Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

Maine Department of Health and Human Services
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TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

SNAP Changes to Existing Group Homes

Clear Form

Administering Agency: _____

I. Locations

Currently Listed Name and Address of Location	Closed? (Y/N)	Address Change? If YES, then provide new address below	Change to license status? Provide copy of license or signed confirmation from resource coordinator	Effective Date:
1.				
2.				
3.				
4.				
5.				
6.				
7.				

If a location meets the program criteria then residents of that location may apply for SNAP benefits. Eligibility to apply for SNAP benefits for each location will be confirmed via email from the Senior Food Supplement Program Manager, Ian Miller, upon review of this form. **NOTE: Facilities licensed by the State as ICF/MR (nursing home) facilities are not eligible to apply.**

Person Completing Form: _____

Title: _____ **Date:** _____

Email Address: _____ **Phone Number:** _____

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II. Please provide this completed form to the Department when changes are made, along with any necessary attachments (e.g. copy of license, statement from resource coordinator, etc.). Forms can be faxed to 207-287-3455 or scanned copies can be emailed to the Senior Program Manager — SNAP at ian.miller@maine.gov

III. Department contact information:

Group homes can contact the Department to apply for SNAP benefits for individual residents:

a. **Contact the Statewide Call Center:** *1-855-797-4357*
b. **Apply Online at MyMaineConnection:** https://www.maine.gov/mymaineconnection
c. **Download applications and important forms:** https://www.maine.gov/dhhs/ofi/applications-forms
d. **Find DHHS office locations:** https://gateway.maine.gov/dhhs-apps/office_finder/

USDA Nondiscrimination Statement

In accordance with federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Programs that receive federal financial assistance from the U.S. Department of Health and Human Services (HHS), such as Temporary Assistance for Needy Families (TANF), and programs HHS directly operates are also prohibited from discrimination under federal civil rights laws and HHS regulations.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or who have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

CIVIL RIGHTS COMPLAINTS INVOLVING USDA PROGRAMS

USDA provides federal financial assistance for many food security and hunger reduction programs such as the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) and others. To file a program complaint of discrimination, complete the Program Discrimination Complaint Form, (AD-3027) (found online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf and at any USDA office) or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **mail:** Food and Nutrition Service, USDA
   1320 Braddock Place, Room 334, Alexandria, VA 22314; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **phone:** (833) 620-1071; or
4. **email:** FNSCIVILRIGHTSCOMPLAINTS@usda.gov

For any other information regarding SNAP issues, persons should either contact the USDA SNAP hotline number at (800) 221-5689, which is also in Spanish, or call the state information/hotline numbers (click the link for a listing of hotline numbers by state); found online at: https://www.fns.usda.gov/snap/state-directory

CIVIL RIGHTS COMPLAINTS INVOLVING HHS PROGRAMS

HHS provides federal financial assistance for many programs to enhance health and well-being, including TANF, Head Start, the Low Income Home Energy Assistance Program (LIHEAP), and others. If you believe that you have been discriminated against because of your race, color, national origin, disability, age, sex (including pregnancy, sexual orientation, and gender identity), or religion in programs or activities that HHS directly operates or to which HHS provides federal financial assistance, you may file a complaint with the Office for Civil Rights (OCR) for yourself or for someone else.

To file a complaint of discrimination for yourself or someone else regarding a program receiving federal financial assistance through HHS, complete the form on line through OCR's Complaint Portal at https://ocrportal.hhs.gov/ocr/ You may also contact OCR via mail at: Centralized Case Management Operations, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F HHH Bldg., Washington, D.C. 20201; fax: (202) 619-3818; or email: OCRmail@hhs.gov For faster processing, we encourage you to use the OCR online portal to file complaints rather than filing via mail. Persons who need assistance with filing a civil rights complaint can email OCR at OCRMail@hhs.gov or call OCR toll-free at 1-800-368-1019, TDD 1-800-537-7697. For persons who are deaf, hard of hearing, or have speech difficulties, please dial 7-1-1 to access telecommunications relay services. We also provide alternative formats (such as Braille and large print), auxiliary aids and language assistance services free of charge for filing a complaint.

This institution is an equal opportunity provider.

Need an Interpreter?

We will pay for an interpreter if you need one. Please let us know.