

**ARIZONA DEPARTMENT OF
ECONOMIC SECURITY
Family Assistance Administration
ELDERLY SIMPLIFIED
APPLICATION PROJECT (ESAP)
NUTRITION ASSISTANCE
APPLICATION**

You may use this application to apply when you and anyone you are applying for are:

- **60 years old or older and**
- **Receive no income from work or self-employment**

If your household meets the criteria above, you qualify for ESAP. The following are the benefits of the program:

- **A shorter and simplified application, verification, and renewal process**

**See pages 18-20 for
USDA/EOE/ADA disclosures**

- **A longer approval period (36 months)**
- **No contact is required half-way through the approval period**
- **A renewal interview may not be needed**

For questions, please contact the ESAP Unit at 1 (855) 234-4960.

SUBMITTING AN APPLICATION

Submit your application by any of the following ways:

Mail:

**Arizona Department of Economic
Security Family Assistance
Administration
ESAP Unit
P.O. Box 19009
Phoenix, Arizona 85005-9009**

Fax:

(602) 257-7035 ATTN: ESAP

Phone:

For assistance in completing the application, call the ESAP Unit at 1 (855) 234-4960.

AUTHORIZED REPRESENTATIVE

An Authorized Representative is a friend, relative, or other person who knows your circumstances and who has concern for your well-being. This person can assist you in the application process. If you would like someone to be your Authorized Representative, you must complete the *Nutrition Assistance Authorized Representative Request (FAA-1826A)* form at the end of the application.

**ARIZONA DEPARTMENT OF
ECONOMIC SECURITY
Family Assistance Administration**

**ELDERLY SIMPLIFIED
APPLICATION PROJECT
(ESAP) NUTRITION
ASSISTANCE APPLICATION**

Note: You can file an application with only your name, address, and the signature of a responsible household member or your authorized representative. Eligibility cannot be determined until you complete a full application.

***Agency Use only:* Case Number:**

Application Date: _____

Customer Information

Tell us about you:

Your Name (*Last, First, Middle*):

Date of Birth: _____

Social Security Number:

Home Address:

City: _____

State: _____ **ZIP Code:** _____

Mailing Address (*if different*):

City: _____

State: _____ **ZIP Code:** _____

Telephone or Message Number:

What language do you want us to use when we speak to you?

What language do you read?

Does this person have a visual impairment that requires an alternative format for printed letters? Yes No

Larger print letters sent by U.S. Mail will be provided in 24 point font.

Readable PDF sent by secure email. Email address:

Other: the alternative format is not listed. _____

1) Expedited Services:

Your household will be screened for Expedited Nutrition Assistance (NA) benefits and, if eligible, your household will receive NA benefits within seven (7) days from the date of application.

To determine if your household is eligible for Expedited NA benefits, please answer the questions below (A-D):

A) How much is your household's total cash on hand and in a bank account?

\$ _____

B) How much money will your household get this month?

\$ _____

C) How much is your household's shelter expense?

(Mortgage, rent, lot space rent, list property taxes and property insurance when you pay them separately, homeowner's association fees)

Type of Expense	Who Pays this Expense?	Amount Paid	How Often

D) How much is your household's utility expense?
(Electricity, gas, propane, wood, water, trash, sewer, telephone, etc.)

Type of Expense	Who Pays this Expense?	Amount Paid	How Often

E) How do you heat (central heating, stove, fireplace) or cool (air conditioning, evaporative cooler) your home?

2) Are you or anyone in your household working?

Yes, please see the cover page of this application for further instructions.

No, provide the month and year you last received income from working or self-employment. _____

3) Tell us about your household: List every person you are applying for. You need to include your spouse, when living with you. Attach a separate sheet if you need more room.

Last Name, First Name, M. I.	Social Security Number	Date of Birth	Gender

Last Name, First Name, M. I.	Social Security Number	Date of Birth	Gender

Race	Ethnicity	U.S. Citizen	Relationship to You
		<p style="text-align: center;">Yes No</p>	
		<p style="text-align: center;">Yes No</p>	
		<p style="text-align: center;">Yes No</p>	

4) If you or anyone you are applying for is not a U.S. Citizen, do you want to provide their immigration status?

Yes No If Yes, who:

Immigration status:

Type of document:

Yes No If Yes, who:

Immigration status:

Type of document:

Yes No If Yes, who:

Immigration status:

Type of document:

5) List everyone living in your house that you do not buy and cook your meals with. Attach a separate sheet if you need more room.

Last Name, First Name, M. I.	Date of Birth	Relationship to You

6) Has anyone received lottery or gambling winnings of \$4250 or more in a single game this month?

Yes No If Yes, who:

When: _____

Gross amount: \$ _____

How much is left? \$ _____

7) Are you or anyone you are applying for:

A) Receiving or expecting to receive Nutrition Assistance from another state this month?

Yes No If Yes, who:

State: _____

B) Currently living in an assisted living facility or a group home?

Yes No If Yes, who:

Name of the Facility:

C) Receiving Tribal Food Distribution?

Yes No If Yes, who:

D) Been convicted of a felony offense for possession, use, or distribution of a controlled substance on or after August 23, 1996?

Yes No If Yes, who:

E) Running from the law on felony charges or in violation of probation or parole?

Yes No If Yes, who:

8) Do you or anyone you are applying for receive money from any source? Yes No
If Yes, list each type below.

Example: Social Security income, Veteran’s Administration income, Child Support, monetary gifts, contributions from others, Unemployment, Railroad Retirement, Dividends, Interest, and any other income.

Type of Income	Who Receives It?	Monthly Amount Before Deductions

9) Are you or anyone you are applying for paying any of the expenses listed below? You must provide proof to be given the deduction.

A) Out-of-pocket medical expenses that when added together are more than \$35.00 per month. Example: prescriptions, doctor visits, hospital bills, health insurance, Medicare premiums, transportation, etc.

Yes No If Yes, list each type below.

Type of Medical Expense	Who Pays this Expense?	Amount Paid	How Often

Type of Medical Expense	Who Pays this Expense?	Amount Paid	How Often

B) Legally obligated Child Support for someone not living in your house. Example: A copy of a court order and proof of payment or a statement from a Child Support Agency.

Yes No If Yes, who:

Amount paid per month \$: _____

**C) Care of an incapacitated adult?
Example: A letter or a statement
from your care provider or care
facility.**

Yes No If Yes, who:

Amount paid per month \$:

SIGN THE APPLICATION: (*This application is not valid without a signature*)

I swear under penalty of perjury that the statements and documents provided about myself and persons in my home, that relates to my eligibility for benefits, including any information regarding citizenship or alien status, is true and correct to the best of my knowledge, and that I have not withheld any information. I swear under penalty of perjury that any photocopied information I have provided are the same as the original

documents. I also swear under penalty of perjury that the statements regarding felony convictions and compliance with probation/parole are true and correct. I agree to cooperate with Arizona or Federal personnel in the completion of a Quality Control review of my eligibility for benefits.

By signing below, I give the person listed above to act on my behalf as my representative.

Signature of Applicant: _____

Date: _____

Signature of Witness (*if signed with mark*): _____

Date: _____

NOTICE OF NON-DISCRIMINATION

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

1. mail:

**Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or**

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

FNSCIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.

To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Disponible en español en línea o en la oficina local.

**ARIZONA DEPARTMENT OF
ECONOMIC SECURITY
Family Assistance Administration
NUTRITION ASSISTANCE
(NA) AUTHORIZED
REPRESENTATIVE REQUEST**

Case Name: _____

Case Number: _____

You may choose an Authorized Representative, an adult non-household member, to help you with the requirements of applying for or getting benefits. An Authorized Representative is a friend, relative or other person who has a concern for your well-being. An Authorized Representative is a person you choose. We will not choose one for you. The person you choose must agree to help you. An agency cannot act as an authorized representative,

See pages 9-11 for USDA/EOE/ADA disclosures

but an individual at the agency can act as your representative. This individual will be able to assist you in the following ways:

- **Complete your application, forms, and other department paperwork for you.**
- **Complete eligibility interviews in person or on the telephone for you.**
- **Provide your proof of income, resources, and other case information.**
- **Report and verify changes in your case circumstances for you.**
- **Receive your notices and other mail from the department for you.**

AUTHORIZED REPRESENTATIVE INFORMATION

I want the person named below as my Authorized Representative:

Person's Name (*Last, First, M.I.*):

Person's Phone Number (*include area code*): _____

Home Cell Message Work

Person's Mailing Address (*No., Street*):

City: _____

State: _____ **ZIP Code:** _____

My Authorized Representative's preferred language is:

Spoken: English Spanish

Other: _____

Written: English Spanish

Other: _____

This person is known to me as (*Your relationship to this person*):

AUTHORIZED REPRESENTATIVE AUTHORIZATION

Please read carefully. Your signature below means you have read, understand, and accept these statements.

Applicant:

I certify that I have read and understand the information on this form.

I certify that the person I chose to be my Authorized Representative is an adult who is sufficiently aware of my family's financial and other household circumstances to give any information required by the Department of Economic Security.

I understand that if my NA Authorized Representative is currently serving an NA intentional program violation (IPV):

I will select another person to serve as my NA Authorized Representative.

This is the only person that is available to be my NA Authorized Representative.

I understand that I am responsible for any incorrect information given by my representative.

I understand that I may be fined, prosecuted, or imprisoned for any program fraud committed by my representative.

I understand that the person I named as my Authorized Representative will continue to act for me until I revoke, in writing, permission to represent me.

Authorized Representative:

I certify that I have read and understand the information on this form.

I agree to accept the duties on this form.

I understand that I must give proof of my identity to act as an Authorized Representative.

I understand that if I am currently disqualified from NA for an intentional program violation (IPV), I cannot act as a NA Authorized Representative unless there is no one else suitable to represent this individual.

Please provide your date of birth _____ and check one of the following boxes:

I am currently serving a disqualification for a NA IPV.

I am not currently serving a disqualification for NA for an IPV.

I understand that the Department of Economic Security (DES) has the authority to discontinue my ability to act as an Authorized Representative if it is determined that I am not acting in the best interest of the household I am assisting.

I understand that I may be held personally liable if it is found that I, as an Authorized Representative, am responsible for causing an overpayment to the household that I represent.

I understand that I will be required to update my information with the Department of Economic Security (DES) each time the household I assist applies for a renewal of Nutrition Assistance (NA) benefits.

If I am determined eligible, this NA authorization will stay in effect until I or my representative tells you to stop it. This authorization will expire when my application for assistance is withdrawn or denied, or when my eligibility ends. However, this authorization will continue during any time while I am contesting my eligibility in an administrative hearing or court proceeding.

Applicant's Signature:

Date: _____

**Authorized Representative's
Signature:**

Date: _____

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

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1. mail:

**Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
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2. fax:

**(833) 256-1665 or
(202) 690-7442; or**

3. email:

**[FNSCIVILRIGHTSCOMPLAINTS@
usda.gov](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda.gov)**

**This institution is an equal
opportunity provider.**

**To request this document in
alternative format or for further
information about this policy, contact
your local office; TTY/TDD Services:
7-1-1. • Disponible en español en
línea o en la oficina local.**

**ARIZONA DEPARTMENT OF
ECONOMIC SECURITY
NATIONAL VOTER
REGISTRATION ACT
VOTER PREFERENCE QUESTION**

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by the Arizona Department of Economic Security (DES) or affect your eligibility for a DES program or service. If you are not registered to vote where you live now, would you like to apply to register to vote here today?

Yes No

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

See page 5 for EOE/ADA disclosures

If you mark 'yes' or neither box is checked, a voter registration form will be provided to you. If you would like help filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application in private. You may take the form with you and mail it to the County Recorder yourself or you may complete the form here and provide it to an employee.

Whether or not you choose to register to vote, your choice and any information you provide is confidential. It will be used only for voter registration purposes. This form will be kept separate from any assistance-related documents. Any voter registration forms and attachments received by DES will be sent to the County Recorder's office.

NOTE: Free language assistance for DES services is available upon request. For additional information and instructions on how to complete the voter registration process, you can call 1-877-THE VOTE.

Signature of Client:

(or initials of staff person when client doesn't want to sign the form)

Date: _____

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with:

**State Election Services Director -
Office of the Secretary of State
1700 West Washington St. Phoenix,
Arizona 85007 - (602) 542-8683 or
(877) 843-8683**

Official Use Only

***Complete the Method of Encounter
for every covered transaction.***

Method of Encounter:

In person (face to face)

**Remote (telephone, online, drop-
off)**

**When the response to the question
“Would you like to apply to register
to vote here today?” above, is “Yes”
or neither box is checked, please
answer the two questions below:**

**Question 1: What was the
customer’s Voter Preference
Question Response?**

Yes

Neither box checked

Question 2: The Voter Registration form (DES-1232A) was provided:

In person

By U.S. mail

Through an online method

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • TTY/TDD Services 7-1-1 • Disponible en español en línea o en la oficina local