



Serving the **COMMUNITY**



Mercer County Board of Social Services
200 Woolverton St.
P.O. Box 1450
Trenton, NJ 08650-2099

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DIRECTOR OF WELFARE
FRANK A. CIRILLO

Mercer County Board of Social Services

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Trenton, NJ 08650

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COUNTY EXECUTIVE
BRIAN M. HUGHES



Frank A. Cirillo
Director of Welfare

This booklet serves as an introduction to the many services provided by the Mercer County Board of Social Services (MCBOSS). MCBOSS has been serving the citizens of Mercer County since 1932. It was established under the authority of New Jersey Statutes Annotated (NJS) 44. The agency's mission statement is:

The Mercer County Board of Social Services is committed to providing economic and social services to individuals and families residing in Mercer County based upon financial need.

In order to meet its mission the agency has adopted the following guiding principles:

- Treat each person with dignity and respect.
- Strengthen families.
- Direct programs to address the entire spectrum of a family's needs, not just the discrete needs of individuals.
- Provide services that will protect those that are most vulnerable, i.e., elderly and children.
- Promote individual responsibility.
- Empower persons to move off assistance and toward independence.
- Make work more rewarding than assistance.
- Allow flexibility in programs to accommodate state, local, and individual differences.
- Focus success measures on persons, not on processes.
- Use public funds efficiently.
- Build partnerships within the community.
- Build community.

Contained within the following pages is a description of each program administered by MCBOSS, as well as general eligibility information, phone numbers for requesting specific information and service locations. We hope that you find the information in this booklet helpful.

Frank A. Cirillo

OUR PLEDGE OF SERVICE

- To service you in a timely, courteous and efficient manner.
- To provide you an opportunity to ask questions regarding benefits and programs or services that are available.
- To answer any questions regarding benefits, programs or services and have the program explained to you in a manner that will help you understand program benefits and requirements.
- To provide written notification if your benefits are reduced or discontinued.
- To keep all the information you provide private and confidential.
- To provide immediate and/or emergency assistance benefits where applicable. If you can demonstrate you are in immediate need when you apply, you have the right to immediate assistance while your application is being processed.
- To offer you the opportunity to examine your case file in accordance with the Open Public Records Act.
- To offer you a fair hearing if you disagree with any action taken on your case or the agency does not respond to your application.

You Have the Right to:

Know the name of your worker:

- You will probably have more than one worker, especially if you are applying for the Work First New Jersey Program.
- The worker that takes your application and answers questions about our services is an **In-take Worker**.
- The worker that will process your case and issue: Cash, NJ SNAP, and/or Medicaid benefits is an **Eligibility Worker**.
- The worker that helps with employment, childcare, housing, and emergency assistance is a **Social Worker**.
- The worker that helps establish child support orders on behalf of your child/children is a **Child Support Worker**.

Non Discrimination Claim:

You have the right to receive fair and equal treatment regardless of age, sex, race, color, disability, religious creed, marital status, sexual orientation, national origin or political beliefs. If you have been treated differently, you are to immediately tell a staff member of the Mercer County Board of Social Services what happened and request a copy of the Discrimination Complaint Form, Provision of Services, or write to either:

Director
State of New Jersey
Division of Family Development
P.O. Box 716
Trenton, New Jersey 08625

Regional Director
US Department of Health and Human Services
Office of Civil Rights
Federal Building, 26 Federal Plaza
New York, New York 10278

Before you leave, Make Sure:

- You know the name (on employee ID) and telephone/fax number of your worker.
- You know what additional information is required by you to complete your application.

ADDRESS AND HOURS OF OPERATION

ADDRESS:

Mercer County Board of Social Services
200 Woolverton Street
P.O. Box 1450
Trenton, NJ 08650

HOURS OF OPERATION:

Monday and Wednesday through Friday: 8:30 a.m. to 4:30 p.m.
Tuesday: 8:30 a.m. to 8:30 p.m.

Staff is also available at the following centers. **Please contact the center for an appointment.**

- Capital Health Regional Medical Center
750 Brunswick Avenue
Trenton, NJ 08638
609-394-6000 Ext. 2129
- Capital Health Medical Center - Hopewell
One Capital Way
Pennington, NJ 08534
609-303-4000
- Henry J. Austin Health Center at Warren Street
321 North Warren Street
Trenton, NJ 08618
609-278-5936

WORK FIRST NEW JERSEY TEMPORARY ASSISTANCE TO NEEDY FAMILIES PROGRAM

WHAT IS THE WORK FIRST NEW JERSEY/TEMPORARY ASSISTANCE TO NEEDY FAMILIES (WFNJ/TANF) PROGRAM?

The WFNJ/TANF Program is New Jersey's assistance program for families. This program is designed to promote personal responsibility, instill dignity, self-sufficiency and pride through work. Through a strict enforcement of child support obligations from legally responsible relatives, this program reinforces all parents' responsibility for their children. Recipients are required to participate in a work related activity. This activity is coordinated by the Mercer County Board of Social Services and the Mercer County One Stop Career Center.



WHAT SERVICES DOES THE WFNJ/TANF PROGRAM PROVIDE?

- Cash assistance, limited to a maximum of five years over your lifetime. Benefits are accessed through a Families First Electronic Benefit (EBT) Card.
- Emergency assistance.
- Support services such as child care and transportation services for those working or participating in a work related activity.

Note: WFNJ/TANF families may be eligible for the New Jersey Supplemental Nutrition Assistance Program (see page 9) and Medicaid (see page 12).

HOW DO YOU APPLY FOR THE WFNJ/TANF PROGRAM?

Residents of Mercer County may apply for WFNJ/TANF at the Mercer County Board of Social Services. Applicants may also apply online or screen for services at: **www.njhelps.org**. After the online application has been received, the applicant will receive an appointment for an interview.



WORK FIRST NEW JERSEY GENERAL ASSISTANCE PROGRAM

WHAT IS THE WORK FIRST NEW JERSEY/GENERAL ASSISTANCE (WFNJ/GA) PROGRAM?

The WFNJ/GA Program is New Jersey's assistance program for single adults and couples without children. This program is designed to promote personal responsibility, instill dignity, self-sufficiency and pride through work. Able bodied recipients are required to participate in a work related activity. This activity is coordinated by the Mercer County Board of Social Services and the Mercer County One Stop Career Center.

WHAT SERVICES DOES THE WFNJ/GA PROGRAM PROVIDE?

- Cash assistance, limited to a maximum of five years over your lifetime. Benefits are accessed through a Families First Electronic Benefit (EBT) Card.
- Emergency assistance.
- Limited medical coverage.
- Support services such as transportation services for those working or participating in a work related activity.
- Transitional and readjustment services to former offenders leaving correctional facilities and returning to Mercer County.
- Housing, transportation and referral services to veterans.

Note: WFNJ/GA recipients may be eligible for the New Jersey Supplemental Nutrition Assistance Program (see Page 9).

HOW DO YOU APPLY FOR THE WFNJ/GA PROGRAM?

Residents in the City of Trenton, Ewing Township, Hamilton Township, Hightstown Borough, Hopewell Borough, Hopewell Township, Lawrence Township, Pennington Borough, Robbinsville Township, and West Windsor may apply for this program at the Mercer County Board of Social Services. Individuals who reside in other municipalities within Mercer County should contact their municipality to apply. Applicants may also apply online or screen for services at: www.njhelps.org. After the online application has been received, the applicant will receive an appointment for an interview.

WORK FIRST NEW JERSEY REFUGEE RESETTLEMENT PROGRAM

WHAT IS WORK FIRST NEW JERSEY (WFNJ) REFUGEE RESETTLEMENT PROGRAM?

The WFNJ Refugee Resettlement Program was designed to help meet the needs of refugees. An individual is considered a refugee if he/she fled his/her country of national origin because of fear of persecution on account of race, religion or political opinion. Recipients are required to participate in a work related activity.

The United States Immigration and Naturalization Service has established a classification system for refugees. Eligibility for this program is based on the classification of the refugee. Our staff will review the status of the individual to determine if he/she meets the guidelines for eligibility. For a large extended family, eligibility for each individual or couple in the household will be established separately.

Citizens of the United States are not eligible for this program.

WHAT SERVICES DOES THE WFNJ REFUGEE RESETTLEMENT PROGRAM PROVIDE?

- Cash assistance limited to a total of 8 months from date of entry into the United States.
- Medical assistance.

Note: Certain refugees may be eligible for the New Jersey Supplemental Nutrition Assistance Program (see page 9).

HOW DO YOU APPLY FOR THE WFNJ REFUGEE RESETTLEMENT PROGRAM?

Residents of Mercer County may apply for WFNJ Refugee Resettlement Program at the Mercer County Board of Social Services.

ADDITIONAL WORK FIRST NEW JERSEY PROGRAMS



KINDSHIP NAVIGATOR PROGRAM – This program helps caregivers of relatives’ children find and access local support, resources and government programs for a variety of needs. For more information, call 2-1-1. Some kindship care givers who meet an income requirement and have legal guardianship of the relative child in their home, may be eligible for a monthly subsidy per child. For more information, contact your WFNJ/TANF worker.

MERCER COUNTY ONE STOP CAREER CENTER GRANT – This program encourages sanctioned WFNJ/TANF recipients to participate in a work activity which would result in sanction removal. In addition, WFNJ/GA recipients are assessed and assisted with an appropriate plan for either employment or disability services.

SUPPLEMENTAL WORK SUPPORT (SWS) PROGRAM – WFNJ/TANF recipients, who are employed and have been working at least 20 hours per week for at least four months, and still receive a partial cash grant, may be eligible to receive \$200 per month for up to 24 months. To be eligible, WFNJ/TANF recipients must have been on WFNJ/TANF for at least six months and agree to voluntarily close their case.

ADDITIONAL WORK FIRST NEW JERSEY PROGRAMS continued

SUPPORTIVE ASSISTANCE TO INDIVIDUALS AND FAMILIES (SAIF) – This program provides intensive case management services to clients who have been in receipt of WFNJ/TANF/GA for 48 months or more. The goal of the program is to assist the client to become self-sufficient. An individual may remain in SAIF for up to 24 months, as long as he/she is cooperating with the service plan.

The following program is not a Work First New Jersey Program, but is included for informational purposes.

HOME ENERGY ASSISTANCE PROGRAM – This program administered by the County Housing and Community Development Office provides financial assistance to low income families and individuals for their heating and medically necessary cooling costs. For more information, call the Mercer County Housing Office at 609-989-6858 or 609-989-6959.



TRANSPORTATION INITIATIVES

WORK PASS - All WFNJ recipients who are participating in an approved work activity are eligible to receive monthly bus passes or daily tickets in order to get to their activity site.

GET A JOB. GET A RIDE! – NJ Transit provides one free monthly bus or rail pass to qualifying new employees who attain a job with one of NJ Transit’s Corporate Partners.

EXTENDED WORK PASS – WFNJ/TANF recipients that are terminated from assistance due to employment are eligible to receive bus passes for 6 months.

“ROADS TO SUCCESS” PROGRAM - In addition to the above named programs, Mercer County Board of Social Services administers its own transportation initiative titled “Roads to Success.” Qualified participants may be eligible for these services. Each aspect of the “Roads to Success” program has its own eligibility requirements. Outlined below are the features of this program.

- **CAR REPAIR** – Qualified participants that have a car in need of repairs to make it road ready, may be eligible to receive assistance.
- **OBTAIN DRIVERS LICENSE** – Qualified participants that have never had a valid driver’s license will be assisted in obtaining one. Participants will be taught driving skills by a licensed car driving school. Participant must provide a drivers permit.
- **BUS OR RAIL TRANSIT PASSES** – Qualified participants not eligible for assistance under any other program may be eligible for bus or rail passes.
- **RESTORATION OF DRIVERS LICENSE** – Qualified participants that have had their license suspended or revoked may receive assistance in paying fines and fees in order to restore their driving privileges.
- **INSURANCE PREMIUMS** – Qualified participants that do not have automobile insurance may receive assistance under this provision.
- **EMERGENCY TRANSPORTATION SERVICES** – Qualified participants may be eligible for emergency transportation services on a temporary basis to participate in a work activity or to attend work. Requests will be evaluated on a case by case basis.

NEW JERSEY SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

WHAT IS THE NEW JERSEY SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (NJ SNAP)?

NJ SNAP helps eligible recipients buy the food necessary to maintain good health. For most households, the food benefit allotment is only part of their food budget. They must spend some of their own cash along with their food benefit allotment to buy enough food for a month.



WHAT SERVICES DOES NJ SNAP PROVIDE?

NJ SNAP provides a food benefit allotment that is accessed through a Families First Electronic Benefit (EBT) Card.

HOW DO YOU APPLY FOR NJ SNAP?

Residents (**age 18 or older**) of Mercer County may apply for NJ SNAP at the Mercer County Board of Social Services. Applicants may also apply online or screen for services at: www.njhelps.org. After the online application has been received, the applicant will receive an appointment for an interview. Most applicants may be eligible to complete their application through a telephone interview.

CHILD SUPPORT PROGRAM

WHAT IS THE CHILD SUPPORT AND PATERNITY PROGRAM?

The purpose of the Child Support and Paternity Program is to establish and enforce the support obligation owed by legally responsible relatives. All residents of Mercer County are entitled to receive services from the Child Support and Paternity Program. Families who receive WFNJ/TANF benefits are generally required to cooperate in establishing paternity and obtaining child support. Our staff is committed to improving the establishment of child support and paternity obligations of legally responsible relatives.

If your Mercer County child support order is three years old, you may request a review. If our review finds that your current child support order is 20% below the State standard, we will complete an upward modification request for an increase on your behalf. We can also help you obtain medical coverage or assistance in paying for such coverage. By using our services, you can avoid paying many legal fees related to the establishment and modification of child support and paternity orders.



WHAT SERVICES DOES THE CHILD SUPPORT AND PATERNITY PROGRAM PROVIDE?

- Establishing paternity including advancing the cost of genetic testing and distribution of results.
- Parental location and income verification.
- Establishing child support and medical insurance orders.
- Review and modification of existing orders.
- Assistance in collaborating with the enforcement of orders.

HOW DO YOU APPLY FOR CHILD SUPPORT AND PATERNITY SERVICES?

Residents of Mercer County may file an application for child support and paternity services at the Mercer County Board of Social Services and by mail. Call 609-989-4600 or 609-989-4351 to set up an appointment with a child support worker. At this time, you will be instructed on which documents to bring. The IV-D application is also available online via the NJ Child Support website at www.nichildsupport.org. Applicants must have a valid email address to use the online application. In addition, the applicant must come into the County office to sign the IV-D application for services. There is a one time processing charge of \$6.00 for non-WFNJ/TANF families.

MEDICAID PROGRAM

WHAT IS THE MEDICAID PROGRAM?

Medicaid is the Federal/State Health Assistance Program that pays medical bills for eligible needy persons. Medicaid benefits may be provided to eligible persons through Health Maintenance Organizations (HMOs). Medicaid also pays for nursing facility care for eligible individuals.

WHAT SERVICES DOES THE MEDICAID PROGRAM PROVIDE?

- Physician services
- X-ray and laboratory services
- Dental and optometry services
- Medical transportation
- Hospital in-patient care
- Nursing facility care
- Hearing aids
- Prescriptions

Note: Depending upon the category of Medicaid for which you are eligible, not all of the Medicaid services listed may be available to you.

WHAT MEDICAL ASSISTANCE PROGRAMS ARE AVAILABLE?

AIDS COMMUNITY CARE ALTERNATIVES PROGRAM (ACCAP) - offers home and community based services to persons with AIDS or with AIDS-Related Complex (ARC).

BREAST AND CERVICAL CANCER PROGRAM - may provide Medicaid Benefits to uninsured women under the age of 65 who have been diagnosed with breast or cervical cancer and are in need of treatment.

COMMUNITY RESOURCES FOR PERSONS WITH DISABILITIES - It provides many home health services to help qualified individuals stay in their homes. Eligible individuals must be disabled and can be children.

GLOBAL OPTIONS FOR LONG TERM CARE (GO) - is a consolidation of three community-based waiver programs. The program improves access to a wide range of in-home long-term supportive services for seniors and adults with physical disabilities who meet the income, asset, and nursing facility level of care requirements established by Medicaid. The program is designed to increase the type and amount of options for

MEDICAID PROGRAM continued

community care available to persons who would otherwise require nursing home placement. Individuals receive all Medicaid State Plan services. Some additional covered waiver services may include: respite care; home-based supportive care; social/medical adult day care; transportation; medical equipment and supplies; assisted living programs as well as residences; and Personal Emergency Response Systems (PERS).

HOSPICE WAIVER PROGRAM - community and institutional Medicaid Services for the terminally ill.

MEDICAID ASSISTANCE PROGRAM - provides Medicaid benefits to WFNJ recipients who meet the eligibility requirements of the former AFDC (Aid to Families with Dependent Children) Program.

MEDICAID ONLY- provides medical assistance to income/resource eligible aged, blind or disabled individuals or couples, based on living arrangements in the community, or to an individual in need of Title XIX facility (such as hospital for acute care) for 30 consecutive days. Also provides nursing home assistance.

MEDICAID SPECIAL PROGRAMS - provides Medicaid coverage to dependent or independent child under age 21.

MEDICAL EMERGENCY PAYMENT PROGRAM FOR ALIENS - may cover the medical bills related to the treatment of emergency medical conditions and is only for residents of NJ who meet all other Medicaid eligibility requirements except for their US citizenship/legal alien status. Undocumented immigrants or immigrants who do not have Legal Permanent Resident status for five years who are aged 65 or older, blind, permanently disabled, pregnant, under 21 years old or a caretaker relative of children under age 19 may apply if they have had a recent medical emergency. An application must be made within three months of the date of the emergency to be considered for coverage under this program.

MEDICALLY NEEDY PROGRAM - offers Medicaid coverage with limitations to individuals 65 or older, persons blind or disabled, children under 21 or pregnant women who have income or assets too high to qualify for other Medicaid programs. Also provides nursing home assistance.

NEW JERSEY CARE...SPECIAL PROGRAM – an expansion of the Medicaid Program, authorizing complete Medicaid coverage to eligible pregnant women during their

MEDICAID PROGRAM continued

pregnancy and for 60 days following the date on which the pregnancy ends. Coverage is also provided to eligible infants, up to age 1, persons aged 65 or older, persons blind or disabled.

NEW JERSEY MEDICAID TRAUMATIC BRAIN INJURY (TBI) – provides home and community based services to eligible persons disabled by a traumatic brain injury. Eligible applicants must be 18 to 65 years of age and meet certain medical requirements regarding brain injury.

NEW JERSEY WORKABILITY PROGRAM - for individuals under the age of 65 who are employed at least part time despite having a disability.

NJ FAMILYCARE - can help meet the health care needs of eligible children 18 and younger as well as certain low-income parents/guardians, who do not have health insurance coverage. Eligibility is based on income and the number of people in the family.

PROGRAM OF ALL INCLUSIVE CARE FOR THE ELDERLY (PACE) - participants receive customized care that is planned and delivered by a coordinated interdisciplinary team. Participants must be at least 55 years old, live in the service area, and be certified as eligible for nursing home care. Services include but are not limited to: primary care, hospital care, prescription drugs, home care, physical therapy, adult day care, meals, dentistry, and transportation. PACE accepts Medicare and/or Medicaid. In Mercer County, the PACE program is offered through Life St. Francis (609-599-5433). Inquires can also be directed to the Mercer County Board of Social Services at 609-989-4664.

QUALIFIED MEDICARE BENEFICIARY (QMB) PROGRAM - provides eligible recipients with payment of the Medicare Part B medical insurance premium and deductibles.

There are additional programs available through State licensed providers. They are listed below. These providers will complete the application and forward them to the Mercer County Board of Social Services for processing of eligibility for one of the Board's administered Medicaid programs.

NJ FAMILYCARE PRESUMPTIVE ELIGIBILITY PROGRAM - provides children who do not have health insurance coverage with access to medical care while awaiting a full determination of their eligibility for NJ FamilyCare.

MEDICAID PROGRAM continued

NEW JERSEY CARE-PREGNANT WOMAN PRESUMPTIVE ELIGIBILITY PROGRAM - medical assistance presumptive eligibility program offering prenatal care to eligible pregnant women prior to application for Medicaid benefits and while an application is being processed. The qualified presumptive eligibility provider completes the application for presumptive eligibility.

NEW JERSEY SUPPLEMENTAL PRENATAL CARE PROGRAM - based on available funding provides prenatal care to eligible legally admitted immigrant women who entered the United States as permanent residents on or after August 22, 1996 and are ineligible for Medicaid due to a restriction in the Personal Responsibility and Work Opportunity Act of 1996.

The following program is not administered by the Mercer County Board of Social Services but is included for informational purposes.

NJ FAMILYCARE/PREMIUM SUPPORT PROGRAM – allows uninsured families and single adults to purchase available employer sponsored health assistance, please call 1-800-356-1561.

HOW DO YOU APPLY FOR THE MEDICAID PROGRAM?

Residents of Mercer County may file an application for Medicaid at the Mercer County Board of Social Services. **Based on need, applications can be taken at home, in a hospital or in a nursing facility.**

NJ FamilyCare applications may be completed online at: www.njfamilycare.org or www.njhelps.org.

SOCIAL SERVICE PROGRAM

WHAT IS THE SOCIAL SERVICE PROGRAM?

Our Social Service staff work with individuals/families who are eligible for **WFNJ/TANF/GA, Supplemental Security Income (SSI) or have a limited income**. Emphasis is placed on social rehabilitation, crisis intervention and problem solving.

WHAT TYPES OF SOCIAL SERVICES ARE AVAILABLE?

ADULT PROTECTIVE SERVICES - are provided to **vulnerable adults** residing in the community who are at risk for harm because they cannot adequately protect themselves. Allegations of abuse, neglect or exploitation of the elderly, blind or disabled are investigated by our staff and various services are provided to eliminate the risk. Adult Protective Services are provided regardless of income.

ADULT SOCIAL SERVICES - provides services to **elderly, blind or disabled adults in the community**. Services include assistance with housing, home health aides, and various support services. This includes those who reside in Boarding Homes, Residential Health Care Facilities, and Rooming Houses. Our staff also investigates any complaints received about these facilities and provides outreach services to those who reside in these facilities.

EARLY PERIODIC SCREENING DIAGNOSIS AND TREATMENT PROGRAM - assures **Medicaid eligible children** a yearly medical screening examination.

EMERGENCY ASSISTANCE - provides assistance to prevent homelessness to **recipients of WFNJ/TANF/GA and SSI**. Benefits include, but are not limited to: essential food, clothing, shelter and household furnishings; temporary rental assistance or back rent or mortgage payments; utility payments (such as heat, water, and electric); transportation to search for housing; and moving expenses.

FAMILY HOUSING INITIATIVE - provides permanent housing for approximately 50 homeless **WFNJ/TANF** families who have moderate barriers to self-sufficiency. Housing is provided and subsidized with temporary rental assistance. With the goal of assisting the family to eventually be able to afford the home without the rental assistance, intensive case management is provided to these families, exploring the barriers that may be holding the family back from becoming self-sufficient.

SOCIAL SERVICE PROGRAM continued

FAMILY PLANNING PROGRAM – provides information to all **WFNJ/TANF recipients or other interested individuals** on the family planning resources available in the community.

HOMELESS HOTLINE – provides assistance for **families and individuals in a homeless situation** to be placed in a motel/hotel for one night per year. The program also provides services that link recipients with other emergency assistance programs for which they may be eligible. Please call 609-278-1481 to speak with a trained professional.

RAPID REEMPLOYMENT INITIATIVE - is a 30-90 day program designed to provide to the **WFNJ/TANF** recipient who has exhausted unemployment or has a recent work history a fast track through WFNJ system in an effort to reemploy the individual. Services will be provided to assist each individual and address any current barriers such as housing, transportation and childcare.

RAPID REHOUSING - provides permanent housing for approximately 60 homeless **WFNJ/TANF** families who have moderate barriers to self-sufficiency. Housing is provided within 30-60 days of the application for services and is subsidized with temporary rental assistance. Intensive case management is provided to these individuals by staff from Catholic Charities, with the goal of assisting the family to eventually be able to afford the home without rental assistance.

WORK FIRST NJ PROGRAM – through the assistance of case managers, provides **WFNJ/TANF/GA recipients** with the opportunity to gain job skills, experience and education necessary to obtain employment. Special support services are made available to recipients to permit them to take responsibility for full time employment and economic self sufficiency for themselves and their families.

HOW DO YOU APPLY FOR SOCIAL SERVICES?

Individuals, families or persons requesting help or information on someone else's behalf should contact our **Social Services Intake Office at 609-989-4451**. A member of our staff will be available to assist you and answer your questions.

Adult Protective Services inquiries should be directed to **609-989-4347**.

PAYMENT OF FUNERAL AND BURIAL EXPENSES

WHAT IS THE PAYMENT OF FUNERAL AND BURIAL EXPENSES?

Claims for funeral and burial expenses are considered for **persons determined eligible for certain public assistance programs** or for **indigent individuals** in Mercer County.

WHAT TYPE OF SERVICES ARE PROVIDED FOR THE PAYMENT OF FUNERAL AND BURIAL EXPENSES?

- Payment of funeral expenses which amount to \$2,246 or less.
- Payment of burial expenses/cremation charges which amount to \$524 or less for persons determined eligible for certain public assistance programs.

Note: Next of kin and interested parties may contribute to the costs of funeral and burial up to the amount of \$1,570 for persons determined eligible for certain public assistance programs. This contribution shall be **excluded in its entirety** when the agency is determining the amount of its payment in the cost of the funeral/burial. Contributions exceeding \$1,570 shall reduce the funeral/burial allowance dollar for dollar.

HOW DO YOU APPLY FOR THE PAYMENT OF FUNERAL AND BURIAL EXPENSES?

Please call 609-989-4343 to speak with a trained professional.

COMMUNITY PARTNERS LOCATED AT THE MERCER COUNTY BOARD OF SOCIAL SERVICES

NJ FAMILYCARE – 1-800-701-0710

Health Benefits Coordinators educate the Medicaid consumer regarding New Jersey FamilyCare, choices for Managed Care health benefits and help to solve any problems with managed care.

SUBSTANCE ABUSE INITIATIVE – 609-989-4350

The Substance Abuse Initiative is a special initiative from the Department of Human Services that recognizes substance abuse problems as an obstacle to employment. Intensive case management and other interventions are provided to help remove these obstacles and assist participants in obtaining and maintaining employment.



FREQUENTLY REQUESTED DOCUMENTS

IDENTIFICATION

1. Driver's License
2. Voter Registration Card
3. Clinic/Medical Card
4. Work ID
5. School ID
6. US Passport
7. Non-Driver ID
8. Mercer County ID
9. Military ID

DOCUMENTS

1. Birth Certificate
2. Social Security Card
3. Alien Registration Card
4. Divorce Decree
5. Support Orders
6. Marriage License
7. House Deed

RESIDENCY

1. Address Verification
2. Rent/Mortgage Receipt
3. Tax/Utility Bill

HOUSEHOLD MEMBERS

1. Information may have to be provided regarding your household members

MEDICAL INFORMATION

1. Medical Form Completed
2. Unpaid Medical Bills Prior To Application
3. Health Insurance Payments
4. Medical Statement

EARNED & UNEARNED INCOME

1. Most Recent Pay Stubs
2. Income Verification from Employer
3. Self-employment Statement
4. Support/Alimony payments
5. Veteran's Benefits
6. Social Security Check
7. Unemployment Check
8. Workman's Compensation
9. Loans (personal & educational)
10. Work Study Pay Stubs
11. School Scholarship (BEOG/PELL, SEOG, TAG, etc.)
12. Alien Sponsor
13. General Assistance
14. Temporary Disability

RESOURCES

1. Checking, Savings
2. Credit Union, Statements
3. Stocks and Bonds
4. Christmas Clubs
5. Car Registration
6. Insurance Policies
7. Burial Plots
8. Real Estate
9. Other Vehicles (boats, trucks, trailers, motorcycles)
10. Alien Sponsor

SHELTER EXPENSES

1. Rent/Mortgage Receipt
2. Telephone Bill
3. Installation/Connection Charges
4. Real Estate Taxes
5. Electric Bill
6. Gas/Oil Bill
7. Water/Sewage Bill
8. Residential Insurance

WORK/SCHOOL EXPENSES

1. Child Care/Day Care
2. Disabled Adult Care
3. School Expenses, (Tuition, Books, Supplies, Mandatory Fees, Transportation)

FREQUENTLY CALLED TELEPHONE NUMBERS AND ACCESSED WEBSITES

County of Mercer	http://nj.gov/counties/mercerc/
Families First Card Customer Service	1-800-997-3333
Mercer County Board of Social Services	
Adult Protective Services	609-989-4347
Consumer Information	609-989-4320 or 609-989-4491
Fair Hearing Hotline	1-800-792-9773
Fraud Complaint Line	609-989-4400
Homeless Hotline	609-278-1481
Social Services Intake Office	609-989-4451
Toll Free Number	1-800-564-1595
Website	www.mcboss.org
Medicaid Fraud and Abuse Hotline	1-888-937-2835 or 1-888-692-2140
New Jersey Child Support	
Information Line	1-877-NJKIDS1
Website	www.njchildsupport.org
NJ FamilyCare	
Call	1-800-701-0710
Website	www.njfamilycare.org
NJ SNAP Information Line (toll-free)	1-800-687-9512
NJ HELPS	www.njhelps.org
NJ OneApp	www.njoneapp.org
State of New Jersey	www.state.nj.us

DIRECTIONS

From the West:

1. Take Route 95 to Route 29 South.
2. Follow Route 29 to Cass Street exit.
3. Make a left onto Cass Street. Go over railroad tracks.
4. Make a right onto Woolverton Street (McDonald's is on the corner). Building is at the end of street.

From the East:

1. Take I-195 West to Routes 129/29 North at the I-295 interchange.
2. Stay right on Route 129 North to Cass Street, East exit.
3. Turn right onto Cass Street.
4. Make a right onto Woolverton Street (McDonald's is on the corner). Building is at the end of the street.

From the South:

1. Take Route 130 or Route 206 North to I-295 North.
2. Follow I-295 North to the interchange with Routes 129/29 North.
3. Follow directions 2, 3, and 4 from East directions.

From the North:

1. Take New Jersey Turnpike to Exit 7A. Take I-195 West towards Trenton.
2. Follow directions 1, 2, 3, and 4 from East directions.

From Route 1 South:

1. Route 1 splits past Quakerbridge Mall. Stay to the left (do not take alternate Route 1). Continue to Routes 129/95 South exit (just past the Market Street/Trenton Train Station exit). Motor Vehicle building is on right.
2. Follow Route 129 South to Cass Street, EAST exit. Turn left onto Cass Street.
3. Make a right onto Woolverton Street (McDonald's is on the corner). Building is at the end of the street.

Note: Cass Street is also known as Thunder Road.

MAP

