

Mainstream Benefits Referral Worksheet	
Name of Client:	
To determine the programs to which a particular person should be referred:	
Step 1: Determine the person's monthly income for the most recent month.	\$ _____
Step 2: Look at the HHS Poverty Guidelines. Determine into which percentage category the person's income (Line 1a) falls.	_____ %
Step 3: Determine the type(s) of household; <ul style="list-style-type: none"> • single adult without children, • aged, blind or disabled, • adult with children in the home (includes pregnant woman) • veteran 	
Step 4: Look at both patchwork quilt charts. Look down the left column to identify the 'category' into which the person falls. Move to the right under the appropriate income bracket as determined in Step 1.	
Step 5: Identify the health programs for which the person may qualify.	
Step 6: Identify the non health programs for which the person may qualify.	
Step 6a: If possibly eligible for Food Stamps, assess potential eligibility for <i>Emergency</i> Food Stamps (below)	
Step 7: Complete appropriate application(s) for identified programs.	
Step 8: Submit completed application(s) to appropriate office.	

Screening tool for Emergency Food Stamps	Enter amount
1. How much does the person have in cash, checking, savings or any other liquid assets?	\$ _____
2. How much income from employment, SSA, SSI, Child support, contributions, or other sources has been received/or is expected to be received during the month?	\$ _____
3. Total of person's income and liquid assets	\$ _____
4. How much is the current rent/mortgage payment?	\$ _____
5. Is the person billed for utilities separately from rent/mortgage? Circle one <div style="text-align: center;">YES NO</div> Pick the ONE amount that is most appropriate <ul style="list-style-type: none"> • If YES and billed for heat or air conditioning enter \$259, or • If YES and billed for at least 2 utilities without heat or air conditioning enter \$155, or • If YES and billed for 1 utility without heat or air conditioning enter \$32 • If NO but the person has a phone (cell or land line) enter \$27 • If NO and none of the above applies enter \$0 	\$ _____
6. Total of rent and utility amount	\$ _____
7. Subtract line 3 from line 6.	\$ _____

If line 3 is less than line 6 the person may be eligible for emergency (expedited Food Stamps). An interview is to be held within 2 days of an application being left at the IDHS office