

## Homeless Identification and Birth Certificate Project Instructions to make a referral

**PURPOSE:** Program provides funding for birth certificates and/or State Identification/Drivers License renewals.

**ELIGIBILITY:** To qualify, the individual must be experiencing homelessness or is at imminent risk of becoming homeless, and have a mental illness or co-occurring substance use disorder.

Minor children in the care of a qualifying adult that meets the homeless and disability criteria are also eligible for birth certificates.

### INSTRUCTIONS TO MAKE A REFERRAL:

1. Verify individual meets the following requirements:

- a. Is age 18 or older **OR** If the individual is under age 18, they must be in the care of an adult that meets criteria below
- b. Has a mental illness or co-occurring substance use disorder
- c. Currently homeless or at imminent risk of becoming homeless
- d. The individual may not have requested funds from this project within the past 5 months
- e. Individual is eligible for services within the public mental health system

2. Complete the application packet with the individual. Application includes the following:

- a. The “**Behavioral Health Administration Homeless I.D. Project FY 2024 Application/Intake**”.
- b. The “**Maryland Homeless I.D. Project Documentation of Homelessness**”. This is a self-verification of homelessness completed by the individual (including current situation, how long they have experienced homelessness, how many episodes of homelessness, what makes them at risk of homelessness, etc.). ***\*If the individual is currently staying in a shelter, please include a letter from the shelter.***

3. Submit the application packet either by fax or mail. (**NOTE: Application packets should be sent to the Core Service Agency where the individual is residing/ located**)

Offices:	Mid Shore Behavioral Health, Inc.
Fax:	410-770-4809
Mailing Address:	28578 Mary's Ct, Suite 1 Easton, MD 21601
Telephone:	410-770-4801
Contact:	Yvette Hynson

***If you have questions please call  
Mid Shore Behavioral Health, Inc. at 410-770-4801***

**BEHAVIORAL HEALTH ADMINISTRATION  
Homeless I.D. Project FY 2023 APPLICATION/ INTAKE**

Client Name: \_\_\_\_\_ D.O.B.\* \_\_\_\_\_ Phone number: \_\_\_\_\_

\*If Client is under age 18, is he/she under the care of an adult that is homeless/imminent risk of homelessness AND has a mental illness or co-occurring substance use disorder: \_\_\_ Yes \_\_\_ No

Does the Client have needed documentation to obtain Identification Card/Birth Certificate? \_\_\_ Yes \_\_\_ No

If Yes please list: \_\_\_\_\_

Client MA #, Gray Zone # or Medicare #: \_\_\_\_\_ Social Security # \_\_\_\_\_

Current Living Situation: \_\_\_ Emergency Shelter \_\_\_ Transitional Housing \_\_\_ Hospital \_\_\_ Hotel/Motel  
\_\_\_ Jail \_\_\_ Street, Park, Car, Bus Station, Bridge, etc. \_\_\_ Living with Relatives/Friends

Other: \_\_\_\_\_ Zip Code of Last residence: \_\_\_\_\_

Chronically Homeless (homelessness for a year or longer, or at least four episodes of homelessness in the last three years): \_\_\_ Yes \_\_\_ No

Housing Status: \_\_\_ Literally Homeless \_\_\_ Imminently Losing Housing

Veteran: \_\_\_ Yes \_\_\_ No Gender: \_\_\_ Male \_\_\_ Female Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Disability: Mental Illness \_\_\_\_\_ Co-occurring \_\_\_\_\_

Person completing form: \_\_\_\_\_ Phone # \_\_\_\_\_

Agency & Address: \_\_\_\_\_

Documentation of Homelessness Received: \_\_\_ Yes \_\_\_ No \*CSA will maintain file applications

**Request:** (Please check all that apply)

\_\_\_ State Identification Card **OR** \_\_\_ Drivers License Renewal

\_\_\_ Birth Certificate Which state: \_\_\_\_\_

\*Please note that follow up is needed to verify that documents (ID/BC) were obtained by client within 45 days

**Follow Up Date (45 days from Application):** \_\_\_\_\_

FOR CSA OFFICE USE ONLY: <b>CSA Making the Request:</b> _____		
Requesting CSA has verified that this is not a duplicate request for funding for this individual within the past 6 months: ___ Yes ___ No *Note: There is a <b>maximum of 2</b> IDs or Birth Certificates		
FOR ID: Check payee: _____ AMOUNT: _____ Phone #: _____ Payee address: _____ Tax ID #: _____ Account # if applicable: _____	For Birth Certificate: Check payee: _____ AMOUNT: _____ Phone #: _____ Payee address: _____ Tax ID #: _____ Account # if applicable: _____	
Total Amount Approved by CSA: _____ Amount Denied by CSA _____ Follow Up by CSA _____  _____ Approved CSA Director or Designee _____ Date _____  _____ CSA Fiscal Officer _____ Date _____ Approved YTD _____		Date ID paid: _____  Date Birth Certificate Paid: _____



# MARYLAND HOMELESS I.D. PROJECT

## of Homelessness

Please use the following space to describe the applicant's current living situation. If the applicant is currently in the detention center, please describe their living situation prior to incarceration. If the applicant is currently residing in a shelter, transitional housing program, or other temporary housing facility additional documentation of homelessness, i.e. letter on agency letterhead must be included with this form.

### **Self-Verification (Brief statement from client saying he/she is homeless or at-risk of losing his/her housing):**

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### **(Please ask the Applicant these questions):**

1. Where do you typically stay at night? \_\_\_\_\_

2. Do you know the name of the shelter or housing program where you stay?

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3. Do you work with any of the outreach teams or case management programs? \_\_\_\_ Yes \_\_\_\_ No

If yes, do you know the name of the agency or the worker you see? \_\_\_\_\_

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**I certify that the information provided regarding my homeless status is accurate and true.**

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ (Applicant)

**Date:** \_\_\_\_\_ **Witness:** \_\_\_\_\_