Maryland Community Schools Resource Guide

This guide is designed to help Community School Coordinators quickly connect families with state agency programs. It is organized by thematic areas (e.g., Food, Housing, Health, so that coordinators can easily locate resources based on family needs. Each entry includes a summary, eligibility, application steps, and contact information.

Note: This is a **test version** of the guide. We are testing the usefulness and viability of a resource like this. Our long-term goal is to take your feedback and build a comprehensive website with a comprehensive set of programs and a more user-friendly, navigable design. There are two ways we intend to collect feedback: (1) we will host focus group discussions throughout the year, and (2) you can submit your feedback using [this survey](#).

Table of Contents

1. Food and Nutrition support

1.1 Supplemental Nutrition Assistance Program (SNAP)

Summary	SNAP, formerly known as the Food Stamp Program, **provides monthly benefits to eligible low-income households to help them buy healthy food**. In Maryland, these benefits are issued electronically on an Electronic Benefits Transfer (EBT) card, known as the "Independence Card," which functions like a debit card and can be used at authorized food retailers.

Eligibility requirements	❏ Must be a resident of Maryland
	❏ Must be a U.S. citizen or a qualified non-citizen (e.g. refugees, asylees, parolees, aliens granted conditional entry)
	❏ Due to Maryland's Broad-Based Categorical Eligibility (BBCE) policy, households are generally eligible if their gross monthly income is at or below 200% of the Federal Poverty Level.
	    ❏ 8 people: $4,394
	❏ Critically, there is **no asset test** for most households in Maryland.
	❏ Work Requirements: As a general rule, most adults are required to register for work. However, separate, stricter rules apply to individuals considered Able-Bodied Adults Without Dependents (ABAWDs).
	    ❏ An ABAWD is a person aged 18-54 with no dependents who is physically and mentally fit for employment. To receive SNAP for more than three months in a three-year period, an ABAWD must work or participate in a training program for at least 80 hours per month. A person is **exempt** from these specific ABAWD rules if they are:
	        ● Responsible for the care of a child under age six.
	        ● Pregnant.
	        ● Unable to work due to a physical or mental limitation.
	        ● A veteran, homeless, or a former foster youth aged 24 or younger.
	
	Note: *Undocumented immigrants are not eligible to receive SNAP, but they may apply on behalf of eligible household members (e.g., U.S. citizen children)*
	
	SNAP has the most flexible verification rules, guided by federal policy and implemented by the Maryland Department of Human Services (DHS).

Lead Time	If eligible, benefits are typically issued within 30 days. Note: If you have no income (or very little income) for the month and you need help right away, you may qualify for Expedited benefits within 7 days

Language Services	Interpreter services are available for free through the Department of Human Services language line (1-800-332-6347). If a phone or in-person interview is required, you may request an interpreter when the interview is scheduled.
Likelihood of accessing benefit	Because SNAP is an entitlement program, anyone who meets the eligibility criteria is guaranteed to receive benefits, making the likelihood of access high.

Application process	1. **Complete the application: There are 2 options (below) for how to submit an application. Whatever method you choose,** add your name, address, telephone number and as much other information as you can on the form, sign and submit. A case manager will assist in filling out the entire form during the interview.
	   a. Online: Through the Benefits Screener.
	   b. In person through the Local Departments of Social Services (LDSS): Use this website - https://dhs.maryland.gov/local-offices/- to find your local office. They will give a SNAP application on the same day you ask for one. You may ask for it in person, over the phone, or someone else may get one for you. You can drop off your completed application or mail it to your local office.
	2. **Gather required documentation:** Proof of identity, proof of Maryland residency, proof of income, proof of expenses (rent/mortgage receipts, utility bills, child care costs, child-support payments), verification of legal immigrant status, medical expenses for individuals 60 or older or disabled, social security number for every household member.
	   a. Note: While supporting documentation is not required to fill out the initial application, the case manager will ask for verification of most of the above (e.g., proof of identity, income) before approval
	3. **Attend an Interview:** After submitting the application, an interview will be scheduled (either by phone or in person) to verify information and discuss program requirements.
	4. **Receive benefits:** If approved, benefits will be issued on the Independence Card, which can be used at authorized retailers
	
	Note; These are the primary verification methods:
	1. **Electronic Data Matching:** Before asking for paper documents, DHS first tries to verify information electronically with other agencies (like the Social Security Administration or MVA). This is the primary method.
	2. **Self-Attestation (Signed Statements):** For many items, the agency can accept an applicant's signed statement as proof, as long as the information isn't questionable.
	   a. In Maryland, this is most often used for residency, household size, and certain expenses.
	3. **Collateral Contacts:** If documents are missing, the caseworker can, with the applicant's permission, call a third party like a landlord, employer, or social worker to confirm information.

What to do if a family does not have all documents	It's common for families, especially those in a crisis, to not have all the required documents. The absence of specific documents should not stop a family from applying for benefits. The system has built-in flexibilities, but they differ by program. **Key Steps for Any DHS Program** 1. Submit the Application Immediately: The most important step is to submit a signed application with at least a name, address, and signature. This establishes the application date. Benefits are often paid retroactively to this date, so it's crucial not to delay while searching for paperwork. 2. Talk to the Caseworker: Once the application is submitted, a caseworker will be assigned. This person is the best resource. The coordinator or the family should explain the situation to the caseworker and ask what alternatives are acceptable.
Agency and POC	**Maryland Department of Human Services** For assistance, reach out to **fia.ombudsman@maryland.gov.** Website: https://dhs.maryland.gov/supplemental-nutrition-assistance-program/

1.2 SUN Bucks

Summary	Maryland SUN Bucks is a **summer nutrition assistance program that provides families with $40 per month per eligible child during June, July, and August, totaling $120 for the summer.** This initiative aims to bridge the gap left by the absence of school-provided meals during summer break, ensuring children continue to have access to nutritious food
Eligibility requirements	A school-aged child is eligible for Maryland SUN Bucks if they; ● Enrolled in/eligible for free or reduced-price meals (FARMS), ● Are aged 5 - 18 and their household is participating in assistance programs (SNAP, TCA, Medicaid) ● Are in out-of-home care, homeless, migrants or runaway ● Do not meet any of the criteria above but apply and are determined eligible for FARMS before the start of the new school year (August 31st) Note: Your US citizenship or immigration status does not affect your eligibility for Maryland SUN bucks benefits
Lead Time	Maryland SUN bucks benefits will be issued in the last week of each month in June, July, and August
Language Services	SUN bucks application materials available in Spanish
Likelihood of accessing benefit	High likelihood
Application process	1. **Check if you are already enrolled:** If a child receives free or reduced-price meals at the school, is part of a household that receives SNAP, TCA or Medicaid benefits or if the child is in foster care, they are automatically enrolled. An application is not needed.Households will receive an enrollment notice from DHS by the end of June and will receive SUN bucks automatically. **Important Note for CEP Schools:** If a child attends a Community Eligibility Provision (CEP) school (where all students eat for free) but the household does **not** receive SNAP, TCA, or Medicaid, they will **not** be automatically enrolled. These families **must complete the application** on the Maryland Benefits to receive SUN Bucks.

	Only proceed to step 2 if the family is NOT already enrolled 2. **Gather required documentation:** Proof of identity, proof of child's enrollment in school, proof of participation in assistance programs, proof of foster care status, income verification, identification and proof of Maryland residency. 3. **Complete the application:** Fill out information for your household and child through the myMDthink portal before August 31. 4. **Receive benefits:** If approved, benefits will be issued on the Independence Card, which can be used at authorized retailers
Agency and POC	**Maryland Department of Human Services** For assistance, reach out to DHS Constituent Services phone number: **1-800-332-6347**. Website: https://dhs.maryland.gov/sunbucks/

2. Housing and Utility support

2.1 Emergency Assistance to Families with Children (EAFC)

Summary	Provides emergency cash assistance to families who **need help paying rent or utilities or for other emergencies**
Eligibility requirements	❑ Families must have one or more children under 21 living with them ❑ Families must present proof that they have an emergency that was not caused by a family member quitting a job ❑ Families must present an eviction notice or a utility shut-off notice, or provide other proof of an emergency ❑ Household income at or below 200% of the Federal Poverty Level (FPL) (based on family size) ❑ U.S. Citizen or a qualified non-citizen – see Immigration Status Requirements and exceptions
Lead Time	Processing times depend on individual cases and application volume. Funds are available once every 24 months, when funds are available.
Language services	Not specified
Application process	1. **Gather the following required documentation:** Identification, proof of Address, proof of Income for the past 2 months, Proof of Emergency (Eviction Notice, Utility Cut-Off Notice), Proof of Other Cash resources (most recent savings and checking account statements), Social Security Number, proof of household expenses (e.g. most recent propane bill that shows company's name, address, and telephone number, written statement of child care costs, real estate tax bill, recent doctor or hospital bills) 2. **Submit an application:** Go to MyMDTHINK website https://mymdthink.maryland.gov/home/#/ or use this resource - https://dhs.maryland.gov/local-offices/- to apply at your Local Department of Social Services in person
Agency and POC	Department of Human Services, Emergency Assistance to Families with Children (EAFC) For assistance, reach out to DHS Constituent Services phone number: **1-800-332-6347**.

2.2 Electric Universal Service Program (EUSP)

Summary	The Electric Universal Service Program (EUSP) provides financial assistance with electric bills. Eligible customers receive help that pays a portion of their current electric bills. Customers who receive EUSP are placed on a budget billing plan with their utility company. Budget Billing is a tool that utility companies provide to help spread out annual utility bills into even monthly payments to avoid spikes in your bill caused by seasonal fluctuations in energy use.
Eligibility requirements	❏ Families must live in Maryland ❏ U.S. Citizen or a qualified non-citizen – see Immigration Status Requirements and exceptions ❏ A household is automatically eligible for energy assistance if they receive SNAP, TCA, or SSI benefits
Lead Time	You can apply any time during the year but you can only receive benefits once each year and must reapply each fiscal year (July - June)
Language services	English and Spanish

Application process	1. **Visit application website:** Visit dhs.maryland.gov/energy
	2. **Choose how to apply:**
	   a. If applying online, use the online portal at https://mymdthink.maryland.gov/home/#
	   b. If applying by mail/in person, download a paper application from the website or call your local office to request one.
	3. **Gather the following required documentation:** Proof of identity, social security numbers, proof of income for the past 30 days, recent utility bill
	4. **Submit an application**

Agency and POC	Department of Human Services, Office of Home Energy Programs For assistance, reach out to DHS Constituent Services phone number: **1-800-332-6347.**

2.3 Maryland Energy Assistance Program (MEAP)

Summary	The Maryland Energy Assistance Program (MEAP) provides financial assistance with home heating bills. Payments are made to the fuel supplier and utility company on the customer's behalf.
Eligibility requirements	❏ Families must live in Maryland ❏ U.S. Citizen or a qualified non-citizen – see Immigration Status Requirements and exceptions ❏ A household is automatically eligible for energy assistance if they receive SNAP, TCA, or SSI benefits
Lead Time	You can apply any time during the year but you can only receive benefits once each year and must reapply each fiscal year (July - June)
Language services	English and Spanish

Application process	1. **Visit application website:** Visit dhs.maryland.gov/energy
	2. **Choose how to apply:**
	   a. If applying online, use the online portal at https://mymdthink.maryland.gov/home/#
	   b. If applying by mail/in person, download a paper application from the website or call your local office to request one.
	3. **Gather the following required documentation:** Proof of identity, social security numbers, proof of income for the past 30 days, recent utility bill
	4. **Submit an application**

Agency and POC	Department of Human Services, Office of Home Energy Programs For assistance, reach out to DHS Constituent Services phone number: **1-800-332-6347.**

2.4 Local homelessness services

Summary	Homeless Services are operated by local government or non-profit providers and include Street Outreach, Emergency Shelter, Rapid Rehousing and Homelessness Prevention (Rental Assistance), and Permanent Supportive Housing, which is targeted at chronically homeless households. Service providers rely on a combination of State, Federal, local, and philanthropic funding to operate. All providers operating within the federally funded Continuum of Care system are required to make services available through a standard access point or points, and have a system in place to prioritize permanent housing resources (Rapid Rehousing and Permanent Supportive Housing).
Eligibility requirements	Eligibility is determined through a standard intake assessment, and qualifying households for federally funded homeless services and State Homeless Solutions Program services are required to meet the following criteria: 01. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: 　i.　Has a primary nighttime residence that is a public or private place not meant for human habitation; 　ii.　 Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or 　iii.　Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution. 02. Individual or family who will imminently lose their primary nighttime residence, provided that: 　i.　Residence will be lost within 14 days of the date of application for homeless assistance; 　ii.　No subsequent residence has been identified; and 　iii.　The individual or family lacks the resources or support networks needed to obtain other permanent housing 03. Any individual or family who: 　i.　Is fleeing, or is attempting to flee, domestic violence; 　ii.　Has no other residence; and 　iii.　Lacks the resources or support networks to obtain other permanent housing **Note:** Eligibility for most local homeless services differs from the Department of Education McKinney-Vento definition of homelessness, and **does not include households or individuals who are doubled up or couch-surfing**. Households that meet the McKinney-Vento definition of homelessness are entitled to their rights under McKinney-Vento, and may be able to access other homeless services programs funded by the State, depending on the resources in their community and provider networks.

Lead Time	Homeless services are considered Emergency Services, and households should be able to contact their local intake line or office for intake during normal business hours and 24/7 in some communities and during weather emergencies. Emergency Shelter placements may take less than 24 hours, depending on local shelter capacity, but more permanent housing assistance will take several months, depending on the resources available in the homeless service system, available rental units in the community, the household's ability to provide necessary documentation, and where the household falls on the prioritization list.
Language services	Translation services may vary locally, but households can also access homeless services through Maryland's 211 hotline, which has English and Spanish-speaking specialists on staff, as well as translation in 150+ languages. Individuals who are deaf or hard of hearing may call 7-1-1 to access 211 Maryland through Maryland Relay.
Application process	**Dial 211 or call the crisis telephone line in your community:** https://dhcd.maryland.gov/HomelessSolutions/Pages/Resources.aspx Street Outreach and shelter services may be accessed within less than 24 hours, depending on capacity, while permanent housing resources require a comprehensive intake assessment with scheduling managed through a central hotline or defined access points or offices in each community.
Agency and POC	Maryland Department of Housing and Community Development Website: https://dhcd.maryland.gov/HomelessSolutions/Pages/Resources.aspx For assistance, reach out to Suzanne.Korff@maryland.gov

2.5 Tenant and Landlord Affairs

Summary	The Office of Tenant and Landlord Affairs, created by the Renters' Rights and Stabilization Act of 2024, helps Maryland tenants and landlords understand and navigate their rights and responsibilities under federal and state renter laws. Each year, the office releases a Maryland Tenants' Bill of Rights. This document summarizes tenant rights and protections, and must be attached to leases by landlords. We also manage the state regulations and property owner

	reporting portal required by Maryland's Right of First Refusal law. The law requires certain rental property owners to provide their tenant the first opportunity to make an offer to purchase the property before the owner can sell to a third party. For tenants, the office of landlord and tenant affairs can help you: ● Understand and exercise your rights if you are having a dispute with your landlord or lease that cannot be resolved directly ● Help you report discrimination by your landlord or another violation of federal, state, or local renter laws to the right enforcement agency ● Connect to a legal services agency that can provide legal advice or representation for an eviction case, voucher or subsidy termination, rent escrow case, or other dispute with your landlord or rental unit ● Connect to DHCD and HUD-approved housing counseling programs to improve your credit, start the process of becoming a homeowner, or support you in submitting a purchase offer to buy your rental unit under Right of First Refusal ● Connect to your local housing code enforcement office to report housing quality issues with your unit
Lead Time	Homeless services are considered Emergency Services, and households should be able to contact their local intake line or office for intake during normal business hours and 24/7 in some communities and during weather emergencies. Emergency Shelter placements may take less than 24 hours, depending on local shelter capacity, but more permanent housing assistance will take several months, depending on the resources available in the homeless service system, available rental units in the community, the household's ability to provide necessary documentation, and where the household falls on the prioritization list.
How to access support	**Tenant Issues:** If you are a tenant and need to report a violation or get help with a landlord-tenant issue, email **otla.dhcd@maryland.gov.**
Agency and POC	Maryland Department of Housing and Community Development Website: https://dhcd.maryland.gov/Tenant-Landlord-Affairs/Pages/default.aspx For assistance, reach out to Alyce.Thompson@maryland.gov

3. Cash Support

3.1 Temporary Cash Assistance

Summary	TCA is Maryland's implementation of the federal Temporary Assistance for Needy Families (TANF) program. It provides cash assistance to families with dependent children to help meet basic needs and promote self-sufficiency through work opportunities. The program also prepares participants for independence through job training and work requirements.
Eligibility requirements	❏ Must be a U.S. citizen or an immigrant with legal status ❏ Must have a child below the age of 18 or be a pregnant woman with no other children ❏ A family is eligible if their countable net income is less than the maximum benefit amount for their family size. The monthly payment they receive is the difference between the maximum benefit and their net income ❏ TCA does not consider assets/resources when determining eligibility for most applicants. However, the asset/resource cap for sponsored immigrants is $2,000. ❏ Applicants must participate in work activities unless exempted. Maryland requires participation in work activities for 40 hours per week, 20 of which must be "core activities" such as job search and job readiness training ❏ Applicants must cooperate with child support enforcement requirements ❏ Compliance with substance abuse provisions is required *Note: TCA has a 5-year (60-month) lifetime limit for recipients. Recipients may go on and off TCA as needed but may not exceed the 60 months unless they meet the requirements for a hardship exemption. TCA has stricter verification requirements than SNAP. While some flexibility exists, self-attestation is not typically used for core eligibility factors.*
Lead Time	Application processing times can vary, but eligible applicants typically receive benefits within 30 days of submitting a complete application.
Language services	Interpreter services are available for free through the Department of Human Services language line (1-800-332-6347). If a phone or in-person interview is required, you may request an interpreter when the interview is scheduled.
Likelihood of accessing benefit	High likelihood

Application process	1. **Gather necessary documentation:** Proof of identity, social security numbers for all household members applying for benefits, proof of Maryland residency, proof of income, proof of citizenship or immigration status.
	   a. Note: If a family is missing these mandatory documents, the DHS caseworker is required to assist the family in obtaining the necessary proof, such as helping them get a birth certificate or other official records. While a collateral contact might be used in rare cases, the primary focus is on helping the applicant acquire the official document.
	2. **Complete the application:**
	   a. Online: Through the myMDThink portal.
	   b. In person through the Local Departments of Social Services (LDSS): Use this website - https://dhs.maryland.gov/local-offices/- to find your local office. You may file your application by mail or someone may drop off an application for you.
	3. **Attend an Interview**: After submitting the application, an interview (in-person or by phone) will be scheduled to verify information and discuss program requirements.
	4. **Participate in Work Activities:** If approved, the applicant must engage in required work activities as outlined by the program

Agency and POC	Maryland Department of Human Services For assistance, reach out to DHS Constituent Services phone number: **1-800-332-6347**. Website: https://dhs.maryland.gov/weathering-tough-times/temporary-cash-assistance/

4. Health support

4.1 Medicaid/Medical Assistance and Maryland Children's Health Program (MCHP)

Summary	Medicaid and MCHP are public health insurance programs offering free or low-cost health coverage. Medicaid covers low-income adults, pregnant individuals, and people with disabilities. MCHP provides full health benefits for uninsured children up to age 19 whose family income is too high for Medicaid but too low to afford private insurance

Eligibility requirements	❏ Eligibility is based on household income. The limits are much higher for pregnant individuals and children. A person may be eligible for one program even if other household members are not
	❏ Income Guidelines (Monthly Gross Income)
	    ❏ 1 person household: up to $1,801
	    ❏ 2 person household: up to $2,433
	    ❏ 3 person household: up to $3,065
	    ❏ 4 person household: up to $3,698
	
	Note: These figures are based on 2025 guidelines and should be checked annually. Pregnant individuals and lawfully present children may be eligible without a five-year wait.

Lead Time	Application processing is typically completed within 45 days (90 days for those applying based on a disability). Enrollment is open year-round.
Language services	Free interpreter services are available for applicants with limited English proficiency by phone and in person during the enrollment process and for medical appointments.
Likelihood of accessing benefit	High likelihood. As entitlement programs, any individual who meets the eligibility criteria is guaranteed to receive coverage.

Application process	Maryland has two separate application portals. Using the correct one is critical.
	1. **For Children, Pregnant Individuals, and Adults:** Apply through the health insurance marketplace at MarylandHealthConnection.gov or by calling 1-855-642-8572 2. **For Individuals Aged 65+, Blind, or Disabled:** Apply through your Local Department of Social Services or online at marylandbenefits.gov
Agency and POC	Primary Agency: Maryland Department of Health (MDH) For application assistance, contact: Maryland Health Connection at 1-855-642-8572.

4.2 Nurse Family Partnership Program

Summary	Community health program that **pairs trained registered nurses with first-time mothers.** Nurses provide home visits starting early in pregnancy and continuing through the child's second birthday. This is a model implemented by various local providers.
Eligibility requirements	❏ Be a Maryland Medicaid member ❏ Be a U.S. Citizen or a qualified non-citizen – see Immigration Status Requirements and exceptions ❏ First-time mothers (adolescents and adults, with no set maximum age) ❏ Enrollment before the 28th week of pregnancy ❏ Residents of Baltimore City or St. Mary's County
Lead Time	Processing times depend on individual cases and application volume
Language Services	Interpreter services are available, often through bilingual staff or phone-based interpretation. Families should request language support when referred or during initial contact, and services are provided at no cost.

Application process	1. **Gather required documentation:** Proof of identity and residency, proof of Medicaid enrollment and proof of pregnancy (e.g. ultrasound report, doctor's note on clinic letterhead with estimated due date)
	    a. Note: Documentation needs are generally light to reduce barriers for first-time parents
	2. **Contact a local NFP provider:** You must enroll no later than the end of your 28th week of pregnancy
	    a. Baltimore City: Call 410-396-9404 or email shonnette.boone@baltimorecity.gov
	    b. St. Mary's County: Call 301-475-4330 or email smchd.maternalchildhealth@maryland.gov

Agency and POC	For assistance, reach out to the local provider in the region.

4.3 Healthy families America

Summary	Home visiting program designed to provide support and teach parenting skills to parents before and after birth. The home visiting service is tailored to the needs of the families and can educate families about how a baby grows and learns, parenting skills, self-care, available resources in the community, diet and nutrition, planning for the future and mental health and stress control. Home visits are offered weekly and last 50 - 60 minutes. Services are offered for a minimum of three years and can be offered up to five years.
Eligibility requirements	❏ Be a U.S. Citizen or a qualified non-citizen – see Immigration Status Requirements and exceptions ❏ Be pregnant, or have delivered a child within three months Note: *Eligibility for this program in Maryland is determined by county. Some local programs may have specific requirements while others may not*
Lead Time	After expressing interest or being referred to this program by a school coordinator, a Family Support

	Specialist typically reaches out to schedule an initial meeting. The timing of this contact can vary but generally occurs within a few days to a couple of weeks, depending on the program's capacity and the family's preferences. Once enrolled, families usually receive weekly home visits during the child's first year, with the frequency potentially adjusting as the program progresses. Note: *School coordinator/family will need to contact the local provider to confirm the details as it differs by county.*
Language Services	Interpreter services are available, often through bilingual staff or phone-based interpretation. Families should request language support when referred or during initial contact, and services are provided at no cost.
Application process	1. **Self-enroll or initiate a referral:** If a community member is eligible, they can self enroll or be referred by healthcare providers, school coordinators, WIC offices or community organizations. A school coordinator can initiate a referral by finding a local HFA provider and calling/emailing the Family Support Specialist or program coordinator listed. a. Note: A referral does not require medical documentation from the school 2. **Gather required documentation:** Proof of address, proof of Maryland Medicaid enrollment (e.g. Medicaid ID card), household information (number of residents, social security numbers, age), proof of Income, due date if pregnant, age & birthdate if postpartum, involvement with any other support services/programs 3. **Find a HFA provider:** Search below, using your location, to get information about the site closest to you https://www.healthyfamiliesamerica.org/map/ 4. **Contact the provider:** Contact the provider closest to your residence
Agency and POC	For assistance, reach out to the local provider in the region: https://www.healthyfamiliesamerica.org/map/

4.4 Local Care Teams

Summary	Local Care Teams (LCTs) operate in every Maryland county. LCTs support families of children with intensive emotional and behavioral needs. This collaborative group brings together representatives of several child-serving agencies to review a child's particular needs and, with input from the family, identifies potential programs and services to support the youth and family. LCTs are also a forum for discussion of a request for a Voluntary Placement Agreement for children with developmental disabilities or mental illness.
Eligibility requirements	Child/youth has proven: ☐ Intensive emotional and/or behavioral needs Depending on the type of services requested or recommended: ☐ Must have Individualized Education Program (IEP) ☐ Documented condition in medical records
Lead Time	After application submission to the appropriate LCT, LCT coordinators will follow up on the referral and work in partnership with the family/legal guardian to complete any missing details. Depending on the information stated in the application, LCT coordinators will: ● Connect families/legal guardians to the types of services they require ● In the event that families/legal guardians request an out-of-home placement, the LCT must convene a meeting for review. Families/legal guardians can also directly request LCT meetings, after application submission.
Language Services	*For language support, contact the local LCT.*
Application process	1. **Locate local LCT:** The location of the LCT should match the county of residence of the family/legal guardian. Reach out to LCTs directly to begin the referral process using the LCT Directory and Contact List. 2. **Self-refer or initiate a referral:** If a family/legal guardian expresses interest in contacting their local LCT, they may self-refer or be referred by a school coordinator, a community partner or agency. Either party can initiate the referral process by completing the referral process that is

	unique to each local LCT. 3. **Gather required documentation:** Required documents largely depend on what types of supports the family/legal guardian requests or LCT recommends. Families/legal guardians may need to provide: proof of residence, an Individualized Education Plan (IEP), and/or medical records.
Agency and POC	For assistance, reach out to the local provider in the county using the [LCT Directory and Contact List]().

5. Education and Career support

The application process for all programs listed below is through FAFSA or MHEC-One App. There is an area in the MHEC One-App that is dedicated to undocumented students eligible for state aid. All students should create a Maryland College Aid Processing System (MDCAPS) account. If there is an additional step to the FAFSA/MSFAA application process, it has been listed below.

5.1 Free Application for Federal Student Aid

Summary	The FAFSA is a free application used to determine a student's eligibility for **federal financial aid, including grants, work-study programs, and loans**. Many states and colleges also use FAFSA information to award their own financial aid packages. Note: MHEC Oneapp is Maryland's streamlined application process to apply for 27 state aid programs

Eligibility requirements	❏ U.S. Citizen or a qualified non-citizen – see <u>Immigration Status Requirements and exceptions</u>
	❏ Be a high school graduate or have earned its equivalent, the General Education Diploma (G.E.D.)
	❏ Have a valid Social Security number or Individual Tax Identification Number (ITIN)
	❏ Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
	❏ Maintain satisfactory academic progress in college or career school
	❏ Not be in default on a Federal Student Loan or owe a refund to a Federal Grant Program
	❏ Students and parents (if a dependent student) must be Maryland residents for:
	    ❏ 12 months prior to starting a four-year college
	    ❏ 3 months prior to starting a two-year college
	    ❏ 3 months prior to starting a private career school
	
	Note: **Undocumented students, including DACA recipients, are not eligible for federal aid**, but there is an alternate aid applications (e.g., Maryland State Financial Aid Application - MSFAA)

Lead Time	An electronically filed FAFSA will take approximately 3 days to process. A paper FAFSA application will take about four weeks to process. After the FAFSA is processed, you will receive a report of your answers to the FAFSA questions via email if you

	filed electronically or via regular mail if you filed a paper FAFSA. This is called a Student Aid Report (SAR). Your SAR will tell you your expected family contribution (EFC). This is how much money you and your family are expected to contribute toward your college expenses. Note: Your FAFSA will be checked for completeness. If an item is left blank, the form may not be processed or will be returned to you. This could cause your application to be late.
Language services	[FAFSA guide](#) available in 10 languages FAFSA application available in English and Spanish
Application process	1. **Ensure you are within the timeline:** It is recommended that the FAFSA or renewal FAFSA be filed between October 1 and March 1 each year. It must be received by the federal processor no later than March 1 to receive the fullest consideration for State grants. 2. **Create a StudentAid.gov Account:** You'll need a StudentAid.gov account to access and complete the FAFSA form. You'll need an FSA ID to sign the FAFSA form electronically. 3. **Gather required documentation**: Social Security number, parents' Social Security numbers (if you're a dependent student), Tax returns and related records, bank statements, W-2 forms, benefit statements from social security, social services or other agencies. 4. **Fill out the form and submit**: Use [this link](#) to fill out FAFSA electronically. Errors on your FAFSA could result in losing an award. Complete the FAFSA carefully and accurately. Maryland requires that you list your actual Maryland street address on the FAFSA, even if you use an APO or a Post Office Box. List all schools you are considering attending. You may list up to 20 schools online. Include a Maryland college for Maryland financial aid consideration. **Note**: *Filling out your tax return first will make completing the FAFSA easier. However, if you or your parents won't have your current year tax returns done before the March 1 deadline, use last year's returns to carefully estimate your answers on the FAFSA. You can correct them later.*
Agency and POC	Maryland Higher Education Commission For assistance, reach out to osfamail.mhec@maryland.gov

5.2 Maryland State Financial Aid Application

Summary	The MSFAA allows **undocumented and DACA-eligible students in Maryland to apply for state-funded financial aid**, including the Howard P. Rawlings Guaranteed Access Grant, Educational Assistance Grant, and other Maryland Higher Education Commission (MHEC) scholarships. It is Maryland's alternative to FAFSA for students who cannot complete the federal application due to their immigration status. Note: This is accessible through MHEC-One App and MDCAPS. This is Maryland's streamlined application process to apply for 27 state aid programs including MSFAA.
Eligibility requirements	❏ Be ineligible for federal financial aid due to immigration status (e.g., undocumented, DACA) ❏ Maryland resident ❏ Graduate from a Maryland high school, or receive a GED in Maryland ❏ Enroll or plan to enroll in a Maryland public or eligible private college/university ❏ Submit the affidavit of intent to legalize immigration status (if applicable) Note: *Undocumented students, including DACA recipients, are not eligible for federal aid (FAFSA), but are eligible for alternate aid applications like Maryland State Financial Aid Application - MSFAA*
Lead Time	An electronically filed Maryland State Financial Aid Application (MSFAA) will take approximately 24 hours to process the application. Once your application has been processed, please be sure to navigate to the "**Check Your Application Status**" page of your MDCAPS account. Here is where you will be able to check your status and view what documentation needs to be submitted. You will be notified of any updates or additional information required via email or through MDCAPS. Monitor your email regularly. Note: *Your MSFAA will be checked for completeness. If an item is left blank, the form may not be processed or will be returned to you. This could cause your application to be late.*
Language services	MSFAA instructions and application are in English Students can contact osfa.mhec@maryland.gov or 410-767-3300 for language assistance

Application process	1. **Ensure you are within the timeline:** Complete the application by March 1. 2. **Create an account:** Use this link - https://mdcaps.mhec.state.md.us - to create an account 3. **Gather required documentation**: Social Security number (if applicable, not necessary), parents' Social Security numbers (if you're a dependent student and if applicable), Tax returns and related records, bank statements, proof of residency, intent to legalize immigration status (if undocumented) 4. **Fill out the form and submit**: Check MDCAPS regularly for follow-ups or documentation request Note: *Filling out your tax return first will make completing the FAFSA easier. However, if you or your parents won't have your current year tax returns done before the March 1 deadline, use last year's returns to carefully estimate your answers on the FAFSA. You can correct them later.*
Agency and POC	Maryland Higher Education Commission For assistance, reach out to **osfamail.mhec@maryland.gov**

5.3 Tuition Waiver Programs

Program Names	**Tuition Waiver for Foster Care Recipients** **Tuition Waiver for Unaccompanied Homeless Youth** **Tuition Waiver for Students with Disabilities**
Summary	MHEC offers tuition waivers to support eligible students by exempting them from paying tuition and mandatory fees at Maryland public institutions of higher education. These waivers aim to reduce financial barriers for foster care recipients, unaccompanied homeless youth, and students with disabilities
Eligibility requirements	**1. Tuition Waiver for Foster Care Recipients** To qualify, students must: ❏ Be under the age of 25. ❏ Have been placed in an out-of-home placement by the Maryland Department of Human Services and

either:

- ❏ Resided in an out-of-home placement on their 18th birthday or at the time of high school graduation or GED completion or
- ❏ Resided in an out-of-home placement for at least one year on or after their 13th birthday and were placed into guardianship or adopted.
- ❏ Enroll as a candidate for an associate, bachelor's, or vocational certificate at a Maryland public institution of higher education on or before age 25.
- ❏ Been the younger sibling of an individual who met the qualifications outlined above, and was concurrently placed into the same guardianship by the same parent, or was adopted by the same adoptive family with the older sibling.
- ❏ Be enrolled full time or part time for an associate, bachelor's, or a vocational certificate at a Maryland public institution of higher education (Non-credit courses taken to earn a vocational certificate also qualify for tuition waiver).

2. Tuition Waiver for Unaccompanied Homeless Youth

To qualify, students must:

- ☐ Be declared as an unaccompanied homeless youth who is not in the physical custody of a parent or guardian.
- ☐ Be a homeless child or youth as defined by the McKinney-Vento Homeless Assistance Act.
- ☐ Have had a consistent presence in Maryland for at least one year before enrollment, documented by school, employment, or other records.
- ☐ Enroll as a candidate for an associate, bachelor's, or vocational certificate at a Maryland public institution of higher education on or before age 25

3. Tuition Waiver for Students with Disabilities

To qualify, students must:

- ☐ Be receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) benefits.
- ☐ Provide proof from the Social Security Administration of receiving SSI or SSDI benefits.
- ☐ Enroll in a degree or certificate program designed to lead to employment at a Maryland community college.

Note: **Undocumented students, including DACA recipients, are not eligible for federal aid (FAFSA)**, but should apply through Maryland State Financial Aid Application - MSFAA

Application process	In addition to following the FAFSA/MSFAA process, you need to contact the financial aid office at the college or university that you plan to attend. Please note that a list of students who are eligible is provided by the Maryland Department of Human Services and made available to Maryland Public colleges and universities.
Agency and POC	Maryland Higher Education Commission For assistance, reach out to **osfamail.mhec@maryland.gov**

5.4 Need based grants

Program Name	**Howard P. Rawlings Educational Assistance Grant (EA grant)** **Howard P. Rawlings Guaranteed Access Grant (GA grant)** **Part-Time Grant Program**
Summary	These programs provide financial assistance to Maryland students who demonstrate financial need. Awards vary based on income, academic status, and enrollment status. ● The **Educational Assistance (EA) Grant** is a need-based grant that provides financial assistance to eligible applicants enrolled full-time at postsecondary institutions. ● The **Guaranteed Access (GA) Grant** is a need-based grant that provides financial assistance to low-income high school seniors who enrolled in college full-time within 6 years of graduation. ● The **Part-Time grant** provides financial assistance to degree-seeking undergraduates and students dually enrolled at a Maryland high school and an institution of higher education.
Eligibility requirements	**Howard P. Rawlings Educational Assistance Grant** (*Award amount ranges from $400 to $3000 for up to 4 years*) : ☐ Must be eligible for in-state tuition, as determined by the institution ☐ Must enroll each semester as a full-time (12 credits per semester) degree-seeking undergraduate student at an eligible two-year or four-year institution in Maryland ☐ Students must have a Maryland university or college listed on their submitted FAFSA or MHEC One-App (for undocumented students) prior to March 1, 2025. Students who add a Maryland institution after March 1 regardless of submission date, will not be considered for the EA. ☐ Demonstrate financial need (e.g. proof of income, proof of untaxed income) ☐ Cannot be in default on a Federal Title IV student loan ☐ Complete FAFSA or Maryland State Financial Aid Application (MSFAA) by March 1 ☐ Submit any required documentation to MHEC by April 15 **Guaranteed Access Grant** (*Maximum award amount is $22,100*) **:** ☐ Be eligible for in-state tuition in Maryland; ☐ Must complete FAFSA or Maryland State Financial Aid Application (formerly MSFAA) on the MHEC One App by March 1

- [ ] Submit any required documentation by April 15, 2025;
- [ ] Meet the stated income requirements for that academic year
- [ ] Be accepted for admission and plans to enroll in a regular undergraduate program at an eligible two-year or four-year Maryland institution as a full-time (12 credits/semester) degree-seeking undergraduate student;
- [ ] Have completed high school or obtained a GED with a passing score of 145 per module;
- [ ] Must begin college within 6 years of completing high school or obtaining a GED;
- [ ] Be under the age of 26 at time of first receiving the GA

Part-Time Grant (*Award ranges from $200 to $2000)*

- [ ] Must be a Maryland resident
- [ ] Must enroll at a two-year or four-year Maryland college or university as a part-time (3-11 credits per semester), degree-seeking undergraduate student
- [ ] Must demonstrate financial need (e.g. proof of income, proof of untaxed income)

Note: **Undocumented students, including DACA recipients, are not eligible for federal aid (FAFSA)**, but should apply through Maryland State Financial Aid Application - MSFAA

Agency and POC	Maryland Higher Education Commission For assistance, reach out to **osfamail.mhec@maryland.gov**

5.5 Legislative Scholarships

Program Name	**Delegate Scholarship** **Senatorial Scholarship**
Summary	These are scholarships/financial assistance awards provided by Maryland legislators. The **Delegate Scholarship** is offered to Maryland residents who plan to pursue a postsecondary credential full-time or part-time at a two-year or a four-year Maryland college, university or private career school. The **Senatorial Scholarship** is offered to current high school seniors and full-time and part-time, degree-seeking undergraduate and graduate students, as well as students attending a private career school.
Eligibility requirements	**1. Delegate Scholarship** ☐ You and your parents (if you are a dependent student) must be Maryland residents. ☐ You must enroll at a two-year or four-year Maryland college or university as a part-time or full-time, degree-seeking undergraduate or graduate student, or attend certain private career schools. **2. Senatorial Scholarship** ☐ You and your parents (if you are a dependent student) must be Maryland residents. ☐ You must enroll at a two-year or four-year Maryland college or university as a part-time or full-time, degree-seeking undergraduate or graduate student, or attend certain private career schools. ☐ You must demonstrate financial need (e.g. proof of income, proof of untaxed income) ☐ You must take the SAT or the ACT unless you graduated from high school five or more years ago; have earned 24 college credit hours; or are attending a community college or a private career school Note: **Undocumented students, including DACA recipients, are not eligible for federal aid (FAFSA)**, but should apply through Maryland State Financial Aid Application - MSFAA

Lead Time	Write to your senator/legislator by February, file FAFSA before March 1
Additional step in the application process	**Contact your delegate:** You must contact your local delegates in February to understand if you need to submit anything in addition to your FAFSA (e.g. essays). For a list of contact information of the student's local delegates, please visit http://mgaleg.maryland.gov/mgawebsite/Members/District
Agency and POC	Maryland Higher Education Commission For assistance, reach out to **osfamail.mhec@maryland.gov**

5.6 Career/Occupation-based grants and scholarships

Program Name	**Maryland Police Officer Scholarship** **Richard W. Collins III Leadership with Honor Scholarship program** **The Teaching Fellows for Maryland Scholarship** **The Charles W. Riley Firefighter & Ambulance & Rescue Squad Member Scholarship Program** **The Cybersecurity Public Service Scholarship Program** **The Workforce Development Sequence Scholarship** **The Workforce Shortage Student Assistance Grant** **The Tuition Reduction for Non-Resident Nursing Students**
Summary	The **Maryland Police Officer Scholarship** is awarded to current police officers or individuals planning to become a police officer, who are enrolled in an academic program that furthers their career in law enforcement. Recipients must pledge to work as a police officer in the state upon completion of their studies. The **Richard W. Collins III Leadership with Honor Scholarship program** provides financial assistance to Maryland residents enrolled at one of the state's Historically Black Colleges and Universities in the ROTC program. Teaching Fellows for Maryland Scholarship The **Teaching Fellows for Maryland Scholarship** provides financial assistance to students who pledge to work as a public school or public prekindergarten teachers at schools in Maryland upon completion of their studies in a high-needs school or in a grade level or content area in which there is a shortage of qualified educators. The **Charles W. Riley Firefighter & Ambulance & Rescue Squad Member Scholarship Program** provides financial assistance to Maryland residents in the fire-fighting, ambulance, and rescue organizations serving Maryland communities to pursue credited courses that lead to a degree in fire service technology, emergency medical technology, fire service management, or public safety administration with a minor or concentration in fire service technology or fire service management. The **Cybersecurity Public Service Scholarship Program** provides financial assistance to Maryland residents pursuing an education in programs that have been identified by the Secretary of Higher Education as being directly relevant to cybersecurity.

The **Workforce Development Sequence Scholarship** provides financial assistance to students enrolling in an approved non-credit certificate program leading to apprenticeships, employment, licensure, or job skill enhancement only at participating Maryland community colleges.

The **Workforce Shortage Student Assistance Grant** provides financial assistance to Maryland residents planning on working in specific career/occupational programs upon graduation. Eligible fields include: child care, human services, teaching, nursing, physical and occupational therapy, social work, and public service.

The **Tuition Reduction for Non-Resident Nursing Students** is available for non-residents accepted into a nursing program who attend a two-year or four-year public institution in Maryland.

Eligibility requirements	**1. Maryland Police Officer Scholarship** ☐ Must be a current police officer or parole/probation agent in Maryland ☐ Must have earned a degree from a Maryland public college or university ☐ Must have worked at least 2 years as a police officer or agent in Maryland ☐ Must be pursuing coursework that furthers their career in law enforcement **2. Richard W. Collins III Leadership with Honor Scholarship program** ☐ Must be a minority or historically underrepresented Reserve Officer Training Corp (ROTC) student/member of a ROTC program ☐ Must be enrolled full-time at one of the four Maryland HBCUs: Bowie State University, Coppin State University, Morgan State University and University of Maryland Eastern Shore ☐ Must qualify for in-state tuition **3. The Teaching Fellows for Maryland Scholarship** ☐ Applicants enrolled or intend to enroll at an eligible institution in an undergraduate or graduate program leading to a Maryland professional teacher's certificate. ☐ Applicants must agree to work as a public school or public prekindergarten teacher in the State upon completion of their studies in a high-needs school (as identified by MSDE), or in a grade level or content area in which there is a shortage of qualified educators. ☐ Full-time or part-time enrollment at an eligible institution pursuing a course of study leading to a

Maryland professional teacher's certificate.
- ☐ Applicants are no longer required to be Maryland residents or provide GPA, GRE, or SAT scores.

Note: An individual who has been employed as a teaching assistant at a public school or public prekindergarten program in Maryland for at least 2 years may apply and is eligible to hold the scholarship as a full-time or part-time undergraduate or graduate student.

4. **Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship Program**
   - ☐ Must be a Maryland resident
   - ☐ Must be actively engaged in a fire, ambulance, or rescue squad (volunteer or career)
     - ☐ Volunteer: Must have earned 50 LOSAP points in the prior tax year, across at least 2 categories
     - ☐ Career: Must have worked at least 1,000 hours in the prior tax year
   - ☐ Must be enrolled in a degree/certificate program related to fire or emergency services

5. **Cybersecurity Public Service Scholarship Program**
   - ☐ Must be a Maryland resident
   - ☐ Must be enrolled full-time or part-time in an approved cybersecurity degree or certificate program
   - ☐ Must have completed at least 25% of the required credits (E.g. If you need 120 credits to graduate you must have completed at least 30 credits at the time of application.)
   - ☐ Must have a minimum cumulative GPA of 3.0
   - ☐ Must be within 3 years of graduation

Note: Applicants who have received the Federal Cyber Corps Scholarships for Service award are not eligible to apply.

6. **Workforce Development Sequence Scholarship**
   - ☐ Must be a Maryland resident or Maryland High School graduate or students who are active duty members of the U.S. Military stationed in or reside in, or are domiciled in Maryland.
   - ☐ Must enroll in an approved non-credit certificate program at a Maryland community college

7. **Workforce Shortage Student Assistance Grant Program**
   - ☐ Must be a Maryland resident or Maryland High School graduate or students who are active duty members of the U.S. Military stationed in or reside in, or are domiciled in Maryland.
   - ☐ Enroll at a two-year or four-year Maryland college or university each semester as a:

	☐ Full-time (12+ credits per semester) or part-time (6-11 credits per semester) undergraduate.
	☐ Full-time (9+ credits per semester) or part-time (6-8 credits per semester) graduate student. (Students may be enrolled for less than six (6) credits in a semester, but must earn at least 12 credit hours in each academic year if an undergraduate student, or 9 credit hours of a graduate student, including the summer term.)
	☐ Enroll as a degree-seeking student in an eligible major leading to employment in an eligible field as indicated on your application.
	☐ Maintain the satisfactory academic progress standards of your institution.
Agency and POC	Maryland Higher Education Commission For assistance, reach out to **osfamail.mhec@maryland.gov**

5.7 American Job Centers

Summary	The Maryland Department of Labor Division of Workforce Development and Adult learning operates within Maryland's network of American Job Centers (AJCs) across the state along with various other partner agencies to provide a wide range of employment and training services to both job seekers and businesses free of charge. These centers are dedicated to offering high-quality, customer-driven workforce services, including career exploration assistance, referrals to training programs, résumé preparation assistance, and workshops to enhance job-seeking skills and work readiness. Additionally, AJCs provide access to computers, printers, photocopiers, fax machines, telephones, and various job search resource materials.
Eligibility requirements	❏ Open to all job seekers regardless of income or work history ❏ Maryland resident ❏ U.S. work authorization ❏ Some services have specific eligibility requirements

Lead time	Walk-in services may be provided the same day depending on staff availability
Top programs	American Job Center locations provide general services (i.e., resource rooms with phones, free internet, resume writing and review, interview skills assistance, and career support), reentry support, and referrals to programs such as registered apprenticeships, Agricultural Worker Assistance, Senior Community Services Employment Program, Professional Outplacement Assistance Center (POAC), and services for veterans.
Language services	Free interpreter services are available at local job centers - ask for an interpreter when you visit your local AJC or call 1-877-293-4125.
Application process	1. **Find your local job Center:** Locate your nearest American Job Center by visiting the Maryland Department of Labor's county directory - https://www.labor.maryland.gov/county/ 2. **Visit or Contact the Center:** You may walk in or call your local office to schedule an appointment 3. **Meet with a Career Counselor:** Get one-on-one guidance to review your employment goals, explore available training, or determine your eligibility for programs or apprenticeships. 4. **Provide necessary documentation:** If you are enrolling in training programs offered at your local center, you may be asked for proof of identify, social security card, work authorization, Maryland residency 5. **Participate in Workshops or Assessments:** Some services may require you to complete a skills assessment or attend job readiness workshops. 6. **Enroll in Services:** Once eligible, you can access career services, training support, and follow-up job placement assistance through your AJC. **Note**: If you are looking for a job board, use the Maryland Workforce Exchange website - https://mwejobs.maryland.gov/vosnet/default.aspx
Agency and POC	Maryland Department of Labor https://labor.maryland.gov/county/ For assistance, please contact the Division of Workforce Development and Adult Learning at dldwdworkforcedevelopment-labor@maryland.gov

5.8 Service Year Option

Summary	The Service Year Option offers participants **full-time placements with various organizations across Maryland. Members engage in service roles that provide job training, mentorship, and resources aimed at enhancing their professional development.** Throughout the service term, participants earn a minimum of $15 per hour and, upon successful completion, receive a $6,000 completion award.
Eligibility requirements	☐ Between the ages of 18-24 ☐ Be a Maryland resident for the last 12 months ☐ U.S. work authorization ☐ Have graduated from a Maryland high school or earned an equivalent diploma or certificate
Lead Time	There are two deadlines; March 1 (early application) & April 1, with rolling applications thereafter. Program starts in September and ends in June You should expect to hear back approximately two weeks after the deadline of your submission period
Language services	The application site is compatible with the Linguist extension (Firefox/ Google Chrome) and Google Translate (Firefox/ Google Chrome). For the best translation experience on Firefox and Google Chrome browsers.
Application process	1. **Create an account:** Create an account here - https://app.buildwithin.io/signup?org_uuid=2ce44c00-a45f-4183-b513-05afd095bcb4&role=candidate 2. **Gather required documentation:** Proof of work authorization, proof of identity and age (social security number) 3. **Submit an application:** Apply for open positions in your candidate portal. Applications are reviewed and accepted on a rolling basis, with an early deadline of March 1 and April 1 4. **Interview process** : Interview with your host site
Agency and POC	Maryland Department of Service and Civic Innovation Website: https://dsci.maryland.gov/Pages/default.aspx For assistance, reach out to dsci.gov@maryland.gov

5.9 Maryland Corps

Summary	The Maryland Corps program is a state initiative designed to **provide individuals with meaningful, paid service opportunities across various sectors in Maryland.** Participants engage in full-time service roles that offer job training, mentorship, and professional development resources. Throughout the service term, members earn at least $15 per hour and, upon successful completion, receive a $6,000 completion award.
Eligibility requirements	☐ Any adult 18+ ☐ U.S. work authorization
Lead Time	There are two deadlines; March 1 & April 1 with rolling admissions thereafter. Program starts in September and ends in June You should expect to hear back approximately two weeks after the deadline of your submission period.
Language services	The application site is compatible with the Linguist extension (Firefox/ Google Chrome) and Google Translate (Firefox/ Google Chrome). For the best translation experience on Firefox and Google Chrome browsers.
Application process	1. **Create an account:** Create an account here - https://app.buildwithin.io/signup?org_uuid=2ce44c00-a45f-4183-b513-05afd095bcb4&role=candidate 2. **Gather required documentation:** Proof of Maryland residency, educational attainment (e.g. transcripts, graduation certificates) and proof of work authorization 3. **Submit an application:** Apply for open positions in your candidate portal. Applications are reviewed and accepted on a rolling basis, with an early deadline of March 1 and April 1 4. **Interview process** : Interview with your host site
Agency and POC	Maryland Department of Service and Civic Innovation Website: https://dsci.maryland.gov/Pages/default.aspx For assistance, reach out to dsci.gov@maryland.gov

6. List of acceptable documentation

Verification Category	Examples of Acceptable Documentation
Proof of Identity	Driver's license, state ID, passport, birth certificate, school ID (for children)
Proof of Maryland Residency	Utility bill, lease agreement, rent receipt, government mail with name and address
Proof of Pregnancy	Doctor's note on clinic letterhead with due date, ultrasound printout, WIC referral form
Proof of Income	Recent pay stubs (past 30 days), tax return, employer letter, benefit award letter
Proof of Emergency	Eviction notice, utility shut-off notice, letter from landlord, propane bill
Proof of High School Completion	Maryland high school diploma, Maryland GED certificate, high school transcript showing graduation date
Proof of work authorization	Social Security card, Employment Authorization Document (EAD), Permanent Resident Card (Green Card), U.S. passport
Proof of Termination	Layoff notice, termination letter, employer separation form
Proof of Job Search Activity	Maryland Workforce Exchange (MWE) activity log, list of job applications submitted, interview confirmations
Proof of Household Size	Birth certificates, Social Security cards, school records showing address
Proof of housing instability	Past-due rent notices, eviction notice, utility shut-off notice, letter from landlord, housing court documents

Proof of financial hardship	Medical bills, job loss documentation, termination letter
Proof of Foreclosure Risk	Mortgage statements, foreclosure notice, notice of default, Final Loss Mitigation Affidavit
Proof of First-Time Homebuyer Status	signed affidavit from lender, confirmation from MMP eligibility system
Proof of housing instability	Bank statements (checking/savings), documentation of liquid assets, asset declaration forms
Proof of Child Enrollment	School enrollment letter, Free and Reduced-Price Meals (FARMS) eligibility letter
Proof of Immigration Status	U.S. citizen: U.S. Passport, birth certificate, Certificate of Naturalization Qualified non-citizen (with or without 5-year wait): Permanent Resident Card (Green Card), refugee/asylee documentation, parolee documents, conditional entrant, Cuban/Haitian entrant, battered immigrant status documentation
Proof of Medical Expenses	Medical bills, prescription receipts, explanation of benefits (EOB) from insurer