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SENIOR HOME MODIFICATIONS PROGRAM REQUIREMENTS

- Homeowner(s) age 60 or older
- Homeowner must occupy the home and property must be in the homeowner's name.
- Homeowner must be current on their payment of property taxes.
- Home must be a single family dwelling in sound structural condition.
- Homeowner's insurance is required and must be current.
- Homeowner must reside in Summit County.
- Mobile Homes are not eligible for repair by our program.

PLEASE COMPLETE AND SIGN ALL SECTIONS OF APPLICATION!!! PLEASE PROVIDE ALL REQUESTED DOCUMENTATIONS BELOW!!!

AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED!!!

To apply submit the following:

- **Submit the attached application.**
- **Submit proof of homeowner insurance**
A copy of your homeowner insurance policy.
- **Submit proof of identity documents**
A copy of your driver's license, state identification card or birth certificate.
- **Submit proof of ownership documents**
A copy of deed, land trust, life estates, property tax bill or divorce decrees on property.
Please note if your name is not on the property tax bill you must submit a copy of your deed.

Please see the enclosed brochure for more information regarding this program.

*Please note this program **DOES NOT** cover Roof Replacements & Repairs, Plumbing & Electrical Upgrades or other "major repairs".*

SUMMIT COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES TITLE XX SOCIAL SERVICES APPLICATION

Section I: Identifying Information

Applicant Name				Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address		City	State	Zip Code	County
Social Security Number	Date of Birth	Telephone Number			

What service(s) are you applying for:

Section II: List ALL individuals living with you at the above address and complete the information requested for each person listed:

Name	Social Security Number	Date of Birth	Relationship

If you are determined eligible for services:

As a recipient of Title XX Social Services, you have the right to:

- Apply for services and have eligibility determined within thirty (30) days of the receipt of your application.
- Be advised of the eligibility requirements for social services.
- Receive any needed service listed in the county's profile provided all eligibility factors are met and sufficient funds are available to provide the services.
- A state hearing and/or county conference as described in 5101:6 of the Ohio Administrative Code.
- The safeguarding of information reported by or about you, to the extent permitted by law.

As a recipient of Title XX social services, you are responsible to:

- Report, within ten (10) days, any information that may affect eligibility. (Examples: change of address, income, number in family, income maintenance status, material status...)
- Provide documentation to substantiate eligibility.

Should you have a dispute arise concerning eligibility for Title XX social services, you have the right to a fair hearing before an impartial hearing officer.

By my signature below, I certify that the information given on this application is correct and I agree to promptly report any changes in the information. I give consent for the agency to make whatever contacts are necessary to determine my eligibility and I hereby authorize the release of any information necessary to determine my eligibility for Title XX social services. I acknowledge receipt of the "Explanation of State Hearing Procedures" (JFS 04059).

I understand that if there is a fee for service, I am responsible for payment directly to the provider agency. I understand that these services are funded by the federal Title XX Block Grant, administered through the state's job and family services system.

Signature of Applicant/Authorized Representative	Date
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This application must be signed by the applicant or one acting responsibly on behalf of the applicant. The date of the applicant's signature must be entered.



Senior Home Modifications Program Application (continued)

Please check the **one** that applies:

Single Married Widowed Divorced Other _____

Do you own your home? Yes No Number of years at residence: _____

Please list the name and telephone number of a person to contact in case of an emergency?

Name: _____ Phone: _____

Relationship to you: _____

Do you have a social worker or case worker? Yes No If yes, please provide us with the name and phone number of your social worker or case worker: _____

Are you disabled? Yes No Are you a veteran? Yes No

Do you have homeowners insurance? Yes No If yes, please provide us with the following information:

Insurance Company Name: _____

Agent's Name: _____

Phone: _____ Policy #: _____ Expires: _____

The following information is required by the Federal Government for reporting purposes only:

Family Type: Couple Female Head of Household Male Head of Household

Please check ethnicity:

White Black/African American Asian American Indian/Alaskan Native

Native Hawaiian/Other Pacific Islander American Indian/Alaskan Native & White

American Indian/Alaskan Native & Black/African American Asian & White

Black/African American & White Other Multi Racial Hispanic

Rebuilding Together will not deny any services to people on the based on race, color, religion, national origin or sex.

Please fill in the table below...including yourself and all person(s) living with you in your house who receive income:

Name	Annual Income

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES EXPLANATION OF STATE HEARING PROCEDURES

What is a state hearing?

If you think there has been a mistake or delay on your case, you may want to ask for a state hearing. You can ask for a hearing about actions by either the state department of job and family services or the local agency. Local agencies include the county department of job and family services (CDJFS), the county child support enforcement agency (CSEA), and agencies under contract with them.

A state hearing is a meeting with you, someone from the local agency, and a hearing officer from the Ohio Department of Job and Family Services (ODJFS). The person from the local agency will explain the action it has taken or wants to take on your case. Then you will have a chance to tell why you think it is wrong. The hearing officer will listen to you and to the local agency, and may ask questions to help bring out all the facts. The hearing officer will review the facts presented at the hearing, and recommend a decision based on whether or not the rules were correctly followed in your case.

How to ask for a Hearing

To ask for a hearing, call or write your local agency or write to the Ohio Department of Job and Family Services, Bureau of State Hearings, P. O. Box 182825, Columbus, Ohio 43218-2825. If you receive a notice about denying, reducing or stopping your assistance or services, fill out that form and mail it to State Hearings. You may also fax your hearing request to State Hearings at (614)728-9574.

We must receive your hearing request within 90 days of the mailing date of the notice of action. However, if you receive food stamps, you may request a hearing on the amount of your food stamps at any time during your certification period.

If someone else makes a written request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a request by telephone.

Continuing Assistance or Services

If you received a notice that your assistance or services will be reduced, stopped, or restricted, the action will not be taken until the hearing is decided if we receive your hearing request within 15 days of the mailing date on the notice.

In the food stamp program, your benefits will be continue only until the end of your certification period. After that you must reapply and be found eligible.

If your assistance or services have been changed without-written notice, or if the change was made even though you requested a hearing, you can call the Bureau of State Hearings. If you need help doing this, call us, toll free at the following numbers: 1-866-ODJFS 4 U (1-866-635-3748);

and choose option number one from the automated voice menu.

If your assistance is continuing and you lose the hearing, you may have to pay back any benefits that you were not eligible to receive.

The continuing assistance provisions described in this section do not apply to the child support program. If you request a hearing about child support services, your hearing request will have no effect on your receipt of services while your hearing is pending.

County Conference

An informal meeting with a person from the local agency may settle the issue without the need for a state hearing.

Often this is the quickest way to solve a problem. At this meeting your case will be reviewed with you. If a mistake has been made, it can be corrected without the need for a state hearing. You can set up a county conference by asking your worker. If you are not satisfied with the results, you can still have a state hearing.

You do not have to have a county conference to have a state hearing. Asking for a county conference will not delay your state hearing.

When will the Hearing be Held?

After your request for a hearing is received, the bureau of state hearings will send you a notice giving the date, time and place of the hearing. This notice will be sent to you at least 10 days before the hearing. The notice also will tell you what to do if you cannot come to the hearing as scheduled.

Where are Hearings Held?

Hearings are usually held at the local agency. If you are unable to go there, the hearing may be held some other place convenient to you and to the other people involved. If you want the hearing held somewhere other than the local agency, be sure to tell us that on your hearing request.

Postponement of the Hearing

If you cannot come to the hearing as scheduled, or if you need more time to prepare, you can ask the hearings section for a postponement. In the food stamp program postponement is limited to 30 days from the date of the first schedule hearing. In all other programs, you must have a good reason to postpone the hearing.

If you do not Attend the Hearing

The bureau of state hearings will send you dismissal notice if you don't come to the hearing. If you want to continue with your hearing request, you must contact the hearing section within 10 days and explain why you did not come to the hearing. The hearings section will decide whether

you had a good reason. If you do not call within 10 days and show good cause, the hearing will be dismissed and you will lose the hearing. The local agency can then go ahead with the action it was planning to take.

If you disagree with the dismissal, the dismissal notice will tell you how to ask for an administrative appeal.

Before the Hearing

You may have someone (lawyer, welfare rights worker, friend or relative) go to the hearing to present your case for you. If you are not going to be at the hearing, the person attending for you must bring a written statement from you saying he or she is your representative.

If you want legal help at the hearing, you must make arrangements before the hearing. Contact your local legal aid program to see if you qualify for free legal help.

If you don't know how to reach your local legal aid office, call 1-800-589-5888, toll-free, for the local number. If you want notice of the hearing sent to your lawyer, you must give the hearings section your lawyer's name and address.

You and your representative have the right to look at your file and the written rules being applied to your case. If your hearing is about work registration or employment and training, you may also look at your employment and training case file.

The local agency does not have to show you confidential records, such as names of people who have given information against you, records of criminal proceeding, and certain medical records.

Confidential records which you could not look at or question cannot be presented at the hearing or be used by the hearing officer in reaching a decision.

Subpoena

You can ask the hearing authority to subpoena documents or witnesses that would not otherwise be available and that are essential to your case. You must request the subpoena at least five calendar days before the date of the hearing and provide the name and the address of the person or document you want subpoenaed.

At the Hearing

You may bring witnesses, friends, relatives, or your lawyer to help you present your case. The hearing officer may limit the number of witness allowed in the hearing at any one time if there is not enough room. You and your representative will have the right to look at the evidence used at the hearing, present your side of the case without undue interference, ask questions, and bring papers or other evidence to support your case.

The hearing will be tape recorded by the hearing officer so that the facts are taken down correctly. After the hearing decision is issued, you can get a free copy of the tape by contacting the hearings section.

The hearing office will listen to both sides but will not make a decision at the hearing. Instead, you will receive a written decision in the mail, issued by the hearing authority, a few weeks later.

Group Hearings

The hearings section may combine several individual hearing requests into a single group hearing, but only if there is no disagreement about the facts of each case and all involve related issues of state or federal law or county policy. The notice to schedule your hearing will tell you if you are scheduled for a group hearing.

You or representative will be allowed to present your own case individually and you will have the same rights at a group hearing as you would at an individual hearing.

After the Hearing

You should receive a hearing decision within 60 days of your hearing request if the hearing was only about food stamps, and within 90 days for all other programs.

If you disagree with the hearing decision, your written decision will tell you how to ask for an administrative appeal.

Compliance with the Hearing Decision

If the hearing decision orders and increase in your food stamps, you should get the increase about 10 days after you get the hearing decision. If the decision orders a decrease in your food stamps, you should get the new, smaller amount the next time you regularly get food stamps.

In all other programs, the agency must take the action ordered by the decision within 15 days of the date the decision is issued, but always within 90 days of your hearing request. Contact the bureau of state hearings if you have not promptly received the benefits awarded by the hearing decision.

Another Action Requires Another Hearing

If you receive another prior notice that says the local agency wants to change your assistance or services while you are waiting for a hearing or decision, you must ask for another hearing if you disagree with the new action. Remember, the fact that you are waiting for a hearing or decision will not stop another action from being taken on your case. You must ask for ~~another~~ hearing on the new action.