

Notice of Rights and Responsibilities of General Assistance Applicants and Recipients

RIGHTS

As an applicant or recipient of General Assistance (GA), you have certain **rights**.

You have the right to apply for GA at any time. Application must be in writing and must contain at least your name, mailing address and signature. Should you desire, you may have help in filling out the application form. Your application must be submitted to the General Assistance Office, however, you may do this by mail.

You have the right to be treated with courtesy, consideration and respect. You also have the right not to be discriminated against or denied GA because of race, religious belief, color, sex, marital status, sexual preference, national origin, age, handicap or political affiliation. If you feel that you have not been treated courteously or that you have been discriminated against, you have the right to complain to the General Assistance Office without retaliation.

You have the right to look at the General Assistance Handbook used by the General Assistance Office to determine eligibility and payment amounts. You have the right to ask questions about your case and to examine your case file at a reasonable time in the presence of a representative of the General Assistance Office.

Under most circumstances, you have the right to prevent the General Assistance Office from disclosing information about your case to anyone.

Finally, you have the right to appeal any action, inaction or decision of the General Assistance Office with which you disagree.

RESPONSIBILITIES

As an applicant or recipient you also have certain **responsibilities**. Your failure or refusal to fulfill these responsibilities could result in a denial or termination of General Assistance benefits

You must provide the General Assistance Office with any information necessary to determine if you are eligible for GA. You must also permit the General Assistance Office access to any information necessary to determine your eligibility. You must cooperate with the General

Assistance Office in obtaining this information at any time, even after you have been approved for General Assistance.

You must keep all scheduled appointments with the General Assistance Office.

Unless exempt, you must actively seek work, register every 30 days with the Illinois Department of Employment Security and participate in the Community Work Program.

You must also advise the General Assistance Office immediately of any changes in your circumstances, such as a change of address, income, assets or household composition, which might affect your eligibility for General Assistance.

You have a responsibility to utilize all resources at your disposal and to apply for any benefits for which you might be eligible. If the General Assistance Office refers you to another office or agency to apply for benefits or receive training, you must accept and follow-up such referral in good faith.

I acknowledge receiving a copy of this Notice of Rights and Responsibilities

this _____ day of _____, 20 _____

Applicant/Recipient: _____

FOR USE OF GENERAL ASSISTANCE OFFICE ONLY

Case name: _____

Notice of rights given on: _____

Notice of rights given on: _____