



POLICY CHANGE ALERT #16-027F

TITLE: HOPI FAMILY ASSISTANCE PROGRAM REFERRALS

ISSUE DATE: 06/21/2016

EFFECTIVE DATE: EFFECTIVE IMMEDIATELY

Summary

Programs Impacted: CA

This Policy Change Alert is being issued to inform staff of revisions to the Hopi Family Assistance Program (HFAP) referral process.

Hopi TANF applicants are required to comply with HFAP prior to TANF approval. When an interview is completed by telephone the Hopi CA Pre Approval (A600) notice must be mailed to the customer.

IMPORTANT: A copy of the Hopi Tribal TANF Referral Notice (FAA-1459A) must be faxed to the HFAP Office for all referred Hopi TANF applicants.

Revision Details

The FAA Policy Manual will be updated to include the information in this Policy Change Alert.

FAA6.J04E.03 – Employment Referrals – Hopi Tribal TANF

Hopi Tribal TANF applicants are required to comply with the Hopi Family Assistance Program (HFAP) prior to TANF approval.

Key the following in the PAR/EXEM field on WORW for those **who** are mandatory **HFAP** participants:

- Key RH for all Hopi Tribal members
- Key RM for all non-Hopi Tribal members

NOTE When non Hopi TANF participants are referred to the Jobs Program and live in the Hopi TANF service delivery area, HFAP staff determine employment activities following Hopi TANF policy.

At the TANF interview, complete the following:

- Sections I and II of the Hopi Tribal TANF Referral Notice (FAA-1459A).
- Inform the participant of the pre-compliance requirement with HFAP and complete the Request and Pending Information Agreement (FA-077) form.



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- Allow the participant ten days to provide the information.
- Give the participant a copy of the FAA-1459A and the FA-077.
- Send a copy of the FAA-1459A via fax to the [HFAP Tribal TANF Office](#).

When the interview is completed by telephone, complete the following:

- **Section I of the Hopi Tribal TANF Referral Notice (FAA-1459A).**
- Inform the participant of the pre-compliance requirement with HFAP.
- Send the Hopi CA Pre-Approval (A600) notice requesting that the participant pre-comply with HFAP.
- Send a copy of the A600 notice and a copy of the FAA-1459A via fax to the HFAP Tribal TANF Office.

When the FAA-1459A is received indicating in Section III that the participant has complied **and meets all other eligibility requirements**, complete the following:

- The TANF CA eligibility determination
- Send the appropriate **approval** notice
- Section IV of the FAA-1459A
- Send a copy of the FAA-1459A via fax to the HFAP Tribal TANF Office

When FAA does not receive the FAA-1459A or receives the FAA-1459A indicating the participant has not complied, complete the following:

- **Key the JP Denial or Closure Reason Code on AFED**
- **Deny the TANF application**
- **Send the Noncompliance with Jobs/NEW Orientation (A208) notice**
- **Section IV of the FAA-1459A**
- **Send a copy of the FAA-1459A via fax to the HFAP Tribal TANF Office**

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at FAAPolicyMgmt@azdes.gov with any questions or concerns regarding this broadcast.

Please consider the environment before printing this broadcast.

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