

# State of Arizona

## TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) STATE PLAN



DEPARTMENT OF  
ECONOMIC SECURITY  
*Your Partner For A Stronger Arizona*

***Effective October 1, 2023***

# STATE OF ARIZONA TANF STATE PLAN

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## INTRODUCTION

Temporary Assistance for Needy Families (TANF) is a federal program that makes block grants available to states for providing time-limited assistance to families with children when the parents or other responsible relatives cannot provide for the family's basic needs. Arizona's TANF State Plan is created in accordance with [Section 402 of the Social Security Act](#) (SSA), which requires each state receiving TANF Block Grant funding to submit a plan to the United States Department of Health and Human Services (HHS) outlining the state's methods of TANF Program administration and operation. The State Plan is also used to provide the public with information about the TANF Program.

In Arizona, TANF Block Grant funding is appropriated by the state to two agencies: the Arizona Department of Economic Security (ADES) and the Department of Child Safety (DCS). ADES is the state's consolidated human services agency, while DCS is the state's child protection agency.

### Arizona Department of Economic Security Overview

ADES administers more than 50 different programs and has more than 8,000 employees who work together to provide services to approximately one million Arizonans per month. The following ADES divisions and programs utilize TANF Block Grant funding:

- [The Division of Benefits and Medical Eligibility \(DBME\)](#) administers the **TANF Cash Assistance (CA) Program**, providing temporary cash benefits and supportive services.
- [The Division of Employment and Rehabilitation Services \(DERS\)](#) administers the **TANF Jobs Program**, Arizona's mandatory employment and training program for work-eligible TANF CA recipients, as defined in [Arizona Administrative Code \(A.A.C.\) § R6-10-101](#).
- [The Division of Child Care \(DCC\)](#) administers **Child Care Assistance**, ensuring access to high-quality, early care learning settings for eligible families and their children.
- [The Division of Community Assistance and Development \(DCAD\)](#) manages services promoting immediate and transitional safety, housing, utility and food needs, including **Short-Term Crisis Services (STCS)**, **Homeless Prevention**, **Domestic Violence (DV) Services**, and the **Emergency Food Assistance Program (TEFAP)**.

While not directly funded by the TANF Block Grant, the [Division of Child Support Services \(DCSS\)](#) indirectly receives TANF funding because federal and state law require TANF CA applicants and recipients to assign their rights to receive child support to the State of Arizona. DCSS provides **Child Support Services** to parents and caregivers who receive child support as well as parents who pay child support.

More information about ADES programs and services is available in ADES' [Annual Report](#) and [Annual Welfare Reform Report](#).

## Arizona Department of Child Safety Overview

DCS is Arizona's state-administered child protection agency. The DCS vision is "children thrive in family environments free from abuse and neglect," and the DCS mission is to successfully engage children, parents, and the community to ensure safety, strengthen families, and achieve permanency.

DCS is responsible for child protection, prevention services, family preservation and family support programs and services, foster care and kinship care, guardianship subsidy, and adoption promotion, finalization, and support services. As approved through federal and state laws and provisions, DCS programs and services are primarily funded through Title IV-E, TANF, Title XIX, Title XX, state general funds, and Title IV-B. TANF maintenance-of-effort (MOE) dollars (the federally required state funds used for TANF benefits and services) are used to support DCS activities including but not limited to adoption, family preservation, reunification, and family support services.

Arizona's fifteen counties are divided into five DCS geographic regions, each of which provide investigation of child abuse and neglect reports, case management, in-home services, out-of-home services, and permanency planning. As of August 2023, DCS had custody of 9,852 children in out-of-home placement, of which 4,801 were placed in kinship care, meaning the care of an adult relative or person in the family network who has a significant relationship with the child and who is caring for the child under the care, custody and control of DCS. DCS employs approximately 3,000 employees, including direct service specialists and supervisors, administrative staff and management, and administrative support services staff and management.

More detailed information about DCS programs and services is provided in the [DCS Annual Progress and Services Report \(APSR\)](#).

## Alignment of State of Arizona and TANF Goals

TANF is integral to helping families gain the skills to successfully transition into self-sufficiency. While some situations warrant more intensive and longer-term involvement between ADES and families because of multiple barriers to self-sufficiency, ADES' primary focus is to provide short-term, less intrusive services and supports that help an individual or family meet basic needs for well-being and safety and serve as a bridge to self-sufficiency.

To assist in the move towards self-sufficiency, Arizona's TANF-funded programs are designed to help individuals:

- Receive services to meet basic needs, including children residing with parents who are unable to provide their basic needs as well as children living in certain foster or kinship arrangements and adult recipients preparing to enter the workplace through temporary income assistance;

- Gain enhanced employment skills through work activities while receiving supportive services to remove barriers to find and maintain employment for work-eligible individuals;
- Achieve self-sufficiency and the ability to care for children by receiving the support they need to work, including Child Care Assistance, transportation assistance, and collaborative efforts with community providers;
- Gain access to shelter services, receive assistance in achieving or maintaining self-sufficiency, and ensure physical security and safe home environments when facing DV situations that threaten economic security or family stability; and
- Maintain stable and safe home environments by receiving in-home support services intended to prevent children from entering the foster care system and provide care for children in a foster care setting or preparing to exit the foster care system as young adults.

The State of Arizona's TANF goals are inextricably linked to the four purposes of the TANF Program at the federal level, which are to:<sup>1</sup>

- Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
- End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
- Encourage the formation and maintenance of two-parent families.

### **Ensuring Non-Discrimination and Confidentiality**

ADES and DCS provide services to eligible Arizona families without regard to race, color, religion, sex, national origin, age, or disability, including the provision of language assistance services to clients with Limited English Proficiency in accordance with federal and state law and regulations as well as [DES policy](#). Additionally, ADES ensures that its applications, other forms, and notices comply with Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act, and Section 504 the Rehabilitation Act of 1973, as applicable.

ADES restricts the use and disclosure of all personally identifiable information regarding individuals and families receiving assistance under Arizona's TANF Program. Personally identifiable information is confidential and may only be used or released as requested by the individual, as ordered by a superior court judge, as provided for by rule of court, or as further authorized under Arizona Revised Statutes [\(A.R.S.\) § 41-1959](#) and ADES data security policies in order to facilitate services and comply with state law and federal regulations.

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<sup>1</sup>Social Security Administration, Block Grants to States for Temporary Assistance for Needy Families, [Section 401 of the Social Security Act](#)



## SNAPSHOT OF THE CLIENT EXPERIENCE

### ADES TANF-Funded Programs

Multiple units within ADES work in concert to ensure clients are able to access all of the TANF programs and services for which they are eligible. These programs and services are described in summary below, and in more detail later in this State Plan.

An individual may apply for TANF CA [electronically through the HEAplus portal](#) or by using ADES' [Application for Benefits](#), available in paper form at ADES offices or by downloading from the ADES website. Instructions for submitting the application are included in the application itself. This single application allows DBME's Family Assistance Administration (FAA) to determine the individual's eligibility for TANF CA, as well as Medical Assistance (Medicaid) and the Supplemental Nutrition Assistance Program (SNAP or NA). FAA then refers work-eligible TANF CA recipients to the DERS TANF Jobs Program for support engaging in work activities, accepting and maintaining employment, and transitioning to financial independence. TANF Jobs Program or FAA staff may also provide TANF CA recipients information regarding DCC child care services, to DCSS child support services, and DCAD TANF-funded services, such as non-recurring short term benefits provided through STCS.

To facilitate the application process, ADES partners with faith-based and community organizations located in both urban and rural areas, providing training in the use of the Health-e-Arizona Plus (HEAplus) electronic application. The HEAplus portal also allows a TANF CA recipient to review ongoing case status, report family changes, and receive help from staff. An automated call center system is also available to ensure that a recipient has the means to obtain case information 24 hours a day without the need for ADES staff to manually gather the information.

Similar application and eligibility processes are in place for ADES' other TANF-funded benefits and services. A client may directly apply for Child Care Assistance by completing an [Application for Child Care](#), available for download from the ADES website or in printed format at DCC offices, and submitting it to the applicant's local ADES office in person, via mail, or by fax. DCC then makes an eligibility determination, and eligible clients receive services from a provider within ADES' child care network. An application for Child Care Assistance is not required for referrals from an ADES jobs program, DCS, or a Tribal child welfare program.

STCS can be applied for and are provided through county [Community Action Agencies](#) (CAAs), who are contracted by ADES. Homeless Prevention services can be accessed throughout Arizona by calling \*211 or going to the [2-1-1 Arizona](#) website, which includes shelter options available in local communities. Individuals may also contact their county Continuum of Care (CoC) regional agency coordinating housing services in [Pima County](#), [Maricopa County](#), or [other Arizona counties](#). Veterans may receive direct Homeless Prevention

assistance through the National Homeless Veteran Call Center by calling 1-877-4AID-VET, texting 838255, or going to the [Veterans Crisis Line website](#). DV Program services are also provided through local agencies, which can be contacted directly using the [Domestic Violence Contracts Directory](#). Individuals may also call the 24-hour DV Hotline at 800-799-7233 or 800-787-3224 (TTD). TEFAP meals and food boxes are distributed by community service providers, which can be found by using the [DES Community Service Provider Search](#). TEFAP can be applied for via verbal attestation at TEFAP provider locations, such as food banks, and the *Application for Benefits* can also be submitted to a TEFAP provider for review and processing.

### DCS TANF-Funded Services

DCS provides TANF-funded support and services that best meet the needs of families. If out-of-home placement is required for a child's safety, a case plan is developed so that services and supports needed for the child to safely return to their family are provided and monitored. If returning to the family home would further endanger the child, a permanent home for the child may be identified through adoption or legal permanent guardianship.

DCS TANF-funded services include emergency assistance and supports, children's in-home services, children's out-of-home services, Healthy Families community-based programs for at-risk families, permanent guardianship and adoption services, and services for adolescent youth entering or currently in foster care that provide a coordinated and cross-system approach for the youth to achieve self-sufficiency. The above services are described in more detail within this State Plan.

### TRIBAL TANF PROGRAMS

In addition to the TANF Program administered by the State of Arizona, a number of Arizona's Native American Tribes administer and operate their own TANF Programs, an option provided under [Section 412 of the SSA](#). Currently, the following Native American Tribes have federally approved TANF Programs:

- Salt River Pima-Maricopa Indian Community: The Salt River Pima-Maricopa Indian Community has had an approved Tribal TANF Program since July of 1999. ADES administers SNAP and makes Medical Assistance determinations for the Salt River Pima-Maricopa Indian Community through a central point of contact and virtual services or at a local ADES office.
- Pascua Yaqui Tribe: The Pascua Yaqui Tribe has had an approved Tribal TANF Program since November 1997.
- White Mountain Apache Tribe: The White Mountain Apache Tribe has had an approved Tribal TANF Program since April 1998.

- Navajo Nation: The Navajo Nation has had an approved Tribal TANF Program since October 2000 and began operating its Tribal TANF Program on March 1, 2002.
- Hopi Tribe: The Hopi Tribe has had an approved Tribal TANF Program since April 2001 and began operating its Tribal TANF Program in December 2004. The Tribe opted to contract back with ADES to determine eligibility and ADES administers TANF benefits according to Tribal TANF policy.
- San Carlos Apache Tribe: The San Carlos Apache Tribe began operating its Tribal TANF Program in May 2008.

Members of tribes that do not have their own Tribal TANF Programs may apply for the state TANF CA Program.

## TANF CASH ASSISTANCE PROGRAM

### TANF CA Eligibility

Cash benefits are paid only to members of a family, as defined in [A.A.C. § R6-12-101](#), for whom TANF CA is requested and who meet all financial and nonfinancial eligibility criteria. These individuals constitute the assistance unit, defined in [A.R.S. § 46-101](#). The income and resources of a parent or minor sibling living with a dependent child are considered available to the assistance unit for the purposes of determining the amount of the cash benefit, even when the parent or minor sibling does not qualify for inclusion in the assistance unit.

A non-parent head of household (defined in [A.R.S. § 46-101](#)) may choose to be included in an assistance unit with a dependent child. In this situation, dependent children of the head of household are also included in the assistance unit. When a dependent child of the head of household does not qualify for inclusion in the assistance unit, their income and resources are considered available to the assistance unit for purposes of determining the amount of the cash benefit. Arizona allows only one adult nonparent relative to be included in an assistance unit. In a child-only case (defined in [A.R.S. § 46-101](#)), the assistance unit comprises only the eligible dependent child, and only the income and resources of the dependent child are considered when determining a cash benefit amount.

More information about TANF CA eligibility is available via the [Cash and Nutrition Assistance Policy Manual](#).

### TANF CA Benefit Time Limits

Child-only cases are not subject to state or federal time limits.

There are two statutory time limits that apply to the receipt of TANF CA:

- The federal time limit, established by 42 United States Code (U.S.C.) § 608, stipulates that an assistance unit in which an adult or a minor parent of a dependent child who is the head

of household or married to a head of household and has received a total of 60 months of assistance funded in whole or in part by the TANF Block Grant in Arizona, any other state, or a Tribal TANF Program is not eligible to receive TANF CA benefits except in cases of hardship as noted below.

- Arizona's state time limit, established by [A.R.S. § 46-294](#), further limits a family to 12 countable months of TANF CA benefits in Arizona during the recipient's lifetime, except as noted below. The 12-month state benefit limit considers all months countable beginning with the first countable month on or after October 1, 2002.

A family may receive TANF CA in excess of the time limits established above as follows:

- A family may receive TANF CA for an additional 12 months beyond Arizona's state time limit if:
  - The family includes at least one adult required to participate in the TANF Jobs Program;
  - All adults who are required to participate in the TANF Jobs Program are in full compliance in the twelfth month of TANF CA participation and remain in compliance; and
  - All children who are required by Arizona law to attend school maintain no less than a 90 percent attendance record; and
- An assistance unit may be eligible for a hardship extension to both the state and federal time limits if the assistance unit includes an adult member who:
  - Is a non-parent 60 years of age or older who provides sole care for all dependent children receiving TANF CA in the household;
  - Has a temporary or permanent disability, or is a full time caregiver for a child, parent, spouse, or domestic partner with a disability;
  - Is a victim of a crime, including DV or other type of violence;
  - Is experiencing homelessness;
  - Is unable to finish an education or training program without TANF CA; or
  - Is unable to find or afford child care or find available or affordable transportation, preventing them from working or engaging in work activities.

When a two-parent assistance unit's eligibility is determined based on the unemployment or underemployment of the primary wage-earning parent, the assistance unit is eligible for the Two-Parent Employment Program (TPEP). TPEP provides a TANF CA payment for a maximum of six months out of a 12-month period, as well as being subject to the state and

federal time limits. A TPEP assistance unit may receive an extension for an additional three months if the parent:

- Is working with the TANF Jobs Program to complete Vocational Educational Training;
- Is starting a job that will begin during the extension period; or
- Has good cause for failing to meet work requirements during the six-month period (see the “Good Cause Exemptions” section below).

### **Eligibility Determination Process**

TANF CA eligibility interviews must be conducted within ten calendar days of the date the application was submitted except for Kinship Child-Only, Foster Care, Legal Permanent Guardian Child-Only, Grant Diversion, and TPEP applications, which must be completed within five calendar days. Interviews may be conducted by telephone or in person. Except for child-only applications, ADES will complete an eligibility determination within 45 calendar days of the application file date unless the application is withdrawn, the applicant dies, or there is a delay resulting from a written request for additional verification information. Eligibility determination for a kinship child-only application must be completed within 20 calendar days of the application file date.

ADES determines eligibility for a specific TANF CA benefit month based on its projection of all non-financial, resource, and financial criteria that exist and are expected to exist for an assistance unit during that month.

On an ongoing basis, ADES completes reviews of all eligibility factors for each assistance unit participating in TANF CA. Most assistance units are subject to an eligibility review every six months. Child-only cases and cases in which a non-parent relative or a parent who is receiving SSI is receiving a cash benefit only for a dependent child are subject to a 12-month review.

### **Non-Financial Eligibility**

To be eligible for TANF CA, members of an assistance unit must meet non-financial qualifications.

#### ***Residency***

All members of the family and the assistance unit must reside in Arizona. ADES applies the same eligibility and payment standards to assistance units who have moved into Arizona from another state as it does to other families.

### ***Deprivation of the Support or Care of a Parent***

To be eligible to receive TANF CA, a child must be deprived of the support or care of a parent because of the parent's death, continued absence, or disability. The TPEP Program provides time-limited TANF CA benefits and employment services to families of children deprived of parental support due to the unemployment or underemployment of the primary wage-earning parent.

### ***School Attendance***

A dependent child between the ages of six and 16 must attend school or be homeschooled, unless there is good cause for not complying with this requirement, as outlined in [program policy](#).

### ***Family Benefit Cap***

In accordance with [A.R.S. 46-292](#), a child born after the child's parent begins to receive TANF CA benefits is ineligible to receive TANF CA, except for:

- Births resulting from cases of sexual assault or incest;
- Firstborn children of minors who are included in the assistance unit receiving TANF CA benefits;
- Children born or adopted within ten months of the date of the first TANF CA application submitted on or after November 1, 1995; and
- Children born or adopted at least ten months after an assistance unit has not received TANF CA benefits for one full year and ten months or less after the month the parent resumes receiving TANF CA.

TANF CA benefits may only be provided to a caretaker relative, as defined in [A.A.C. § R6-12-101](#), on behalf of a child who is ineligible due to the Family Benefit Cap if:

- The child is in the legal custody of DCS or, effective August 9, 2017, a Tribal court or Tribal child welfare agency located in Arizona and is placed with a nonparent relative or unrelated adult in unlicensed foster care;
- The child is placed with a nonparent relative by a court;
- The child has been abandoned; or
- The child's parents are deceased or one parent is deceased, and the other parent has abandoned the child.

### ***Temporary Absence from the Home***

Generally, family members must reside in the same home as the dependent child to be eligible for TANF CA. However, a child who, at the time of initial application for TANF CA, is temporarily not living with an assistance unit, may be eligible for up to 30 calendar days from the date the first TANF CA payment is issued to the assistance unit. For active TANF CA cases, a child or a caretaker relative who is temporarily out of the home may also be eligible for TANF CA in accordance with A.A.C. § R6-12-309(B).

### ***Citizenship***

Under Section 402(b) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), individuals who are United States citizens or who obtained qualified non-citizen status prior to August 22, 1996 and who have been continuously present in the United States from the latest date of entry prior to August 22, 1996, and those who have been granted withholding of deportation or withholding of removal under Section 241(b)(3) or Section 243(h) of the Immigration and Nationality Act (INA) may be eligible for TANF CA.

Under Section 403(a) of PRWORA, non-citizens who obtained qualified non-citizen status on or after August 22, 1996 are not eligible for TANF CA benefits for a period of five years beginning on the date of entry into the United States unless they are:

- Battered non-citizens who are treated as qualified non-citizens under Section 431(c) of the PRWORA;
- Veterans of, or persons on active duty in, the United States armed forces (or the spouse or unmarried child of such an individual);
- Cuban-Haitian entrants (as defined in Section 501(e) of the Refugee Education Assistance Act of 1980);
- Persons admitted to the United States as Amerasian immigrants, as described in Section 584 of the Foreign Operations Export Financing and related Appropriations Act, as amended;
- Refugees admitted under Section 207 of the INA;
- Asylees admitted under Section 208 of the INA;
- Victims of severe forms of trafficking in persons under Section 107(b)(1)(A) of the Trafficking Victims Protection Act of 2000;
- Iraqis and Afghans granted special immigrant status under section 101(a)(27) of the INA; and
- Ukrainian Humanitarian Parolees and non-Ukrainian individuals who were displaced from Ukraine and admitted to the United States under section 212(d)(5) of the INA.

### ***Immunization***

A parent or caretaker relative in an assistance unit must ensure that dependent children are immunized as required by state law unless there is good cause for not complying with this

requirement.

### ***Minor Parents***

An applicant who is a parent under the age 18 and not married is eligible for TANF CA only if they reside in the home of a parent, legal guardian, or other adult relative unless the applicant:

- Has no living or locatable parent, other legally responsible adult, or legal guardian;
- Is legally emancipated; or
- Would be at risk of physical or emotional harm by residing in the home of the applicant's parent or legal guardian.

### ***Felony Convictions***

Federal law requires that in order to be eligible for TANF CA an individual must not have been convicted of a felony for possession, use, or distribution of a controlled substance after August 22, 1996, or be a fugitive felon or in violation of probation or parole. [A.R.S. § 13-3414](#) requires an Arizona court to provide ADES with notice of conviction of a controlled substance offense when the court has knowledge that the defendant receives TANF CA.

### ***Strikers***

Voluntary strikers and their dependent children may participate in TANF CA unless they are local, state, or federal government employees. TANF CA eligibility and benefits are based on prestrike gross income or the union strike pay provided to the striker during the strike period, whichever is higher.

### ***Child Support Cooperation***

Federal and state law require TANF CA applicants and recipients to assign their rights to receive spousal maintenance, child support, and medical support to the State of Arizona. Applicants and recipients are required to cooperate with the DCSS in all activities, with certain good cause exceptions, such as if the recipient believes cooperation is likely to result in physical or emotional harm to the dependent child, parent in the home, or the non-parent head of household. A non-parent head of household applying for or receiving TANF CA benefits only for a dependent child or an unlicensed foster care provider in a child-only case is exempt from these requirements. Additionally, child support collected on behalf of a child subject to the Family Benefit Cap is passed through to the family receiving TANF CA benefits.

Qualifying applicants and recipients are provided child support services through DCSS. These services include establishing paternity, locating a parent ordered to pay child support, obtaining and enforcing a child support order, collecting court ordered support obligations from the support payor, modifications to an existing child support order, disbursing payments to support recipients, and referral to other services such as SNAP or NA and employment programs.



## ***Verification and Documentation***

In order to determine an individual's eligibility for TANF CA, ADES may request certain evidence or other documentation from an applicant. An applicant must show proof of identity and provide or apply for a Social Security Number. ADES also obtains verification through various electronic sources, including Income Eligibility Verification System.

## ***Pursuit of Other Benefits***

Any member of an assistance unit or a parent or minor sibling of a dependent child in an assistance unit must apply for all other cash benefits, such as Social Security survivor benefits, unemployment insurance, or veteran's benefits, including benefits for a spouse or dependent child of a veteran, except for needs-based benefits.

## ***Drug Testing***

All adult TANF CA recipients must complete an *Illegal Drug Use Statement* attesting to illegal drug use within the past 30 days. An adult recipient is required to complete a drug test when:

- The recipient affirms in the *Illegal Drug Use Statement* that the recipient used illegal drugs in the past 30 days;
- Government or law enforcement documents provided to ADES by the issuing jurisdiction indicate the use of illegal drugs in the past 30 calendar days by the recipient; or
- ADES receives from a court that the recipient was convicted of a misdemeanor or felony drug charge, even if the conviction does not disqualify the recipient from TANF CA participation.

An adult recipient who tests positive for illegal drugs is disqualified from TANF CA for twelve consecutive months. TANF CA will continue to be issued for all other eligible members of the assistance unit.

## ***Sanctions***

A non-exempt parent or caretaker relative who, without good cause, does not meet program requirements may be subject to reduction of up to 100 percent of TANF CA benefits.

For non-TPEP assistance units, TANF CA benefits will be reduced by:

- 50 percent for the first incident of noncompliance; and
- 100 percent for the second and subsequent incidents of noncompliance.

For TPEP assistance units, TANF CA benefits for a pay period are withheld if assigned work program activities are not completed or the parent subsequently fails to comply with another

sanctionable program requirement. When three TANF CA benefit issuances have been withheld within a six-month period, the TPEP case is closed.

### ***Personal Responsibility Agreement***

All adult and minor parent applicants for TANF CA and a parent who is disqualified from TANF CA must complete and sign a *Personal Responsibility Agreement (PRA)*, agreeing to comply with certain program requirements. For TPEP participation, both parents must complete the PRA. A non-parent head of household who chooses not to be included in the TANF CA assistance unit and SSI benefit recipients are not required to complete a PRA.

### **Financial Eligibility: Income**

To be eligible for TANF CA, an assistance unit must belong to a family whose countable income after applying appropriate disregards does not exceed 100 percent of the current federal poverty level (FPL), or when the assistance is being requested by a non-parent caretaker relative for the dependent child only, 130 percent of the current FPL. Income is budgeted based on the projected amount of available countable income to be received in the benefit month. Income is considered available when it is received or when it is reasonably anticipated. Income received more often than monthly is converted into a monthly amount.

### ***Earned Income Disregards***

A portion of the earned income of every employed family member is disregarded when determining income eligibility, and the same disregards apply to the earned income of employed assistance unit members when determining a benefit amount. The following deductions are allowed:

- \$90 from the total countable income;
- 30 percent of the remaining income; and
- Allowable dependent care expenses from the remaining income.

For families and assistance units that include a child who is ineligible for TANF CA because of the Family Benefit Cap, an amount equal to the amount of cash benefits the ineligible child would have received if included in the TANF CA benefit is deducted after all other earned income disregards have been computed. The income of a child subject to the benefit cap is disregarded in full.

### ***Self-Employment Income Standard Deduction***

Self-employed family members may be eligible to receive a standard deduction for allowable business expenses equivalent to 40 percent of the countable gross self-employment income. The self-employment standard deduction is applied prior to calculating the earned income disregards. At least one allowable expense must be verified to receive the deduction. Allowable expenses include:

- Bills for cleaning costs, maintenance of business location, or necessary equipment;
- Business insurance related premiums;
- Costs of operating machinery or equipment;
- Costs of stocks or inventories;
- Business related rent or utility costs;
- Interest paid on the purchase of any of the following:
  - Business property,
  - Capital assets,
  - Equipment,
  - Income producing real estate,
  - Machinery, and
  - Other durable goods;
- Interest paid on income producing property;
- Labor;
- Livestock, raw material, seed, and fertilizer;
- Rent or property taxes on business property;
- Salaries paid to employees and other employer paid benefits;
- Taxes paid on income producing property; or
- Sales taxes collected and paid.

The earned income disregards are subtracted from the total gross self-employment income, and the remaining amount of self-employment income is counted.

### ***Sponsor Deeming Requirements***

Sponsored non-citizens are individuals who are granted lawful permanent resident (LPR) status in the United States because another individual or organization signed an agreement guaranteeing financial support. 8 U.S.C. § 1631, generally requires state agencies to count the sponsor's income and assets for the purpose of determining eligibility and benefit amount for the sponsored noncitizen. This is called the “sponsor deeming requirement.”

ADES does not apply the sponsor deeming requirement to a TANF CA case when:

- The sponsored LPR is a victim of DV or extreme cruelty by a family member or a victim of human trafficking as allowed under the Trafficking Victims Protection Act;
- The sponsored LPR can be credited with 40 quarters of earnings;
- The sponsored LPR is under the age of 18;
- The sponsorship or lawful permanent residency (or application for lawful permanent residency) began prior to December 19, 1997; or
- The sponsored LPR and the sponsor are participants in the same assistance unit.

### **Financial Eligibility: Resources**

To be eligible for TANF CA, an assistance unit may have resources and other property up to an equity value of \$2,000. Homestead real property (generally meaning a principal residence owned and occupied by an assistance unit), any real property as defined by ADES that the assistance unit is making a good-faith effort to sell, and all vehicles are exempt from the resource determination. When a parent or minor sibling of a dependent child does not qualify for inclusion in the assistance unit, their resources are considered available to the assistance unit.

TANF CA clients may open an Individual Development Account (IDA), which is an interest-bearing savings account that allows the household to save money to achieve educational or training goals, purchase a first home, or accumulate business capital. When an assistance unit is actively receiving TANF CA, the household's IDA savings balance of \$9,000 or less, cumulative deposits of \$12,000 or less over the lifetime of the IDA, interest earned on the IDA account that remains in the account, and 50 percent of earned income deposited into the IDA up to \$100 a month, are not counted as a resource.

### **TANF CA Child-Only Cases**

TANF funds are used to provide assistance to eligible dependent children in the legal custody of DCS or a Tribal court or a Tribal child welfare agency located in Arizona and placed in unlicensed foster care with an unrelated adult or a nonparent relative who is not receiving TANF CA benefits. For these cases, all TANF CA nonfinancial eligibility factors apply. When the countable income of the dependent child is less than 36 percent of the 1992 FPL, a cash benefit will be issued to the nonparent relative or unrelated adult who is an unlicensed foster care provider. The cash benefit will be reduced dollar for dollar by any countable income of the dependent child; for example, the income of a minor who is legally employed and not enrolled in school or unearned income from sources such as a trust fund.

### **Grant Diversion**

Arizona's Grant Diversion Program is an alternative to the traditional TANF CA Program for families who only need short-term support. The Grant Diversion option is discussed with

families applying for TANF CA that have an adult member who is immediately available for full-time employment or is likely to be employed within a 90-day window.

Applicants who accept the Grant Diversion option receive one cash payment equal to three full months of TANF CA benefits. The months covered by the Grant Diversion payment do not count toward the federal or state lifetime benefits. Grant Diversion participants are also exempt from participating in the TANF Jobs Program, cooperating with DCSS, and signing the PRA. An assistance unit may participate in Grant Diversion once in a 12-month period.

Grant Diversion has shown success in helping families to overcome short-term barriers to employment and self-sufficiency. As of September 2022, almost 93 percent of families that participated in Grant Diversion did not return for additional TANF CA within six months of receiving assistance. Those that did return received an eligibility determination for traditional TANF CA.

### **TANF CA Benefit Amount and Payments**

Payment amounts for TANF CA are based on 36 percent of the 1992 FPL, adjusted for the assistance unit's size and a shelter cost factor. TANF CA benefits for assistance units with no shelter cost obligation are reduced by 37 percent, in accordance with [A.R.S. § 46-207](#). The benefit amount for the month of application is prorated based on the number of days remaining in the month after the application file date.

ADES provides TANF CA benefits monthly through a deposit into the caretaker relative's Electronic Benefit Transfer (EBT) account. ADES ensures that a TANF CA recipient's EBT account enables a participant to have access to the cash benefit with minimal or no fees or charges.

All TANF CA recipient households are given a client training brochure, *How to Use Your Arizona EBT Card* (FAA-1045), which is available in English, Spanish, and alternative languages and formats such as braille or large print. The brochure informs recipients of the various ways of accessing the cash benefit, including options that have fees and surcharges that apply to electronic fund transactions involving TANF CA. It also contains information regarding the prohibited use of the TANF CA EBT Card at automated teller machines (ATM) and point-of-sale (POS) terminals in liquor stores, casinos, horse or dog racing facilities, or adult entertainment establishments, as specified in [A.R.S. § 46-297](#).

A TANF CA recipient may choose to withdraw cash at no charge when completing a purchase using any of over 10,000 POS devices distributed widely across Arizona that accept the QUEST card (Arizona's TANF CA EBT Card). Bank of America, Wells Fargo, and Chase banks do not impose charges for withdrawing TANF CA benefits with the recipient's Quest Card. As of September 2023, Fidelity Information Systems, the EBT card-issuing partner, charges 0.32 cents per transaction.

## Preventing Fraud and Abuse in the TANF CA Program

In accordance with [A.R.S. § 46-201](#), Arizona applications for TANF CA include a notification to applicants that it is mandatory for a TANF CA recipient to cooperate with a fraud investigation and that a failure to cooperate may result in case closure and the termination of benefits.

To comply with 42 U.S.C. § 608(a)(12), Arizona enacted [A.R.S. § 46-297](#) which prohibits the use of a TANF CA EBT card at a liquor store, adult-oriented entertainment establishment, medical marijuana dispensary; and to purchase lottery tickets. Similarly, [A.R.S. § 5-101](#) prohibits use of a TANF EBT card at commercial horse or dog racing facilities and at casinos, gambling casinos, gaming establishments, and gaming facilities located on Indian lands pursuant to [A.R.S. § 5-601.02](#).

Each of the categories of establishments listed above has a corresponding regulatory entity with statutory authority to ensure that these prohibitions are observed. Liquor stores are regulated by the Arizona Department of Liquor Licenses and Control, dog and horse racing facilities are overseen by the Arizona Department of Gaming Racing Division, and casinos are regulated through tribal compacts.

Regulatory agencies also conduct periodic inspections as well as random checks using test TANF CA EBT cards to determine if any of the ATM and POS terminals in a prohibited establishment accepts the card. Each regulatory entity maintains a list of their licensed establishments and is able to identify the locations statewide of where ATMs and POS terminals may reside in any establishment identified in Public Law 112-96 Section 4004(a) and [A.R.S. § 46-297](#).

DBME monitors the ATM and POS usage report issued by the TANF CA EBT card-issuing partner for various forms of fraud and anomalies. If there is a suspected violation of [A.R.S. § 46-297](#) the applicable licensing entity follows up with an investigation and action as appropriate.

In Arizona, SNAP and TANF CA benefits are loaded onto the same EBT card. [A.R.S. § 46-297.01](#) implements certain replacement EBT card requirements. When a fourth replacement card is requested within a 12-month period, ADES notifies the assistance unit that ADES is monitoring a TANF CA or SNAP recipient's account for potential fraud, in accordance with [7 CFR 274.6\(b\)\(6\)](#). However, in accordance with [A.R.S. § 46-297.01\(C\)](#), ADES schedules an interview with a recipient when the recipient uses more than ten percent of the EBT balance in a six-month period on out-of-state purchases.

The Consolidated Appropriations Act of 2023 included provisions for the replacement of stolen SNAP benefits using federal funds. ADES implemented a [State Plan for The Replacement of Stolen EBT SNAP Benefits](#) in May of 2023, and elected to mirror that process for TANF CA, allowing assistance units in Arizona to report TANF CA and Grant Diversion benefits stolen via card skimming, card cloning, phishing scams, and other similar fraudulent schemes.

Assistance units may be approved for the replacement of these stolen benefits a maximum of two times in one federal fiscal year. For stolen TANF CA benefits, the amount of the replacement benefits that may be received for each approval will be the lesser of the actual amount stolen from the assistance unit or the amount equal to two months of the monthly allotment being received by the assistance unit during the month in which the electronic theft occurred. The replacement amount for stolen Grant Diversion benefits that may be received for each approval will be the lesser of the actual amount stolen from the assistance unit or two-thirds of the full Grant Diversion benefit that was provided to the assistance unit.

## Reporting Changes

An assistance unit receiving TANF CA benefits is assigned one of two change reporting requirements.

TPEP assistance units are assigned the Standard Change Reporting requirement. Standard Change Reporting means that the assistance unit must also report changes in income, resources, or other circumstances that may affect eligibility for TANF CA or the benefit amount no later than the tenth calendar day of the month following the month in which the change occurred.

All other assistance units are assigned the Simplified Change Reporting requirement. Simplified Change Reporting means that the assistance unit must also report when the gross monthly income of all participants in the assistance unit, including disqualified CA participants, exceeds the A1 payment standard, which is equivalent to 36 percent of the 1992 FPL for the household size. The change must be reported no later than the tenth calendar day of the month following the month in which the change occurred. All other changes affecting eligibility may be reported at the next eligibility review.

Regardless of the change reporting requirement they are assigned, all assistance units are required to report when a dependent child is removed from the home by a government agency or when the dependent child has moved out of the home.

## Overpayments

ADES will seek recovery from an overpaid assistance unit receiving TANF CA benefits using one of the following repayment methods:

- Reduction in current benefits in an amount not to exceed ten percent of the TANF CA monthly payment, unless the assistance unit desires a larger reduction;
- Cash payments made to the ADES Office of Accounts Receivable & Collections directly from the assistance unit; or
- A combination of the above methods.

## Review and Appeal

ADES provides all TANF CA applicants and recipients who have been adversely affected by a decision an opportunity to file an appeal with the ADES Appellate Services Administration, as provided for in A.R.S. §§ 46-205 and 41-1991 et seq. When ADES plans to take adverse action against an assistance unit participating in TANF CA, ADES provides the assistance unit with written notice of adverse action containing appeal rights. TANF CA recipients must provide a written, electronic, or oral request for a hearing within 30 days of the adverse action notice date. If a recipient requests a hearing prior to the effective date of the adverse action, benefits may be continued at the current level pending the hearing decision.

Within 90 calendar days of filing the hearing request, ADES conducts a hearing, renders a decision, and notifies the assistance unit or caretaker relative receiving TANF CA benefits of the decision. An appeal of this decision may be filed within 15 calendar days of the mailing date of the hearing officer's decision to the ADES Appeals Board. A further appeal may be made to the Arizona Court of Appeals no later than 30 days from the date the client is provided with the ADES Appeals Board decision.

## TANF JOBS PROGRAM

The TANF Jobs Program is a mandatory employment and job training program for work-eligible individuals in households receiving TANF CA. The goal of the TANF Jobs Program is to improve participants' skills in preparation for obtaining permanent, unsubsidized employment and to remove barriers to employment. All work-eligible individuals receiving TANF CA benefits are automatically referred to the TANF Jobs Program by DBME. This program is not open to the general public. More information about TANF Jobs is available via the [TANF Jobs Program Policy Manual](#).

## Administration

DERS administers the TANF Jobs Program and is also the administrative entity responsible for providing work participation rate data used for TANF reporting. [A.R.S. § 46-300.01](#) requires privatization of Arizona's TANF Jobs Program, and the program has been operated by contracted providers since 2007.

All federally allowed work activities are monitored by a TANF Jobs Program case manager who verifies actual participation hours. The [Arizona Work Verification Plan](#) outlines each activity and what types of documentation are acceptable for verification purposes.

The DERS Quality Assurance and Integrity Administration monitors program performance, and the DERS Finance and Business Operations Administration monitors adherence to contract requirements for the TANF Jobs Program. The DERS Policy Unit creates policy for the TANF Jobs Program as well as any activities conducted by the program administration. The current TANF Jobs Program contractor may earn incentives or incur penalties related to client employment, employment retention, and case read accuracy. If Arizona does not meet its work



participation rate due to a contractor, the contractor is required to share in financial liability for any penalty imposed on the state by the federal government.

## Participation

### ***Preliminary Orientation***

Each TANF CA applicant must complete a preliminary orientation as part of the onboarding process. The orientation provides the work-eligible individual with a general overview and purpose of the TANF Jobs Program as well as the relationship of the TANF Jobs Program to continued receipt of TANF CA benefits.

The preliminary orientation requirement does not apply to a TPEP assistance unit. As part of the TPEP eligibility requirements, each referred TPEP parent must comply with Jobs Program requirements for three days prior to TANF CA approval.

### ***Work Requirements***

TANF CA participants are required to participate in the TANF Jobs program once the TANF Jobs program determines the participant is job-ready (“work-eligible”) or once the participant has received 24 months of assistance, whichever is earlier, consistent with the childcare exception at [Section 407\(e\)\(2\) of the Social Security Act](#). The number of hours per week that a work-eligible individual is required to participate in the TANF Jobs Program depends on factors including the age of the dependent child and, for TPEP, the receipt of subsidized child care. A single parent or caretaker relative with a child under the age of six is required to participate an average of 20 hours per week each month, while a single parent or caretaker relative with no child under the age of six is required to participate an average of 30 hours per week each month. For TPEP, the parents must collectively complete an average of 55 hours per week each month if the household receives subsidized child care, and 35 hours per week each month if the household does not receive subsidized child care.

TANF Jobs Program services are available to a participant until the participant gains employment, moves out of Arizona, reaches the TANF CA benefits limit, or the participant’s TANF CA case is closed for TANF Jobs Program non-compliance.

## Case Management

The TANF Jobs Program notifies a work-eligible individual of the initial TANF Jobs Program case management appointment in writing when the work-eligible individual is selected to participate in the TANF Jobs Program. During the initial TANF Jobs Program case management appointment, a TANF Jobs Program case manager:

- Explains the rights and responsibilities of the participant, the TANF Jobs Program, and ADES Child Care Assistance Program to the participant, including an explanation of:

- Consequences for a participant's non-compliance with the TANF Jobs Program requirements, without good cause or a demonstration of compliance, which may result in progressive sanctioning, pursuant to A.R.S. § 46-300; and
- Procedures for obtaining a temporary deferral or exclusion from participating in the TANF Jobs Program, as well as good cause reasons.
- Completes a TANF Jobs Program *Rights and Responsibility Agreement* in collaboration with each work-eligible individual referred to the TANF Jobs Program that sets forth the obligations of the work-eligible individual and the services the TANF Jobs Program provides in assisting the individual family with obtaining and maintaining employment.
- Conducts an assessment of a participant's employability skills, work experience, education level, and any identified barriers to employment; and
- Completes a mutually agreed upon Employment and Career Development Plan (ECDP) with the participant that includes employment goals, required work activities, locations for each assigned activity, dates for beginning and ending activities, available services offered by the TANF Jobs Program or community resources, a list of referrals made as a result of the participant's assessment, and signatures of the participant and TANF Jobs Program case manager assigned to oversee provision of services to the participant.

The TANF Jobs contractor encourages a participant to move toward independent performance in as many activities as they are able to, such as researching available employment and work experience opportunities, exploring resources for occupational training, and pursuing other community resources that will facilitate implementation of the ECDP.

A participant already engaged in activities that meet work requirements is case managed by the TANF Jobs Program to ensure the participant remains engaged and is monitored to encourage employment retention while exploring opportunities for higher wages and career advancement.

### **Countable Work Activities**

Work-eligible individuals receiving TANF CA may be required to engage in one or more of the following federal work activities:

- Unsubsidized employment;
- Subsidized employment;
- Work experience;
- On-the-job training;
- Job search and job readiness assistance;

- Community service programs;
- Vocational educational training;
- Job skills training directly related to employment;
- A course on financial literacy and personal finance;
- Education directly related to employment; and
- Satisfactory attendance in high school or a General Educational Development preparation class or education directly related to employment for a participant who is a head of household and has not obtained a high school diploma or high school equivalency (HSE) diploma for any parent under 20 years of age who is a single teen custodial parent or a married teen parent.

### Temporary Deferrals

Although continuous participation in the TANF Jobs Program is required, an unavoidable circumstance may temporarily prohibit participation. A participant may be exempt or deferred from the TANF Jobs Program for a period of time. However, all participants are encouraged to seek and maintain employment as quickly as possible. A TANF Jobs Program participant may receive a temporary deferral when the participant:

- Has a temporary or permanent disability.
- Is a victim of DV or the participant's child is a victim of DV and participation in the TANF Jobs Program threatens the safety of or, in the perception of the participant, causes an immediate threat of physical, mental, or emotional harm to the participant, the participant's child, or any child living with the participant. A participant must provide appropriate documentation to the TANF Jobs Program case manager to receive a temporary deferral due to DV.
- Is a single custodial parent under the age of 18 years and personally caring for a child less than 12 weeks of age.
- Is a single custodial parent or caretaker relative personally caring for a child less than one year of age, for no more than 12 months in the participant's lifetime, unless the participant is a teenage custodial parent who does not have a high school diploma or HSE diploma.
- Is a parent participating in TPEP, if the parent has a temporary disability or illness that is expected to last less than 30 days, as verified by an acceptable medical source.

A participant who is eligible for a temporary deferral may voluntarily elect to participate in work activities and may not be sanctioned if subsequently unable to participate in work activities. A temporarily deferred participant is notified in writing of the time period and reason for the temporary deferral. The TANF Jobs Program encourages a deferred participant to engage in

suitable work activities by maintaining monthly contact with the participant's TANF Jobs Program case manager. All temporary deferrals are limited to a six-month time period, after which a TANF Jobs Program case manager must reverify the participant's circumstances prior to issuing a subsequent temporary deferral.

## Good Cause Exemptions

When a participant does not participate in required work activities, the TANF Jobs Program case manager will contact the participant and determine if a good cause exists, which may include:

- A barrier to participation which no services are available to address;
- Participation in referred services to address a barrier to participation;
- An illness that prevents participation;
- Required care of a family member with an illness or a disability;
- An appointment for either the participant or the participant's dependent child that cannot be rescheduled, such as a court-ordered appearance, medical appointment, or other comparable appointment;
- A family emergency;
- A lack of transportation with no reasonable alternate means of transportation;
- Inclement weather that prevents participation;
- Inability to obtain appropriate child care for a child age 12 or under because the child care is unavailable, unaffordable, or unsuitable as determined by DCC during the child care eligibility and interview process;<sup>2</sup>
- Unavailability of child care for a child age 13 or over who requires adult supervision because the child:
  - Has a disability, including mental health or other health-related issues;
  - Would harm self or others if left alone; or
  - Is on court-ordered probation that requires the child to remain in the home or is under house arrest;
- Unavailability of translation services needed to participate, or needed translation services are not provided;

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<sup>2</sup> For DES definitions of "appropriate child care," "reasonable distance," "unsuitability of informal child care," and "affordable childcare arrangements," see the [Arizona Child Care and Development Fund Plan](#).

- Incapability of performing a work activity due to:
  - Unsafe work conditions;
  - Physical demands of the job;
  - Lack of skills, aptitude, or knowledge for the position;
  - Strike, lockout, or other bona fide labor dispute; or
  - Conditions of the participant's membership in a union representing employees in the occupation;
- The participant is a victim or self-perceives as a victim of DV whose current situation:
  - Threatens the safety of the participant or any child living with the participant; or
  - Causes physical, mental, or emotional harm to the participant or any child living with the participant;
- A failure by a TANF Jobs contractor to provide the participant with services agreed upon in the ECDP; or
- Other comparable circumstances beyond the participant's control, including an ADES error.

### **Post-TANF CA Eligibility**

In many situations, TANF Jobs Program employment and case management services can continue after a participant is no longer receiving TANF CA. The Jobs Program Extension allows services to continue to be provided for up to 12 months after a participant is no longer receiving TANF CA. Additionally, post-employment case management, which includes evaluating the participant's needs for additional support services such as training, career advancement, and barrier reduction, and assisting the participant with transitional child care issues or other services as needed, continues for up to 180 days after the TANF CA case has closed.

## **CHILD CARE FOR TANF CA RECIPIENTS**

### **Administration**

Child care services for TANF CA recipients are administered by DCC, which is responsible for the planning, policy, and day-to-day operations of child care programs that provide services to TANF CA benefit recipients and other families eligible for child care services.

Child care services are designed to help eligible families pay for a portion of the cost of child care to allow parents to participate in employment and specific education and training activities related to employment. Payment for child care is provided for the portion of the day when neither parent is available to provide care.

## Eligibility

DCC provides Child Care Assistance to individuals receiving CA who are employed or enrolled in Grant Diversion, as well as grandparents and guardians when the parent of the child is not living in the same home and when the grandparent or guardian is engaged in an eligible activity as described in [A.A.C. R6-5-4912](#). DCC does not consider income when determining eligibility for an individual who is referred from the TANF Jobs Program, DCS, or a Tribal child welfare program.

Eligibility is determined within 30 days from the receipt of an application, DCC reviews child care cases every 12 months following initial eligibility determination to evaluate ongoing eligibility for services. If a family is eligible, ADES determines any required copayment amount and the amount of child care to be authorized (i.e., number of days). A TANF Jobs Program participant who receives TANF Jobs Program Child Care or TANF CA Employed Child Care is not required to pay a copayment.

## Service Delivery

After a family is determined eligible to receive child care services, DCC informs the family of their rights and responsibilities, available child care options, and their right to choose the category and type of care that best meets their needs. The family is referred to Child Care Resource and Referral (CCR&R) to find an ADES-contracted child care provider. If arrangements cannot be made through CCR&R, DCC will assist the participant with exploring the option of using a non-certified relative provider. When a family has selected a provider who is registered with ADES, DCC issues a Certificate of Authorization. The Certificate of Authorization form, similar to a voucher, is issued to an eligible family and the provider they have selected. Eligible families are informed that they may choose and use their Certificate of Authorization with any type or category of eligible providers. If a family decides to change its choice of provider, the family must contact DCC to receive another Certificate of Authorization.

## OTHER ADES TANF-FUNDED PROGRAMS AND PROGRAMS RELATED TO TANF

ADES, either directly or through its partnerships, provides many other TANF-funded supportive programs and services that meet the purpose of TANF.

## Short-Term Crisis Services (STCS)

### Overview

This program provides help to households experiencing emergent needs that cannot be met with their own income and resources. Services provided may include emergency shelter, case management, eviction prevention, move-in assistance, utility deposits or payments, rent payments, and other special services appropriate for securing and maintaining employment. STCS is administered by CAAs who receive pass-through funding from ADES.

## ***Eligibility***

To qualify, a household must have income at or below 125 percent of the FPL, or 150 percent of the FPL if a senior or a person with disabilities is a member of the household. When TANF funds are used for STCS, the household must also include a child under the age of 18. All eligible household members must meet United States citizenship or qualified legal resident criteria and must be Arizona residents at the time of the application.

## **The Emergency Food Assistance Program (TEFAP)**

### ***Overview***

TEFAP supplements the diets of low-income Arizonans by providing emergency food and nutrition assistance at no cost. Assistance is provided in the form of emergency food boxes at food banks or hot daily meals at congregate feeding sites. These benefits may be found at a variety of local sites, such as food banks and soup kitchens. TANF funds are used for food storage and distribution costs to support the statewide food bank network.

DCAD orders foods through the United States Department of Agriculture and distributes them to contracted Regional Food Banks, who then distribute to local distribution sites where direct services are provided.

### ***Eligibility***

Households must have a gross monthly income below 185 percent of the current FPL to be eligible for TEFAP participation. For TANF-funded TEFAP services, the household must also include at least one child under the age of 18.

## **Homeless Services Program - Emergency Shelter Services**

### ***Overview***

Arizona uses TANF funds for emergency shelter for homeless families that include children. Services include emergency shelter, counseling, and supports such as case management, transportation, child care, and life skills training. DCAD provides Emergency Shelter Services through contracts with partners, including CoCs, who outreach to participants and coordinate with providers offering direct services.

### ***Eligibility***

A family that is experiencing homelessness and has a dependent child living with them or has a child who is temporarily absent from the parent or relative for no more than 180 days from the time of access to the services are eligible to receive Emergency Shelter Services. The income limit for Emergency Shelter Services is 250 percent of the current FPL, and only the income of the child is considered.

## Homeless Services Program - Rapid Rehousing

### **Overview**

Arizona uses TANF funds to rapidly place homeless families including children into permanent housing. Rapid Rehousing may include short-term and medium-term rental assistance, as well as housing relocation and stabilization services, such as housing search and placement, case management, mediation, legal service, and credit repair. DCAD provides Emergency Shelter Services through contracts with partners, including CoCs, who outreach to participants and coordinate with providers offering direct services.

### **Eligibility**

To be eligible for Rapid Rehousing services, families must be homeless (meaning without housing or other place to live that is fit for habitation) or be fleeing domestic, sexual, or other violence without other residence or available support networks to obtain housing. While there is not an initial income assessment, re-evaluation of services requires families to have income of no more than 30 percent of the area median income if receiving assistance for 12 months or longer.

## Legal and Lay-Legal Advocacy for Domestic Violence Survivors

### **Overview**

Arizona uses TANF funds to provide legal and lay-legal advocacy services for DV survivors and their children. The legal and lay-legal advocacy services include a range of legal assistance, provided by attorneys and lay-legal advocates, covering all civil matters that will help the survivors and their children to become safe and self-sufficient. Outreach for the services includes DV Programs and extends beyond shelters, because not all survivors in need of legal assistance contact the DV Programs. The services are also targeted to underserved populations including rural, Native American, immigrant, and non-English speaking populations.

DCAD makes funding available to service providers through a competitive Request For Proposal (RFP) process. Service Providers who submit a successful RFP receive funds to operate and implement legal and lay-legal advocacy services.

### **Eligibility**

Families that have a dependent child living with them or are temporarily absent from the parent or relative for no more than 180 days from the time of access to the services and have a family income below 250 percent of the current FPL are eligible for this TANF MOE-funded service.



## DV Program

### **Overview**

The Arizona DV Program supports the establishment, maintenance, and expansion of programs and projects to prevent incidents of family violence, DV, and dating violence. The program provides immediate emergency shelter, transitional and rapid rehousing, and supportive services such as legal advocacy, counseling and employment training for survivors of DV and their dependents. The program connects participants with community resources to prevent repeated victimization, reduce victimization rates, and promote and support self-sufficiency.

DCAD makes funding available to service providers through a competitive RFP process. Service Providers who submit a successful RFP receive funds to operate and implement community based DV Programs.

### **Eligibility**

Families that have a dependent child living with them or are temporarily absent from the parent or relative for no more than 180 days from the time of access to the services and have a family income below 250 percent of the FPL are eligible for this program.

## TANF Funds Transferred to Title XX Social Services Block Grant (SSBG)

Arizona has elected to transfer TANF funds to Title XX SSBG. These funds are used for programs or services for children or their families, as defined by each individual program and service, whose income is less than 200 percent of the current FPL.

## Employment in the Eldercare / Long-term Care Workforce

DES offers assistance to individuals interested in training for, seeking, and maintaining employment in the eldercare or long-term care workforce, as described in [Section 402\(a\)\(1\)\(B\) of the Social Security Act](#), both through TANF Jobs and other ADES programs that implement applicable federal work activities.

During assessment, TANF Jobs staff identify interest in training or employment related to various career fields, including direct care in a facility or outside a facility, and may connect work-eligible individuals with local training providers that help participants obtain the certifications needed to start in that career field. TANF Jobs works with employers in different senior care facilities to learn about their career opportunities. Individuals who are exempt from TANF Jobs participation due to being a caretaker of a family member are connected with the Arizona Long Term Care System to explore the possibility of providing paid care to the family member through the Self-Directed Attendant Care Program.

## TANF Refugee Program

While not TANF-funded, the TANF Refugee Program (also known as the Wilson-Fish TANF Coordination Program) provides customized, culturally and linguistically appropriate, integrated services and resources for eligible families who are refugees with children under the age of 18. The goal of this program is to strengthen these families' abilities to navigate barriers, help participants prepare for and obtain employment, and improve their social and economic wellbeing. The TANF Refugee Program is funded through and operates under the federal oversight of the HHS Office of Refugee Resettlement.

## DCS TANF-FUNDED PROGRAMS

### Emergency Assistance<sup>3</sup>

#### **Overview**

DCS uses TANF and TANF MOE funds to provide for services for children who are in out-of-home placement because of abuse or neglect. Also referred to as foster care maintenance costs, these services provide for eligible children's basic needs. Payment may be made for a variety of placement settings that would meet the child's basic needs of care, including family foster home and kinship home placements, shelter care, and group home placements. The need for placement outside of the family home is considered to be an emergency situation of a temporary nature. Efforts are made for the child to safely return to their family or for the child to be placed in another permanent placement if returning to the home would further endanger the child.

#### **Eligibility**

In order for a child to be eligible for Emergency Assistance, all of the following criteria must be met:

- An emergency exists that requires child welfare intervention due to an allegation of abuse, neglect, exploitation or abandonment, or that is due to a judicial determination of dependency;
- The child is under age 18;
- The child is a United States citizen or an eligible noncitizen (See the Non-Financial Eligibility-- Residency and Citizenship eligibility criteria for CA);
- The child is placed in out-of-home care;
- The child is not eligible for Title IV-E; and
- The child's income does not exceed 125 percent of the current FPL.

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<sup>3</sup> The Emergency Assistance Program includes foster care payments authorized under prior law.

DCS is responsible for determining a child's eligibility for EAP, using information in the DCS and ADES automated record systems. For this purpose, a child placed in out-of-home care is considered to be a family of one. If the child is eligible, the program will pay for foster care maintenance costs for the child for up to 365 days from the date the child was placed in out-of-home care.

## **Children's In-Home Services**

### ***Overview***

DCS uses TANF funds to provide in-home services to children involved in open child protection cases that are able to remain with their family rather than entering out-of-home care. Service elements include Fostering Connections (formerly Family Preservation), Nurturing Parenting Program (formerly Parent Aide and Parenting Skills training) counseling, and peer self-help. Children's In-Home Services are essential for maintaining stable and safe home environments and to provide support services that preserve the family unit and prevent children from entering the foster care system.

Services are based on the needs, concerns, and stressors of the child and family, and address the safety and risk factors identified by DCS. Using Family Functioning Assessments, DCS determines the level of family preservation services and intervention required, such as voluntary in-home services, in-home intervention, or an in-home dependency petition so that the child and parents can safely remain intact in the family home. Services are provided on a moderate level or an intensive level, based upon risk of out-of-home placement due to potential abuse or neglect. In addition to an assessment of the family's needs, services include the identification of community resources and services that will reduce the stress factors that may contribute to potential abuse or neglect. A parenting plan is developed, implemented, and monitored. Parent aide services are also provided to enhance parental protective capacities so children can safely remain in their homes.

### ***Eligibility***

To be eligible for TANF or TANF MOE-funded in-home services, a family (which is composed of the child only) must have income less than 250 percent of the current FPL.

## **Children's Out-of-Home Services**

### ***Overview***

TANF funds are used to provide temporary out-of-home caregiver services statewide for children who are unable to remain in their home due to imminent safety concerns, or impending and unmanageable danger of abuse or neglect. Funds are used to provide for the basic needs of eligible children in out-of-home care. Services promote safety, permanency, and child and family well-being through supervision and monitoring of children in a temporary out-of-home living arrangement and support of the out-of-home caregiver's ability to meet the child's needs. Efforts are made to place children near their parents' home, within the child's

own school district, and with siblings. Services include 24/7 foster home, kinship, and group home placement settings, case management, reunification services, transportation, and other services that are necessary to meet the basic needs of children in temporary out-of-home placement.

### ***Eligibility***

To be eligible for TANF or TANF MOE-funded out-of-home services, a family (which is composed of the child only) must have income less than 250 percent of the current FPL.

## **Healthy Families Arizona (HFAz)**

### ***Overview***

HFAz was established in 1991 by DES as a home visitation service for at-risk families. HFAz is currently housed at the DCS. The HFAz Program is modeled after the Healthy Families America initiative and is designed to promote positive parenting, enhance child development, and prevent child abuse and neglect. Services are provided to under-resourced, stressed, and over-burdened families and fit into a continuum of services provided to support Arizona families. This voluntary program uses a home visiting model to assist the family with obtaining services, teaching appropriate parent-child interaction and discipline, and linking families with community services, childcare, and housing.

### ***Eligibility***

To be eligible for TANF-funded HFAz services, a family must have income less than 250 percent of the current FPL.

## **Adoption Services**

### ***Overview***

TANF funds assist in providing adoption promotion and support services with the goal of placing children with permanent families. Services include the assessment of a child's placement needs, recruitment and assessment of prospective adoptive homes, selection of an adoptive family, preparation of the child for adoptive placement and supervision and monitoring of the adoptive placement. Adoption maintenance and support services are available when needed to stabilize the family or provide for the basic needs of the child.

### ***Eligibility***

To be eligible for TANF or TANF MOE-funded adoption services, a child must have income less than 250 percent of the current FPL and not receive Title IV-E funds.

## **Substance Abuse Treatment**

### ***Overview***

Arizona Families in Recovery Succeeding Together provides nonmedical substance abuse treatment services to parents and children whose substance abuse is a significant barrier to maintaining or reunifying the family unit, obtaining or maintaining employment, and parents whose substance abuse is a significant barrier to maintaining, preserving, or reunifying the family. The overarching goals of the program are to promote permanency for children and stability in families and promote economic security for individuals and families. The program continues to focus on reunification, completion of services including an emphasis on face-to-face outreach and engagement at the beginning of treatment, concrete supportive services, and the recovery maintenance phase to manage relapse occurrences following treatment.

### ***Eligibility***

To be eligible for TANF or TANF MOE-funded services, a child must have income less than 250 percent of the current FPL.

## **Permanent Guardianship Subsidy**

### ***Overview***

This program provides assistance payments to nonparent relatives who become the legal permanent guardian of children exiting foster care. In some cases, the prospective legal permanent guardian is a nonrelative with whom the child has developed a significant kinship relationship, such as the child's foster parent. The children for whom the subsidy is provided are required to be in the care, custody, and control of DCS at the time the guardianship is granted by the court. When guardianship is granted (finalized), DCS will no longer have legal or physical custody of the child.

Permanent guardianship is in the child's best interest when the potential for adoption is not feasible and termination of parental rights is not in the child's best interest. Permanent guardianship is also appropriate when reunification services were provided to the child's parents, reasonable efforts have been made by DCS to reunite the child with their parents, but further reunification efforts would be counterproductive.

### ***Eligibility***

To be eligible for TANF or TANF MOE-funded services, a child must have income less than 250 percent of the current FPL and not receive Title IV-E funds.

## **COORDINATING SERVICES FOR OLDER YOUTH EXITING FOSTER CARE**

The DCS Extended Foster Care Program, formerly known as the Young Adult Independent Living Program, is a coordinated, cross-system approach to enhance services and improve

outcomes for young adults transitioning from foster care. The Extended Foster Care Program provides a comprehensive set of services to youth exiting foster care and assistance for those who choose to continue involvement with DCS after the age of 18, up to age 21. Preventing poverty for youth exiting the foster care system may reduce the future need for youth exiting the foster care system to access other TANF-funded programs, such as TANF CA.

DCS and DERS work in a collaborative way to provide youth with a continuum of necessary education and job skills to help obtain steady, meaningful employment and career advancement opportunities by facilitating connections for youth with employment and workforce programs, such as the Workforce Innovation and Opportunity Act Title I Youth Program. Training current and former foster youth in life skills, such as financial education, including asset development and budgeting skills, provides increased awareness about the importance of effective poverty prevention strategies.

## **TEEN PREGNANCY / OUT OF WEDLOCK BIRTHS**

### **Arizona Department of Health Services (ADHS) Statistics**

ADHS publishes an annual [\*Population and Vital Health Statistics\*](#) report that includes data relating to Arizona pregnancies and births, including the teenage pregnancy rate.

### **Teen Pregnancy Prevention (TPP) Programs**

The TPP Program provided through ADHS offers two strategic approaches—Abstinence Education and Abstinence Plus Education. These programs incorporate positive youth development strategies and are designed to improve the health and social well-being of youth through the reduction of teen pregnancies and sexually transmitted diseases (STDs) by increasing awareness of healthy relationships and life skills, including financial literacy and education and career success. The TPP Program provides youth with knowledge and skills that can be applied throughout their lives.

Programs are funded through the Arizona lottery funds and HHS. Funds are used to contract with local communities to develop culturally diverse programs and strategies designed to reduce the onset and incidence of teenage sexual activity and STDs.

Both programs offer a Parent/Youth Communication Education component, which can provide parents or guardians the tools to actively engage in meaningful communication with their teens on a variety of topics, including sexual health issues.

### ***Abstinence Education***

The Abstinence Education Program implements evidence-based and evidence-informed abstinence curricula. Program content is medically accurate, culturally diverse, and age appropriate. Strategies are designed to reduce the onset of teenage sexual activity, STDs, and

sexually transmitted infections (STIs) by promoting abstinence as the 100 percent sure way to prevent a pregnancy, STD, or STI.

### ***Abstinence Plus Education***

The Abstinence Plus Program implements evidence-based and evidence-informed abstinence-plus curricula. Program content is medically accurate, culturally diverse, and age appropriate. Strategies are designed to reduce the incidence of teenage pregnancy, STDs, and STIs by promoting abstinence as the 100 percent sure way to prevent a pregnancy, STD, or STI and also provides information on contraception, method of use, and effective rates.

## **SEXUAL VIOLENCE PREVENTION**

### **Family Violence Option**

Arizona has elected the “Family Violence Option” authorized under Section 402(a)(7) of the SSA, implementing a special program to screen, identify, and provide referrals for TANF CA applicants and recipients who have a history of DV. All TANF CA applicants are screened for DV, sexual assault, and stalking during the eligibility interview process and, when a need is identified, referred to local or national DV support services.

The Family Violence Option also allows ADES to determine that good cause exists for non-cooperation with program requirements that would make it more difficult for an individual to escape DV or would otherwise unfairly penalize the individual. In Arizona, this may include temporary deferral from the TANF Jobs Program, time limit extensions, exemption from Child Support cooperation requirements, and exemption from the sponsor deeming requirement. These flexibilities are discussed in detail in applicable sections of the State Plan.

### **Sexual Violence Prevention and Education<sup>4</sup>**

ADHS receives funds from the Centers for Disease Control to provide programs aimed at preventing sexual violence in Arizona. ADHS published [\*Arizona-Ending Sexual Violence: A Community-based Statewide Strategic Action Plan for Sexual Violence Primary Prevention 2020-2025\*](#) in June 2019. The plan is intended to be a framework that is meant to be shared and used by a variety of agencies interested in enhancing protective factors and reducing risk factors for sexual violence in Arizona.

The target populations include students in junior high through college, women and men in the community, professionals (medical, education, legal, law enforcement), relevant counseling services, and minority populations. The mission of the Sexual Violence Prevention and Education Program is to promote prevention of sexual coercion and violence by increasing the public’s knowledge about sexual coercion and violence, including statutory rape, through sustainable education, collaboration, and advocacy.

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<sup>4</sup> ADHS, accessed 6/16/2023, <http://www.azdhs.gov/prevention/womens-childrens-health/womens-health/index.php#sexual-violence-prevention>

The goals of the program include:

- Increasing respect for self and others through primary prevention of sexual violence and education for Arizona children, youth, and young adults, and
- Increasing Arizonans' engagement in sexual violence prevention.

### **Sexual Assault Services Formula Program<sup>5</sup>**

The Sexual Assault Services Formula Grant Program (SASP) was created by the Violence Against Women Act of 2005 and is administered by the United States Department of Justice. As a SASP recipient, the Governor's Office for Youth, Faith, and Family distributes grant funding to provide core services, direct intervention, and related assistance to victims of sexual assault. Services may include dual programs, which offer both sexual violence and DV intervention services, medical services, criminal justice system support, and social support systems.

The goals of these efforts are to:

- Increase direct sexual assault intervention services to underserved individuals;
- Assist with the maintenance and expansion of rape crisis centers and other relevant programs dedicated to assisting those victimized by sexual assault; and
- Build enhanced capacity to effectively address direct sexual violence intervention services in communities.

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<sup>5</sup> Governor's Office of Youth, Faith, and Family, accessed 6/16/2023, <https://qoyff.az.gov/content/sexual-assault-services-program-sasp>



## CERTIFICATIONS

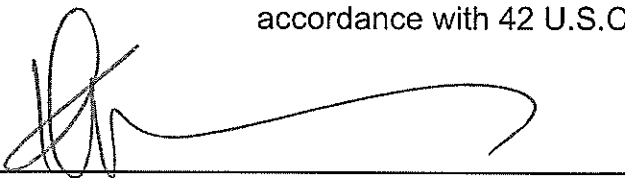
Arizona will operate a program to provide TANF so that children may be cared for in their own homes or in the homes of relatives; to end dependence of needy parents on government benefits by promoting job preparation, work, and marriage; to prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and encourage the formation and maintenance of two-parent families.

I, Katie Hobbs, as Chief Executive Officer of the State, certify that:

1. The Arizona Department of Economic Security (DES) and Department of Child Safety (DCS) are the agencies responsible for administering and supervising the program under Title IV, Part A of the Social Security Act in all political subdivisions of the State.
2. Arizona assures that local governments and private sector organizations have been consulted regarding the plan and design of TANF services in Arizona so that services are provided in a manner appropriate to local populations and have had 45 days to submit comments on the plan and the design of such services.
3. Arizona will operate a Child Support Program under the State Plan approved under Part D of the Social Security Act.
4. Arizona will operate a foster care and adoption assistance program under the State Plan approved under Part E of the Social Security Act, and Arizona will take such actions as are necessary to ensure that children receiving assistance under Part E of the Social Security Act are eligible for medical assistance under the State plan under Title XIX of the Social Security Act.
5. Arizona will provide each member of an Indian Tribe, who is domiciled in the State and is not eligible for assistance under a Tribal Family Assistance plan approved under Section 42 of the Social Security Act, with equitable access to assistance under the State program funded under this part attributable to funds provided by the Federal Government.
6. Arizona has established and is enforcing standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State Program, kickbacks, and the use of political patronage.
7. Arizona has established and is enforcing standards and procedures to:
  - a. Screen and identify individuals receiving assistance under Part A, Title IV of the Social Security Act with a history of domestic violence while maintaining the confidentiality of such individuals;
  - b. Refer such individuals to counseling and supportive services; and
  - c. Waive, pursuant to a determination of good cause, other program requirements such as time limits (for as long as necessary) for individuals receiving assistance, residency requirements, child support cooperation requirements, and family cap provisions, in cases where compliance with such requirements would make it

more difficult for individuals receiving assistance under this part to escape domestic violence or unfairly penalize such individuals who are or have been victimized by such violence, or individuals who are at risk of further domestic violence.

8. Arizona will not require a parent or caretaker who is not exempt from work requirements and is not engaged in work as defined in 42 U.S.C. § 607(c) to participate in community service employment after receiving assistance for two months.
9. Arizona has established and is enforcing standards and procedures to:
  - a. Ensure that applicants and potential applicants for TANF are notified of assistance made available by Arizona to victims of sexual harassment and survivors of domestic violence, sexual assault, or stalking;
  - b. Ensure that case workers and other agency personnel responsible for administering TANF are trained in:
    - i. The nature and dynamics of sexual harassment and domestic violence, sexual assault, and stalking;
    - ii. State standards and procedures relating to the prevention of, and assistance for, individuals who are victims of sexual harassment or survivors of domestic violence, sexual assault, or stalking; and
    - iii. Methods of ascertaining and ensuring the confidentiality of personal information and documentation related to applicants for assistance and their children who have provided notice about their experiences of sexual harassment, domestic violence, sexual assault, or stalking; and
  - c. Ensure that, because Arizona has elected to establish and enforce standards and procedures regarding the screening for, and identification of, domestic violence, sexual assault, or stalking pursuant to 42 United States Code (U.S.C.) § 602(a)(7):
    - i. TANF personnel provide information about the options under 42 U.S.C. § 602(a)(7) to current and potential beneficiaries; and
    - ii. Case workers and other agency personnel responsible for administering TANF are provided with training regarding Arizona standards and procedures pursuant to screening for and identifying domestic violence, in accordance with 42 U.S.C. § 602(a)(7).



Katie Hobbs, Governor

12/20/2023

Date