

What is HCBS?

Home Community Based Services (HCBS) is available for people needing help to pay for services in their home or an assisted care facility. HCBS' philosophy is to keep people independent in their home. HCBS provides support at home such as medication management, light housekeeping, personal hygiene and grocery shopping. HCBS determines the appropriate service on a case-by-case basis.

What is LTC?

Long Term Care is a type of Medicaid available that pays for people to live in a nursing home so that the people can receive services 24 hours a day as needed.

What is Home Care Services?

Home Care Assistance is a cash benefit that pays money to someone who provides home care services to those needing help with some or all of their daily self-care. The application process for this benefit is the same as for LTC and HCBS.

LTC and HCBS both come with Medicaid benefits. Home Care Services does not come with Medicaid.

Who is Eligible for These Services? Since HCBS, LTC and HCA is awarded based on medical and/or mental health disability, as well as an income criteria; people already collecting Social Security benefits will *usually* have an easier time obtaining HCBS. People have to meet a medical and/or mental health standard of need at a nursing home level of care. The county will determine if someone meets the medical and/or mental health criteria for HCBS services. Consumers of JCMH would be applying under the MI waiver-the Medicaid waiver for mental health conditions.

How do I apply for LTC, HCBS or Home Care Services?

These are benefits for which you apply through the county in which you reside. You must meet the financial (make under \$2205/mon, have less than \$2000 in resources) and medical and/or mental health criteria.

You must complete the Application for Assistance:

<https://www.colorado.gov/pacific/sites/default/files/Medicaid%20Child%20Health%20Plan%20Plus%20Food%20and%20Cash%20Assistance%20Paper%20Application%20-%20English.pdf>

The completed application needs to be submitted to: Jefferson County Human Services Building
900 Jefferson County Parkway, Suite 175
Golden, CO 80401
Phone: (303)271-4707 Fax (303)271-4805

Once you submit your application, the LTC office will contact you by phone and schedule a financial assessment interview. After the financial assessment interview, you will call the Single Entry Point at 303.271.4216. The Single Entry Point number will schedule an appointment for a home visit. During the home visit, the worker will assess your daily living skills and disability.

If you need assistance in applying, call the Navigation team at 303.432.5130



Please contact Single Entry Point (SEP if applying in Jefferson County) to make a referral and set up a Functional Assessment at 303-271-4216.

Please put together copies of the paperwork below and then contact Navigation to set up an appointment to complete the financial application.

Everyone:

- ___ Birth Certificate (Can also be a passport or immigration papers)
- ___ Social Security Card
- ___ Colorado ID or Driver's License
- ___ Checking and Savings account bank statements for the last six months (for ALL accounts)

If Applicable:

- ___ Social Security Income Benefit Statement for past year
- ___ Rent Receipt or Mortgage Statement
- ___ Documentation of Life Insurance or Burial Policies
- ___ Paystub from any current employment
- ___ Automobile Registration or Title

How to get a Birth Certificate

CO Birth Certificates may be obtained through the Office of Vital Statistics at **(303) 692-2200**.

- Cost: \$17.75 for first copy of birth certificate
- **Birth Certificate Applications** are available at: <https://www.colorado.gov/pacific/cdphe/birth-forms-and-applications>
- CO Birth Certificates may be ordered:
 - **Online** at www.cdphe.state.co.us/certs
 - **By phone** at 1-866-300-8540
 - **By fax** at 1-800-423-1108
 - **By mail** (2-3 weeks) at:
 - Colorado Department of Public Health and Environment
 - Vital Records Section
 - 4300 Cherry Creek Drive South
 - Denver, CO 80246
 - **In person** at: Jefferson, Clear Creek, & Gilpin Counties Vital Records
 - 800 Jefferson County Parkway, Suite 1300, Golden, CO
 - 303-271-6450
 - Office hours are: Monday through Friday, 8:30 a.m. - 4:00 p.m.
 - **In person** at: CO Dept. of Public Health & Environment – Vital Records
 - 4300 Cherry Creek Drive South, Denver, CO
 - Office hours are from 8:30 a.m. to 4:30 p.m., Monday—Friday
 - The best times to visit are Tuesday, Wednesday and Thursday mornings.



Acceptable Documentation:

One item from primary list – Photo Driver’s License, Photo ID Card (DMV), School, University or College ID Card (must be current), U.S. Passport, U.S. Military ID Card, City of Denver County Jail Inmate ID, Colorado Department of Corrections ID card, CO Temporary Driver’s License (with hole-punched Driver’s License), Department of Human Services Youth Corrections ID, Employment Authorization Card (I-766), Foreign Passport, Government Work ID, Job Corps ID, Temporary Resident Card, U.S. B1/B2 Visa card with I-94, U.S. Certificate of Naturalization, U.S. Citizenship ID Card (I-197), Alien Registration Receipt/Permanent Resident Card, Certificate of U.S. Citizenship

(OR)

Two items from the secondary list – Social Security Card, Work ID, Paycheck Stub (within 3 months), or W-2 (last tax year), Medicare Card, Social Services Card (Medicaid, WIC), Hospital birth worksheet (ID for mothers- within 6 months of event), Acknowledgment of Paternity document (Colorado only), Birth Certificate of Applicant (U.S. only), Court order of adoption or name change, Craft or trade license (Colorado only), DD-21, Divorce Decree (U.S. only), Hunting or Fishing License (must be current-Colorado only), IRS-TIN card, Marriage license (U.S. only), Merchant mariner card, Mexican voter registration card, Motor vehicle registration or title (must be current -U.S. only), Pilot license, Selective Service Card (U.S. only), State or Federal Prison or Corrections Card, Tribal ID Card, Weapon or gun permit (U.S. only), Any Expired document from the “Primary” List (cannot be expired more than 6 months)

If you cannot provide acceptable ID, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide the appropriate identification, to request the certificate. Please note that **proof of relationship is required if your name is not listed on the birth certificate: (e.g. marriage certificates, court orders)

Out of State Birth Certificates: Please contact the Office of Vital Statistics in the state you were born.

How to get a Social Security Card/Number:

You can get an original Social Security card or a replacement card if yours is lost or stolen by following the steps below. Any person 12 years of age or older requesting an original Social Security Card must apply in person at your local Social Security Office.

1. Complete an *Application for A Social Security Card* (Form SS-5), which can be found at <https://www.ssa.gov/forms/ss-5.pdf>.
2. Gather the correct documents. You will need to prove your U.S. Citizenship or immigration status, age, and identity. You must provide original documents or certified copies by the issuing agency. The *Social Security Agency will not accept photocopies or notarized copies of documents.*
 - **U.S. Citizenship or Immigration Status** – Original U.S. Birth Certificate, U.S. Passport, Consular Report of Birth, Certificate of Naturalization, or Certificate of Citizenship.
 - **Age** - Original U.S. Birth Certificate, if not available, the following documents might be able to be used: a religious record made before the age of 5 showing your date of birth, U.S. hospital record of your birth, or a U.S. Passport.
 - **Identity** – U.S. Driver’s License, State issued non-driver Identification Card, or a U.S. Passport



- For additional information about the documents you will need, please visit: <https://www.ssa.gov/ssnumber/ss5doc.htm>.
3. Take or mail completed application/original documents to your local SSA office:
- **Lakewood SSA Office:** 1-800-772-1213
13151 W. Alameda Parkway, Lakewood, CO 80228

Note: One document may be used for two purposes. For example, a U.S. Passport may be used as proof of your identity and your citizenship. However, you still need to provide at least two separate documents. **There is no charge for a Social Security Card.**

How to apply for or renew an ID Card:

There are times when non-driving residents of Colorado will need to show identification, and it is important to have an ID card sanctioned by the Colorado Division of Motor Vehicles. **Note: it is unlawful to hold both a state-issued ID card and a driver's license.**

To obtain a state-issued ID for the first time:

- You must visit the DMV in person to obtain your ID for the first time. You may visit the DMV during normal business hours or schedule an appointment by visiting: <https://coloradodor.hosted.acftechnologies.com/WAColorado/ACFCustom/Service.aspx>
- You must provide the following information during appointment. For a full list of documents, visit: <https://www.colorado.gov/pacific/dmv/identification-card>
 - **Identification documents to prove full legal name, date of birth, identity and lawful presence in the United States:** Example documents include: CO ID or CO License (expired less than 10 years), U.S. Passport, Out-of-State Driver's License (unexpired), Permanent Resident Card, Certificate of Citizenship.
 - **Proof of your Social Security Number:** Example documents include: Social Security Card (un-laminated), W-2 form, SSA-1099 form, Non SSA-1099 form, Paystub with Applicant's name and Social Security number.
 - **Proof of current Colorado address:** Example documents include: Computer generated bill (utility, credit card, doctor, hospital, etc.), Bank Statement, Pre-printed Paystub, First-Class Mail (Government Agency or Court), Current Homeowner's, Renter's, or Motor Vehicle Insurance Policy, Mortgage, Lease, or Rental Agreement, Transcript/Report Card from Accredited School, Motor Vehicle Registration, USPS Change of Address form, DD214 (Need two documents proving physical address).
- Payment:
 - Under 60 Years Old - \$11.50
 - Over 60 Years Old – FREE

Cash, Check (Payable to DOR), and Credit Card (Visa, MasterCard, American Express, and Discover) accepted.

