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
- 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.

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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.

See page 6 for USDA/EOE/ADA disclosures

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	Race	Ethnicity	U.S. Citizen	Relationship to You
						☐ Yes ☐ No	
						☐ Yes ☐ No	
						☐ Yes ☐ No	

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

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, 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.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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, 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:	Authorized Representative:
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 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.

See page 2 for USDA/EOE/ADA disclosures

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.	**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: _____

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 this agency. 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.

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 form 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 the front desk.

Whether or not you choose to register to vote, your choice 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 the Department of Economic Security will be routed to the County Recorder's office.

NOTE: Free language assistance for DES services is available upon request.

Signature of Client: _____ Date: _____
(or initials of staff person when client doesn't want to sign the form)

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