

CASH PROGRAMS PERSONAL RESPONSIBILITY AGREEMENT (PRA)

I understand that:

- Cash Assistance is temporary assistance.
- Adult family members are responsible for supporting the family.
- Adult family members must comply with requirements to receive Cash Assistance or supportive services.
- This agreement is in addition to the rights and responsibilities I accepted when filing my application.

Customer Requirements

I understand that to be eligible for Cash Assistance (CA), the Two-Parent Employment Program (TPEP), Tribal Temporary Assistance for Needy Families (TANF), or Refugee Cash Assistance (RCA) all adults may be required to comply with the following:

- Prepare for and accept a job to support myself and my children (when children are in the home), when I do not have an exemption or do not show good cause for not preparing for or accepting a job.
- Make sure that all my school-age children attend school (when children are in the home).
- Keep my children's immunizations up to date (when children are in the home).
- Cooperate with the CA, TPEP, Tribal TANF or RCA Programs by:
 - providing proof for eligibility
 - providing proof for possible overpayments
 - reporting changes
- Not voluntarily quit a job without good cause.
- Not illegally sell, possess or use a controlled substance.

Before Cash Assistance is paid, I agree to:

- Comply with JPPO requirements
- Contact the appropriate CA Work Program:
 - State Jobs Program
 - Tribal TANF work programs
 - Native Employment Work (NEW) Program
 - Private Sector work program Provider (PSP)
- Cooperate with the Division of Child Support Services (DCSS) when a parent is not in the home.
 - For Tribal TANF and RCA, cooperation with DCSS is not a requirement.

After Cash Assistance is paid, I agree to:

- Cooperate in all aspects of the appropriate work program.
- Cooperate with the Division of Child Support Services (DCSS), when required.
- Cooperate with the Child Care Administration (CCA).

I understand the following penalties:

- CA or TPEP applications will be denied if I do not comply with DCSS (when children are in the home). For Tribal TANF and RCA, cooperation with DCSS is not a requirement.
- CA, Tribal TANF or the RCA Programs will be reduced or stopped if adult members of the family do not comply with program requirements as follows:
 - CA and RCA will be reduced by 50% the first time I do not cooperate.
 - CA and RCA will stop for any additional occurrences of noncompliance, and supportive services may also stop.
 - Pascua Yaqui and Hopi Tribal TANF budgetary units have progressive sanctions of 25%, 50% and 100%.
 - Hopi TANF budgetary units include a 12 month sit out period with the 100% sanction, and are not eligible for 12 months following any additional non-cooperation occurrences.
 - TPEP payments will be withheld for one pay cycle when I do not cooperate. When three benefit cycles have been withheld, my TPEP case will be closed.

If we are in the Two Parent Employment Program, we understand that:

- We can participate in the TPEP Program for six (6) months within a period of 12 calendar months.
- We will not receive TPEP Cash Assistance until we meet the Jobs Requirements.
- We have the right to appeal a decision with which we disagree.

We also agree to:

- Enroll in Jobs, attend a job assessment, and complete self-surveys and employment plans.
- Participate up to 40 hours per week in employment, work experience, training, education, and/or job search/job readiness.
- Call the supervisor and Jobs Program Specialist immediately if we are late or absent from our Jobs assignment.
- Verify good cause for absences.
- Continue to participate in assigned activities even if we disagree with our placements until the concerns are resolved with our Jobs Program Specialists.

Services:

The Arizona Department of Economic Security (DES), Tribal TANF programs, the Native Employment Work (NEW) Program, or a combination of these programs may provide the following services:

- Cash Assistance
- Jobs employment and training assistance
- Child support services
- Child care assistance for employment and approved Jobs Program activities
- Referrals to other DES and community services

Please read and check one of the following boxes.

I have read, understand, and agree with the requirements to comply with the Personal Responsibility Agreement.

I have read, understand, and disagree with some of the requirements of the Personal Responsibility Agreement.

I have read, understand, and do not agree with any of the Personal Responsibility Agreement and refuse to comply with any of the requirements.

Printed Name of Customer or Authorized Representative _____

Signature of Customer or Authorized Representative _____ Date _____

Printed Name of Customer or Authorized Representative _____

Signature of Customer or Authorized Representative _____ Date _____
(Second Parent – TPEP)

Printed Name of Witness _____
(only needed if customer signed with mark)

Signature of Witness _____ Date _____

APPLICATION ID NUMBER _____

The USDA is an equal opportunity provider and employer • DES/TANF Agencies are Equal Opportunity Employers/Programs • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.