

Request for Benefits Counseling Services Revised 12/2020 Previous versions no longer accepted

Department of Vocational Services

Directions: Please complete the entire packet. *On the release forms, complete the highlighted sections only.* Return forms to MMC Vocational Services, Attn: BCS, 22 Bramhall Street, Portland, ME 04102 or Fax (207) 662-6789. We will call you to schedule after we confirm your benefits. If you need help with the forms, call us at 1-888-208-8700. Referral packet is on our website, **www.benefitsandworkinme.org.**

	<u>;</u>		
	Your Name: Age:		
	Mailing Address:		
	City: Zip: County:		
	Home Phone: Cell Phone:		
	Email address (if preferred contact):		
	Marital Status: ☐ Single ☐ Widowed ☐ Married Gender:		
	If married, does your spouse get disability benefits? $\ \square$ No $\ \square$ Yes		
Ple	Please answer the following questions:		
1.	What organization referred you to our program?		
2.	. Who should we contact to schedule your Benefits Counseling meeting? Me Person listed below Name/Relationship: Phone:Phone:		
3.	3. How would you prefer to meet? Check all that apply. □ Phone/Mail □ Virtual (Zoom) □ In-person		
4.	4. Do you have a Representative Payee? ☐ No ☐ Yes: Please list name and phone number:		
5.	5. Do you have a Legal Guardian? ☐ No ☐ Yes: Please list name and phone number:		
No	Note to Guardian: You must sign all releases. If you cannot attend, please complete: I give permission	ı for	
	(name/agency) to communicate with Benefits Couns	eling Services	
in ı	in my absence. Guardian signature: Date Signed:		
6.	 6. Please verify your job situation: □ I am thinking of going back to work, but haven't applied or interviewed for jobs yes □ I have applied for and/or interviewed for jobs in the past month. □ I am currently self-employed. I earn \$/month profit and work about ho □ I am working hours/week at \$/hour. I began this job on □ I have a job offer for hours/week at \$/hour. 	urs/month.	

Esti	mated hours per week	IPE Dat	e: Expe	cted End Date:	
Doe	es client have an IPE?	□ No □ Yes: <i>List IPE g</i>			
	Estimated return to work: \square Next two months \square Next six months \square Next year or two \square Not sure				
Cur	rent VR Status: In a	pplication \square Eligible	☐ Service ☐ Emplo	oyed VR Status Da	te:
VR	Counselor Name:		Phone Nu	mber:	
13.	 13. Do you have a State of Maine Vocational Rehabilitation Counselor? □ No □ Yes: Please ask your VR counselor to complete the section below. 				
		terpreter ments	Foreign Language Ir Other (please identi	nterpreter ify):	
So	outhern Maine:	☐ Biddeford	☐ Portland	☐ Sanford	
W	estern Maine:	□ Bridgton□ Wilton	☐ Lewiston	☐ Rumford	☐ South Paris
Ce	ntral/Midcoast Maine:	☐ Augusta ☐ Rockland	☐ Belfast☐ Skowhegan	☐ Boothbay☐ Topsham	☐ Brunswick☐ Waterville
No	orthern Maine:	☐ Bangor☐ Dover-Foxcroft☐ Machias	☐ Calais☐ Fort Kent☐ Millinocket	☐ Caribou☐ Houlton☐ Newport	☐ Ellsworth ☐ Lincoln ☐ Presque Isle
11.	Please check the most			_	
10.	Are you looking for an	answer to a specific o	question? If so, plea	se list:	
9.	Do you have children u	nder 21 <u>living with y</u>	<u>ou</u> who get MaineCa	re? □ No □ Yes	
8. What benefits do you receive? Check all that app SSI (Supplemental Security Income) Title II (SSDI, DWB, DAC) MaineCare Medicare		☐ Food Su _l ☐ Housing ☐ Veteran'	pply. ☐ Food Supplement (also known as SNAP) ☐ Housing (e.g., Section 8, Group Home, BRAP) ☐ Veteran's Benefits ☐ Other:		
7.	□ I am dissatisfied□ I am not sure how□ I am satisfied with	ow you now feel about fied with my job situ with my job situation or I feel about my job situation and with my job situation and with my job situation	ation and feel an UR , and feel a STRONG situation and NOT SI d DON'T WANT to cl	GENT NEED to char NEED to change it. JRE if I want to cha hange it now, but m	nge it. naybe in the future.
7.	Which best describes h	ow you now feel aho	out your iob situation	1?	

DEPARTMENT OF VOCATIONAL SERVICES (DVS)

Notice of Human Rights Policy (HR) and Health Information Privacy Practices (HIPAA)

This is a summary of your rights as a DVS client. You have the same civil, human and legal rights as all other Maine Residents and it is the responsibility of DVS staff to treat you that way: with courtesy, dignity and respect.

You have the right to:

- Services no matter what your race, color, religion, sex, sexual orientation, gender identity, or country of origin. If you want services DVS does not provide, we will help you find those services.
- Be safe from physical, sexual, mental, emotional and financial abuse, shame and neglect in the DVS setting.
- Have your personal information kept private and confidential. We will give information only with your written permission. This includes research and public information.
- Know who is providing the service, their professional status and relationship to your other service providers.
- Get information from your DVS worker about your services in enough time to make your own decisions. This information is important so you can understand your services.
- Participate in decisions about your services.
- Refuse our services at any time. Our services are voluntary.
- Know that we have a process for handling individual complaints, and what it is.
- Talk to someone if you have a complaint about your services. You will be safe and no one will treat you badly because you complained. DVS will help you to solve the problem fairly.
- Receive a copy of this form at your first meeting with DVS staff. You will also get a copy to look at again each year you work with DVS. Your DVS staff person will go over it with you.
- Know how your health information is used, who can see your medical record, and what your rights are with respect to that health information. You can find our *Notice of Health Information Privacy Practices* at https://mainehealth.org/maine-medical-center/patients-visitors/medical-records-release-forms or you can ask us to mail you a paper copy at any time.

I have reviewed, understand and been given a copy of the above **Human Rights Policy** and where to find a copy of our **Notice of Health Information Privacy Practices.**

Client/Guardian Signature:	Date:
Print Name:	
DVS Director:	Date: <u>July 28, 2020</u>

Consent for Release of Information

Form Approved OMB No. 0960-0566

You must complete all required fields. We will not honor your request unless all required fields are completed. (*signifies a required field).

TO: Social Security Administration

*My Full Name	*My Date of Birth (MM/DD/YYYY)	*My Social Security Number
I authorize the Social Security Administration to release	` '	meto:
*NAME OF PERSON OR ORGANIZATION:		PERSON OR ORGANIZATION:
Maine Medical Center	Maine Medical	. Center
Benefits Counseling Services	22 Bramhall S	Street, Portland, ME 04102
Department of Vocational Services	Fax: 207-662	?-6789
*I want this information released because: I am g We may charge a fee to release information for non-p		ork. I authorize this requestor
to receive information to provide me wit	h program related retu	rn to work assistance.
I authorize release of the records for 1	year beginning with t	ne date I signed this form.
You must specify the records you are requesting by charecords" or "my entire file." Also, we will not disclose re 1. Social Security Number 2. Current monthly Social Security benefitamount 3. Current monthly Supplemental Security Income page 4. My benefit or payment amounts from date 5. My Medicare entitlement from date 6. Medical records from my claims folder(s) from data lf you want us to release a minor child's medical Security office. 7. Complete medical records from my claims folder(s) 8. Other record(s) from my file (you must specify to determination or questionnaire) Beneficiary's cash benefits, health	payment amountto date to date ateto date I records, do not use this form. (s) the records you are requesting the records you are requesting the records the records you are requesting the year you are requesting the year year you are requesting the year year year year year year year yea	Instead, contact your local Social ing, e.g., doctor report, application,
and SSI work activity and earnings. I am the individual, to whom the requested informathe legal guardian of a legally incompetent adult. I dexamined all the information on this form, and any best of my knowledge. I understand that anyone whanother person under false pretenses is punishable applicable fees for requesting information for a nor	tion or record applies, or the declare under penalty of per accompanying statements on the knowingly or willfully see by a fine of up to \$5,000. It	e parent or legal guardian of a minor, or jury (28 CFR § 16.41(d)(2004)) that I have or forms, and it is true and correct to the ks or obtain access to records about
*Signature:	- p 9 pai padoi	*Date:
*Address:		-
Relationship (if not the subject of the record):		*Daytime Phone:
Witnesses must sign this form ONLY if the above signs who know the signee must sign below and provide their signature line above.		by mark (X), two witnesses to the signing
1.Signature of witness	2.Signature of witne	ess
Address(Number and street, City, State, and Zip Code) Address(Number a	nd street, City, State, and Zip Code)

Consent for Release of Information

Instructions for Using this Form

Complete this form only if you want us to give information or records about you, a minor, or a legally incompetent adult, to an individual or group (for example, a doctor or an insurance company). If you are the natural or adoptive parent or legal guardian, acting on behalf of a minor child, you may complete this form to release only the minor's non-medical records. We may charge a fee for providing information unrelated to the administration of a program under the Social Security Act.

NOTE: Do not use this form to:

- Request the release of medical records on behalf of a minor child. Instead, visit your local Social Security office or call our tollfree number, 1-800-772-1213 (TTY-1-800-325-0778), or
- Request detailed information about your earnings or employment history. Instead, complete and mail form SSA-7050-F4. You can obtain form SSA-7050-F4 from your local Social Security office or online at www.ssa.gov/online/ssa-7050.pdf.

How to Complete this Form

We will not honor this form unless all required fields are completed. An asterisk (*) indicates a required field. Also, we will not honor blanket requests for "any and all records" or the "entire file." You must specify the information you are requesting and you must sign and date this form. We may charge a fee to release information for non-program purposes.

- Fill in your name, date of birth, and social security number or the name, date of birth, and social security number of the person to whom the requested information pertains.
- Fill in the name and address of the person or organization where you want us to send the requested information.
- Specify the reason you want us to release the information.
- Check the box next to the type(s) of information you want us to release including the date ranges, where applicable.
- You, the parent or the legal guardian acting on behalf of a minor child or legally incompetent adult, must sign and date this form and provide a daytime phone number.
- If you are not the individual to whom the requested information pertains, state your relationship to that person. We may require proof of relationship.

PRIVACY ACT STATEMENT

Section 205(a) of the Social Security Act, as amended, authorizes us to collect the information requested on this form. We will use the information you provide to respond to your request for access to the records we maintain about you or to process your request to release your records to a third party. You do not have to provide the requested information. Your response is voluntary; however, we cannot honor your request to release information or records about you to another person or organization without your consent. We rarely use the information provided on this form for any purpose other than to respond to requests for SSA records information. However, the Privacy Act (5 U.S.C. § 552a(b)) permits us to disclose the information you provide on this form in accordance with approved routine uses, which include but are not limited to the following:

- 1.To enable an agency or third party to assist Social Security in establishing rights to Social Security benefits and or coverage;
- 2.To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level;
- 3.To comply with Federal laws requiring the disclosure of the information from our records; and,
- 4.To facilitate statistical research, audit, or investigative activities necessary to assure the integrity of SSA programs.

We may also use the information you provide when we match records by computer. Computer matching programs compare our records with those of other Federal, State, or local government agencies. We use information from these matching programs to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of incorrect payments or overpayments under these programs. Additional information regarding this form, routine uses of information, and other Social Security programs is available on our Internet website, www.socialsecurity.gov, or at your local Social Security office.

PAPERWORK REDUCTION ACT STATEMENT

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to read the instructions, gather the facts, and answer the questions. SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. You can find your local Social Security office through SSA's website at www.socialsecurity.gov. Offices are also listed under U.S. Government agencies in your telephone directory or you may call 1-800-772-1213 (TYY 1-800-325-0778). You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. Send only.comments relating to our time estimate to this address, not the completed form.

Social Security Administration

Consent for Release of Information

B Form Approved OMB No. 0960-0566

You must complete all required fields. We will not honor your request unless all required fields are completed. (*signifies a required field)

required field). **TO: Social Security Administration** *My Social Security Number *My Date of Birth *My Full Name (MM/DD/YYYY) I authorize the Social Security Administration to release information or records about meto: *NAME OF PERSON OR ORGANIZATION: *ADDRESS OF PERSON OR ORGANIZATION: Maine Medical Center Maine Medical Center Benefits Counseling Services 22 Bramhall Street, Portland, ME 04102 Department of Vocational Services Fax: 207-662-6789 *I want this information released because: I am planning to return to work. I authorize this requestor We may charge a fee to release information for non-program purposes. to receive information to provide me with program related return to work assistance. I authorize release of the records for 1 year beginning with the date I signed this form. *Please release the following information selected from the list below: You must specify the records you are requesting by checking at least one box. We will not honor a request for "any and all records" or "my entire file." Also, we will not disclose records unless you include the applicable date ranges where requested. 1. Social Security Number 2. Current monthly Social Security benefitamount 3. Current monthly Supplemental Security Income payment amount 4. My benefit or payment amounts from date to date 5. My Medicare entitlement from date_____to date____ 6. Medical records from my claims folder(s) from date to date If you want us to release a minor child's medical records, do not use this form. Instead, contact your local Social Security office. 7. Complete medical records from my claimsfolder(s) 8. \(\sigma\) Other record(s) from my file (you must specify the records you are requesting, e.g., doctor report, application, determination or questionnaire) Non-certified yearly totals of earnings. I am the individual, to whom the requested information or record applies, or the parent or legal guardian of a minor, or the legal quardian of a legally incompetent adult. I declare under penalty of perjury (28 CFR § 16.41(d)(2004)) that I have examined all the information on this form, and any accompanying statements or forms, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly or willfully seeks or obtain access to records about another person under false pretenses is punishable by a fine of up to \$5,000. I also understand that I must pay all applicable fees for requesting information for a non-program-related purpose. *Signature: *Address: Relationship (if not the subject of the record): *Daytime Phone: Witnesses must sign this form ONLY if the above signature is by mark (X). If signed by mark (X), two witnesses to the signing who know the signee must sign below and provide their full addresses. Please print the signee's name next to the mark (X) on the signature line above. 1. Signature of witness 2. Signature of witness

Address(Number and street, City, State, and Zip Code)

Address(Number and street, City, State, and Zip Code)

Consent for Release of Information

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- Fill in your name, date of birth, and social security number or the name, date of birth, and social security number of the person to whom the requested information pertains.
- Fill in the name and address of the person or organization where you want us to send the requested information.
- Specify the reason you want us to release the information.
- Check the box next to the type(s) of information you want us to release including the date ranges, where applicable.
- You, the parent or the legal guardian acting on behalf of a minor child or legally incompetent adult, must sign and date this form and provide a daytime phone number.
- If you are not the individual to whom the requested information pertains, state your relationship to that person. We may require proof of relationship.

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- 1.To enable an agency or third party to assist Social Security in establishing rights to Social Security benefits and or coverage;
- 2.To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level;
- 3.To comply with Federal laws requiring the disclosure of the information from our records; and,
- 4.To facilitate statistical research, audit, or investigative activities necessary to assure the integrity of SSA programs.

We may also use the information you provide when we match records by computer. Computer matching programs compare our records with those of other Federal, State, or local government agencies. We use information from these matching programs to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of incorrect payments or overpayments under these programs. Additional information regarding this form, routine uses of information, and other Social Security programs is available on our Internet website, www.socialsecurity.gov, or at your local Social Security office.

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Authorization to Release Information

We are committed to the privacy of your information. Please read this form carefully.

Which DHHS office(s) should help you? Please che	eck.
--	------

☑Office of MaineCare Services	☑ Substance Abuse and Mental Health Services
☑Office for Family Independence and Medical Review Team	☑ Office of Child and Family Services
☐ Maine Center for Disease Control and Prevention	☑ Office of Aging and Disability Services
☐ Dorothea Dix Psychiatric Center	☑ Office of Administrative Hearings
☐ Riverview Psychiatric Center	□ Other:

Whose information is being released? Please print clearly.

resident in the second of the				
Individual's Name		Date of Birth	Social Security #	
Home Address	Town/City	State	Zip Code	
Telephone	Email address	S		
() -		@		

Vhat information should DHHS release? Please check all tha	117
General permission:	Special permission : Drug/Alcohol Referral or Services
□All health information from the DHHS office(s) checked above	☐ Include all drug/alcohol information in the release
Claims or encounter data (information about visits to health care providers)	☐Include only the specific drug/alcohol records checked:
☑Billing, payment, income, banking, tax, asset, or data needed to see if you qualify for DHHS program benefits	☐Diagnosis and treatment☐Clinical notes and discharge summaries
Limit to the following date(s) or type(s) of information: (for	☐ Drug/Alcohol history or summary
example "Lab test dated June 2, 2017" or "Claims from 2015-	☐Payment or claims information
2017")	☐ Living situation and social supports
	☐Medication, dosages or supplies
Other: Vocational and work incentives planning	□ Lab results
	□Other:
Special permission: Mental/Behavioral Health Services	Special permission: HIV/AIDS Status/Test Results
☐Include this information in the release	☐Include this information in the release
☐I want to review my mental health/behavioral health record	Please note: Maine law requires us to tell you of
before release. I understand that the review will be supervised.	possible effects of releasing HIV/AIDS information.
	For example, you may receive more complete care if
Please note: Maine law allows us to share this information with	you release this information, but you could experience
other health care providers and health plans to coordinate your	discrimination if your data is misused. DHHS will
care (to help take care of you) so long as we make a reasonable	protect your HIV data, and all your information, as the
effort to notify you of the release.	law requires.

Are you asking DHHS to send your information by EMAIL? ■ Yes.

Although DHHS has privacy and security protections for my information, I understand that email and the internet have risks that DHHS cannot control. It is possible that my emailed information could be read by a third party. I ACCEPT THOSE RISKS and still ask DHHS to send my information by email. **INITIAL HERE**

Where should DHHS send your information by email? Please print the email address clearly:

To the BCS staff person who emailed DHHS directly or bcs@mmc.org

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What is the purpose of the release? Please check or write a response.			
☐ To coordinate or manage my care ☐ For a legal matter, including to provide testimony ☐ A personal request ☐ To see if I qualify for benefits or insurance ☐ Other Vocational and work incentives planning			
Please check and print clearly below: Send my information			
Name MMC Dept. of Vocational Services - Benefits Counseling Services	Name MMC Dept. of Vocational Services - Benefits Counseling Services		
Address 22 Bramhall Street	Address 22 Bramhall Street		
City, State, Zip Code Portland, ME 04102	City, State, Zip Code Portland, ME 04102		
Phone Fax No. 207-662-4757 207-662-6789	Phone Fax No. 207-662-4757 207-662-6789		
I understand and agree that:			
"Information" may be in written, spoken and/or electr	ronic format.		
• This form will expire one year from the date below u	inless I revoke (take back) my permission sooner.		
 To take back my permission, I will fill out the Revoca <u>http://www.maine.gov/dhhs/privacy/index.shtml</u> and apply to the information that DHHS already released 	send it to the office where I receive services. It will not		
If I take back my permission or refuse to release som improper diagnosis or treatment, or denial of insur-	ne or all of my information, my choice could lead to an ance coverage.		
• I permit the people and/or offices listed on this form t	o speak to each other for the purpose(s) on this form.		
• Health information from other providers (such as doctors, hospitals, and counselors) in my DHHS file is included in this release.			
• Unless I am applying for benefits, DHHS will not ba on whether I sign this form.	se my treatment, payment for services, or benefits		
 DHHS offices will keep my information confidential a information with others who are not required by la by federal confidentiality laws. 			
• If alcohol or drug treatment or program (substance DHHS will include a notice saying that such informa written permission.			
I am signing this form voluntarily. I have the right to a significant to a	igned copy of this form if I request one.		
Date: Signature			

Personal Representative's authority to sign:

DHHS Authorization Form 1/19 Page 2 of 2



MAINE DEPARTMENT OF LABOR BUREAU OF REHABILITATION SERVICES

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

This information will be used to assist Bureau of Rehabilitation Services (BRS) Staff in determining eligibility and/or in planning for Vocational Rehabilitation services for: NAME: DOB: (Client Name) I authorize The Division of Vocational Rehabilitation or The Division For The Blind and Visually Impaired (Vocational Rehabilitation Counselor's Name) Address: ★ to receive my information from: CWIC (Hospital/Doctor/Therapist/Counselor/Other's Name) MMC VOC SERVICES 22 Bramhall Street Portland ME 04102 (State) (Street) (Zip) (Agency) (City) (Telephone) Or to give my information to: SAME AS ABOVE (Hospital/Doctor/Therapist/Counselor/Other's Name) SAME AS ABOVE (Agency) (Street) (State) (Zip) (Telephone) (City) I authorize the following information to be released to the above entity: (Please check appropriate information) ☐ General Health Information ☐ Medical/Psychiatric Hospital Records Psychiatric/Psychological Evaluations (Diagnosis/Axis Codes) ☐ Medical Specialist Reports Occupational /Physical Therapy Eval ☐ Psychiatric/Psychological Comprehensive Assessments ☐ Substance Abuse Evaluations ☐ Vocational Assessments and Plans ☐ Psychiatric Progress Notes ☐ Educational / School Records ☐ On Going Written & Verbal Information Exchange Other (Specify) COORDINATE VOCATIONAL SERVICES & PROVIDE COPY OF BENEFITS ANALYSIS **** PLEASE SPECIFY APPLICABLE DATES AND OTHER INFORMATION**** This release is for the period from: I understand that: > I can refuse to give some or all of the information in my treatment records, and also understand this could delay or cause denial of services. >At any time, I can cancel all or part of this authorization, by notifying my counselor named above, except to the extent that BRS has already acted on it, and also understand this could delay or cause denial of services. ➤ I am entitled to a copy of this release. >BRS will not release any information about my disability to any other agency or person without the specific written consent of the individual. >BRS may release information without my specific consent if I pose a direct threat to others or myself. BRS may release information without my specific consent, if required by State or Federal law; in response to an investigation in connection with law enforcement; and in response to a court order. BRS may release information without my specific consent, for program audit, evaluation, or research purposes. The final product will not reveal any personal identifying information. This release is effective for no more than one year from date of signing. (Consumer Initials) State and Federal Laws requires my specific consent to disclose any of the following information: Check one response for each of the statements below: Authorize disclosure of information, which refers to treatment, or diagnosis of drugs or alcohol abuse. If I authorize the release of such information, I understand it cannot be re-disclosed by BRS without specific consent. ☐ I DO NOT Authorize disclosure of information, which refers to treatment or diagnosis of mental illness. I DO NOT I DO Wish to review this information before it is released. I understand any such review must be supervised □I DO NOT Authorize disclosure of information, which refers to treatment, or diagnosis of HIV infection, ARCS, or AIDS. I understand that individuals about whom such disclosures have been made encountered discrimination from others in the areas of employment, I DO NOT housing, education, life insurance, health insurance, and social and family relationships. Date: Signature: Parent/Guardian: Date Relationship

THIS RELEASE MUST BE FILLED OUT COMPLETELY, PLEASE READ CAREFULLY, IF YOU HAVE QUESTIONSPLEASE ASK YOUR COUNSELOR.