



## **BOISE COUNTY NON-MEDICAL EMERGENCY INDIGENCY ASSISTANCE PROTOCOL / GENERAL INFORMATION / APPLICATION**

**POLICY STATEMENT:** It is the policy of Boise County, pursuant to Idaho Code 31-3401, to provide limited, temporary, emergency non-medical assistance to qualifying indigent residents who are in need and no other alternative assistance exists to aid them; however, Boise County also desires to protect its citizens/residents from the imprudent spending of the non-medical emergency indigent funds. Therefore, this policy is put in place to balance these two concerns and provide direction for the management and distribution of these emergency funds to the indigent citizens/residents of Boise County.

### **GENERAL INFORMATION**

1. Applicants must be a Boise County resident for at least 30 days prior to the application. Idaho Code 31-3403 (17) "Resident" means a person with a home, house, place of abode, place of habitation, dwelling or place where one actually lived for a consecutive period of thirty (30) days or more prior to the date of application.
2. Applicants must file an application on the approved format, appear for an interview and produce all required documents within a specified timeframe.
3. Applications will not be taken over the phone and only the approved format will be considered.
4. The County will consider such applications only when it is proven that no other alternative is available to the applicant.
5. Applicants may receive emergency non-medical indigent assistance one time during a twelve (12) month period.
6. The County will perform a full investigation, including but not limited to, your ability to work as well as other household members.
7. The applicant will be required to reimburse Boise County and begin making reimbursement payments within six months for any funds expended on their behalf and a reimbursement agreement must be signed at your initial interview. Failure to participate in the reimbursement process will subject the applicant to have a lien placed on all personal and real property.
8. The applicant will be required to show proof of at least two confirmations of contact to other resources requesting assistance. The applicant will also be required to provide at least two denials for any Federal, State or other assistance programs before being considered by Boise County. If denied by any program, the applicant must pursue available administrative and personal appeals to that program to the final administrative/determination level. If you have not taken these steps, your application may be delayed.
9. The applicant must prove they are employed or actively seeking employment, if able to do so. Proof of applications and a list of prospective employers will be required. If applicable, the applicant may need to provide a valid, recently dated physician's statement in regards to the medical reason(s) they are unable to work. If you have voluntarily removed yourself from the workforce without good cause, your application will be denied.
10. If information is withheld or provided in any false manner on the application, required documents or during the required interview for the purpose of obtaining county aid to which you are not otherwise entitled, you shall be guilty of a misdemeanor and be responsible for the consequences.
11. With this completed application, you are required to provide a detailed letter addressed to the Boise County Commissioners stating how you came to be in this current situation, how you expect to get out of the situation, how you plan on rectifying the remaining balance (if any) and how you will not be in this situation again in the future.

12. Boise County reserves the right to render a decision for each approved non-medical service request and application on a case by case basis dependent upon the information received during the interview and investigation process.
13. Indigent burial or cremation requests should be made prior to services rendered and pursuant to terms between the service provider and the Boise County Commissioners.

**THE COUNTY:**

1. Will provide emergency non-medical assistance to an applicant one time during a twelve month period. (any assistance provided by another county or state, will be included in this calculation.)
2. Will not pay first month’s rent, security deposits, and/or late fees.
3. Will not provide continuing or long-term assistance.
4. Will not make payments to relatives or other household members.
5. Will not pay for late fees or interest charges.
6. Will not pay for any circumstance that does not qualify as an “emergency” as determined by the board. (I.C. 31-3403(80))
7. Will consider all available resources of all adult members of the household.
8. May request that all adult members of the household submit to the interview.

**HOW TO APPLY FOR EMERGENCY INDIGENT NON-MEDICAL ASSISTANCE:**

Step 1:	Obtain the approved application form from the Boise County Clerk’s office, fill it out completely; however, <b><u>do not sign it until you return with it to the Clerk’s office.</u></b> Please complete the entire application in blue or black ink only.
Step 2:	Idaho State law requires that you appear for an interview with the Deputy Indigent Clerk at a convenient time for both parties within five working days after submitting the application and if unable to do so, <i>rescheduling may occur only once.</i> <b><u>At the time of the interview you must provide all required documentation. During the interview, you will sign the application and a reimbursement agreement, with the Deputy Indigent Clerk present for notarization purposes.</u></b>
Step 3:	The Deputy Indigent Clerk will review your application and all required documentation and do a complete and full investigation. Findings will then be submitted, to the Board of County Commissioners for approval or denial, at the next available Board meeting.
Step 4:	You will be notified of the determination by phone and/or U.S. mail. Denials may be appealed, in writing, to the Board of County Commissioners within twenty eight days of notification.

**REQUIRED DOCUMENTS TO BRING TO YOUR INTERVIEW APPOINTMENT:**

- Photo Identification/Proof of Identity cards and Social Security cards for all members of the household.
- Proof of current benefit amounts for any of the following: Social Security, SSI, Medicaid, Medicare, Worker’s Compensation and Crime Victims’ Fund.
- Proof of all applications and/or current benefit amounts from other forms of public assistance such as: Food stamps, Rental/Energy assistance, WICAP, Section 8 Housing, etc.
- Proof of all household income, from all sources and all persons able, for the last six (6) months, including: Wage stubs, Employer earning statements, Social Security, Veteran’s Benefits, Unemployment, SSI, Child support, Settlements, Alimony, Pensions and/or Rental properties.
- A complete copy of your most recent Federal and State income tax returns with schedules and W-2’s. If self-employed, provide the year-to-date profit and loss reports.
- The last six months of banking statements; including checking, savings, credit union and/or escrow accounts.

- Proof of ownership/value and balances owed for all real and personal property including household goods such as; art, jewelry, coins, guns, collections, electronic equipment, musical instruments, tools of the trade, motor vehicles, recreational vehicles, motorcycles, trailers, trusts, snowmobiles, all-terrain vehicles, stocks, annuities, livestock, bonds, inheritance, mining claims, IRA's, Certificates of deposit, farm equipment and/or 401k.
- Proof of **all** monthly expenses such as; current monthly rent, child support, all insurances, land/house payment, auto/motor vehicle payments, space rent, all utility bills, child care, medical expenses, alimony and any other monthly expenses; including balances owed.
- Proof of health insurance and/or life insurance.
- Proof of veteran status and/or military discharge papers.
- Copies of your lease and/or rental agreement, for the residence/dwelling where you live, with current landlord/property owner contact information.

Each applicant must be advised that the county is required to discuss and confirm the financial status of the applicant. This will require the disclosure to the investigator of personal and sensitive information relating to the applicant and his or her spouse/household about assets, expenses, work history, medical issues, health insurance, income stocks, investments, child support, social security, disposition of assets, mortgages, rent and other personal information. Boise County, and it's representatives, are bound by confidentiality laws and none of this information will be disclosed to any party who is not authorized to receive it.