2-002.02 Local Office Activities: Local offices ~~shall~~ must accept ~~Special Services for Children and Adults,~~ all requests for DPF Support applications and forward to DHHS Central Office staff.

Local office staff ~~shall~~ must assist potential clients to complete the application, as requested.

2-002.03 Central Office Responsibilities: Central Office staff ~~shall~~ will:

1. Mail an application to each person requesting one;
2. Answer questions to facilitate application;
3. Evaluate each completed application to determine eligibility;
4. Notify each applicant in writing when a decision is reached; and
5. Maintain a waiting list of eligible applicants, as appropriate.
6. Provide the opportunity for a fair hearing (see 472 NAC 4-004); and
7. Provide information and referral to any applicant whose request for assistance under this program is denied.

2-002.04 Application Form DPF-1: Form DPF-1, "Disabled Persons and Family Support Application," contains the information used by ~~Department~~ DHHS staff to determine program eligibility. The application requires general information, medical information, income information and verification, verification of need, and evaluations from other support programs. The applicant ~~shall~~ must ensure that the completed application includes all necessary information.

2-002.05 Citizenship/Legal Presence: To be eligible for the Disabled Persons and Family Support (DPFS) Program, an applicant must be a citizen of the United States of America or a qualified alien under the federal Immigration and Nationality Act and be lawfully present in the United States, as required by Neb. Rev. Stat. § 4-108 to 4-112.

1. Attestation: The applicant must attest that s/he is a citizen of the United States of America or that s/he is a qualified alien under the federal Immigration and Nationality Act, 8 USC 1101 et seq., as such act existed on January 1, 2009; and is lawfully present in the United States. The applicant must provide his/her immigration status and alien number, and agree to provide a copy of his/her United States Citizenship and Immigration Services (USCIS) documentation upon request.
2. Verification: For any applicant who has attested that s/he is a qualified alien under 472 NAC 2-002.05, eligibility for benefits must be verified through the Systematic Alien Verification For Entitlements Program. Until verification of eligibility is made, the attestation may be presumed to be proof of lawful presence unless the verification is required before providing the public benefit under another provision of state or federal law.

2-003 Needs Assessment

2-003.01 Medical Need: Each applicant ~~shall~~ must submit Form DPF-2, "Disabled Persons and Family Support Disability Report," or other medical report containing similar information with Form DPF-1 to verify that s/he meets the program definition of disability. The medical information supplied must support the applicant's request for assistance.

2-003.02 Alternate Support Programs: The assistance provided by the DPF Support Program is supplemental to any other support program for which the applicant is eligible. The applicant ~~shall~~ must:

1. Submit current program plans if currently receiving support from a service program, as requested;
2. Describe any support received in the past from any service program;
3. Report any instance when an application for service was denied;
4. Apply to all appropriate resources not previously explored; and
5. Accept any appropriate support offered through another program.