

Homeless Identification and Birth Certificate Project Instructions to make a referral

PURPOSE: Program provides funding for birth certificates and/or state identification/driver's license renewals to individuals in Worcester County.

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

Minor children in the care of a qualifying adult who 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 mental illness and substance use disorder
- c. Currently homeless or at 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 Maryland Public Behavioral Health System

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

- a. The "**Worcester County Local Behavioral Health Authority Homeless I.D. Project FY 2019 Application/Intake**".
- b. The "**Worcester County Local Behavioral Health Authority 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.***
- c. The "**Worcester County Local Behavioral Health Authority Consent to Release/Obtain Confidential Information for the Homeless I.D. Project**". This gives the Worcester County Local Behavioral Health Authority permission to process your request and send your information to the authority or agency issuing the requested documents.
- d. If the birth certification is from a state other than Maryland, include the original application for the out-of-state birth certificate. (Most states require an original and will not accept a faxed copy.)

3. Submit the application packet by mail or by hand delivery to:

Worcester County Local Behavioral Health Authority
6040 Public Landing Road
Snow Hill, MD 21863

Telephone: 410-632-3366

Contact person: Britany Dennis