



GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
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To: Joint Information Center (JIC)

From: Director

Subject: SNAP, Cash Assistance Program, CCDF, Medicaid and MIP Applicants Guide

The following information is requested to be included in the news release issued under the Government of Guam Joint Information Center:

Guide to SNAP, Cash Assistance, CCDF, Medicaid and MIP Applicants

As the entire island is urged to practice social distancing during this State of Public Health Emergency due to COVID-19, the Bureau of Economic Security (BES) within the Department of Public Health & Social Services advises its clients that BES' program application and forms may be downloaded from the department's website. Instructions of how to access these forms is as follows:

- On the address bar type www.dphss.guam.gov
- Click on **DIVISIONS** drop down select **Public Welfare (DPW)**
- Scroll down and click **Bureau of Economic Security** or to the right of this page under **DPW Resource Links: click on BES Resource Page**. Either page will provide you with information and list of forms.
- Click on the form that you need to download, take for example, Application for Public Benefits.

Once downloaded, print and sign your application and submit it with the **required documents listed below** at the drop boxes located outside any of the three DPHSS facilities, or send it via email to publicassistance@dphss.guam.gov.

1. Identity: Driver's License, Guam Identification Card or Passport. etc.
2. SSN: Social Security card for each household member or receipt of application for a number.

3. Residency/Household Composition: Landlord's statement, CHURA contract, Statement of Living Arrangement (if living with individuals other than your family, Mayor's Verification.
4. Earned Income: Current's month's check stub(s) for the last 30 days., employment verifications and filed gross receipts/1040 Form and/or Statement of Self-Employment Earnings.
5. Citizenship/Alien Status: Birth Certificate, Naturalization Certificate, Certificate of Citizenship, United States Passport, Permanent Residency Card (green/pink card), Permanent Resident Aliens must bring proof of 40 qualifying quarters from the Social Security Administration (SSA).
6. Unearned Income: Award Letters from SSA, VA or Retirement Income, Court Order or statement from the Absent Parent for child support received, statement by friends or relatives about money you receive. Interest statement from Trust Funds, C3A Annuity Card, Alimony Records.
7. Unemployed Status: Letter of termination/resignation and the date and reason for leaving employment, certification layoff or reduction of hours.
8. Pregnancy: Doctor's statement of pregnancy and expected date of delivery.
9. Disability: Medical examination report or other written statement from licensed physician or certified psychologist.
10. School Enrollment: Verification of enrollment for all school age dependent (Cash Assistance only) or children 16 years of age or over (SNAP only).
11. Deductible Expenses: Rent or mortgage receipt, lease agreement and/or contract, power, gas/fuel, water, sewer, telephone and trash receipts or bills. Court Order or statement from custodial parent for child support payments made to dependents outside the household. Home insurance policy. Bills or receipts for medical expense, medical insurance premiums and medical insurance card.
12. Resources: Current checking account, saving(s) account(s) statement (s), stocks and bonds statement(s), credit union account(s), time certificates, lump sum payments, vehicle registration(s) and bank's statement principal balance on the car(s) vehicle appraisal (Not required for SNAP if the Household is an "Expanded Categorically Eligible" case).
13. Real Property: Real property tax statement for all properties including off-island properties.
14. Guardianship: Legal guardianship documents or child custody court documents.

Note: Other documents maybe required depending on household situation.

Reporting Changes

For households submitting change reports, please provide supporting documents such as proof of loss/termination/reduction of income, birth certificates and SSN or proof of SSN application for newborn or additional household member(s), etc.. The Change Report form is also available in the dphss.guam.gov website.

Medicaid and MIP Clients

Households under Medicaid and Medically Indigent Program who are due for renewal for April and May are still required to submit their renewal forms either through the drop boxes, or via mail, or via email.

Clients are advised to provide a reliable contact information for the eligibility workers to contact them for interview or for additional information,

For more Information/Questions

Anyone having any questions regarding BES' services may contact their designated site as provided below. More numbers are listed for your convenience.

- BES North (Dededo) at 635-7488/635-7484/635-7439/635-7396/635-7429
- BES Southern (Inarajan) at 828-7542/828-7534/828-7524
- BES Central (Castle Mall) at 735-7340/735-7519/735-7256/735-7375


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