with disabilities are free from unlawful discrimination.*

## **Notificación de la ADA/Derechos de la Sección 504**

### **Ayuda para personas con discapacidad**

La ley federal\* exige que el Departamento de Servicios Humanos de Georgia y el Departamento de Salud Comunitaria de Georgia ("los Departamentos") brinden a las personas con discapacidad la misma oportunidad de participar y reunir los requisitos para los programas, los servicios o las actividades de los Departamentos. Esto incluye programas como SNAP (Programa de Asistencia Nutricional Suplementaria), TANF (Asistencia Temporal para Familias Necesitadas) y Asistencia Médica.

Los Departamentos brindan modificaciones razonables cuando son necesarias para evitar la discriminación basada en la discapacidad. Por ejemplo, podemos cambiar políticas, prácticas o procedimientos para brindar acceso equitativo. Para garantizar una comunicación igualmente efectiva, brindamos asistencia de comunicación a las personas con discapacidad o sus acompañantes con discapacidad, como intérpretes de lengua de señas. Nuestra ayuda es gratis. Los Departamentos no están obligados a realizar ninguna modificación que resulte en una alteración fundamental en la naturaleza de un servicio, un programa o una actividad o en cargas financieras y administrativas indebidas.

### **Cómo solicitar una modificación razonable o asistencia de comunicación**

Comuníquese con su asistente social si tiene una discapacidad y necesita una modificación razonable, asistencia de comunicación o ayuda adicional. Por ejemplo, llame si necesita ayuda o servicio para una comunicación efectiva, como un intérprete de lengua de señas. Puede comunicarse con su asistente social o llamar al DFCS (Departamento de Servicios para la Familia y los Niños) al 404-657-3433 o al DCH (Departamento de Salud Comunitaria) al 678-248-7449 para hacer su solicitud. También puede realizar su solicitud utilizando el formulario del DFCS para solicitud de modificación razonable en virtud de la ADA (Ley para Estadounidenses con Discapacidades), que está disponible en la oficina local del DFCS o en línea en <https://dhs.georgia.gov/forms-notice>. Además, puede obtener el formulario del DCH para solicitud de modificación razonable en virtud de la ADA en la oficina del equipo Katie Becket del DCH o en línea en <https://medicaid.georgia.gov/programs/all-programs/tefrakatie-beckett>, pero no es necesario usar un formulario.

### **Cómo presentar una queja**

Tiene derecho a presentar una queja si los Departamentos lo han discriminado por su discapacidad. Por ejemplo, puede presentar una queja por discriminación si ha solicitado una modificación razonable o un intérprete de lengua de señas que se le hayan negado o que no se hayan resuelto en un plazo razonable. Puede presentar una queja verbalmente o por escrito comunicándose con su asistente social, la oficina local del DFCS o el coordinador de derechos civiles y de la ADA/Sección 504 del DFCS en 2 Peachtree Street N.W., Ste 19-454, Atlanta, GA, 30303, 404-657-3735. Para el DCH, comuníquese con el coordinador del equipo KB y la ADA/Sección 504 en 5815 Live Oak Pkwy Suite 2-F, Norcross, GA, 30093, 678-248-7449.

Puede pedirle a su asistente social una copia del formulario de queja de derechos civiles del DFCS. El formulario de queja también está disponible en <https://dhs.georgia.gov/documents/dfcs-discrimination-complaint-form-0>. Si necesita ayuda para presentar una queja por discriminación, puede comunicarse con el personal del DFCS mencionado anteriormente. Las personas sordas o con problemas de audición, o que tengan discapacidades del habla, pueden llamar al 711 para que un operador se conecte con nosotros.

También puede presentar una queja por discriminación ante la agencia federal correspondiente. La información de contacto del Departamento de Agricultura de los EE. UU. (USDA) y del Departamento de Salud y Servicios Humanos de los EE. UU. (HHS) se encuentra dentro de la "Declaración conjunta de no discriminación del USDA-HHS" incluida.

*\*La Sección 504 de la Ley de Rehabilitación de 1973, la Ley para Estadounidenses con Discapacidades de 1990 y la Ley de Enmiendas de la Ley para Estadounidenses con Discapacidades de 2008 garantizan que las personas con discapacidad no sufran discriminación ilegal.*