



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

MITT ROMNEY
Governor


KERRY HEALEY
Lieutenant Governor

RONALD PRESTON
Secretary

JOHN A. WAGNER
Commissioner

Field Operations Memo 2004-25
June 1, 2004

To: Transitional Assistance Office Staff

From:  Cescia Derderian, Assistant Commissioner for Field Operations

Re: Citizenship Outreach Project for Noncitizen EAEDC Applicants and Recipients

Overview

The Department and the Office for Refugees and Immigrants (ORI) have worked together to address the issue of assisting current noncitizen EAEDC recipients with the citizenship process for becoming U.S. naturalized citizens.

ORI has brought together a network of community-based providers to participate in a *Citizenship Outreach Project* for noncitizen EAEDC applicants and recipients. These providers will be available to screen EAEDC applicants and recipients for citizenship eligibility, assist EAEDC applicants and recipients with the naturalization process (including application and disability waivers) and/or make appropriate referrals. Through this project the Massachusetts Immigrant and Refugee Advocacy Coalition (MIRA) will provide training and on-going technical support to participating providers.

Purpose of Memo

The purpose of this memo is to:

- Alert AU Managers about a June 2, 2004 mailing to all noncitizen EAEDC recipients, telling them about some of the rules for becoming a U.S. citizen;
 - Provide handout material on becoming a U.S. citizen which is given to EAEDC applicants and recipients who are legal permanent residents; and
 - Provide a list of community-based providers throughout Massachusetts who will assist EAEDC noncitizens with the naturalization process.
-

Mailing

A notice (Attachment A) and the multi-lingual notice will be mailed June 2, 2004 to active EAEDC noncitizen recipients with information about becoming a U.S. citizen. The notice included information on the basic rules of being a legal permanent resident, being in the U.S. for at least five years unless married to a U.S. citizen, being able to speak English and knowing about the history of the U.S., and the agencies across the state that will assist them in the naturalization process. The list of the agencies (Attachment B) is included with the notice. The notice advises the recipients to call their worker or the agency if there are any questions.

**AU Manager
Responsibilities**

In addition to the EAEDC regulation that requires a noncitizen be engaged in efforts to become a U.S. citizen unless he or she has good cause (106 CMR 320.620(B)(1)), there are benefits to becoming a U.S. citizen, including voting privileges, certain program eligibility, retirement benefits for spouses under RSDI, and other medical or housing benefits. A noncitizen who intends to remain in the U.S. should give careful consideration to becoming a citizen.

As of June 1, 2004, EAEDC applicant who is a legal permanent resident and EAEDC recipient whose status is adjusted to a legal permanent resident must be given the citizenship outreach material. During the interview with an EAEDC applicant or EAEDC recipient, the AU Manager must:

- Give the applicant who is an LPR or the recipient who becomes an LPR, the Citizenship Outreach Project material (Attachment B) that includes a brief description about becoming a U.S. citizen and the list of agencies that will assist in the citizenship process;
 - Help the recipient find the appropriate agency on the list. The list is sectioned by region and ethnicity. If the recipient lives in an area that does not service his or her language, such as a Russian recipient living in the Merrimack Valley area, he or she can go to any of the other agencies in the Merrimack Valley area or choose to go to the closest agency that has Russian-speaking workers, such as New American Center in Lynn;
 - Be sure to highlight the applicable regional information on the agency list and give it to the applicant or recipient; and
 - Encourage the applicant or recipient to call the agencies for information or assistance with the citizenship application process.
-

**Informational
Paragraph**

The following paragraph will be added to the YRTK Brochure.

Citizenship Outreach Project

If you become a US citizen, you may be eligible for federal benefits such as SSI. Generally you need to have been a permanent resident for five years (three years if married to a US citizen) before you are eligible for citizenship. You can apply 90 days before you have met the five year requirement. You will need to demonstrate knowledge of English and some US history unless you qualify for a waiver because you have a mental or physical disability that prevents you from being able to learn. It generally will take about a year for you to apply and get your citizenship interview. Additional background checks due to increased security may mean that it can take longer.

It is important to get assistance before you apply for citizenship. The Massachusetts Office for Refugees and Immigrants (MORI) works with a network of community-based organizations who are participating in a Citizenship Outreach Project. These organizations will screen for citizenship eligibility, provide assistance with the naturalization process and/or make appropriate referrals. Your DTA Worker can provide you with a list of organizations that can help you apply for citizenship.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617- 348-8478.

Massachusetts Department of Transitional Assistance

Mary Jones
100000 Main Street
Someplace, MA 99999

SSN: 999-99-9999
Davis Square TAO - DTA

06/01/2004

Important Notice - Read Carefully
Este Mensaje Es Importante - Lea Cuidadosamente

IMPORTANT NOTICE ABOUT U.S. CITIZENSHIP

Dear Mary Jones:

We are writing to give you some information about becoming a U.S. citizen. Our records show that you are not a U.S. citizen. If our records are wrong, please call your worker right away.

The Massachusetts Department of Transitional Assistance and the Office for Refugees and Immigrants are working together to help people with the citizenship process.

There are some rules to becoming a U.S. citizen. One of the rules is about legal permanent residents or green card holders. If you have been in the U.S. as a legal permanent resident for at least five years (three years if you are married to a U.S. citizen) you are eligible for citizenship. There are other rules that must be met and papers that must be filled out but there are agencies in Massachusetts that will help you.

If you want to talk with someone who could help you with the application process to become a U.S. citizen, there are agencies across the state of Massachusetts that have people to help you. They can help you with classes to learn English and to learn about the history of the U.S. It generally takes about 18 months to apply and get a citizenship interview. You may want to think about starting the process now.

A list is included in this letter that has the names of the agencies, the addresses, phone numbers and the name of a person to call. Find the agency that is near where you live. Some agencies have staff that work with people of a particular ethnicity or that speak a certain language. If you have any questions about which agency to call, you can call your worker or call one of the agencies for answers.

If you have any questions about this letter, you should call {WORKER_PHONE_NUMBER}, and ask for your worker {WORKER_NAME}.

Citizenship Outreach Project

The Massachusetts Department of Transitional Assistance and the Office for Refugees and Immigrants are working together in the *Citizenship Outreach Project* to help a recipient of EAEDC who is not U.S. citizen to become a citizen. The Massachusetts Office for Refugees and Immigrants (MORI) works with a network of community-based organizations who will screen the individual for citizenship eligibility, help the individual with the naturalization process (including application and disability waivers) and/or make appropriate referrals.

Generally you need to have been a permanent resident for five years (three years if married to a US citizen) before you are eligible for citizenship. You can apply 90 days before you have met the five year requirement. It is important to get assistance before you apply for citizenship. If you want to talk with someone who could help you with the application process to become a U.S. citizen, there are agencies across the state of Massachusetts that have people to help you.

You will need to demonstrate knowledge of English and some US history unless you qualify for a waiver because you have a mental or physical disability that prevents you from being able to learn. The agencies can help you with classes to learn English and to learn about the history of the U.S. It generally takes about 18 months to apply and get a citizenship interview. Additional background checks due to increased security may mean that it can take longer. You may want to think about starting the process now.

A list is attached to this letter that has the names of the agencies, the addresses, phone numbers and the name of a person to call. Find the agency that is near where you live. Some agencies have staff that work with people of a particular ethnicity or that speak a certain language. These organizations will screen for citizenship eligibility, provide assistance with the naturalization process and/or make appropriate referrals.

If you have any questions about which agency to call, you can call your worker or call one of the agencies for answers.

Greater Boston

Asian America Civic Association (AACA)

Service Population: Chinese
 200 Tremont Street, Boston, MA 02116
 Phone: 617-426-9492, FAX 617-482-2316
 Email: emilydamiano@aaca-boston.org
 Contact: Emily Damiano

Centro Presente

Service Population: Spanish-speaking
 54 Essex Street, 2nd Fl, Cambridge, MA 02139
 Phone: 617-497-9080, FAX: 617-497-7247
 Email: cpaniagua@cpresente.org
 mreyes@cpresente.org
 Contact: Carmen Paniagua, Mirna Merced

Ethiopian Community Mutual Assistance Association (ECMAA)

Service Population: Ethiopian and other African
 552 Massachusetts Avenue, Cambridge, MA 02139
 Phone: 617-492-4232, Fax: 617-492-7685
 Email: btamene@aol.com
 Contact: Mr. Binyam Tamene

Greater Boston Chinese Golden Age Center (GBCGAC)

Service Population: Chinese
Head office:
 25 Stuart St, 5/F, Boston, MA 02116
 Phone: 617-357-0226, Fax: 617-423-7672
 Email: wwong@gbcgac.org
 Contact: Wendy Wong

Quincy Tower (GBCGAC)

5 Oak St. West, Boston, MA 02116
 Phone: 617-423-7560, FAX: 617-482-8367
 Contact: Dora Wong

Brighton House (GBCGAC)

677 Cambridge St, Brighton, MA 02135
 Phone: 617-789-4289, FAX: 617-789-5623
 Email: lmei@gbcgac.org
 Contact: Lilly Mei

Haitian America Public Health Initiative (HAPHI)

Service Population: Haitian
 10 Fairway St, Mattapan, MA 02126
 Phone: 617-298-8076, Fax: 617-296-1570
 Email: Ivy6710@aol.com
 Contact: Ives Rose Chrispin

Irish Immigration Center (IIC)

Service Population : Irish, etc.
 59 Temple Place, Suite 510, Boston, MA 02111
 Phone: 617-542-7654 x15, FAX: 617-542-7655
 Email : citizenship@iicenter.org
 Contact : John Rattigan

MA Alliance of Portuguese Speakers (MAPS)

Service Population : Portuguese-speaking
 1046 Cambridge St., Cambridge, MA 02139
 Phone: 617-864-7600, FAX : 617-864-7621
 Email : mmatos@maps-inc.org
 Contact : Maria Matos

Refugee and Immigrant Assistance Center (RIAC)

Service Population: African
 31 Heath Street, Jamaica Plain, MA 02130
 Phone: 617-522-8364, Fax: 617-522-8345
 Email: somaliwca@aol.com
 Contact: Ms. Miriam Gas, Sadia Fadil

Russian Community Association of Massachusetts (RCAM)

Service Population: Russian-speaking
 215-B Harvard Avenue, Boston, MA 02134
 Phone: 617-731-7789, Fax: 617-731-6788
 Email: rcam-boston@comcast.net
 Contact: Sergey Bologov

Somali Devebpmnt Center (SDC)

Service Population: Somali and other African
 203-205 Green Street, Jamaica Plain, MA 02130
 Phone: 617-522-7484, Fax: 617-522-6300
 Email: aayusuf@sdcbboston.org
 Contact: Ahmed M. Mohamoud

Vietnamese American Civic Association

Service Population: Vietnamese
 1452 Dorchester Ave. 3F, Dorchester, MA 02122
 Phone: 617-288-7344, Fax: 617-288-4860
 Email: dvpham@vacaboston.org
 Contact: Mr. Duy Pham

North Shore

New American Center (NAC, Lynn)
Service Population: Bosnian, Russian, Somali, Sudanese and other African
298 Union Street, Lynn, MA 01901
Phone: 781-593-0100 x17, Fax: 781-599-3329
Email: a.brikman@jfcsoxford.org
Contact: Alla Brikman

North Shore Community Action Program, Inc.
Service Population: Spanish and Portuguese-speaking
98 Main Street Peabody, MA 01960
Phone: 978-531-0767, FAX 978-531-1012
E-mail: bhogan4079@aol.com
Contact: Beth Hogan

Southeast

Immigrants' Assistance Center (IAC)
Service Population: Portuguese and Spanish-speaking, Cape Verdean
58 Crapo Street, New Bedford, MA 02740
Phone: 508- 996-8113, FAX: 508-984-4157
Email: Mrq729@aol.com
Contact: Lucilia Oliveira, Philomene Tavares

Self Help, Inc.
Service Population: Cape Verdean, Spanish-speaking
425 Pleasant Street, 2FL, Brockton, MA 02310
Phone: 508-559-8821, FAX: 508-587-6118
Email: outreach@selfhelpinc.org
Contact: Grace Perez

Metro North

Tri-City Comm. Action Program, Inc.
Service Population: Spanish-speaking, Chinese, Haitian
110 Pleasant Street, Malden, MA 02148
Phone: 781-322-4125, FAX: 978-534-5146
Email: eengerman@tri-cap.org
Contact: Elizabeth Engerman

Greater Boston Chinese Golden Age Center (GBCGAC)
Service Population: Chinese
Head office :
25 Stuart St, 5/F, Boston, MA 02116
Phone: 617-357-0226, Fax: 617-423-7672
Email: ychin@gbcgac.org
Contact: Yolanda Chin

Central Massachusetts

Lutheran Community Services of Southern New England (LCSSNE)
Service Population: Russian-speaking, Afghani, Bosnian, Liberian and other African, Vietnamese
30 Harvard Street, Worcester, MA 01608
Phone: 508-754-1121, Fax: 508-754-1393
Email: lcsnatasha@earthlink.net
Contact: Natasha Makarova

International Rescue Committee (IRC)
Service Population: Afghani, Bosnian, Somali,
332 Main Street, Suite# 501, Worcester, MA 01608
Phone: 508-797-1154, Fax: 508-753-5392
Email: michael@theirc.org
Contact: Michael Sirois

Spanish American Center, Inc.
Service Population: Spanish and Portuguese-speaking
112 Spruce Street, Leominster, MA 01453
Phone: 978-534-3145, FAX: 978-534-5146
Email: NeddyL@choiceonemail.com
Contact: Neddy Latimer

<u>Western Massachusetts</u>	<u>Merrimack Valley</u>
<p>Boat People S.O.S. Service Population: Vietnamese 85 Oakland St., Suite # 1, Springfield, MA 01108 Phone: 413-846-6300, FAX: 413-846-6336 Email: khanh.nguyen@bpsos.org Contact: Khanh Nguyen</p>	<p>City of Haverhill / Minority Affairs Service Population: Spanish-speaking 4 Summer St., Haverhill, MA 01830 Phone: 978-372-0530 Contact: Carmen del Rosario</p>
<p>Casa Esperanza Service Population: Spanish-speaking 140 Pine Street, Rm 6, Northampton, MA Phone: 413-586-1569, FAX:413-586-1597 Email: casa1@map.com Contact: Lillian Torres</p>	<p>Asian Center of the Merrimack Valley, Inc. (ACMV) Service Population: Vietnamese, Cambodian, Chinese, Indian One Ballard Way, So. Lawrence, MA 01843 Phone: 978-683-7316, FAX: 987-683-9075 Email: elana.killilea@verizon.net Contact: Elana Killilea</p>
<p>The Center for New Americans(CNA) Service Population: all refugees & immigrants 17 New South Street, Suite 310, Northampton, MA 01060 Phone: 413-587-0084, FAX: 413-585-0908 Email: info@cnam.org Contact: Maureen McMahon</p>	<p>Lawrence Council on Aging Service Population: Spanish-speaking 155 Haverhill Street, Lawrence, MA 01840 Phone: 978-794-5886, FAX: 978-794-1303 Email: L_marmolejos@cityoflawrence.com L_Rosado@cityoflawrence.com Contact: Lisa Marmolejos, Luz Rosado</p>
<p>Greenfield Office for CNA Greenfield Public Library Service Population: all refugees & immigrants 402 Main Street, Greenfield, MA 01301 Phone: 413-772-1592, FAX: 413-772-1543 Email: info@cnam.org Contact: Deborah Shaeffer-Valvo</p>	<p>MA Alliance of Portuguese Speakers Service Population : Portuguese-speaking 11 Mill St. Lowell, MA 01852 Phone: 978-970-1250 FAX : 978-970-0843 Email: orodrigues@maps-inc.org Contact : Osvalda Rodrigues</p>
	<p>Notre Dame Education Center Service Population: Spainsh-speaking 301 Haverhill St., Lawrence, MA 01842 Phone: 978-682-6441 x204, FAX: 978-974-9840 Email: gtpsnd@comcast.net Contact: Sr. Gwynette Proctor, S. N. D.</p>
	<p>St. Julie Asian Center Service Population: Cambodian, Vietnamese, Chinese 236 Westford Street, Lowell, MA 01852 Phone: 978-454-7663, FAX: 978-454-7663 Email: stjulieasc@yahoo.com Contact: Sr. Janet Deaett, S.N.D.</p>