

# **BESSD Programs**

## **General Information**

### **Different BESSD Programs:**

- Supplemental Nutrition Assistance Program (SNAP)
- General Assistance Program (GA)
- Assistance for the Aged, Blind and Disabled (AABD)
- Temporary Assistance to Needy Families (TANF)
- First to Work Programs (FTW)
- SNAP Employment and Training (SNAP E&T)
- Low Income Home Energy Assistance Program (LIHEAP)
- Child Care Subsidies (CCS)
- Child Care Licensing (CCL)
- Homeless Program (HP)

### **BESSD Offices:**

- Processing Centers (PCs):
  - Determine initial eligibility/continued eligibility for Financial and SNAP benefits,
  - Provide information and/or referral to the public on other programs.
- First-To-Work Units (FTW):
  - Case managers provide initial and ongoing support.
  - There are FTW offices with BESSD, and contracted FTW offices.
  - The purpose of FTW unit is to ensure that families with children obtain training, experience and education.
- Child Care Licensing Units (CCLUs):
  - Licenses and registers child care providers,
  - Investigate complaints and takes appropriate action including recommendations for legal actions,
  - Reviews background information and criminal histories of providers/caregivers.

### **What is the application process for SNAP and Financial Assistance?**

- Hawaii residents seeking assistance must fill out a DHS 1240 (or other form prescribed by the program that they are applying for) which is available for pick up from all State processing centers (see attachment for a list of processing centers).
- After the application is completed and any necessary paperwork to verify information has been gathered, the person can visit the nearest processing center to submit the application.
- An assigned worker will review the application and any accompanying paperwork, and complete an interview.
- We will try to determine if the applicant qualifies while he or she is waiting.
- If the applicant is unable to stay, we will provide an interview date and time.
- A notice is mailed to the applicant household, informing and explaining the determination.

- An EBT card is issued to the primary individual of a household.

### **SNAP Program information:**

- Who is eligible to receive SNAP?
  - o Households must meet specific eligibility requirements and provide proof of their household circumstances.
  - o U.S. citizens and some aliens admitted for permanent residency may qualify.
  - o Federal poverty guidelines are established by OMB and updated annually.
- Where can I use my SNAP?
  - o Any grocery store, market that bears the SNAP logo.
  - o Certain farmer's markets accepting SNAP.
  - o Certain communal dining (in-treatment facilities).
  - o Meals on Wheels.

### **GA information:**

- Adults ages 18 through 64,
  - o without minor dependents,
  - o temporarily disabled, and
  - o do not qualify for social security benefits.
- To be eligible:
  - o The adult must have little or no income,
  - o Be certified by a DHS medical board to be unable to engage in any substantial employment of at least thirty hours per week, for a period of at least sixty days.
  - o Assets may not exceed \$2000 for a single person, or \$3000 for a couple.
- GA definition of Disabled:
  - o Unable to engage in substantial gainful activity of at least 30 hours a week for a period of more than sixty days from the onset of the disability due to an impairment:
    - Mental
    - Physical
    - Both – combination of mental or physical.

### **AABD information:**

- Categorical Requirements:
  - o Aged
    - 65 or older
    - Need to apply for SSI/SSDI based on age 65
  - o Blind
    - Apply for SSI/SSDI due to blindness or

- Determine blind by Ho’opono (Division of Vocational Rehabilitation)
  - Disabled
    - Determined by ADRC/CYRCA or verified by the receipt of SSI/SSDI for disability
    - Disability is Permanent
  - Ineligible for TANF
    - No dependent (minor) child in home
  - Who is required to be included?
    - Applicant
    - The legally married spouse
    - Must be Living together
- Eligibility Requirements:
  - Resources not to exceed \$2000 for a single person, and \$3000 for a couple.
  - There are income limits.
  - Agree to State Loan:
    - Sign the DHS 1289
    - Sign the Cyrca 1265
  - Apply for Supplement Security Income (SSI)
    - If the client chooses to apply on their own; inform them they must verify they have applied for SSI.
    - If the client request assistance with applying for SSI submit DHS 1289 & Cyrca 1265 via Sharefile to Cyrca.

### **TANF Information:**

- TANF Time limit:
  - Limit of 60 months of TANF benefits in a lifetime = “TANF clock”.
  - “TANF Clock” stops if:
    - All adults, certified by Cyrca (contractor), temporarily disabled (physical/mental health condition for minimum of 30 days);
    - Family is in DV crisis, determined by CFS/YWCA of Kauai (contractors); or
    - All adults, certified by Cyrca, receiving substance abuse treatment
  - No time limit if:
    - All adults in the family are SSI recipients
    - All adults are non-recipients (non-needy)

### **FTW Information:**

- Services provided:
  - Vocation training and education:
    - help to obtain high school diploma;

- vocational training in specific trades and occupations; and
  - even work toward a college degree.
- Skill building:
  - provide work experience and training through volunteer and community service placements with public agencies and private non-profit organizations.
- Job-readiness training:
  - job preparedness classes; career exploration;
  - job search support;
  - assistance with resume development and preparing job applications;
  - interviewing skills; and
  - life skills training.
- Employment placements:
  - referrals to unsubsidized and subsidized employment opportunities with private sector employers.
- Supportive services;
  - Child Care Subsidies,
  - Tuition and books for education,
  - Transportation reimbursement, bus passes, etc., and
  - Work related expenses

**Child Care Licensing information:**

- Child care options:
  - Child Care Center:
    - To provide child care in a group setting,
    - Is a licensed provider,
    - More than one adult to care for children.
  - Family Child Care Home:
    - A licensed, private care provider who operates a child care business out of his/her home,
    - Can offer opportunities for interaction with children of mixed ages, and
    - May have a more flexible child care schedule.
  - Family, Friend, or Neighbor Care:
    - A relative or friend who is willing to care for your child in his/her home or yours.
    - License exempt care, and may be someone that your child is already comfortable with,
    - May be flexible about schedules or caring for children who are ill.

- License exempt care:
  - The Hawaii Revised Statutes §346-152 lists those situations when a child care provider can be exempt from registration or licensing requirements.
  - Some of the types of child care that can be exempt are:
    - Care that is provided in the child's home,
    - Care that is provided by relatives,
    - Care that is provided for up to two children that is unrelated to the provider, and
    - School-aged programs that are operated by community associations or multi-service organizations,
    - School-aged programs that operate for no more than two consecutive calendar weeks in a three-month period,
    - Programs that are operating less than six hours per week, and
    - Programs that provide specialized training or skill development.

### **Child Care Subsidies Information:**

- CCS Application Process:
  - Submit application (DHS 911) to Child Care Connection Hawaii (CCCH) via mail or in-person
  - Complete child care application interview
  - Submit required documents:
    - Child care cost
    - Child Care Certificate and Provider Confirmation Form (DHS 918)
    - Completed/signed consent forms to conduct background checks for license-exempt child care providers
  - Submit DHS 927 Simplified Report Form (SRF) every 6 months with required documents and forms

- CCCH Offices:

**CCCH - HONOLULU (UNIT 101)**

49 South Hotel Street, Suite 301  
Honolulu, HI 96813  
Phone: (808) 566-2600

**CCCH - WAIPAHU (UNIT 102)**

94-216 Farrington Hwy, Suite B2-206  
Waipahu, HI 96797  
Phone: (808) 356-5577

**CCCH - KONA (UNIT 601)**

74-5620 Palani Road, Suite 208  
Kailua-Kona, HI 96740  
Phone: (808) 334-6101

**CCCH - HILO (UNIT 501)**

101 Aupuni Street, Suite 128  
Hilo, HI 96720  
Phone: (808) 961-6807

**CCCH - MAUI (UNIT 701)**

1063 Lower Main Street, Suite C-209  
Wailuku, HI 96793  
Phone: (808) 249-2461

**CCCH - KAUAI (UNIT 401)**

4364 Hardy Street, Suite F  
Lihue, HI 96766  
Phone: (808) 245-2193

- POD Application Process:

- Submit POD application (DHS 913)
- Family's income below threshold
- Activities not required for caretakers
- Child must be 4 years old by July 31<sup>st</sup>
- Priority given to:
  - 4-year-old who have special population referral
  - 4-year-old who meet the needs requirement
  - 3-year-old who have special population referral
- Does not qualify for DOE SPED Program, and
- Meets one of the following conditions:
  - Has physical, developmental, behavioral or emotional health condition; or
  - Meets DOH criteria for environmental risk, or
  - Resides in LEP household; or
  - Homeless

## **LIHEAP Information:**

- Energy Crisis Intervention (ECI) program:
  - Assists with up to \$350 to restore or prevent termination of power to the residence of a household whose electricity or gas has been shut off within 60 days or is about to be terminated within 7 days.
  - This is a one-time only payment which will be deposited directly into their utility account.
- The Energy Credit (EC) program:
  - Households who are not in crisis can qualify for a one-time payment (annually),
  - Which will be deposited directly into their utility account.
- EC application process:
  - An application must be submitted with all individuals (related or unrelated) living at the residence.
    - Verification of Social Security numbers for all household members,
    - Identification for all adults,
    - Must be a U.S. citizen or meet permanent residency requirements,
    - Income, and utility bills must be submitted when determining eligibility for the program.
  - Applications for this program are taken annually, currently in June.