

Orientation Guide for Immigrants to Idaho

Idaho human rights  education center



**CENTRO DE
COMUNIDAD Y
JUSTICIA**

Center for Community and Justice

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Introduction

This guide is a joint project of the Idaho Human Rights Education Center and Centro de Comunidad y Justicia.

About the Idaho Human Rights Education Center

The mission of the Idaho Human Rights Education Center is to promote respect for human dignity and diversity through education and to foster individual responsibility to work for justice and peace. The Center sponsors human rights education programs for all ages. As part of its mission, the Center constructed the Idaho Anne Frank Human Rights Memorial in downtown Boise. The Memorial features the entire Universal Declaration of Human Rights and a wall inscribed with the voices of human rights advocates throughout history.

The Center maintains a Human Rights Education Resource Center, consisting of teaching materials and other human rights education resources. The Center's materials include a *K-12 Human Rights Curriculum for Idaho* and a program entitled *The History of Human Rights in Idaho* (available on the Center's website at www.idaho-humanrights.org and in a CD ROM format at the Center's office located at 801 Capitol Boulevard, Suite 102, Boise, Idaho 83702).

The Center provides leadership in order to educate, inspire, and influence positive change regarding human rights and diversity. Serving as a catalyst, the Center has formed partnerships with schools, faith communities, businesses, and other human rights organizations in Idaho and throughout the United States to achieve its mission.

About Centro de Comunidad y Justicia

Centro de Comunidad y Justicia (formerly the Council on Hispanic Education) is a nonprofit community-based organization founded in 1996. The mission of Centro is to improve the educational, economic, and social status of Latinos in Idaho. Centro has for several years been active in promoting policy efforts to address the academic and English language acquisition needs of Latinos, and other students that have traditionally struggled to achieve academically and to succeed in Idaho's public schools.

Since the mid-1970's, Centro's staff and board members have played a part in almost every educational policy decision affecting Latino and English language learner students (ELLs) in Idaho, including efforts to disaggregate student data by ethnicity, efforts to gain legislative approval and funding for the Idaho Minority and At-Risk Scholarship; the State LEP Supplemental Appropriation; and for the "Grow Our Own Teachers Program." In addition, our members have been involved in almost every major study and task force appointed to address the needs of these students, and responsible for promoting

stricter legislative oversight and accountability of state and federal programs that fund local services for ELL students.

The objectives of our Educational Initiative are:

- To reduce the disproportionate dropout/pushout rate that persists in the Latino community.
- To improve the academic achievement and success of Latino students.
- To increase the number of Hispanic students who enter colleges and universities.
- To increase multicultural and multilingual educational opportunities for all students.

In the spring/summer of 2004 Centro began Proyecto Vecinos (an Immigrant Rights Project) in collaboration with the Idaho Human Rights Education Center in Boise, and the University of Idaho Law School in order to respond to the need for community-based family immigration counseling services in Idaho.

The objectives of *Proyecto Vecinos* are:

- To publish and distribute an immigrant orientation guide and other community resource information for immigrants and refugees.
- To provide family based immigration counseling services.
- To defend the rights of all immigrants and refugees.
- To work for and to promote just immigration and refugee policies and practices.

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We are glad to have you in Idaho – we wish you and your family great success.

Many concerned citizens and social service professionals suggested that recent immigrants to Idaho often do not have accurate information about their rights, responsibilities and resources. A committee was formed to create this guide. The members of the committee spent long hours researching, debating, writing and rewriting the information that follows.

We offer this guide as a resource to help you make progress towards becoming a self-sufficient and contributing member of the community. America's story is a story of generation after generation of immigrants, who arrived with little, but who worked hard and made choices to build a better life for themselves and their children. You are helping to write the next part of this story as you find employment, succeed in school, open businesses, purchase homes, vote and help your neighbors. We hope, this guide helps you to realize those goals.

Best Regards,

Les Bock
Executive Director
Idaho Human Rights Education Center

Sam Byrd
Program Coordinator
Centro de Comunidad y Justicia

Dedication and Acknowledgments

This guide is dedicated to ***all people*** who come to Idaho to seek a better life. You are our neighbors. We hope that this guide serves you well.

This guide would not have been possible without the contributions of the Minnesota Council of Churches, Minneapolis, Minnesota; the hard work of Andrew White, third year law student from the University of Idaho School of Law; the University School of Law Externships Program; and the countless unnamed people who reviewed this guide and assisted in translating it into Spanish, but particularly Rosalyn Palacio, who spent countless hours in completing the Spanish translation. We also want to thank Mary Hoyle for her excellent suggestions and technical expertise in assisting us with the final draft of this guide.



I. Emergency and Basic Safety Information

1.1 Emergency Response

- > What is 911?
- > When to Call 911
- > When NOT to call 911
- > What happens when you call 911
- > Non-Emergency Police Department Numbers

1.2 Home Fire Safety

- > How to reduce the Risk of Fire in Your Home
- > What to do if there is a Fire in Your Home

1.3 Poison Control Information

1.1 Emergency Response



What is 911?

- The United States has designated the telephone number 911 for emergency response situations. This number may be dialed for free from any telephone when an emergency response is required.

When to call 911?

- To Report a situation which requires a police officer at the scene (assaults, burglaries, domestic disputes)
- To report a Fire
- To report a crime in progress
- To report suspicious or criminal activity (e.g. alarms, gun shots fired, shouts for help, sounds of glass breaking, unfamiliar persons carrying items from a house)

Do not call 911 to:

- Ask for directions
- Ask for information about animal control issues
- Find out if someone is in jail
- Report situations that are not of a police, fire, or medical nature. Refer to government pages of the local telephone directory for the appropriate number
- Report a non-emergency medical situation
- Contact your local police department to speak to an officer over the phone for information.

What happens when you call 911?

- 911 calls are answered 6 to 12 seconds after you call. About the first 5-6 seconds there will be total silence on your phone – DO NOT HANG UP!
- If you do not speak English it is important that you inform the 911 operator of the language you speak. A translator will be brought on the line within seconds.
- The 911 operator is required to ask a variety of questions to determine the situation and where it is happening. Some of the questions may seem unnecessary, but it is important they obtain this information to get the correct responders to the correct location as quickly as possible.
- Stay on the telephone for as long as you can to assist the operator in getting the appropriate assistance to you.

For more information, please visit the Idaho State Police Homepage at:
www.isp.state.id.us

Non-Emergency Police Department Numbers:

There may be times that you need to contact the police in a non-emergency situation. Use these numbers to reach the Police Department in Non-Emergency situations:

- Boise City Police: (208) 327-1792
- Nampa City Police: (208) 465-2232
- The number for other cities is found in the blue pages of your telephone book

1.2 Home Fire Safety

The United States has one of the highest fire death and injury rates in the world. Fire – in the form of flames and smoke – is the leading cause of accidental death in the house.

There are many things you can do to reduce the risk of fire in your home. Knowing what to do if there is a fire in your home could save your life.

How to Reduce the Risk of Fire in Your Home

- Do not use wood burning stoves and fireplaces unless they are properly installed and meet building codes. Follow their instructions closely. Do not use fireplaces to cook food.
- If using a Portable Electric Heater (or space heater), operate it at least three feet away from walls, beds or other furniture. Do not place in a location where towels or clothing may fall on heaters on cabinets, tables, or other furniture. Never use heaters to dry clothes or shoes.
- Never place or store pot holders, plastic utensils, towels, and other non-cooking equipment on or near the stove top because these items can be ignited. Long loose sleeves are more likely to catch on fire than are short sleeves. Long loose sleeves are also more likely to catch on pot handles, overturning pots and pans and cause burns.
- Do not place candy or cookies over top of stoves. This will reduce the attraction kids have from climbing on cooking equipment, thus reducing the possibility of their clothing catching on fire.
- Watch all cooking items closely.
- Keep lighters and matches out of the reach of children. Teach them that these items are not toys and should not be played with.
- Do not smoke cigarettes in bed.
- Place smoke detectors on each floor of your home. Make sure they are working properly and change their batteries at least once a year.
- Establish an escape plan in advance for your family.

What do if there is a fire in your home.

- Crawl to the door on your hands and knees. Smoke and gases rise to the ceiling and the air is safer closer to the floor.
- Feel the door before opening it. If it's cool, brace yourself against it and open it carefully. If you notice smoke or heat, close it immediately.
- If you cannot escape through the window signal for help by waving a sheet of any light colored clothing out the window.
- Upon escaping from the home meet your family in front and away from your home and wait for the fire department.
- Never go back into a burning building – tell firefighters immediately if someone is left in the building.
- Seek medical help for burns and other injuries.

The above information is from Your Home Fire Safety Checklist by the U.S. Consumer Product Safety Commission.

1.3 Poison Control Information

There are many substances located in your home that are considered poisonous to children. These items, if swallowed or inhaled may make your child sick or even result in death. Items that are poisonous include:

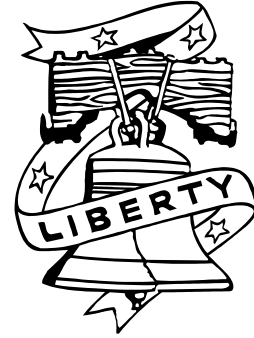
- Cleaning supplies
- Personal hygiene products
- Medications
- Paint
- Alcohol and Houseplants

Keep these items well out of reach of children, in a locked cabinet if possible.

If someone swallows a poisonous substance call the National Poison Control Center immediately at 1-800-222-1222. This service is available 24 hours a day, 7 days a week. A Poison Information Specialist will inform you what to do.



2. Immigration Information



- 2.1 General Immigration Information
 - > USCIS, USICE and USCBP
 - > Finding Immigration Information
 - > Contact Information for the Local Immigration Office
- 2.2 Reporting Illegal Immigration Activity
- 2.3 Deportation Issues
- 2.4 Helpful Immigration Information
 - > Know your Rights Information
 - > Notarios vs. Proper Legal Advisors
 - > The Effects of Crimes on Your Immigration Status
- 2.5 Legal and Community Resources

2.1 General Immigration Information

Immigration services are provided by three bureaus that are part of the United States Department of Homeland Security. The names of the bureaus are:

United States Citizenship and Immigration Service

The United States Citizenship and Immigration Service (USCIS) can assist you with information on the various application processes for federal immigrant benefits. Items such as work cards, green cards, travel documents, relative petitions and citizenship are processed by USCIS.

United States Immigration and Customs Enforcement

The United States Immigration and Customs Enforcement (USICE) has a mission of enforcing the immigration laws. This bureau investigates immigrant cases that involve criminal activity. In addition, USICE is also responsible for detaining and removing immigrants that are out of legal status and or have been ordered to be deported to another country.

United States Customs and Border Protection

The United States Customs and Border Protection (USCBP) has the task of inspecting customers and goods at United States ports of entry. Ports of entry include airports, seaports and land ports of entry into the United States of America.

Finding Immigration Information

By Telephone:

You can obtain immigration information or immigration forms for all three bureaus by calling the national Customer Service Center (NCSC) at 1-800-375-5283.

This telephone service is toll free with Immigration Information Officers available to answer your questions Monday through Friday from 8:00 AM to 6:00 PM. The NCSC also provides taped informational messages on popular immigration topics 24 hours a day 7 days a week.

By Internet:

Immigration information and forms are also available by visiting the website at: www.uscis.gov.

In Person:

Immigration forms and information can also be obtained by visiting the local office.

Finding the Local Immigration Office:

Located in Boise, Idaho at 1185 S. Vinnell Way in Boise. The local phone number is (208) 685-6600.

Immigration officers are available Monday through Friday, 8:00 AM to 3:00 PM except on Wednesday when the office is only open for fingerprinting.

InfoPass

Those who want to obtain information about their immigration status or ask USCIS other immigration questions must make an appointment through "Infopass." InfoPass permits immigrants to schedule the hour and the day of their visits. You will find more information about Infopass at **www.uscis.gov**. From this website, you can enter the Infopass system by selecting the link under "InfoPass Online Appointment Scheduler."

2.2 Reporting Illegal Immigration Activity

Reports regarding illegal immigration activity may only be made in writing to USICE Resident Office in Charge, 1185 Vinnell Way, Boise, Idaho 83709.

2.3 Deportation Issues

Deportation questions and issues can be answered by contacting USICE at the following number: (208) 685-6600. If you require additional information, you should go to the USICE office in Boise, 1185 S. Vinnell Way. Written inquiries should be made to Deportation Supervisor, 2800 Skyway Drive, Helena, Montana 59601. **If you are faced with deportation issues, you should consult with an attorney to obtain legal advice.**

2.4 Helpful Immigration Information

“Know Your Rights” Information

Whether or not you're a citizen you have certain rights in the United States regarding being questioned by the police. For more information regarding this information see Section 3.10 of this manual.

Notarios vs. Proper Legal Advisors

In the State of Idaho it is illegal to practice law (or give immigration advice) without either being a lawyer or a trained professional to do this work. In every immigrant community there are individuals who claim to be qualified to assist with immigration issues (although they are not) and collect fees for their help. Known as “notarios” in Spanish-speaking communities, these dishonest individuals play upon the confusion and vulnerability of immigrants and collect

thousands of dollars in fees for legal services that they are expressly prohibited to perform. Many disappear with the money, or file fraudulent claims with immigration under the victim's name that ultimately put them into deportation or removal proceedings.

When looking for assistance with immigration matters it is very important that you work with someone who is trained and licensed to do this work. The Idaho Immigrant and Family Law Center can provide with you with Idaho State Bar licensed services or refer you to an attorney who can help.

The Effects of Crimes on your Immigration Status

Certain actions may affect your immigration status or your ability to qualify for United States Citizenship. Please see section 3.3 (Basic Legal Rights and Responsibilities, Criminal Convictions and Deportation) of this manual for more information.



2.5 Legal and Community Resources

The Following agencies may be able to assist you if you need help:

Agency for New Americans
1614 W Jefferson St
Boise, ID 83702-5110
(208) 338-0033

Idaho Children's Trust Fund
450 W State St Fl 5
Boise, ID 83702-6056
(208) 386-9317

Boise Rescue Mission
504 W Front St
Boise, ID 83702-7231
(208) 343-2389

Idaho Coalition Against Sexual &
Domestic Violence
815 Park Blvd Ste 305
Boise, ID 83712-7740
(208) 384-0419

Catholic Charities of Idaho Inc
4202 W. Emerald
Boise, ID 83702
(208) 345-6031

Idaho Council of Domestic Violence
Tore Beal Gwartney, Vice Chair
815 West Washington
Boise, ID 83702

Centro de Comunidad y Justicia
1843 Broadway Avenue, Suite 201
Boise, ID 83706
(208) 344-9500

Idaho Fair Housing Council
304 N 5th St
Boise, ID 83702-5907
(208) 383-0695

City Light Home
1404 W Jefferson St
Boise, ID 83702-5216
(208) 368-9901

Idaho Human Rights Education Ctr.
801 S. Capitol Blvd., Suite 102
Boise, Idaho 83702
(208) 345-0304

Idaho Legal Aid Services
304 N 5th St
Boise, ID 83702-5907
(208) 345-0106

National Association of Social
Workers-Idaho Chapter
1025 S Capitol Blvd
Boise, ID 83706-3000
(208) 345-4060

Idaho Migrant Council
317 Happy Day Blvd - Suite 250
Caldwell, Idaho 83605
(208) 454-8604

Salvation Army
1617 N 24th St
Boise, ID 83702-0400
(208) 343-3571

Idaho Office for Refugees
1607 W Jefferson St
Boise, ID 83702-5111
(208) 336-4222

Serenity Transitional Living of Idaho
500 W. Idaho Street
Boise, Idaho 83702-5754
(208) 424-1323

Idaho Ronald McDonald House
101 Warm Springs Ave
Boise, ID 83712-6268
(208) 336-5478

St Mark's Crisis Action Center
7503 Northview St
Boise, ID 83704-7235
(208) 327-0345

Idaho State Bar
Attorney Referral Service
525 W. Jefferson
Boise, ID 83702
(208) 334-4500

United Way of Treasure Valley
1276 W River St
Boise, ID 83702-7066
(208) 336-1070

Idaho Youth Ranch
1415 W Franklin St
Boise, ID 83702-5024
(208) 343-5370

Women's & Children's Alliance
700 W Washington St
Boise, ID 83702-5535
(208) 343-3688

Jesse Tree
1025 S Capitol Blvd
Boise, ID 83706-3000
(208) 383-9486

World Relief
6702 Fairview Ave
Boise, ID 83704
(208) 323-4964

Junior League of Boise
350 N 9th St
Boise, ID 83702-5459
(208) 424-5011

3. Basic Legal Rights & Responsibilities



- 3.1 Domestic Violence
 - > Important Telephone Numbers
 - > Violence Against Women Act (VAWA) Information
 - > The Impact of Domestic Abuse on Immigration Status
- 3.2 Child Protection
 - > Important Telephone Numbers
 - > What Happens When a Report is Made?
 - > The Impact of Child Abuse/Neglect on Immigration Status
- 3.3 Criminal Convictions and Deportation
- 3.4 Traffic Violations
- 3.5 Alcohol/Drugs
- 3.6 Prostitution
- 3.7 Trafficking of Humans
- 3.8 Discrimination Is Against the Law!
- 3.9 Discrimination In Government Programs
- 3.10 How To File A Complaint of Discrimination With the Office for Civil Rights
- 3.11 What to Do if you are Stopped by the Police
- 3.12 “Know Your Rights” Information

3.1 Domestic Violence

In the United States it is against the law for individuals to physically or mentally abuse each other, including spouses (husband or wife), boyfriend/girlfriend and children.

Important Phone Numbers

If you are being physically or mentally abused you can call the following numbers for help:

Crisis Information to find shelter and support information:

24 Hour Idaho Domestic Violence Crisis Line:

(Telephone Numbers for 24-Hour Hotlines All Area Codes 208)

American Falls, Power County Domestic Violence Support Group (Sheriff's Dept.) 226-2311

Blackfoot, Bingham Crisis Center 785-1047 (8:30 am to 5:00 pm), 680-3007 or 680-3008 (5:00 pm to 8:00 am)

Boise, Boise YWCA Women's and Children's Crisis Center 343-7025

Bonnors Ferry, Boundary County Crisis Line 267-5211

Coeur d'Alene, Coeur d'Alene Women's Center 664-9303

Driggs, Family Safety Network 354-8838

Ft. Hall, Shoshone/Bannock VOCA (Sheriff's Dept.) 283-3890

Hailey, Advocates for Survivors of Domestic Violence 788-6070

Idaho Falls, Domestic Violence Intervention Center 525-1820 or 1-800-491-8273

Lapwai, Nez Perce Victims Advocate 843-2253

Lewiston, Lewiston/Clarkston YWCA Crisis Services 746-9655 or 1-800-669-3176

McCall, Support for Women in Crisis 382-4201

Moscow, Alternatives to Violence of the Palouse 883-4357 or 332-HELP

Mountain Home, Elmore County Domestic Violence Council (Sheriff's Dept.)
587-3300

Nampa, Mercy House 465-5011

Ontario, Oregon, Project D.O.V.E. (541) 889-2000 or 1-800-889-2000

Pocatello, Pocatello YWCA Women's Advocates 251-4357

Post Falls, Domestic Violence Advocate Program (Police Dept.) 773-3517

Rexburg, Family Crisis Center (Sheriff's Department) 356-5426

Salmon, Lemhi County Intervention Center (Sheriff's Department) 756-4201

Sandpoint, Bonner County Crisis Line 265-3586

Soda Springs, Caribou County Domestic Violence (Sheriff's Dept.) 547-2561

Twin Falls, Volunteers Against Violence 733-0100

Wallace, Shoshone County Women's Resource Center (Sheriff's Dept.) 556-1114

Weiser, Project R.O.S.E. 549-0740

Violence Against Women Act (VAWA) Information

In 1994 Congress passed the Violence Against Women Act (VAWA), which allows spouses and children abused by their U.S. Citizen or lawful permanent resident (someone with a "Green Card") relative to petition to stay in the United States legally. Spouses (husbands or wife) and children of citizens and permanent residents can file immigrant visa petitions for themselves if they can show that their spouses or parent battered them or subjected them to extreme cruelty.

If you feel you may qualify for this immigration benefit contact an immigration attorney (See Section 2.5, Immigration Information, Legal and Community Resources for a list of legal providers in Idaho). Also, Catholic Charities has program assistance for victims of spousal abuse. You may reach Catholic Charities local office by calling (208) 345-6031 in Boise. Catholic Charities also has offices in other Idaho communities. You should check local listings to find out if there is a Catholic Charities office near you.

The Impact of Domestic Abuse on Immigration Status

If you are arrested or charged with abusing another individual (Physically or Mentally) this may affect your immigration status or your ability to become a United States citizen. For more information, see section 3 of this chapter.

3.2 Child Protection

The State of Idaho Child Protective Services was created to help protect children from physical abuse, neglect, and sexual abuse, and to help families get the services they need to change their behaviors.



To Report suspected child abuse or neglect contact:

City	Child Protection Services	24-hour Emergency Number
During business hours, call the Idaho CareLine, 1-800-926-2588 (TDD 208-332-7205), or the number listed below for your nearest town.		
American Falls	226-5186	235-2525
Bellevue	788-3584	734-4000
Blackfoot	782-2600	235-2525
Boise	334-6800	334-0808; 1-800-600-6474
Bonnars Ferry	267-3187	1-800-526-3512 1-888-769-1405
Burley	678-0974	734-4000
Caldwell	454-0421	454-0421
Coeur d'Alene	769-1515	1-888-769-1405
Emmett	365-3515	454-0421
Glenns Ferry	366-7422	366-7441 800-600-6474
Grangeville	983-0620	799-4360 1-800-400-8836
Homedale	337-3137	454-0421
Idaho Falls	528-5790	528-5900
Jerome	324-8862	734-4000
Kamiah	935-2506	799-4360 1-800-400-8836
Kellogg	784-1351	784-1351 888-769-1405
Lewiston	799-4360	799-4360 1-800-356-5689

McCall	634-2229	1-800-600-6474
Montpelier	847-1652	235-2525
Moscow	882-0670	1-800-400-8836
Mountain Home	587-9061	587-2100 800-600-6474
Nampa	465-8452	454-0421
Orofino	476-7449	1-800-400-8836
Owyhee County (Grandview, Bruneau, Duck Valley)	465-8452	454-0421
Payette	642-6411	642-6411 or 454-0421
Pocatello	239-6200	239-6200 (day) 235-2525 (night)
Preston	852-0634	852-1234
Rexburg	359-4750	528-5900
St. Maries	245-2541	888-769-1405
Salmon	756-3336	528-5900
Sandpoint	265-4523	265-4523 1-888-769-1405
Soda Springs	547-4317	235-2525
Twin Falls	736-3020	734-4000

What happens when a report is made?

The county protection staff will meet with the family to assess the situation. The name of the person making the report will not be shared with the family. If protective services are needed, Child Protection will help the family use services such as counseling or parent education. The purpose of Child Protection is to prevent any future abuse or neglect. If a child is not safe at home, placement of the child outside the home may be considered. The child's placement could be done on a voluntary basis, with the parent's approval, or at the direction of the court, or if it is an emergency, at the direction of law enforcement. There will be a court hearing to decide if and when the child can return home.

The Impact of Child Abuse/Neglect on Immigration Status

If you are arrested or charged with abusing another individual (physically or mentally) this may affect your immigration status or your ability to become a United States citizen. For more information, see chapter 3 of this section.



3.3 Criminal Convictions and Deportation

Any individual who is not a citizen of the United States can be deported (removed) from the country for the following reasons:

- Having entered the U.S. illegally
- Having been convicted of a certain crime, including misdemeanors, gross misdemeanors, and felonies
- Having committed certain crimes even when there is no conviction by a court
- Crimes that can get you deported:
 - Domestic Violence against a spouse or boyfriend/girlfriend
 - Stalking (following someone)
 - Child Abuse or neglect
 - Auto Theft
 - Shoplifting or burglary (stealing)
 - Prostitution or soliciting a prostitute
 - Fist Fights – especially if you use any kind of a weapon, knife or a gun
 - Possessing, using or selling drugs, even a small amount
 - Rape or sexual assault
 - Having sex with someone under the age of 18
 - Lying to a police officer or judge about your name
 - Using false papers to get a job
 - Writing bad checks
 - Being involved with a gang that commits crimes
 - Threatening to harm or kill someone

These actions may also affect your ability to become a United States Citizen. If you have committed any of these crimes contact an immigration attorney for more information. A list of legal providers can be found in Section 2.5 of this manual.

3.4 Traffic Violations

If you receive a violation ticket (for parking or driving violations) you are required by law to pay the specified fine for the ticket within the specified amount of time. If you do not pay this fine your violation may be referred to court, and a warrant may be issued for your arrest. Traffic violation tickets are handled by the county – they process all tickets issued in the specific county. The county can assist the public by phone, by mail, and in person with questions regarding tickets issued, summons, warrants, and payments. Depending on the severity of the violations you may be required to appear in court.

For information on what to do if you receive a ticket, or how to contest a ticket (attempt to have the ticket cancelled or fine reduced), contact the County at:

In Ada County:

Fourth Judicial District Court
Ada County Courthouse
200 W. Front Street
Boise, ID 83702-7300
(208) 287-7500

In Canyon County:

Canyon County Courthouse
1115 Albany
Caldwell, ID 83605
208-454-7300

All other counties contact:

Court Administration Contact Information:
Administrative Director of the Courts
PO Box 83720
Boise, ID 83720-0101



3.5 Alcohol/Tobacco/Drugs

It is illegal for people under the age of 21 to buy or consume alcohol. It is also illegal for anyone to purchase alcohol for someone under the age of 21.

It is illegal for people under the age of 18 to buy or use tobacco products such as cigarettes or chewing tobacco. It is also illegal for anyone to purchase tobacco products for someone under the age of 18.

There are many types of drugs in the United States that are illegal to possess, buy/sell, or use. Some of the drugs you may be arrested for having are:

- Cocaine/Crystal Meth
- Marijuana
- Khat/Miraa
- Amphetamines
- Opium/Opiates
- Ecstasy
- Heroin
- Prescription medicines not prescribed for you.

This is only a partial list of drugs that are considered to be illegal in the United States. The consequences of illegal drug possession/use/sales may be fines, imprisonment and possibly deportation.

3.6 Prostitution

It is illegal to trade sexual favors in return for money, drugs or food. It is illegal to offer sex for these items (engage in prostitution), and illegal to offer these items for sex (solicit prostitution).

Penalties for either being a prostitute or paying a prostitute may result in up to 20 years in prison and/or up to a \$40,000.00 fine. This may affect your immigration status or your ability to become a United States citizen. For more information, see Section 3 of this chapter.

3.7 Trafficking of Humans

Sometimes people are brought to the U.S. and forced to work or be a prostitute until they pay back the people who brought them here. This is called “trafficking”. It is illegal to engage in the trafficking of humans. Under federal law “severe forms of trafficking” is defined as

- Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion or in which the person induced to perform such as act is under 18, or
- The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud or coercion, for the purpose of subjecting that person to involuntary servitude, peonage, debt bondage, or slavery.

To report trafficking in persons call 1-888-428-7581

Victims of severe forms of trafficking may be eligible for a number of benefits and services regardless of immigration status. If they agree to help law enforcement agencies to catch the people who brought them to the U.S. victims of severe forms of trafficking may be allowed to remain in the U.S. Federal agencies such as the FBI, BCIS, and the U.S. Attorney’s offices have victim specialists who assist victims of federal crimes throughout federal criminal investigations and prosecutions. Victim specialists ensure that victims receive information about their rights and referrals to necessary services.

Federal Bureau of Investigation

877 West Main Street, Suite 404
Boise, Idaho 83702
Phone (208) 344-7843

U.S. Attorney's Office

PO Box 32, Boise 83707
Phone: (208) 334-1211

Other resources for victims of trafficking:

Agency for New Americans	(208) 338-0033
Child Exploitation and Obscenity Section, Criminal Division, U.S. Department of Justice	(202) 514-5780
National Domestic Violence Hotline	800-799-7233
Office to Monitor and Combat Trafficking in Persons	
Office of Refugee Resettlement	202-401-9246
Office for Victims of Crime, U.S. Dept. of Justice	800-627-6872
Trafficking in Persons and Worker Exploitation Task Force	888-428-7581
U.S. Department of State	202-313-9639
Violence Against Women Office (VAWO), U.S. Dept. of Justice	202-307-6026

3.8 Discrimination Is Against the Law!

In the United States it is illegal to discriminate or be discriminated against in regards to employment, housing, public accommodations, education, credit or business based on:

Race, National Origin, Public Assistance, Color, Sex, Age, Creed, Marital Status, Sexual Orientation, Religion, Disability, and Familial Status.

If you believe you have been discriminated against because of one of these reasons you may contact the following agencies for assistance:

Idaho Human Rights Education Center

Call 1-208-345-0304

Equal Employment Opportunity Commission

Call 1-800-669-4000 (TTY 1-800-669-6820) for the office nearest you.

U.S. Department of Justice Office of Special Council for Immigration Related Unfair Employment Practices

Call 1-800-255-7688 (TTY 1-800-237-2515)

3.9 Discrimination In Government Programs

There are Federal civil rights laws that prohibit discrimination in government programs if the discrimination is based on:

Race Color National Origin

Disability Age Sex

Religion

Here are some of the institutions, programs and service providers that may receive Federal program funds:

- Hospitals
- Medicaid and Medicare
- Physicians and other health care professionals in private practice with patients assisted by Medicaid
- Family Health Centers
- Community Mental Health Centers
- Alcohol and Drug Treatment Centers
- Nursing Homes
- State agencies that are responsible for administering health care
- Foster Care Homes
- Day Care Centers
- Senior Citizen Centers
- Nutrition Programs
- State and local income assistance and human service agencies

Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English may be eligible to receive language assistance with respect to the particular service, benefit, or encounter.

You may feel more comfortable when a trusted family member or friend acts as an interpreter, however, the service provider cannot *require* you to use family members or friends as interpreters. You have the option of having the service provider make an interpreter available for you without charge, or of using your own interpreter.

3.10 How to File A Complaint of Discrimination With the Office for Civil Rights

If you believe that you have been discriminated against because of your race, color, national origin, disability, age, and in some cases sex or religion, by an

entity (recipient) receiving financial assistance from the Idaho Dept. of Health and Human Services, you or your representative may file a complaint with OCR. Complaints must be filed within 180 days from the date of the alleged discriminatory act. OCR may extend the 180-day deadline if you can show "good cause." Include the following information in your written complaint, or request a Discrimination Complaint Form from OCR:

Your name, address and telephone number. You must sign your name.

If you file a complaint on someone's behalf, include your name, address, telephone number, and statement of your relationship to that person - e.g. spouse, attorney, friend, etc.

1. Name and address of the institution or agency you believe discriminated against you.
2. How, why and when you believe you were discriminated against.
3. Any other relevant information.

Send the complaint to the Regional Manager at the appropriate OCR Regional Office or to OCR Headquarters at the following address:

**Director
Office for Civil Rights
U. S. Department of Health and Human Services
200 Independence Avenue, SW
H.H.H. Building, Room 509-F
Washington, D.C. 20201**

Telephone : (202) 619-0403
E-Mail : ocrmail@hhs.gov
Website : <http://www.hhs.gov/ocr>

3.11 What To Do If You Are Stopped by Police

If you are driving your car and a police car comes up behind you with its lights flashing and indicating that you pull over, you must do so by law. Calmly slow down your car and pull over to the side of the road, out of the flow of traffic. Stay in your car and wait for the police officer to come to your car (if you get out of your car the police officer may think you are going to attack him or her)

The Police Officer will ask for your drivers' license and vehicle registration – by law you are required to give this to the officer.

In addition:

- Be polite and respectful, never bad mouth a police officer
- Stay calm and in control of your words, body language and emotions
- Don't get into an argument with the police
- Remember, anything you say or do can be used against you later
- Keep your hands where the police can see them
- Don't run. Don't touch any police officer
- Don't resist, even if you believe you are innocent
- Don't complain on the scene or tell the police they are wrong
- If you are arrested do not make any statements about the incident, and ask for a lawyer immediately upon your arrest
- Remember the officer's badge numbers and patrol car number
- Try to find witnesses and their names and phone numbers
- If you are injured, take photographs of the injuries as soon as possible, but make sure you seek medical attention first.
- If you feel your rights have been violated file a written complaint with the police department's internal affairs division or civilian complaint board.

These tips provided by the ACLU.

3.12 Know Your Rights Information

Whether or not you're a U.S. Citizen, you have these constitutional rights:

- The right to remain silent when being questioned by a police officer or government agent.
- The right to be free from "unreasonable searches and seizures." Your home or property cannot be searched without a warrant.
- The right to advocate for change – you have a right to free speech.

For information on what to do if you are contacted by FBI or Immigration Officials call the National Lawyer's Guild at 212-679-5100 or go to www.nlg.org.



4. Obtaining a Driver's License and Other Basic Documents

- 4.1 Necessary Documents to obtain a State Identification Card or Driver's License.
- 4.2 Applying for an Idaho Driver's License
- 4.3 Testing Requirements
 - > Knowledge Written Test
 - > Skills Road Test
 - > Vision Check
 - > Idaho Department of Motor Vehicles Contract
- 4.4 Social Security Administration Office Listings
 - > What is Social Security?
- 4.5 Bicycle License
- 4.6 Fishing and Outdoor Sport Licenses
- 4.7 Gun Ownership and Permits
- 4.8 Identity Theft
 - > How it Occurs
 - > Sharing your Personal Information
 - > Guarding your Social Security Number
 - > What to do if Identity Document Theft Happens to You

4.1 Necessary Documents to Obtain a State Identification Card or Driver's License

To apply for an Idaho driver's license, identification card, or instruction permit, you must present the following:

An Idaho driver's license, instruction permit, or state identification card that is current or expired for:

- Five years or less if it has a photo
- One year or less if it does not have a photo.

If you do not have one of the items listed above, you must present one primary and secondary document. The primary document must contain your full legal name (first, middle, and last) and the month, day and year of your birth.

Examples of Primary Documents Are:

- Valid, unexpired passport from a country other than the U.S. with an unexpired I-551 stamp or an unexpired I-94 arrival and departure form.
- One of the following valid, unexpired documents issued by the U.S. Department of Justice:
 - Certificate of Naturalization (N-550, N-570, or N-578)
 - Certificate of Citizenship (N-560, N-561, or N-645)
 - U.S. Citizen Identification Card (I-179 or I-197)
 - Permanent Resident or Resident Alien Card (I-551 or I-151)
 - Northern Mariana Card (I-873)
 - American Indian Card (I-872)
 - Employment Authorization Card with Photo (I-688, I-688A, I-688B, or I-766)
 - Re-Entry Permit/Refugee Travel Document (I-571)

Examples of Secondary Documents are:

- Photo driver's license, state identification card, or permit, issued by a U.S. State other than Idaho, the District of Columbia, Guam, Puerto Rico, the U.S. Virgin Islands, or a Canadian province or territory, that is current or expired for five years or fewer.
- Certified copy of a birth certificate from a government jurisdiction other than the U.S., the District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands.
- Certified copy of a government issued marriage certificate.
- U.S. nonmetal, non-laminated social security card or Canadian social insurance card.
- Currently secondary school identification card with student's name, a photograph and date of birth or unique identification number.

The Above is only a partial listing of primary and secondary documents. A complete listing is available at <http://www.itd.idaho.gov/dmv/>.

The name will appear on your new Idaho driver's license, instruction permit, or state identification card is the name that is on your primary document or legal name change document.

Documents are subject to verification and may not be accepted if altered.

Any document that is not in English must be accompanied by an approved English translation.

If you would like more information about identification requirements please visit <http://www.itd.idaho.gov/dmv/driverserices/chapter1.pdf>.

4.2 Applying for an Idaho Driver's License

You will need to:

- Present proper identification
- Present white and yellow copy of your successful written and driving test results
- Present all other driver's licenses. Licenses from another country are not invalid as long as one has dual citizenship.
- Pass a vision check
- Have a photograph taken – head coverings can remain if they are for religious or medical purposes.
- Pay appropriate fees.

You can specifically apply for a driver's license by filling out an application at any Driver's License application office, some of which are Exam station locations.

4.3 Testing Requirements

There are three tests (knowledge, skill, and vision) that must be passed before a driver's license can be obtained.

Knowledge (Written) Tests are available on a walk-in basis at driver's exam stations. You must show proper identification when you are ready to take the test. This test contains multiple choice and true/false questions about how well one understands Idaho traffic laws and road signs. Some exam stations offer a computerized test.

Skill (Road) Tests test your ability to drive a motor vehicle safely under normal traffic conditions and rules. You may not have anyone else in the car during the

test other than the driver examiner. It is recommended to make an appointment for this test at a Driver Exam Station.

Vision Check Test will check your eyes when you apply for a permit or license. This is a screening to see if your vision meets minimum standards.

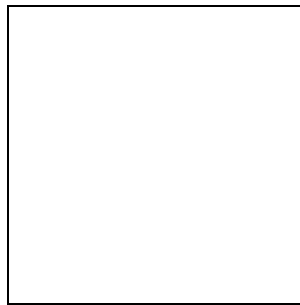
If you have any questions about the above information, please contact:

Idaho Transportation Department

Mailing Address:
PO Box 7129
Boise, ID 83707-1129

Physical Location:
3311 West State Street
Boise, ID 83703-5881
(208) 334-8000 (Headquarters Information)

Idaho Child Safety Seats

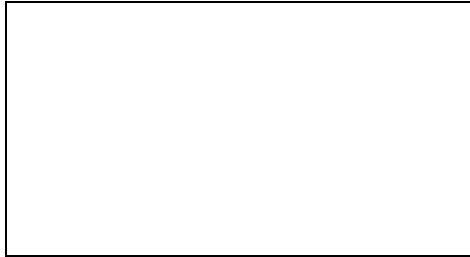


WHALE Program Helps Emergency Responders Identify And Rescue Children In Car Crashes

Emergency service providers across Idaho now have a new tool available to help identify small children involved in motor vehicle crashes. The WHALE program "We Have A Little Emergency" provides instant identification of a child in a car safety seat in the event that an adult in the car is injured and unable to talk.

The WHALE identification card gives emergency personnel information to identify young children involved in a crash. Sometimes, just knowing a child's name can help rescue workers comfort young patients. Rescue workers can refer to an identification card attached to the safety seat and find the child's name, medical information and whom to contact in case of emergency. Stickers affixed to car windows and the safety seat also alert emergency workers that the child's information is close at hand.

For more information on distribution points or to get a WHALE kit, contact Josephine O'Connor, Office of Highway Safety, at (208) 334-8103 or jo'conno@itd.state.id.us



4.4 Social Security Administration Office

Social Security Administration offices are the place where you can apply for your Social Security card, apply for certain benefits (See Chapter 5, Public Benefits, for more information) or get information about your benefits from the Social Security Administration.

Local Social Security Offices:

Ada County

1249 S. Vinnell Loop, Suite 101
Boise, Idaho 83709-1696
Phone: (208) 321-2900

Canyon County

1118 S. Kimball Avenue
Caldwell, Idaho 83605-4624
Phone: (208) 454-3096

General information and services are available 7:00 AM to 7:00 PM by calling 1-800-325-0778.

4.5 Bicycle License

In some cities within Idaho it is required that bicycles are registered within their city limits. Bicycles can be registered at by Department of Motor Vehicles office or at some bicycle shops. Once registered, bicycle registration is valid for three years. The Idaho state license is a 1.5 by 2.5 inch reflective sticker which is placed on the frame of the bicycle below the seat.

4.6 Fishing and Other Outdoor Sport Licenses

You must have a license to fish, hunt animals, cross-country ski, and snowmobile in Idaho. To apply for these licenses, please contact:

Idaho Department of Fish & Game
600 S. Walnut, P.O. Box 25, Boise, ID 83707
Phone: (208) 334-3700

4.7 Gun Ownership and Permits

Undocumented aliens are not permitted to own firearms. Documented aliens are allowed to own firearms, but you should bear in mind that any criminal conviction connected with the use of a firearm is a deportable offense for lawful aliens. Gun permits may be required in some circumstances. You should consult with local law enforcement if you have questions about the need for a gun permit.

4.8 Immigration Services

For information regarding immigration concerns, services or questions refer to Chapter 2, Immigration Information, of this manual.

4.9 Identity Theft

Identity thieves can get your personal information in a variety of different ways such as by stealing wallets and purses containing your identification, credit and bank cards. They can use your personal information to open new credit card accounts, using your name, date of birth and social security number and/or open a bank account in your name and write bad checks on that account. This is a serious issue.

Sharing Personal Information

Before revealing any personally identifying information, find out how it will be used and secured, and whether it will be shared with others. Ask if you have a choice about the use of your information. Can you choose to have it kept confidential? Here are some tips:

- Do not carry your social security card with you – leave it in a secure place.
- Give your social security number only when absolutely necessary.
- Carry only the identification information and the number of the credit and debit cards that you actually need.
- Be careful of promotional scams. Identity thieves may use phony offers to get you to give them your personal information.
- Keep your purse or wallet in a safe place at work.

If you think that you are a victim of identity theft.

Contact the fraud department of each of the three major credit bureaus and report that your identity has been stolen.

Equifax
www.equifax.com
800-525-6285
P.O. Box 740241
Atlanta, GA 30374-0241

Experian
www.experian.com
888-397-3742
P.O. Box 9532
Allen, TX 75013

TransUnion
www.transunion.com
800-680-7289
Fraud Victim Assistance Division
P.O. Box 6790
Fullerton, CA 92834-6790

For any accounts that have been fraudulently accessed or opened, contact the security departments of the appropriate creditors or financial institution. Close these accounts. Put passwords on any new accounts you open.

File a report with your local police where the identity theft took place. Get a copy of the report in case the bank, credit card company, or others needs proof of the crime.

Social Security Numbers

Your employer and financial institution will need your social security number (SSN) for wage and tax reporting. Other businesses may ask for your SSN to do a credit check, like when applying for a loan or renting an apartment. You do not have to give a business a SSN just because they ask for it. If someone asks for your SSN, ask the following questions:

- Why do you need my SSN?
- How will my SSN be used?
- What law requires me to give you my SSN?
- What will happen if I don't give you my SSN?

If someone is using your social security number, you should file a complaint with the Federal Trade Commission by: www.consumer.gov/idtheft or call [1-877-438-4338](tel:1-877-438-4338).



5. Public Benefits

- 5.1 Immigration and Public Policy Benefit Eligibility
- 5.2 Children's Health Insurance Plan (CHIP)
- 5.3 Cash Assistance, Food Stamps, and Medical Assistance
- 5.4 Social Security Benefits
- 5.5 County Public Assistance Officer Locations
- 5.6 Unemployment Benefits

5.1 Immigration and Public Benefit Eligibility

The United State offers financial assistance to certain individuals in need who meet eligibility for public benefits (cash assistance, food stamps, medical assistance). Certain types of immigration status do not allow individuals to apply for financial assistance.

Some basics you should know:

Lawful Permanent Residents (LPR – “Green Card” Holders)

People can receive their green cards through many different means (family based petitions, employment based petitions, the Diversity Visa Lottery). In most of these cases, in order to qualify for this status, you or a family member probably signed an “Affidavit of Support.” In this document you or your family member stated that you had the means to support yourself, and that you would not take public benefits. This means that you do not qualify for any public benefits, and you legally can not apply to receive them. In some cases, you may qualify for certain emergency programs. To learn more information about how your specific immigration status affects your ability to receive public benefits it is highly recommended that you contact an immigration attorney. For a list of community immigration legal providers see Section 2.5 Legal and Community Resources.

People with Temporary Protected Status (TPS) / Deferred Enforced Departure (DED)

Although you may meet county eligibility requirements to receive benefits, you need to know that receiving public assistance may affect your ability to become a Lawful Permanent Resident (LPR – Green Card Holder). To learn more about how benefits affect your immigration status it is highly recommended that you contact an immigration attorney. For a list of community immigration legal providers see Section 2.5 Legal and Community Resources.

Do your kids have health insurance?



**Children's
Health
Insurance
Program**

800-926-2588 No cost to you, if you qualify.

Division of Medicaid • Idaho Department of Health & Welfare

5.2 Children's Health Insurance Program (CHIP)

The Department of Health and Welfare is excited to partner with Idaho communities to ensure that all children are given the opportunity to have medical coverage. While the current CHIP program mirrors current Medicaid services, the new CHIP-B program provides primary care benefit coverage. The Access Card program provides premium assistance to help families pay for private insurance.

5.3 General Assistance, Food Stamps, Medical Assistance

General Assistance provides a monthly cash benefit for adults ages 18 to 64 who are unable to provide for themselves. To be eligible, an applicant must:

- Be an Idaho resident for at least 30 days
- Be unable to work for a minimum of 30 days
- Not have a minor, dependent child living in the household
- Have little or no income or resources, and
- Not be a current SSI (Supplemental Security) recipient.

Food Stamps. Benefits are issued to low income persons and can be used like money to buy food at local stores. Eligibility to participate and benefit amounts are based on the income, assets, and property of those who purchase and eat food together in a household and who must be considered together as a household under program rules. Applicants may be single, married, with or without children, of any age, and may be unemployed or working.

Medical Programs

Medical Assistance (MA) is a federal assistance program that helps pay from the medical care and nursing home care of person who cannot pay for their care;

who meet specific income, asset, and property guidelines; and who fall into one of the following categories of eligibility:

- under age 21 or over 65 or
- disabled, or
- blind, or
- pregnant, or
- parents or caretakers of a child under age 19 (in some circumstances)

Persons may be eligible only for MA or they may also be eligible for one of the cash assistance programs and /or Food Stamps. Those who receive cash through the Idaho Department of Health and Welfare with few exceptions also receive MA. MA is different than Medicare, a federal health insurance program administered by the Social Security Administration.

For more information, contact:

Medical Assistance Offices

650 West State Street
Room 100
PO Box 83720
Boise, Idaho 83720-0306
Ph: (208) 332-1820

5.4 Social Security Benefits

To inquire about social security benefits, contact:

Office Address:

SUITE 101
1249 S VINNELL
BOISE, ID 83706

Office Phone:

(800) 772-1213
(208) 321-2900
TTY: (208) 321-2902

Office Hours:

MONDAY - FRIDAY:09:00 AM - 04:30 PM

5.5 State Public Assistance Office Locations

Idaho Department of Health and Welfare - Boise, ID

1720 Westgate Drive, Suite A

Boise, ID 83704

(208) 334-6800

Idaho Department of Health and Welfare - Caldwell, ID

3402 Franklin Road, Box 1219

Caldwell, ID 83605

(208) 454-0421

Idaho Department of Health and Welfare - Coeur D'Alene, ID

1250 Ironwood Street, Suite 204

Coeur d'Alene, ID 83814

(208) 769-1515

Idaho Department of Health and Welfare - Idaho Falls, ID

150 Shoup Avenue

Idaho Falls, ID 83401

(208) 520-5905

Idaho Department of Health and Welfare - Lewiston, ID

P.O. Drawer B

Lewiston, ID 83501

(208) 799-3360

Idaho Department of Health and Welfare - Pocatello, ID

P.O. Box 4166

Pocatello, ID 83205

(208) 235-2940

Idaho Department of Health and Welfare - Twin Falls, ID

601 Poleline Road, Suite 6

Twin Falls, ID 83301

(208) 736-3020

5.6 Unemployment Benefits



Unemployment benefits are available to persons out of work through no fault of their own (for example, people who are laid off). They replace part of the income lost when you become unemployed. The unemployment insurance fund is financed entirely by a special tax paid by employers. Unemployment benefits cover most people who have worked in Idaho for private employers or state or local governments. You do not have to live in Idaho to apply. You must be a U.S. citizen, a registered alien, or have permission to work in the United States.

If you reside in Idaho or regularly commute to work in Idaho from a neighboring state, you can apply for unemployment.

You qualify for unemployment benefits if you meet all of the following:

- have earned sufficient wage credits
- are partially or totally unemployed through no fault of your own
- are physically and mentally able to perform the kind of work you usually do
- are available for immediate employment (no barriers to accepting a job)
- are actively seeking suitable employment

If you have questions about the unemployment benefits program, go on-line <http://www.labor.state.id.us> or call the information line at the office closest to you:

Boise Job Service

219 W. Main Street
Boise, ID 83735-0030
Phone: (208) 332-3575
Fax: (208) 334-6222
E-mail: Jobservice3@jobservice.us
Nancy Vazquez, Manager

Canyon County Job Service

6107 Graye Lane
Caldwell, ID 83607-8072
Phone: (208) 364-7781
Fax: (208) 454-7720
E-mail: Jobservice8@jobservice.us
Carmela Ramirez, Manager

Emmett Job Service

2030 South Washington Street
Emmett, ID 83617-9450
Phone: (208) 364-7780
Fax: (208) 365-6599
E-mail: Jobservice11@jobservice.us
Sharon Vawter, Manager

McCall Job Service

299 S. 3rd Street
P.O. Box 966
McCall, ID 83638-0966
Phone: (208) 634-7102
Fax: (208) 634-2965
E-mail: Jobservice19@jobservice.us
Jim Thackeray, Manager

Meridian Job Service

205 E. Watertower Lane
Meridian, ID 83642-6282
Phone: (208) 364-7785
Fax: (208) 895-8441
E-mail: Jobservice4@jobservice.us
Kristyn Roan, Manager

Mountain Home Job Service

1993 East 8th North
Mountain Home, ID 83647-2333
Phone: (208) 364-7788
Fax: (208) 587-2964
E-mail: Jobservice2@jobservice.us
Albert Clement, Manager

Payette Job Service

501 North 16th St., Suite 107
P.O. Box 179
Payette, ID 83661-0179
Phone: (208) 642-9361
Fax: (208) 642-7150
E-mail: Jobservice25@jobservice.us
Suzy Davis, Manager



6. Social Services

6.1 United Way of Idaho 2-1-1



As you transition into your new life in the United States there may be times when you need help. United Way can help find out about an agency that can help you with your specific question or situation. When you call United Way in Idaho, you will be able to talk with an Information and Referral Specialist. This specialist will ask about your specific needs, and then refer you to an agency that can help you. United Way will help anyone regardless of their immigration status.

To reach United Way in Idaho call 2-1-1.

Visit United Way's webpage at: <http://www.unitedwaytv.org/>



7. Health Care

- 7.1 HIV/AIDS Information
 - > What is HIV/AIDS?
 - > Testing Sites
- 7.2 Other Important Health Issues
 - > Sexually Transmitted Diseases (STD's)
 - > Tuberculosis (TB)
- 7.3 When should you go to a Hospital?
- 7.4 Health Insurance
- 7.5 Community Clinic Resource Listing
- 7.6 Mental Health Resource Listing

7.1 HIV/AIDS



What is HIV/AIDS?

HIV is a virus that is believed to cause AIDS (Acquired Immune Deficiency Syndrome). This disease is very deadly and leads to many health problems including death. HIV can be transmitted in three ways:

- Unprotected (not using a condom) vaginal, anal and oral sex
- Direct blood contact, which may occur through needle sharing, transfusions, accidents in health care settings, or certain blood products.
- Mother to baby; before or during birth or through breast milk.

It is important that you do what you can to protect yourself and your family from this disease. It is important that immigrant populations understand how HIV is transmitted, and how they can protect themselves from the disease.

For more information on HIV/AIDS call the Idaho AIDS Project at **208-334-6527**.

Free HIV/AIDS Testing Sites:

Planned Parenthood Association of Idaho
6111 Clinton
Boise, ID 83704
208-376-9300

If you think you may be infected with HIV/AIDS, the following clinics offer free & confidential testing, as well as post-test counseling.

Idaho Department of Health and Welfare
STD/AIDS PROGRAM
450 W. State Street
P.O. Box 83720
Boise, ID 83720-0036
Phone: 208-334-6527
FAX: 208-332-7346

7.3 Other Important Health Issues

Sexually Transmitted Diseases (STD's)

STD's are diseases that are passed from one person to another through sexual intercourse (either vaginal or anal). Some of these diseases may be curable such as gonorrhea, while others are not, such as herpes or HIV/AIDS. These diseases may be prevented by using protection (such as a condom). For more information about STD's contact your health care provider, or one of the clinics

listed above. These clinics provide free, confidential STD testing as well as HIV/AIDS testing. Protect yourself!

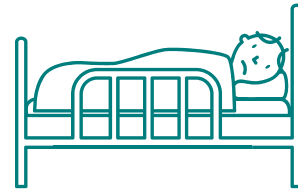
Tuberculosis (TB)

TB is a dangerous disease that is spread mainly through the air that can lead to death. TB may be treated by medications. It is very important that if you think you have been exposed to TB (either before arriving in the United States or after your arrival) that you see a doctor immediately.

You may also contact your local county health department for more information. Check your telephone book in the county listings of the “blue pages” under “health” for contact information.

7.4 When Should You Go to a Hospital?

Studies have shown that 55% of people who go to a hospital emergency room (ER) for medical care should NOT have gone to the ER. Instead, other medical resources are available, such as urgent care offices, doctor’s offices, and community clinics.



Good Reasons to go to an Emergency Room:

- Loss of consciousness (passing out)
- Signs of heart attack that last two minutes or more. These include: pressure, fullness, squeezing or pain in the center of chest, tightness, burning, or aching under the breastbone; chest pain with lightheadedness.
- Signs of stroke, including: sudden weakness or numbness of the face, arm, or leg on one side of the body; sudden dimness or loss of vision, particularly in one eye; loss of speech, or trouble talking or understanding speech; sudden severe headaches with no known cause; unexplained dizziness, unsteadiness or sudden falls, especially when accompanied by other stroke symptoms.
- Severe shortness of breath
- Bleeding that does not stop after 10 minutes of direct pressure
- Sudden, severe pain.
- Poisoning – note, if possible, call your local poison control center first at 1-800-222-1222, 24 hours a day/seven days a week and ask for immediate home treatment advice – certain poisons should be vomited as soon as possible while others should be diluted with water as soon as possible. Such preliminary home treatment could save your life.
- A severe or worsening reaction to an insect bite or sting, or to a medication, especially if breathing is difficult.
- A major injury, such as head trauma
- Coughing up vomiting blood, or severe persistent vomiting.
- Suicidal or homicidal feelings.

Bad Reasons to Go to an Emergency Room

- Earache
- Minor cuts where bleeding is controlled
- A minor dog or animal bite where bleeding is controlled but see your doctor – a rabies shot may be necessary
- A sprain
- A sunburn or minor burn from cooking
- An insect sting or delayed swelling from a sting – if there is breathing difficulty, go to the ER.
- A skin rash
- Fever (if there is a convulsion, go to the Emergency Room)
- Sexually-Transmitted diseases
- Colds, coughs, sort throat, flu

Compiled from Health Pages at www.healthpages.com/articles/ar-erinf.html

7.5 Health Insurance

In the United States it is a good idea to have health insurance. Health insurance will help you pay for part or all of medical costs you may have when you are sick or injured. Many people in the United States receive health insurance through their employer. If you are employed, ask your employer if you can get health insurance through them. If you are not employed you can pursue health insurance through the county you live in (see Chapter 5, Public Benefits, for more information on public benefits).

7.6 Community Clinics

There are a variety of free or low clinics in the area for individuals who do not have insurance. Contact Terry Reilly Health Clinics for more information:

Terry Reilly Health Services
Administration Office
211 16th Ave. N.
P.O. Box 9
Nampa, Idaho 83653-0009
Ph: 208-467-4431



You can also find clinic listings at the Children's Defense fund website:
www.cdf.id.org/healthCare.into.htm

7.7 Community Mental Health Clinics

Coming to the United States and starting a new life can be very stressful. In addition, you or someone you know may have been a victim of torture or war

trauma before coming to the United States. There are places in the metro area equipped to deal with the unique mental health needs of refugees and immigrants. For more information contact:

Children of Hope Family Hospital, Inc.
P.O. Box 2353
Boise, ID. 83701-2353
Phone: (208) 658-8013
E-Mail: chfhosp@characterlink.net

Suicide Prevention Hotline
24 hours / 7 days at 1-800-564-2120



8. The U.S. School System

- 8.1 Mandatory Attendance Policy
- 8.2 Truancy
 - > What is Truancy?
 - > Reporting Valid Absences
 - > Consequences of Truancy
- 8.3 Tips for Parents to Improve Child's Attendance
- 8.4 School Choice
 - > Neighborhood Schools
 - > Charter Schools
 - > Elementary Schools
 - > Secondary Schools
 - > Open Enrollment
 - > Home Schooling
- 8.5 Immunizations
- 8.6 Parent Teacher Associations
- 8.7 Obtaining a GED (General Equivalency Degree)
- 8.8 Important Contacts
- 8.9 Higher Education
 - > Area Colleges and Universities
 - > Foreign Transcript Evaluation
 - > What to do if you do not have your foreign transcript/diploma

8.1 Mandatory Attendance Policy

Children must attend school from the time they are enrolled in kindergarten until they are 16 years old. The law requires that a child's parent or guardian makes sure the child has adequate food, shelter, and goes to school. This means the parents and guardian must make every effort to make sure the child is appropriately supervised and has enough rest at night.

8.2 Truancy

What is Truancy?

- Children are considered truant if they miss 7 or more days of school without a lawful excuse. A child is truant if the days are full or part days missed. The missed days do not have to be in a row.

Reporting Valid Absences

- Schools consider the following reasons to be a lawful excuse for missing school: the child is sick, there is a family emergency, or it is a religious holiday. You **MUST** call you child's school to inform them why your child is missing school, even if it is a valid absence.
- A parent who contributes to a child's truancy from school can be charged with a misdemeanor.
- Truancy can have a strong negative effect on students' lives. It can block future opportunities and is associated with drug use, daytime crime and violence.

8.3 Tips for Parents to Improve Child's Attendance

1. Insist that your child attend school.
2. If you child does not want to go to school, find out why. Talk to your child and listen for an answer. Perhaps they have a problem you can help solve. Youth need to know their parents will take action and support them.
3. Don't encourage your child to continue to defy the law by calling the school to cover their absences.
4. Use mediation or other counseling services that the school provides.
5. Attend school with your child until they are willing to go on their own.

8.4 Schooling Choices

Parents have many choices in Idaho to make regarding the type of school their child or children attend. Placement in a school is based on a variety of factors, including parent choice, transportation, space availability and state and district

guidelines. Listed below are the different schooling choices to choose from along with a brief summary of these options.

Neighborhood Schools are available to students based on their home address. These home addresses are assigned to a school's attendance area. Transportation is provided to those living in the school's attendance area. To find out which school is assigned to your address call the Idaho Department of Education. The phone number is 208-332-6800. To enroll your child in your neighborhood school, parents can call the school directly. For more information call 208-332-6800.

Magnet Schools offer a particular program designed for high achieving Idaho students.

Secondary Schools (including middle and junior high and senior high schools) vary in their format and subject focus. Students are admitted to secondary schools based on applications, district guidelines and available space. Once accepted to a school, students may register for the specialty programs offered at each secondary school. When students select a high school, it is wise to make a four-year commitment to that school. Research shows that students who attend high school for their full four years often achieve at a higher level than students who change school often.

Open Enrollment enables students who live in other school districts in Idaho to attend schools outside of their district. Admission to open enrollment schools is based on space availability and school district policies. For information to contact the district near you please call 208-332-6800.

Charter Schools in Idaho have become popular. Charter Schools operate independently from the school district. Please call 208-332-6944 for more information. Families interested in choosing a charter school should contact the school directly-placements to charter schools are not made through the school districts themselves.

Home Schooling is an option for parents or guardian who would like to educate their children at home. It is suggested that parents and guardians research home schooling at the local public library, with other home school families, and with the Home School Associations. Parents need to contact the Superintendent's office in the district where they live to obtain home school report forms. Questions regarding reporting requirements should be directed to 208-332-6941. More information such as the instructor qualifications, Idaho compulsory instruction law, and testing requirements can be found at <http://www.sde.state.id.us/Dept>.

8.5 Immunizations

State law requires that each student in an Idaho school be protected from childhood diseases by having immunizations. All students new to Idaho must bring their immunization records to the Student Placement Center when they enroll in school. The Student Placement Center provides health assessment and review of immunizations. Immunizations are also provided for students who are behind in their immunization schedule. For more information contact:

Idaho Immunization Program

PO Box 83720

Boise, ID 83720-0036

800-554-2922

8.6 Parent Teacher Associations (PTA)

In the United States it is expected that parents will be involved in their children's education. One way to become involved is to join the Parent Teacher Association (PTA) at your child's school. The mission of the National PTA has three parts:

- To support and speak on behalf of children and youth in the schools, in the community and before government bodies.
- To assist parents in developing the skills they need to raise and protect their children
- To encourage parent and public involvement in the public schools system of this nation.

To find out about the Parent Teacher Association in your area, contact the school that your child or children attend.

8.7 Obtaining a General Education Development (GED) Certificate

The General Educational Development (GED) tests certify that an individual has the same amount of knowledge as an individual with a high school diploma. This certification will allow for greater access to jobs and higher education opportunities.

To get a GED:

- To acquire a GED, a student must pass a series of tests. These tests include writing skills, social studies, science, interpreting literature and the arts, and mathematics.
- Learners will have the choice of taking GED preparation classes or starting with the tests (depending on your age you may qualify for either a GED track or a high school diploma track)

- Those who want to take classes can enroll in daytime or evening programs and have the choice of several locations.

For more information on GED's please contact:

Barbara Hawkins
Stephanie Lewis
BOISE STATE UNIVERSITY
1910 University Drive
Boise, ID 83725
Phone: 426-3681
Fax: 426-1320
Sdlewis@boisestate.edu

8.8 Important Contacts

General Mailing Address
650 West State Street
PO Box 83720
Boise, Idaho 83720-0027
Ph: (208) 332-6800

State Department of Education Switchboard
(208) 332-6800

8.9 Higher Education

If you have a high school diploma or GED you may wish to further your education by taking college or technical program courses. Some important things you should know:

The Educational Opportunity Center (EOC)

The EOC offers free educational services preparing adults to enter college and or training programs. They offer assistance with learning about career options, financial aid and educational options. EOC has many locations throughout the Treasure Valley. To find the office nearest you call the main office at:

Program Coordinator of Idaho Educational Opportunity Center is [Jo Stensaas](#)

University of Idaho EOC
800 Park Boulevard, Suite 200
Boise, ID 83712
Toll Free 1-886-624-9925
or (208) 364-9925

Foreign Transcript Evaluations

Foreign transcript evaluations are important if you have taken higher education courses in countries other than the United States. Your transcript must be translated into U.S. educational equivalents. Two services that can assist with this for a fee are:

- World Educational Services, 1-800-937-3898, or e-mail MidWest@wes.org
- Educational Credential Evaluators, 414-289-3400, or e-mail eval@ece.org

What to do if you do not have your foreign transcript or diploma:

It is common for important documents such as school transcripts and diplomas to be lost during times of trauma or transition. If you have lost these documents and are unable to get new ones from your school or university, you may be able to “test out” of classes that you have already completed. Contact the admissions department of the school you would like to attend for more information



9. Housing

- 9.1 Affordable Housing and Subsidized Housing
- 9.2 Three Common Affordable Rental Housing Programs
- 9.3 Housing Link
- 9.4 Tips for Housing Seekers
- 9.5 United Way
- 9.6 Fair Housing Information
- 9.7 Renting versus Buying
- 9.8 Before Entering into a Rental Agreement
- 9.9 While Living in the Rental Unit
- 9.10 Ending the Rental Agreement
- 9.11 Habitat for Humanity

9.1 Affordable Housing and Subsidized Housing

Affordable housing is “housing that costs no more than 30-40% of a family’s annual income” (www.housinglink.org). Subsidized housing is a term used to describe housing which is financed in whole or in part with government funding (www.affordablehousingonline.com/whatis.htm). For a complete listing of the public housing authorities in Idaho, contact, www.hud.gov.

9.2 Three Common Affordable Rental Housing Programs

- Public Housing – publicly owned and managed rental units for low-income households.
- Project-based Section 8 Housing – privately owned and managed rental units for low income households.
- Section 8 Housing Choice Vouchers – government funded program that helps low-income households pay the rent on market-rate rental units.

9.3 Idaho Housing and Finance Association

The Idaho Housing and Finance Association’s mission is to expand Idaho’s affordable housing opportunities by providing vision, leadership and results in:

- Identifying, securing and administering monies for housing;
- Cultivating partnerships through excellent customer service;
- Creatively and innovatively maximizing limited resources;
- Actively responding to housing challenges efficiently and effectively; and
- Providing education, training, resource coordination and policy formulation on housing issues affecting Idahoans.

Idaho Housing and Finance Association

P.O. Box 7899
565 W. Myrtle
Boise, ID 83707-1899
208 331-4882

9.4 Basic Tips for Housing Seekers

These tip sheets are designed to provide a few tips about:

- getting ready to move
- selecting a property
- signing a lease
- what to do if denied for housing

9.5 United Way of Idaho

United Way can help find out about agency that can help you with a housing question or situation. You call United Way of Idaho you will be able to talk with an Information and Referral Specialist. This Specialist will ask you about your specific needs, and then refer you to an agency that can help you. Call 2-1-1 for more information.

9.6 Fair Housing Information

“The Federal Fair Housing Act prohibits discrimination in housing based on a person’s protected class status such as race, gender, sex, religion, and sexual orientation.” This prohibition extends to the rental and sale of housing, advertising of housing, and threats of intimidation. There are a number of resources in the Idaho area available to assist individuals and families who feel they have been victims of illegal discrimination.

Contact Idaho Legal Aid Services for more information at:

Street Address:	310 N. 5th Street	Boise, ID 83701
Mailing Address:	PO Box 1683	Boise, ID 83701
Phone:	(208) 345-0106	
Email:	ilasboise@rmci.net	

If you feel that you have been treated unfairly by a landlord, unfairly evicted, the landlord won’t make reasonable repairs, or other unfair treatment, you may pursue legal action against the landlord. For more information contact (208) 345-0106 immediately.

9.7 Renting versus Buying

Renting

- planning on staying in the United States less than three years, it is often better to rent
- Provides more flexibility in that it is not difficult to move out of an apartment
- Do not have the responsibility of repairs and capital maintenance.

Buying

- You will not have a landlord
- There may be tax benefits
- If you are paying U.S. income tax, the mortgage interest is deductible
- You are free to make your own choices with what you do with your home

For more information on buying a home contact the Idaho Association of Realtors at (208) 342-3585.

9.8 Before Entering into a Rental Agreement

Inspect the unit before signing the lease

This includes inspecting utilities – the appliances, the electrical system, the plumbing, heating and light, and locks and windows. If there are problems, you may request that the landlord sign the list of repairs that need to be taken care of before you, the tenant, sign the lease.

Application Fees

Some landlords require tenants to pay an application fee. This fee is used to cover the cost of checking the tenant's references. You should ask if there is a fee, and if so the amount of the fee.

Security Deposits

Landlords have the right to require tenants to pay a security deposit. This is money paid by the tenant and helps the landlord to pay for any damage that occurs when the tenant is renting, or it can supplement any unpaid rent or any money that the tenant owes the landlord under some agreement. The landlord sets the amount of the security deposit so it is important to ask how much the security deposit will be. At the end of the lease, the landlord must return the deposit to the tenant with interest. However, the landlord has the right to keep the amount necessary to repair any damage done to the unit by the tenant.

The Lease

The terms of any rental agreement are stated in the lease, which can be either signed, written document, or an oral understanding, depending on the number of residential units in the building. If there are 12 or more residential units in the building, a written lease is required to rent one of those units.

There are two kinds of leases:

The periodic tenancy lease – this is generally a month to month, automatic renewal rental agreement.

The definite term lease – a rental agreement specifying a definite rental period, generally six months or a year.

Utilities – Telephone, electricity, heat/gas, garbage pickup

The lease should state who is responsible for paying the utility bills. If it is not clear in the lease, ask the landlord before signing the lease.

Maintenance

According to Idaho law the landlord is responsible to make sure that the rental unit is:

- Fit to live in
- Kept in reasonable repair
- Kept in compliance with state and local health and housing codes.

9.9 While Living in the Rental Unit

The Rent

Payments – Tenants must pay rent on the due date regardless of the type of lease they have. The due date and amount of rent are determined and stated in the lease. If the tenant does not pay the rent, the landlord can legally evict the tenant. If the rent is not paid when it is due, the landlord may require the tenant to pay a late fee. The amount of the late fee should be specified in the lease.

Under a periodic lease, a landlord cannot raise the rent unless proper written notice is given to the tenant. Under a month-to-month lease, the notice is one rental period plus one day. During a definite term lease, rent cannot be raised unless the lease allows for the raise.

Repair Problems

Idaho law requires that the landlord keep the unit in reasonable repair. This requirement cannot be placed on the tenant. If the tenant has trouble getting the landlord to make necessary repairs in the unit, he or she can:

- File a complaint with the local housing, health, energy or fire inspector – and ask that the unit be inspected.
- Place full rent in escrow with the court, and ask the court to order the landlord to make repairs – contact Idaho Legal Aid Services, Inc. at (208) 345-0106 for help with this.
- Withhold the rent.
- Sue the landlord in district court – contact Idaho Legal Aid Services, Inc. for help with this.
- Sue for rent abatement.
- Use the landlord's failure to make necessary repairs as a defense to the landlord's eviction based on nonpayment of the rent.

Unlawful Detainer

If a renter doesn't pay his or her rent a landlord may go to court and request an order for an Unlawful Detainer (UD). A UD is a court action which forces a tenant to be evicted from his or her apartment. This UD remains on the renter's permanent rental history, and may make it very difficult to be approved when trying to rent a new apartment.

Cleanliness

It is your responsibility as a tenant to keep the rented unit clean and safe. If a landlord suspects that you are not keeping your apartment clean and safe, you may be reported to the housing code enforcement office, or even evicted.

Occupancy Rules

It is your responsibility to follow the rules of your landlord as long as reasonable. Not following these rules may result in the landlord evicting you.

9.10 Ending the Rental Agreement

Proper Notice

When the landlord or tenant ends the tenancy, he or she must abide by the terms of the lease and by state law.

Under a periodic lease, the law says that written notice must be received by the other party at least one full rental period before the tenant's last day. This means the day before the last rent payment is due.

Under a definite term lease, the lease states what kind of notice is needed to end the tenancy when the lease ends. Typically this is a written notice presented 30 to 60 days before the lease ends.

State law requires that owners of federally-subsidized housing (Section 8) give their tenants a one year written notice if.

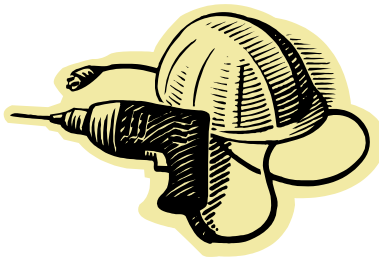
- Section 8 contract for the housing will expire.
- The owner decides to end participation in the Section 8 program.
- The owner will prepay a mortgage or otherwise terminate a housing subsidiary program.

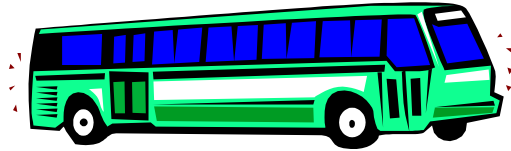
Refund of the Security Deposit

At the end of the tenancy, a landlord must return a tenant's security deposit or give the tenant a written explanation as to why the deposit will not be returned.

9.11 Habitat for Humanity

Habitat for Humanity is an international organization that builds homes for low-income individuals with the use of volunteers. The new homeowners are expected to put in 300-500 hours of work building the homes themselves, with the assistance of trained professionals. Homeowners must meet eligibility requirements established by Habitat for Humanity. To learn more about Habitat for Humanity or to find out if you are eligible for the program, call (208) 661-3228.





10. Transportation

- 10.1 Public Transportation
 - > Treasure Valley Transit
 - > Fare information
 - > Route and Schedule information
 - > Other helpful phone numbers
- 10.2 Winter driving and parking information
- 10.3 What to do in case of a Car Accident
 - > If you come upon a car accident
 - > If you are involved in a car accident
- 10.4 Child Restraint Information
 - > Minnesota Child Restraint Law
- 10.5 Auto Insurance
- 10.6 Basic Map of The Treasure Valley

10.1 Public Transportation

ValleyRide/BUS

Bus service is provided throughout most of the Boise city limits with half-hour schedules during peak hours and hourly service during mid-day. Saturday routes are available, but in a different configuration than weekday routes

- Adult is \$1.00 per trip
- \$36.00 for an adult monthly pass
- \$.65 for youth or students
- \$24.00 for a youth monthly passes
- \$.50 for senior, person with disabilities or a Medicare card holder \$18.00 for a monthly pass
- Tokens are 10.00 for \$9.00 and an employer monthly pass is \$32.00

Passes are available at Albertson's, Winco, the M & W market on Warm Springs, Boise City Hall, Boise State University, Commuteride or BUS/ValleyRide. For more information contact the BUS/ValleyRide at 336-1010.

10.2 Winter Driving in Idaho

Before beginning a trip or long drive, know the current road conditions and weather forecast. For statewide highway information 24 hours a day, call the Idaho Road Report at 1-888-IDA-ROAD (432-7623) or for Treasure Valley residents, (208) 336-6600. Current conditions are also available on the Internet at <http://164.165.237.41/RoadReport>.

10.3 What to do in Case of a Car Accident

NEVER leave the scene of the crash. Call the police, tell them where the collision occurred, and asks for medical help if needed.

If you come upon a crash:

- Slow down, but do not stop unless you are the first on the scene or signaled to stop
- If you are the first on the scene park your car well off the roadway, away from the crash. Activate the four-way warning flashers on your car.
- If it appears that there is a personal injury, serious property damage or danger to other motorists at the scene call 911 immediately.
- Account for the occupants of all vehicles and provide aid and comfort to the injured. Administer first aid only if you are trained and qualified. Do not move injured persons unless they are endangered by traffic, fire, or excessive bleeding.

If you are involved in a crash:

- You **MUST** stop if you are involved in a crash. Pull out of the driving lane, if possible and turn off the ignition to decrease the risk of fire.
- Protect yourself and the crash scene – activate the four-way flashers on your vehicle.
- Call or send for help immediately if there is a personal injury involved in the crash.
- You must give your name, address, date of birth, and the registration number of your vehicle to other drivers involved in the crash. You must also, if requested, show your driver's license. The same information must, by law, be provided to any police officer at the scene.
- At the site of the crash, the drivers involved must, if requested by any other person who is also involved in the crash, give the name and address of the insurance company providing their automotive liability insurance coverage, and the name of the local insurance agent. In addition, the driver involved must have in his or her possession proof of insurance of the vehicle being operated. If unable to furnish such information at the scene of the crash, the driver must do so within 72 hours. Failure to do so is a misdemeanor.
- If only property damage is involved, and all parties agree, it is not necessary to notify the police.
- If your vehicle is disabled, you should make arrangements to have it towed as soon as possible.

10.4 Child Restraint Information

Idaho State Child Restraint Law:

- Children under the age of four must be secured in a safety seat that meets federal standards and is secured to the vehicle.
- Infants under 20 pounds and one year of age must be in a rear-facing safety seat
- Failure to follow this law is a petty misdemeanor punishable by a fine.
- It is recommended that children over the age of four who weigh less than 80 pounds use a booster seat.
- It is also recommended that children under 13 sit in the back seat of the vehicle.

10.5 Auto Insurance

What is auto insurance?

An auto insurance policy is a contract between you and an insurance company. You pay a premium (a fee), and in exchange, the insurance company promises to pay for specific car-related financial losses during the term of the policy.

Why do I need it?

In some states, to drive (get license plates) you must carry:

- Liability coverage to pay for losses you cause others, or,
- No-fault coverage to pay you and your passengers for medical and related expenses caused by injuries from a car accident, regardless of fault, or
- To obtain both types of coverage.

Even in states where coverage isn't required, drivers must, by law, be able to pay for losses they may cause others. Having insurance is the simplest way for most people to comply. Coverage for vehicle damage usually is necessary to finance (buy) a car.

Without insurance, you risk paying for the full cost of:

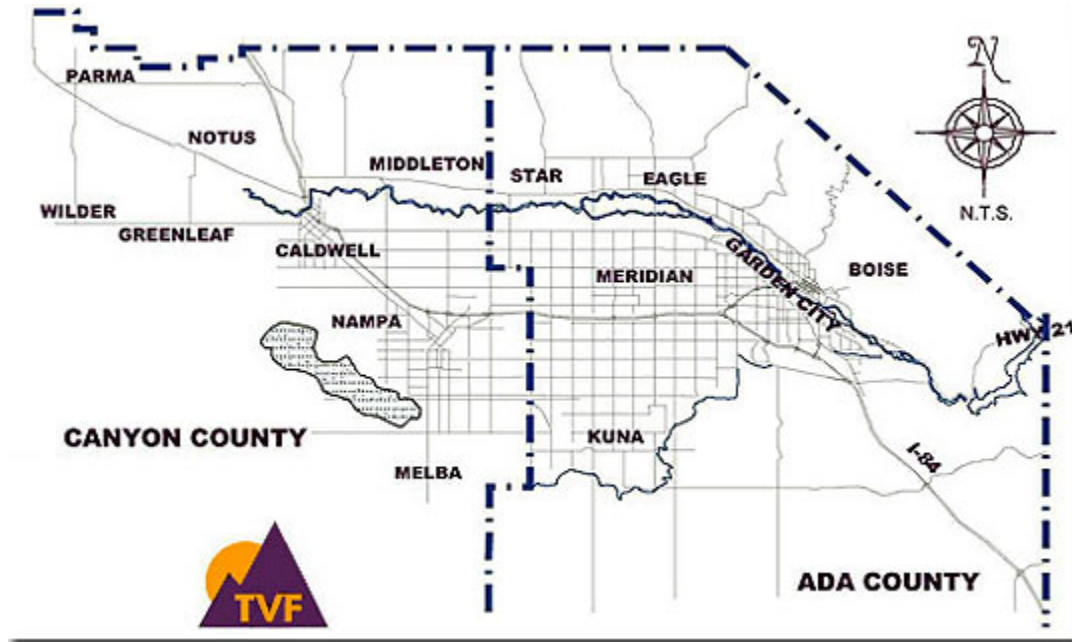
- Any harm you cause others, or:
- Repairing or replacing your car if it is damaged or stolen

Information from State Farm Insurance,
www.statefarm.org/insuranc/auto/whatis.htm

If you are caught driving a car that is not insured, you may face a fine of up to \$1,000 or 90 days in jail – this may have consequences for your immigration status or your ability to become a U.S. Citizen.

To find an appropriate insurance policy for your car check the telephone book "yellow pages". Be sure to compare the rates of several different companies to find the best deal for you.

10.6 Basic Map of Treasure Valley





11. Personal Finance

11.1 United States Currency

11.2 Banking Basics

- > What is a Bank?
- > Checking & Savings Accounts
- > How to write a Check
- > Direct Deposits

11.3 ATM's

- > What is an ATM?
- > How do you use an ATM?
- > ATM Surcharge Fees

11.4 Credit

- > What is Credit?
- > What is a Credit Card?
- > Responsible Credit Card Use
- > What to do if you have credit problems

11.5 Money Transfers

11.1 United States Currency

United States Currency comes in paper bills, called “dollars” and metal coins. There are 100 cents in one dollar. Currency comes in the following denominations (amounts):



One Dollar Note
George Washington



One Dollar Note
Great Seal of the United States



Two Dollar Note
Thomas Jefferson



Two Dollar Note
The Declaration of Independence



Five Dollar Note
Abraham Lincoln



Five Dollar Note
The Lincoln Memorial



Ten Dollar Note
Alexander Hamilton



Ten Dollar Note
U.S. Treasury



Twenty Dollar Note
Andrew Jackson



Twenty Dollar Note
The White House



Fifty Dollar Note
Ulysses S. Grant



Fifty Dollar Note
U.S. Capitol



One Hundred Dollar Note
Benjamin Franklin



One Hundred Dollar Note
Independence Hall

Paper Money

Americans use several terms for dollars including “big ones”, “bucks” “clams” “green backs” “simoleans” “smackers” and “smackerroos.” General words for money also include “bread” “dough” “green” and “moolah”.

New versions of the \$5, \$10, \$20, \$50, and \$100 have been introduced within the last 4 years. Although similar to the older versions, they have a simpler design and the numbers are easier to read. Older versions of the bills are shown in reduced size below the new ones.

11.2 Banking Basics

What is a Bank?

A bank is an institution that will “hold” your money for you and keep it safe. No one has access to your money in a bank except you. Banks also offer other financial services to its members.

Checking and Savings Accounts

- A checking account allows you to use your money easily through a form of payment called a check. You can use checks to pay bills and make purchases in place of cash, provided there is money in your account. You may use either paper checks or a check card, or you may withdraw money using an ATM.
- A savings account is a different kind of account. This account earns interest (extra money the bank puts into your account for keeping your money at the bank). You may withdraw money from this account by going to the bank or using an ATM.

- To open one of these accounts you must complete an application at the bank, and show two pieces of identification. One must be a photo ID, the other may be a piece of mail with your address on it, such as a utility bill. You will also need to deposit some money in your account.

How to write a check:

1. Enter the date in the blank in upper right corner. Include the month, the date, and the year. You can write out the date, January 4, 200X or you can use all numbers 01/04/0X

2. Write the name of the person or company you are paying on the **Pay to the Order of** blank. Get the spelling right.

3. To the right of the Pay to the Order of blank is a **blank with a dollar sign**. Using numbers, write the amount in dollars and cents. Be sure to clearly place the decimal point between the dollar numerals and the cents numerals. For example: \$32.15.

4. The next line is used to confirm the amount of the check, just in case your handwriting is hard to read on the dollar-sign blank. In clear handwriting, write out the amount using words and fractions. Write out the dollar amount. Then add "and" followed by the cents amount written as a fraction. Put the cents in the numerator's position and 100 in the denominator's position. For example:

Thirty-two dollars and 15/100.

If you have any room left on the blank, draw a line to the end of the blank. That's so no one can add anything to what you've written on that blank.

5. The Memo line in the lower left hand corner is a reminder line. You can write "basketball shoes" on this line, for example. If you write several checks to the same place, like a sporting goods store, this line helps you identify which check paid for shoes, which check paid for sweatbands and shorts, and which one bought socks and a sweatshirt. Memo lines help you stay organized.

6. The signature line, the line in the lower right corner of the check is where you *write*, not print, your name. Decide how you are going to sign your checks. This is a formal document, so you probably want to sign it Thomas or Amanda rather than Tom or Mandy. You may also want to use your middle initial: Jonathan W. Robertson. Once you decide on your signature, then sign the same way on all your checks. Your bank will keep your signature on file as a way to verify your signature on checks and other documents. You should always sign your name in the same way.

The bank will mail you a monthly statement that shows all transactions on your account (deposits and withdrawals made).

Direct Deposit

You can arrange to have your paycheck automatically deposited into your checking account at each pay period. This means you will not have to take your paycheck to the bank each time you are paid. To establish this service, talk to your employer.

11.3 Automated Teller Machines (ATM)

What is an ATM?

An ATM is a machine that allows you to deposit, withdraw or transfer money in your banking accounts 24 hours a day. You access the ATM with the debit card given to you by your bank. ATMs are found at banks, grocery stores, convenience stores, shopping malls and many other places.

How do you use an ATM?

Begin by putting your card in the machine or swiping it. Each machine is slightly different. You will be asked to enter your PIN code – this is a code that is specific to your card. Keep this code a secret or people will be able to access your money. The machine will ask you what you would like to do (withdraw, deposit, or transfer money). You will be given a receipt for your transaction.

ATM Surcharge Fees

Some ATMs may charge you to access your money. If so, the machine will inform you how much you will be charged. You will be given the opportunity to stop the transaction if you do not want to pay the fee.

11.4 Credit

What is credit?

Essentially credit is considered a loan. A credit rating is assigned to you based on your ability and promise to repay money given to you. You can build your credit rating by paying your loans and bills during the time required. After these payments are made your credit is enhanced because it shows promise that you will continue to repay loans in the future. Your creditworthiness also depends on your income, how many other debts you have, and a demonstration of willingness to pay past credit arrangements.

What is a Credit Card?

A credit card is a banking service that “lends” you money. A credit card must be applied for, and you are only approved for a certain amount of money (your “limit”). You will receive a single monthly bill for purchases made with the card. You must pay at least the minimum amount due and then are charged interest on the remainder of your balance – the amount that you owe.

Credit Card Responsible Use

It is important that credit cards are used responsibly. Although proper use of a credit card may boost your U.S. credit rating, becoming heavily indebted may affect your ability to buy a car, a home, or other large items later on.

What to do if you have credit problems.

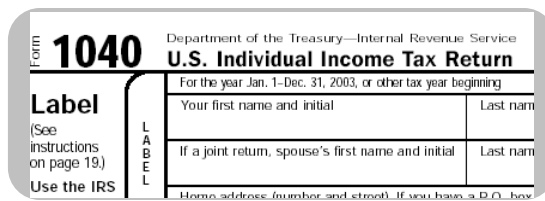
The U.S. Financial systems are complex. For many new immigrants language barriers, differing cultural and social customs, misleading rumors or incorrect information can lead to financial mis-steps. It is important to work to correct credit problems that may hamper future efforts to financial freedom.

11.5 Money Transfers and Wiring Funds

It is possible to have money transferred to locations throughout the world. There are many locations in the Boise area to have money wired, both large international companies and smaller privately held companies.

Smaller money transfer offices have been investigated for being associated with terrorists and, in some of these instances, the government has frozen the assets of these companies. This meant that individuals who were having money transferred at the time were not able to get their money back. Know that using a smaller money transfer office may result in a loss of funds. In order to safeguard consumers’ money, Idaho State Law requires that these offices be registered with the State Department of Commerce.

To find a money transfer office near you check the local phone book.



12. Taxpayer Information

- 12.1 What are taxes and why do we pay them?
- 12.2 Taxpayer Identification Numbers
- 12.3 When you are an Employee
- 12.4 Self-Employed/Starting a Business
- 12.5 Filing a Tax Return
- 12.6 Non-Resident Alien
- 12.7 Penalties
- 12.8 Idaho State Taxes
- 12.9 Tax Information and Preparation Assistance

12.1 What are taxes and why do we pay them?

The government provides public goods and services for the community as a whole. To pay its bills, the government needs revenue, or a source of income. The money that the federal government uses to pay its bills comes mostly from taxes. Taxes shift resources from private individuals and businesses to the government. There are many types of taxes including: income, Social Security, Medicare, sales, excise, and property.

Income taxes are paid to the federal and most state governments and are based on both earned (from working) and unearned (from investments) income. Federal income taxes finance: national defense, veterans and foreign affairs; social programs; physical, human and community development; law enforcement; and interest on the national debt. Social Security Medicare Tax is also called the FICA (Federal Insurance Contributions Act) tax. Social Security taxes provide the benefits for employees and their dependants; retirement benefits, benefits for the dependants for retired workers, and benefits for the disabled and their dependants. The Medicare tax is used to provide medical benefits for the disabled and their dependants. The Medicare tax is used to provide medical benefits for certain individuals when they reach age 65. Workers, retired workers, and the spouses of workers and retired workers are eligible to receive Medicare benefits upon reaching age 65. Sales taxes are assessed by state or local governments and are a percentage of the cost of the item purchased. Excise taxes are taxes on the sale or use of certain products or transactions (telephone, airplane tickets). Property taxes are paid to state or local governments and are based on the value of the property (home, car).

12.2 Taxpayer Identification Numbers

In order to pay and file taxes a taxpayer identification number is needed. This number is usually a Social Security number issued by the Social Security administration. The IRS will issue an ITIN (Individual Taxpayer Identification Number) for tax purposes to individuals who are not eligible for a Social Security Number. The ITIN does not entitle the holder to Social Security benefits, and does not mean that the holder has legal immigration status or the right to work in the United States.

Any individual who is eligible to be legally employed in the United States must have a Social Security number. To apply for a Social Security number, contact your local Social Security office (for a list of offices see Section 4.4 of this manual). To apply for an ITIN, complete W-7 which can be downloaded from the IRS website at www.irs.gov, or you can call the IRS Forms Line at 1-800-829-3676 and submit it along with the required original documents according to the directions on the Form W-7.

12.3 When You are an Employee

Federal and State income taxes are most often collected on a pay-as-you-go basis. Employees usually have taxes taken out of (withheld) from each paycheck. At year's end, the amount withheld for federal and state income taxes should roughly equal your tax liability (what you owe the government in taxes).

When you start a new job, your employer will ask you to provide information on Form W-4. The information you provide includes your name, Social Security Number, Marital Status, and the number of withholding allowances you are claiming. This information will help your employer determine how much federal and state income tax to withhold on your wages. It is important to fill out your form accurately and completely. Form W-4 has worksheets to help you determine the number of withholding allowances you should claim.

If you have more than one job at the same time, complete only one set of Form W-4 worksheets and split the number of allowances between the Forms W-4 for each job. For example: the worksheet totals three allowances – you can claim three withholding allowances for one job and zero for the other – or you can claim two allowances for one job and one of the other.

In addition to income taxes, your employer will withhold Social Security and Medicare taxes for each paycheck.

12.4 Self Employed – Starting a Business

You are self-employed if you – carry on a trade or business as a sole proprietor; are an independent contractor or consultant; or are a member of a partnership. If you are an officer of a corporation, you are considered an employee of the corporation. Different tax rules apply to you if you are self-employed. For more information go to www.irs.gov or call the Federal Tax Question hotline at 1-800-829-1040.

12.5 Filing a Tax Return

The United States income tax system relies on taxpayers to report their income, calculate tax liability, pay the taxes that they owe, and file tax returns on time.

In most cases taxpayers are required to submit their tax returns before midnight of April 15th of each year. Tax payments must be mailed before midnight of April 15th each year.

You must file a federal income tax return if you are a citizen or resident of the United States and you meet the filing requirements (see instructions on Form 1040). This form can be downloaded on www.irs.gov, or you can call the IRS

Forms Line at 1-800-829-3676. You file only one federal income tax return for the year regardless for how many jobs you had, how many W-2 forms(a statement showing how much your employment paid you and how much was withheld in taxes) you received from employers or how many states you lived in during the year.

Individual taxpayers will file either Form 1040, Form 1040 A, or Form 1040 EZ. The form that you use will depend on your filing status, the types of amounts of your income; your deductions and expenses; and the credits that you use to reduce your tax. IRS forms and schedules can be downloaded at www.irs.gov or call 1-800-829-1040.

There are five filing statuses. Your filing status depends on whether you are considered unmarried or married. A marriage is a legal union between a man and a woman as husband and wife. For more information see Publication 17, which can be downloaded from www.irs.gov or call 1-800-829-1040).

Personal Exemptions and Dependents: You are allowed a personal exemption (deduction) for yourself and your spouse and for each person you can claim as a dependant (usually a child). You must meet certain requirements to claim the exemption for a dependent. One of the most important requirements is that the taxpayer AND the dependant must be a U.S. citizen or resident, or a resident of Canada or Mexico. See Publication 17 for more information (this can be downloaded at www.irs.gov or call 1-800-1040) or talk to a tax professional.

Credits – you may be eligible for special credits that may reduce the amount of tax you owe. A credit is a dollar for dollar reduction of your tax liability (what you owe). It is a good idea to get assistance from a trained professional the first few times you file your taxes. See section 9 of this chapter for information on getting assistance with tax preparation.

There are non-refundable credits such as the Hope credit, the lifetime learning credit, the child tax credit, the credit for child and dependent care expenses, the credit for the elderly or the disabled, the mortgage interest credit and the credit for credit for qualified retirement savings contributions.

The earned income tax credit and the additional child tax credit are refundable credits. You can receive a refund of these credits even if you own no tax and had no income tax withheld.

You and your spouse, if you are filing a joint return, must meet the general requirements to claim the credits.

If you have an Individual Taxpayer Identification Number (ITIN) or Adoption Taxpayer Information Numbers (ATIN) you cannot claim the earned income tax credit.

You need to keep copies of all tax returns (For 1040 and supporting documents). The federal requirement is three years from the due date of the tax return or the date the return was filed, whichever is later. The Idaho State requirement is the same as the federal requirement. However, you may want to keep copies of your Forms 1040 and Forms W-2 for a longer period of time.

12.6 Non-Resident Alien

If you are a non-resident alien, the rules and tax forms that apply to you are different from those that apply to United States citizens and resident aliens. See Publication 519 (which can be downloaded at www.irs.gov or call 1-800-829-1040) to find out if the United States income tax laws apply to you and which forms you should file.

12.7 Penalties

If you do not file your return and pay your tax by the due date, you may have to pay a penalty. You may also have to pay a penalty if you substantially understate your tax (state that you owe less tax than you actually do), file a frivolous return, or fail to supply your social security number. If you provide fraudulent information on your return, you may have to pay a civil fraud penalty.

You may be subject to criminal prosecution (brought to trial) for actions such as: tax evasion, willful failure to file a return, supply information, or pay any tax due; fraud and false statements; or preparing and filing a fraudulent return.

12.8 Idaho State Income Tax

The State of Idaho collects taxes from both residents and non-residents in several different ways. Revenue comes from taxes on income, property, goods, liquor, tobacco, motor vehicles and several additional sources. This money is used to provide residents with education, human services, public assistance, public safety and many other benefits.



Idaho Resident. Idaho residency is determined based on several factors; one is that you choose to become an Idaho resident. If you move into Idaho and buy or rent a home, then from that time on, you are considered an Idaho resident and your income – no matter where it is earned – is taxable to Idaho from that day forward. Another factor which helps to define residency is time. If you live in Idaho for 183 days or more in a 12-month period, you are considered a resident for that time you live here. More information about residency is available at <http://www2.state.id.us/tax/>.

12.9 Responsibilities of an Idaho Resident

Being an Idaho resident means that you have certain rights and responsibilities. One of your responsibilities is to file and pay state income taxes. As an Idaho resident, you are required to file a state income tax return if you are required to file a federal return. There may be times when you should file an Idaho return even if you are not required to file a federal return (for example, to file for a refund of Idaho tax withheld from your pay by your employer or to claim a tax refund).

Filing an Idaho Income Tax Return

Idaho's income tax return is based upon the federal filing, so you must complete the federal tax return before you complete the state tax return.

What happens if someone does not file a required tax return or files an incorrect return?

The Idaho Department of Revenue receives information from many different agencies. Every year this information is reviewed, and if a tax return has not been filed, the Department will send a letter requesting a return.

If a return is incorrect, the Department will correct it and notify the taxpayer of this change. If a return is knowingly filed incorrectly, penalties and interest will be charged. People who file fraudulent returns, returns they know are wrong, can be criminally prosecuted.

12.10 Tax Information and Preparation Assistance

Volunteer income tax assistance is available in many communities to help with tax return preparation. The service is free for taxpayers who have low to moderate income, have limited English speaking ability, or are elderly, or disabled. Call 800-976-7660 or 334-7660 for information on these sites.

Idaho Tax Assistance Information:

Contact My Local Office in Idaho, In-person Tax Help

IRS Taxpayer Assistance Centers are your one-stop resource for face-to-face tax help and solutions to tax problems, every business day (see days/hours for your local office below).

Get help solving federal tax problems with IRS' Everyday Tax Solutions. Visit your local IRS office - no appointment necessary - or make a convenient appointment by calling the appropriate number below and leaving a message. At an IRS Taxpayer Assistance Center, knowledgeable assistors will help you:

- File innocent spouse claims if you believe you are not liable for your spouse's share of a joint tax liability;
- Make an installment agreement if you cannot pay your taxes in full;
- Prepare an offer in compromise to settle an unpaid tax debt;
- Request a release of federal tax liens and levies when appropriate; and
- Resolve IRS account and notice issues.

Other services on a walk-in, non-advance appointment basis include:

- Answers to your tax questions;
- Information about your tax account;
- Help preparing your basic individual income tax return if your income is \$35,000 or less; and
- Help preparing your heavy vehicle use tax return.

Multilingual assistance is available in every office.

Office Location

550 West Fort St.

Boise, ID 83724

Monday-Friday - 8:30 a.m.-4:30 p.m.

**Open Thursday 4/15 8:30 a.m. - 8:30 p.m.*

Phone: (208) 334-1445