



DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

Janice K. Brewer  
Governor

Neal Young  
Director

JUL 09 2010

Mr. Dan Baker  
TANF Program Manager  
Administration for Children and Families Region IX  
90 7<sup>th</sup> Street, 9<sup>th</sup> Floor  
San Francisco, California 94103

Dear Mr. Baker:

On March 18, 2010, Arizona Senate Bill 2011 was signed into law. This legislation establishes significant changes to programs funded by the Arizona Temporary Assistance for Needy Families (TANF) grant. The enclosed TANF State Plan revision incorporates these changes. All changes are effective on June 15, 2010, with the exception of the new time limits for Arizona's Cash Assistance program, which is effective on July 1, 2010.

If you have questions on any of the provisions of this plan, please contact Greg Wetz, Policy Chief, at (602) 542-0212.

Sincerely,

Neal Young  
Director

Enclosure

# STATE OF ARIZONA

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STATE PLAN FOR  
TEMPORARY ASSISTANCE  
FOR NEEDY FAMILIES (TANF)

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*Effective: October 1, 2008*  
*Revised Effective June 15, 2010*

**TANF STATE PLAN  
STATE OF ARIZONA**

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## I. INTRODUCTION

The Arizona State Legislature established the Department of Economic Security (DES) in 1972 by consolidating the authority, power and duties of five separate state agencies, followed by a sixth in 1974 (A.R.S. §41-1954). The intent of the 1972 legislation and subsequent amendments was to provide an integrated approach to human services.

The DES Vision is that *every child, adult and family in the State of Arizona will be safe and economically secure.*

The Department strives to achieve this through its Mission to *promote the safety, well-being and self-sufficiency of children, adults and families.*

There are five core values that form the basis for the work that DES does in the fulfillment of its mission: collaboration, accountability, innovation, diversity, and respect. These values serve several purposes and are applied in the daily work across DES.

DES' mission is best achieved through the holistic delivery of human services across programs. The Department's approximately 8800 employees in more than 50 programs and services work together to help many of Arizona's vulnerable citizens, including low-income working families, abused and neglected children, individuals with developmental disabilities, the elderly, victims of domestic violence, and those seeking basic supports (food, utility, and shelter). These programs and services are delivered through DES offices and staff statewide, and also through a network of contracted community-based providers. DES works collaboratively with the communities it serves, local and national advocacy organizations, other state agencies, the federal agencies that oversee DES' programs, the courts, and Native American tribes in the delivery of services to the citizens of Arizona.

The Department provides services to more than one million Arizonans every year. Together, DES' programs impact the safety, well-being and self-sufficiency of Arizonans. Within the Department of Economic Security, the Temporary Assistance for Needy Families (TANF) Program is integral to helping families gain the skills they need to remove barriers that currently prevent them from being self-sufficient and permanently escape the hardships of poverty.

While some situations warrant more intensive and longer-term involvement between DES and families, due to multiple barriers to self-sufficiency, the Department's primary focus is to prevent dependence by providing short-term, less intrusive services and supports that help the individual or family take ownership of its own success.

One example of the Department's efforts to provide supports for achieving long-term self sufficiency is the provision of temporary assistance to needy families through the Cash Assistance Program. This program is aimed at guiding our most needy families caring for children toward employment and safe, stable living situations.

### *Alignment of DES and TANF goals*

The goals of DES and the federal TANF law are very much aligned – particularly in the areas of strengthening the family unit to enhance child well-being and encouraging family economic mobility and sustainability. The goals of DES are to: Strengthen individuals and families; Increase self-sufficiency; and Develop the capacity of communities. These three goals are inextricably linked to the goals of the TANF Program: Assist needy families so that children can be cared for in their homes; Reduce the dependency of needy parents by promoting job preparation, work and marriage; Prevent out-of-wedlock pregnancies; and Encourage the formation and maintenance of two-parent families.

The Arizona State Plan prioritizes those areas within the DES and TANF goals that are aligned by focusing efforts on initiatives and service delivery reforms.

The Department’s TANF-funded programs (see Section V) work to achieve the following:

- Provide for the basic needs of vulnerable children and families, including those residing with parents who are unable to provide basic needs as well as those living in certain foster or kinship arrangements, and adult recipients preparing to enter the work place through temporary income assistance;
- Enhance employment skills through work activities for adult recipients, while providing supportive services to remove barriers to finding and maintaining employment;
- Provide families the support they need to be self-sufficient and able to care for their children. This includes supports to allow parents to work, including child care and transportation assistance, and collaborative efforts with community providers to help move families toward greater self-sufficiency, and less reliance on public services;
- Ensure families facing domestic violence situations that threaten economic security or family stability receive shelter services and assistance in achieving self-sufficiency and ensuring physical security and safe home environments for their children; and
- Provide support for families in need of in-home support services to promote keeping families stable and safe and 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 end result of the comprehensive, integrated work funded by TANF dollars in Arizona is that more of Arizona’s children are living in economically and socially stable families or family-like settings. Providing opportunities for family stability and economic security has been shown to have many benefits, including healthier and safer children who grow up able to contribute to their community.

### *Department Focus on Core Services*

The economic recession has had a major impact on Arizona, being one of the first states to be hit by the foreclosure crisis. The recession that has resulted in substantial reductions in state revenues is simultaneously fueling an unprecedented increase in applications for the Supplemental Nutrition Assistance Program (SNAP), Unemployment Insurance, and the state's Medicaid program (AHCCCS), making it difficult to meet the growing human services needs of Arizona's residents as more and more individuals and families are forced to request assistance for the first time. Cuts to the Department's budget of over 31 percent in the past two fiscal years have resulted in steep reductions across the Department's programs and operations. Benefits have been cut, waiting lists have been implemented, programs and contracts have been eliminated, provider rates have been reduced, and 800 agency jobs and many more in the private sector have been lost due to the Department's funding cuts.

Arizona's economic downturn has required the Department to look at all options for streamlining both the delivery models for its programs and in some cases the services that are delivered. Plans for program and service expansion that were identified in 2008 have been shifted to focus on delivery of core services to the citizens of Arizona. This shift is evident in the Cash Assistance Program and other TANF service changes being addressed in this TANF State Plan revision. Additionally, new innovative models are being used to ensure that services are made available to those who need them in the most effective and efficient manner.

As legislation was being considered that would reduce the time limit for participation in the Cash Assistance Program, the Department began shifting resources to assist those who would be directly impacted by the change. The Department, through its two Jobs Program contractors, began targeting intensive case management to the population who, upon implementation of the legislation, would potentially lose their cash assistance benefits. Mailers and telephone "auto-dialer" messages were sent to those who would be impacted to let them know of the change. The Department renewed contacts with community partners including city and county governments and private temporary employment agencies in order to maximize the opportunity for employment placement prior to the effective date of the time limit reduction. In addition, this targeted population was offered structured job search and work experience activities.

Both Jobs contractors identified an increase of almost 10 percent in the work participation rate for the Cash Assistance Program recipients who have received assistance for 36 months or longer.

The Department is also working to identify and reduce redundancies in the Cash Assistance Program application process and streamline the eligibility process to make it more efficient for those who apply for assistance. One key component of this streamlining process is the expansion of the use of the on-line Health-e-Arizona (HEA) application for the Cash Assistance Program, the Supplemental Nutrition Assistance Program (SNAP), and Medicaid, for which the Department determines eligibility. In one year (from May 2009 to May 2010), the use of the HEA application increased from 19 percent of the total applications received to 44 percent. This increase displays a significant enhancement in efficiently receiving and processing applications for various types of assistance.

In addition to the expansion of automation at the point of application, Department programs are also building web sites that clients can use to check the status of their cases, their benefit balances, and to read notices from their case managers. Also, use of an Interactive Voice Response (IVR) System is already in place. These innovations ensure participants have a means to gather information about their cases 24 hours a day without the need to utilize Department staff to gather the information for them.

### ***Expansion and Enhancement of Grant Diversion***

In 2007, the Arizona State Legislature adopted a bill, introduced at the request of DES, to allow more families the option to receive Grant Diversion program services as an alternative to the traditional TANF Cash Assistance Program. Under the new law, Grant Diversion is first and foremost a program that promotes long-term self-sufficiency through employment. Prior to passing this bill, Arizona's existing Grant Diversion program was limited in its effectiveness – only a small number of people were eligible to apply for the diversion option. Specifically, the candidates for the Grant Diversion program were previously required to already have a job offer pending in order to receive assistance, and the applicant could not have financial need in excess of the potential benefit amount. The new legislation allows applicants with no long-term barriers to employment, who were likely to be employed within 90 days and/or have financial need in excess of the potential cash assistance benefit amount due to short-term expenses (such as eviction prevention costs, car repair, or utility bills), to be eligible for the Grant Diversion program. This legislation opened up eligibility for the Grant Diversion program to a much larger pool of potential candidates. The legislation also gave DES authorization to provide Grant Diversion program recipients employment services and short-term support service funding in excess of the cash assistance benefit amount in order to resolve one-time issues such as those listed above during the 90-day window pending employment.

Originally, following passage of the legislation, there were two units within DES that jointly administered the Grant Diversion program: benefits and medical eligibility was administered separately from the employment case management component. The program focused on screening for potential candidates and marketing the grant diversion option during the eligibility process as well as providing employment assistance and other supports for Grant Diversion program clients as they look for work and become employed.

Since initial implementation of the program, the Department, in managing its budget reductions, has streamlined the administration of the Grant Diversion program. The program is now administered solely by the Division of Benefits and Medical Eligibility. Those applicants who are considering or who choose the Grant Diversion program option are given the opportunity to consult with employment specialists; however, this contact is no longer a program requirement.

The program is showing remarkable success. Over the past 18 months 80% of those who choose the grant diversion option do not return for additional cash assistance.

## *Coordinating Services for Older Youth Exiting Foster Care*

Young adults leaving Arizona's child welfare system face a myriad of challenges, including being at-risk of experiencing poverty. By the time a youth in foster care reaches the age of 18, they have faced many challenges in their life. Two national studies by the Chapin Hall Center for Children of longitudinal outcomes for former foster youth show that one-third of children are receiving public assistance within two years of leaving foster care and 51 percent are unemployed by age 22. Many youth have experienced several foster care placements, often resulting in several school changes, school absence and low school achievement. For youth who exit care for the reason of having reached the age of majority, the average number of placements and months in care is six placements over 41 months in care, or an average of almost two placements per year. Studies also show that youth aging out of foster care have very low levels of employment and earnings. In addition, without intervention, many youth experience a greater risk for substance abuse and other addiction, homelessness, early pregnancy, and may also come into contact with the juvenile justice or adult corrections systems, as they struggle with challenges that arise after leaving the child welfare system. Once these youth become parents, they are at a high risk of becoming future Cash Assistance Program recipients and being involved with the child welfare system, thus repeating the tragic cycle of child abuse, neglect, and poverty.

DES' Young Adult Program provides a comprehensive set of services to youth exiting foster care and also assistance for those who choose to continue involvement with DES after the age of 18 through the Independent Living Program. Though TANF funds do not directly pay for these services, prevention of poverty for youth exiting the foster care system will reduce the future need for these youth to access TANF funded programs such as Cash Assistance. This more coordinated, cross-system approach to enhance services for these youth in a few key areas should result in better outcomes for youth who do not choose to maintain a formal connection with DES services beyond the age of 18 through the Independent Living Program.

Specifically, DES' TANF program will work in a collaborative way to provide these 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 Investment Act Youth Program. Complementary to education and employment supports, DES and the Young Adult Program will be putting a stronger and more consistent focus on financial education, budgeting skills, and increased awareness about the importance of asset development and the ability to develop assets through matched savings accounts as an effective poverty prevention strategy.

Lastly, coordination between DES' programs that provide TANF-funded services and the Arizona Department of Housing, as well as other state agencies such as the Department of Health Services/Behavioral Health Services, are working together to prevent homelessness and other poverty-related issues facing youth who leave the foster care system. DES is working with the Department of Housing to explore implementation of effective strategies to link youth aging out of foster care with affordable and safe permanent housing options. By working with other state agency partners and directly with youth in foster care and youth who have left the foster care



system to identify areas of assistance that they believe could be enhanced for older youth, DES hopes to prevent poverty amongst young adults in the foster care system.

### ***Summary and Next Steps for DES***

Since the submission of the original version of Arizona's TANF State Plan in 2008, the economic situation in the state has significantly changed the Department's programs, service delivery, and operations components. Funding shortages brought on by the economic recession have forced the Department to look at how it prioritizes limited resources. Expansion of programs without specific identified appropriation of funds or those that are not directly tied to the Department's core mission work can not currently be considered.

## **II. OVERVIEW AND SCOPE OF ARIZONA'S TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM**

The Arizona Department of Economic Security is responsible for the administration of Arizona's state-operated Temporary Assistance for Needy Families Program in accordance with Title IV-A of the Social Security Act as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and reauthorized in February 2006 under the Deficit Reduction Act of 2005. DES is the designated State IV-A agency and agrees to administer the program in accordance with Title IV-A of the Act and all other applicable federal laws, regulations, and provisions of this State Plan. Arizona's TANF Program is state-administered and provides services in all political subdivisions (counties) within the state.

Within the organizational structure of DES, the following programs work in concert to achieve the Department's goals. All of the programs impact or are impacted by TANF, even if not directly funded by TANF:

- Division of Benefits and Medical Eligibility (DBME) is responsible for the administration of the Cash Assistance Program.
- Division of Employment and Rehabilitation Services (DERS) is responsible for the administration of the work program under TANF, and for child care.
- Division of Child Support Enforcement (DCSE) is responsible for the administration of child support enforcement activities.
- Division of Children, Youth and Families (DCYF), which is responsible for child protective services, foster care and adoption services, kinship care, and family preservation and family support programs, also administers TANF-funded services.
- Division of Aging and Adult Services (DAAS) is responsible for the state's Refugee Resettlement Program, as well as services and programs for older Arizonans.
- Division of Developmental Disabilities' (DDD) provides services and supports that enables individuals to live in their own communities to the greatest extent possible.

The DES organizational structure also includes a variety of services such as internal security, budget, legislative services, automation, and other support services.

The Family Assistance Administration (FAA) within DBME determines eligibility for the Cash Assistance Program based on TANF, state laws and rules, federal regulations, and DES policies. Staff in FAA considers the family's income, resources, and other factors to determine eligibility for the Cash Assistance Program. FAA refers parents and caregivers to the Jobs Program within DERS for participation in work activities; the Child Care Administration (CCA) to obtain associated child care services; and the DCSE for child support enforcement services.

These programs work together to coordinate other supportive services that promote the safety, well-being, and self-sufficiency of children, adults and families. The high level of collaboration and integration present across DES promotes a team effort in the delivery of services under Arizona's TANF Program.

In addition to the support services provided to families noted above, families receiving cash assistance who are enrolled in the Jobs Program may be eligible for specific services and goods paid with TANF-funded program dollars if the adults in the family are actively meeting the requirements for the Jobs Program.

DES policy requires the provision of quality and timely language assistance services to customers with Limited English Proficiency (LEP) to ensure meaningful access to programs, services, and activities. Each affected work unit of the Department, including all units that provide TANF-funded services is responsible for the following:

- Develop and adhere to specific written procedures;
- Perform a needs and capacity assessment;
- Arrange for oral language assistance, as appropriate;
- Determine which of the Department documents meet the definition of a vital document;
- Translate vital documents into frequently used languages other than English;
- Provide notification to customers of the availability of language assistance services;
- Evaluate current Department Web sites for LEP compliance;
- Develop and implement standards to ensure LEP compliance on all future Web pages;
- Train all staff who are likely to have contact with Department customers and the management staff who support them;
- Develop and incorporate an accessible issue resolution process; and

- Monitor customer access to language assistance.

### **III. ELIGIBILITY REQUIREMENTS FOR CASH ASSISTANCE**

#### ***Definitions***

Assistance Unit: Those members of a needy family, or a child only case, that meet the non-financial eligibility criteria for the Cash Assistance Program and whose needs, income, resources, and other circumstances are considered as a whole to determine a Cash Assistance Program benefit amount.

Caretaker Relative: A parent or a non-parent relative, whether related by blood or adoption, who maintains a family setting for a dependent child and who exercises responsibility for the day-to-day physical care, guidance, and support of that child.

Child Only Case: A case in which the eligible dependent child is in the legal custody of the Department and placed in foster care with an unrelated adult, or a non-parent relative who is not receiving cash assistance.

Family: The following individuals living in the same home with:

- A head of household caretaker relative:
  - A dependent child;
  - Parent or parents of the dependent child;
  - Spouse of the parent or parents of the dependent child;
  - The head of household caretaker relative;
  - The spouse of the head of household caretaker relative;
  - Minor siblings of the dependent child;
  - Minor children of the head of household caretaker relative; and
  - Minor children of the spouse of the head of household caretaker relative; or
- A minor parent requesting C.A.:
  - The minor parent or parents;
  - The minor parent's child;

- The minor parent’s adult caretaker relative;
- The spouse of the minor parent’s adult caretaker relative;
- Minor parent’s minor siblings or step-siblings;
- Minor children of the adult caretaker relative; and
- Minor children of the spouse of adult caretaker relative.

Needy Family: A family that resides in the same home and includes a dependent child, one or more of the dependent child’s parents and nonparent relatives of the dependent child and their spouses whose countable income after application of appropriate disregards does not exceed 100 percent of the federal poverty level or 130 percent of the federal poverty level, if assistance is requested by a non-parent caretaker relative for only the dependent child.

***Cash Assistance Program Application***

Any person may apply for the Cash Assistance Program by filing in person, by mail, on-line, or by fax, a DES-approved application form at any Family Assistance Administration local office. DES staff will assist the applicant in completing the application form and in obtaining required verification. Any applicant may request a non-face-to-face interview.

DES will complete the eligibility determination within 45 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.

***Cash Benefits for an Assistance Unit***

Except in a child only case, cash benefits are paid only to, or on behalf of, members of a needy family for whom cash assistance is requested and who meet all the non-financial eligibility criteria. These eligible individuals comprise the “assistance unit” and include: a dependent child and the dependent child’s parents and minor siblings. When a parent or minor sibling of a dependent child does not qualify to be included 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.

Also, a non-parent caretaker relative may choose to be included in an assistance unit with a dependent child. In this situation, any dependent children of the non-parent caretaker relative will also be included in the assistance unit. When a dependent child of the non-parent caretaker relative does not qualify to be included 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 non-parent caretaker relative to be included in an assistance unit.

In a Child Only case, the assistance unit is comprised of only the eligible dependent child and only the income and resources of the dependent child are considered when determining a cash benefit amount.

### ***Eligibility Determination***

DES determines eligibility for a specific benefit month based on its best estimate of all non-financial, resource, and financial criteria that exist and are expected to exist for that month.

### **Financial Eligibility**

Except in a Child Only case, in order for a dependent child to meet the financial eligibility requirements for the Cash Assistance Program, the dependent child must reside in a needy family.

### ***Resources***

The assistance unit may have resources and other property up to an equity value of \$2,000. Homestead real property occupied by the assistance unit is exempt. All vehicles are exempt from the resource determination. When a parent or minor sibling of a dependent child does not qualify to be included in the assistance unit, their resources are considered available to the assistance unit.

### ***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 cash benefit amount. The first \$90, along with 30 percent of the remaining income, dependent care costs, and income of minor family members and dependent children in an assistance unit are disregarded. For families and assistance units that include a child who is ineligible for cash assistance due to the Family Benefit Cap, an amount equal to the amount of cash benefits the ineligible child would have received if included in the cash assistance benefit is deducted after all other earned income disregards have been computed.

### ***Income Budgeting***

Income is budgeted prospectively based on the best estimate of the amount of available countable income to be received in the benefit month. Income is available when it is received or when it is reasonably anticipated. Income received more often than monthly is converted into a monthly amount.

### ***Benefit Amounts***

Payment standards for the Cash Assistance Program are based on 36 percent of the 1992 Federal Poverty Level adjusted for assistance unit's size and a shelter cost factor. Cash assistance

benefits for assistance units with no shelter cost obligation are reduced by 37 percent. Assistance units whose countable income exceeds these standards are not eligible to receive a cash assistance payment. Arizona provides cash assistance benefits monthly through a deposit into the caretaker relative's accounts. DES will pay benefits to an eligible assistance unit receiving cash assistance only during a month for which the assistance unit is eligible for a payment. The benefit amount for the month of application is prorated based upon the number of days remaining in the month after the application file date.

The state retains the right to adjust the percentage of the eligible assistance benefit that will be paid. Any adjustment will be equally applied to all assistance unit benefits.

## **Non-Financial Eligibility Factors**

### ***Deprivation***

Eligible children must be deprived of the support or care of a parent because of the death of a parent, continued absence of a parent, disability of a parent or unemployment or underemployment of the primary wage earning parent in two-parent families. In two-parent assistance units, when eligibility is determined based on the unemployment of the primary wage earning parent, the assistance unit receives benefits only after the parents comply with assigned work requirements.

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

Eligibility can exist when the child is temporarily not living with the assistance unit at the initial application, for a period not to exceed 30 days from the date the first cash payment is issued to assistance units receiving cash assistance. For active cases, eligibility can exist even though the relative or child is temporarily absent from the home for 30 days or longer, but not to exceed 180 days.

### ***Residence***

All members of the family and the assistance unit must reside in Arizona.

### ***Identity***

The applicant must show proof of identity.

### ***Social Security Number***

All persons requesting assistance must provide or apply for a Social Security Number.

### ***Citizenship and Alien Status***

Arizona provides cash assistance consistent with this State Plan to a person who is a U.S. citizen or a qualified alien in accordance with the Title IV of PL 104-193, as amended, including

battered aliens who are treated as qualified aliens under Section 431(c) of the Personal Responsibility and Work Opportunity Reconciliation Act. Arizona provides assistance to eligible qualified aliens who obtained qualified alien status prior to August 22, 1996. Qualified aliens who obtained qualified alien status on or after August 22, 1996, are not eligible for a period beginning five years from the date of entry into the U.S. unless they are: veterans of, or persons on active duty in, the U.S. 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), individuals 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 Immigration and Nationality Act (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, and persons who have been granted withholding of deportation or withholding of removal under Section 241(b)(3), or 243(h) of the INA may be eligible. However, eligible qualified aliens who obtained qualified alien status on or after August 22, 1996 and who have been continuously present in the U.S. from the latest date of entry prior to August 22, 1996 may be eligible for the Cash Assistance program.

### ***Drug Testing***

All adult Cash Assistance Program recipients must complete an Illegal Drug Use Statement. If reasonable cause of illegal drug use is present, the Cash Assistance Program adult recipients must pass a drug test. Reasonable cause exists in the following circumstances: The recipient indicates on their Illegal Drug Use Statement that they have illegally used drugs in the past 30 days or government or law enforcement documents indicate the use of illegal drugs in the past 30 days by the recipient.

### ***Minor Parents***

Unwed minor parents (less than age 18) are eligible for the Cash Assistance Program only if they reside in the home of a parent, legal guardian, or other adult relative. There are exceptions for unwed minor parents who:

- Have no living or locatable parent, other legally responsible adult, or legal guardian;
- Are legally emancipated; or
- Would be at risk of physical or emotional harm by returning to the home of the parent or legal guardian.

The unwed minor parent is not eligible to receive cash assistance benefits unless they are residing in a needy family.

### ***School Attendance***

A dependent child between the age of 6 and 16 must attend school unless there is good cause for not complying with this requirement.

### ***Immunizations***

A parent or caretaker relative in the 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.

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

Applicants and recipients of the Cash Assistance Program must complete and sign a Personal Responsibility Agreement. This agreement states that anyone applying for or receiving benefits from the Cash Assistance Program must, unless they have good cause, cooperate with work and child support enforcement requirements, agree to have their school age children attend school, and have their children immunized. Non-parent caretaker relatives who choose to not be included in the cash assistance benefit and Supplemental Security Income (SSI) parents are not required to complete and sign a Personal Responsibility Agreement.

### ***Sanctions***

Arizona sanctions individuals who refuse to comply with certain program requirements without good cause. Parents or caretaker relatives who do not comply with program requirements without good cause will encounter a reduction or termination of their assistance unit's cash assistance. These program requirements include: the work program requirements, keeping dependent children in school, and maintaining dependent children immunizations. Sanctions also apply to recipients in active Cash Assistance Program cases who fail to comply without good cause with requirements for establishing paternity, or modifying or enforcing a support order with respect to a child of the individual.

Sanctions will not be imposed for any single custodial parent who refuses to comply with the work program requirements if the person has verified they can not obtain needed child care for a child under 13 years of age due to suitable child care not being available or affordable, as defined by the Jobs Program.

For all assistance units, except two-parent assistance units for whom deprivation is based on the unemployment of the primary wage-earning parent, cash assistance will be decreased as follows:

- For the first month of non-compliance, the cash benefit will be reduced by 25 percent;
- For the second month of non-compliance, the cash benefit will be reduced by 50 percent; and
- For the third and subsequent months of non-compliance, the cash benefit will be terminated.



For two-parent assistance units for whom deprivation is based on the unemployment of the primary wage-earning parent, cash assistance is paid only after assigned work requirements are completed. The assistance unit does not receive the corresponding cash assistance payment if assigned work activities are not completed, or the parent subsequently fails to comply with another “sanctionable” program requirement.

### ***Child Support***

Arizona does not approve an application for the Cash Assistance Program if the applicant fails without good cause to comply with child support enforcement requirements. Applicants and recipients assign their rights to receive spousal maintenance, child support, and medical support from absent parents to the State of Arizona. Applicants and recipients, except non-parent relatives applying for or receiving cash assistance benefits only for a dependent child or an unlicensed foster care provider in a child only case, are required to cooperate with the DES Division of Child Support Enforcement (DCSE) 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 caretaker. Failure to cooperate without good cause will result in denial of a Cash Assistance Program application or a sanction for active cases. Child support collected on behalf of a child excluded from the Cash Assistance Program benefit due to the Family Benefit Cap is passed through to the family receiving cash assistance benefits.

Qualifying applicants and recipients are provided with child support services through the DCSE. These services include locating absent parents, establishing paternity, determining and enforcing support obligations, appropriately modifying obligations, and collecting support from absent parents.

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

Any member of the assistance unit or a parent or minor sibling of a dependent child in an assistance unit must apply for all other cash benefits in addition to the Cash Assistance Program for which the individual may qualify, except for needs based benefits or SSI.

### ***Strikers***

Voluntary strikers and their dependent children may participate in the Cash Assistance Program unless they are local, state, or federal government employees. Eligibility and benefits are based on pre-strike gross income or the union strike pay provided to the striker during the strike period. The higher amount will be used.

### ***Criminal Justice System Disqualifications***

Arizona follows the provisions of federal law, denying the Cash Assistance Program to persons who have been convicted of a felony for possession, use, or distribution of a controlled substance after August 23, 1996, or who are fugitive felons or probation or parole violators.

### ***Verification***

Arizona verifies established eligibility criteria through an income eligibility verification system (IEVS), review of documentation, and other methods.

### ***Interstate Immigrants***

Arizona applies the same eligibility and payment standards for assistance units who have moved into Arizona from another state as for those who continuously reside in the state.

### ***Preventing Fraud and Abuse***

Arizona's Fingerprint Imaging Program contributes to the prevention of fraud and abuse by confirming through fingerprint matching that individuals are not receiving duplicate benefits. Arizona also conducts quality assurance reviews of the Cash Assistance Program cases to assure effective services and accurate benefits.

### ***Benefit Time Limits***

Arizona families with an adult household member who receives Cash Assistance Program benefits for themselves or on behalf of a dependent child are limited to no more than 36 countable months of Arizona cash assistance benefits during their lifetime, except in case of hardship. This limit is effective with the July 2010 benefit and considers all countable payments made from October 1, 2002 and all future payments.

Except in cases of hardship, an assistance unit in which an adult or minor parent of a dependent child who is a head of household or married to a head of household has received 60 months of assistance funded in whole or in part by the Temporary Assistance for Needy Families (TANF) block grant in this or any other state or from a tribal TANF program is not eligible to receive benefits from the Cash Assistance Program.

In addition to the other time limits, in two-parent assistance units when eligibility is determined based on the unemployment of the primary wage earning parent, the assistance unit is eligible for cash payments for only six months out of a twelve-month period.

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

There is no increase in cash assistance benefits for the birth of additional children after the assistance unit begins to receive Cash Assistance Program benefits. There are exceptions for:

- Births resulting from cases of sexual assault or incest;
- Firstborn child of minors who are included in the family “unit” receiving Cash Assistance Program benefits;

- Children born or adopted within 10 months of the date of the first application submitted on or after November 1, 1995; and
- Children born or adopted at least 10 months after a family has not received Cash Assistance Program benefits for one full year due to voluntary withdrawal or ineligibility, and 10 months or less after the month the parent resumes receiving the Cash Assistance Program.

An assistance unit receiving the Cash Assistance Program which includes a child who is ineligible due to the Family Benefit Cap may be eligible for an additional deduction from their earned income. The support rights of a benefit cap child are not assigned to the state. All child support collected for the benefit cap child is distributed to the assistance unit.

### ***Individual Development Accounts***

Assistance units receiving the Cash Assistance Program may set aside up to \$9,000 in individual development accounts for education or training expenses, to purchase a first home, or to start a business. The total amount of all monies deposited into the Individual Development Account during the lifetime of the account may not exceed \$12,000.

### ***Reporting Changes***

Assistance units receiving the Cash Assistance Program that also participate in the Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, must report by the 10<sup>th</sup> day of the following month, any change in income that would exceed 36 percent of the 1992 Federal Poverty Level, and must report all other changes affecting eligibility at the next eligibility review. Assistance Units receiving the Cash Assistance Program that do not also receive Supplemental Nutrition Assistance must report all changes in income, resources, or other circumstances that may affect eligibility or the cash assistance benefit amount within 10 days from the date a change becomes known.

### ***Eligibility Reviews***

DES completes a review of all eligibility factors for each assistance unit participating in the Cash Assistance Program at least once every six months except for child-only cases and cases in which a non-parent relative is receiving a cash benefit only for a dependent child, which are assigned a 12-month approval period.

### ***Overpayments***

DES will seek recovery from an overpaid assistance unit receiving Cash Assistance Program benefits using one of the following repayment methods:

- Reduction in current benefits in an amount not to exceed 10 percent of the assistance unit receiving cash assistance's monthly payment, unless the family desires a larger reduction;
- Cash payments; or

- A combination of the above methods.

### ***Opportunity for Review and Appeal***

A hearing process is utilized that meets all of the requirements set forth by the U. S. Supreme Court in *Goldberg v Kelly*, 397 US 254 (1970). The hearing authority is the DES Appellate Services Administration, as provided for in A.R.S. §§ 46-205 and 41-1991 *et seq.* Applicants and recipients who have been adversely affected are given the opportunity to be heard in the state appeal process. When DES plans to take adverse action against an assistance unit participating in the Cash Assistance Program, DES provides the assistance unit with written notice about appeal rights.

Recipients must provide a written or oral request for a hearing within 30 days of the adverse action notice date. If a recipient requests a hearing within 10 days of the adverse action notice date, benefits may be continued at the current level pending the hearing decision. Within 90 days of filing of the hearing request, DES conducts a hearing, renders a decision, and notifies the assistance unit or caretaker relative receiving the Cash Assistance Program of the decision. An appeal from this decision may be filed within 15 days of the mailing date of the hearing officer's decision to the DES Appeals Board. A further appeal may be made to the state Court of Appeals.

DES has an established grievance procedure for resolving complaints of displacement of regular employees (as defined in 42 USC § 607(f)) due to recipients participating in work activities.

### ***Confidentiality/Non-Disclosure of Information***

DES restricts the use and disclosure of all personally identifiable information regarding individuals who are considered family members and assistance units receiving assistance under Arizona's program. Such information is considered confidential and can only be used and/or released as requested by the individual, as ordered by a superior court judge, as provided for by rule of court, and/or as further authorized under A.R.S. § 41-1959, and DES data security policies in order to facilitate services and comply with state law and federal regulations. (A.R.S. § 41-1959 is included as Attachment #2).

### ***Nondiscrimination***

DES does not discriminate against any individual on the basis of race, gender, national origin, color, religion, age, or disability.

## **IV. WORK REQUIREMENTS**

Arizona Laws 1997, Chapter 300, gave DES the authority to establish work activities consistent with TANF work requirements. The Employment Administration (EA) in DERS administers the Jobs Program that provides the required work activities for the Cash Assistance Program and is the administrative entity responsible for reporting the TANF work participation rates.

In 2002 (and amended in 2004), the Arizona State Legislature passed a law requiring the statewide privatization of Arizona's Jobs Program, which provides case management services, employment services and support services (such as transportation and training) for individuals transitioning to work. In March 2007, two private, for-profit companies were selected as contracted Jobs Program service providers after an extensive Request for Proposal (RFP) process. Transition of the caseload to the contractors was completed by August 30, 2007. On October 1, 2007, the contractors became responsible for the federal work participation rate in addition to their other contract responsibilities related to client service delivery and performance.

Quarterly monitoring of program performance and adherence to contract requirements is conducted by the EA Program and Evaluation Monitoring (PEM) unit. Contractors may earn quarterly penalties and incentives based on performance of the work participation rate and other performance measures related to engagement of clients, caseload reduction and recidivism. If, due to failure by a contractor, the state fails its work participation rate, contractors are required by the contract to share in financial liability for any penalty imposed on the state by the federal government.

Work eligible individuals in assistance units receiving Cash Assistance Program benefits are required, as a condition of eligibility, to participate in work activities unless the individual is a dependent child under age 16, or is age 16 through 18 and attending school, or meets the requirements for a temporary deferral from participation in the work activities.

### ***Participation in Work Activities Ensured***

Through the EA/Jobs Program, DES ensures that all work eligible individuals living within an assistance unit participating in the Cash Assistance Program engage in work activities, utilizing all possible options under 42 USC § 607. All work eligible individuals in the Cash Assistance Program are assigned to work activities by the contractors as soon as possible after their assistance unit has been approved for benefits. Work eligible individuals are assigned to work activities after assessment of their employability skills, child care needs, and need for support services to assist in meeting the needs of the family. The program also engages in collaboration for effective utilization of resource opportunities, for additional services, and educational or skills training within the community.

### ***Jobs Rights and Responsibility Agreement***

The DES EA/Jobs Program contractor completes a Jobs Rights and Responsibility agreement for each assistance unit participating in the Cash Assistance Program that sets forth the obligations of the assistance unit and the services DES provides in assisting the family to obtain and maintain employment.

### ***Jobs Program Preliminary Orientation***

As part of the eligibility process the Cash Assistance Program applicant must attend the Jobs Program Preliminary Orientation (JPPO). The purpose of conducting the JPPO before FAA

determines eligibility for the Cash Assistance Program is to ensure the applicant has the opportunity to learn the purpose of the Jobs Program and the connection of their participation with the program to the ongoing receipt of their cash assistance benefits. In the overview of the Jobs Program, staff will explain the following information to the applicant:

- The Jobs Program case manager and the participant will identify the activities that will improve the participant's employability skills and lead to financial independence through a mutual agreement;
- The Jobs Program can provide supportive services to participants to assist in removing their identified barriers to employment; and
- The Jobs Program contains consequences for failing to participate in the agreed upon work activities without good cause.

### ***Assessment and Employment Plan***

The DES Jobs Program contractors conduct an assessment of the participant's employability skills, work experience, education level, and any identified barriers to employment. DES and the participant enter into an employment career development plan. This mutual agreement between the work program participant and contractor includes:

- Short term and long term employment goals and specific steps delineating how the recipient will attain them;
- Required work activities;
- Eligibility and availability of needed supportive services; and
- Responsibilities of DES/contractor and the participant in assisting the work eligible individual to move toward or obtain employment.

DES expects and encourages the work eligible individual to move toward independent performance in as many activities as they are capable, such as researching available employment and work experience opportunities, exploring resources for occupational training, and pursuing other community resources which will facilitate implementation of the employment plan.

Work eligible individuals in assistance units participating in the Cash Assistance Program are required, as a condition of eligibility, to participate in work activities unless the individual is a dependent child under the age of 19; a minor parent and not the caretaker relative or spouse of the caretaker relative; or a recipient of Supplemental Security Income (SSI) benefits, unless the recipient is employed fulltime.

### ***Work Program Participation***

The DES ensures that the Jobs Program contractor engage work eligible individuals in those work activities defined in 42 USC § 607 to meet participation rates. The DES requires a work eligible individual in an assistance unit receiving the Cash Assistance Program benefits to engage in a work related activity upon approval of the Cash Assistance Program.

### ***Definition of Work Activities***

Participants may be required to engage in one or more of the following work activities:

- Unsubsidized employment;
- Subsidized private sector employment;
- Subsidized public sector employment;
- Paid or unpaid 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;
- Education directly related to employment; and
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence.

### ***Subsidized Employment Program***

The subsidized employment program is available to selected Jobs participants. Jobs participants gain work experience while employed with a public or private sector employer. The participant's cash assistance benefits are replaced with employer paid wages while participating in the program. Subsidy payments are made to the employers of participants to offset the cost of wages and other employer-paid benefits including training.

### ***Temporary Deferrals***

Although continuous participation in the Jobs Program is required, an unavoidable circumstance may temporarily prohibit participation. Temporary deferrals are based on the following:

- The individual is temporarily mentally or physically incapable of engaging in work activities and/or employment.
- The individual is a victim of domestic violence whose participation in work activities may cause an immediate threat to his/her own safety or the safety of his/her child(ren). Domestic violence has occurred when an individual has been subjected to physical and/or sexual abuse, sexual activity involving a child, nonconsensual sexual acts or activities, threats or attempts to commit physical or sexual abuse, mental abuse, neglect or deprivation of medical care or daily living necessities, or stalking.

DES and the Jobs Program contractor work with domestic violence shelters to develop appropriate screening tools to identify when:

- The work eligible individual is personally caring for and residing with a member of the family who has a physical or mental disability as verified by a licensed physician.
- The work eligible individual is a parent or relative caretaker who personally provides care for a child under the age of one year.
- The unmarried teen custodial parent, under the age of 18, is without a high school diploma or GED, and is caring for a child under 12 weeks of age.

### ***Good Cause Exemptions from Work Requirements***

When a participant fails to participate, the DES will contact the participant and determine if good cause exists. Good cause reasons may include but are not limited to:

- Participant or family member illness;
- Participant or dependent had an appointment which could not be rescheduled, such as a court-ordered appearance, medical appointment, or other similar appointment;
- Participant emergency family crisis such as loss of residence or the death of a participant's family member;
- Participant had a temporary verified lack of transportation with no reasonable alternate means of transportation;
- Participant was prevented from participating due to inclement weather;
- Child care for a child who is under the age of 13 is not available, affordable, or suitable. DES will assist the participant in arranging formal child care services; when arrangements cannot be made, DES will assist the participant in exploring informal child care options.
  - “Unavailable” child care arrangement means:



- No vacancies or slots are available;
  - Formal child care arrangements (licensed centers, Arizona Department of Health Services certified group homes and DES certified homes, and in-home providers) are available, but the provider states that a child's special needs would be an undue burden;
  - No relative is available to provide care; and
  - Child care is not available within a reasonable amount of time (more than one hour travel time one way) to get children to child care and get to work or, more than 30 minutes each way if the only available mode of transportation is walking.
- “Unaffordable” child care arrangement means that it is determined by the DES Child Care Administration Central Office that a Jobs referred client cannot find care in their general geographic area within the DES reimbursement rate, and there is an additional cost of care above what DES pays (which the participant reports as unaffordable). When it is determined by DES that care is considered unaffordable, the client may be temporarily deferred from participating in the Jobs Program until affordable care can be found.
  - “Unsuitable” child care arrangement means informal child care arrangements which are considered unsuitable when a relative is available to provide care but is unsuitable (i.e., has a history of child neglect or abuse, domestic violence, serious criminal history, drug abuse, an emotional, mental or physical condition that prevents a person from providing safe care to children, or provides unsafe housing conditions). The determination of being unsuitable is based on the client's statement. This designation does not apply to formal care arrangements.
- The participant is not capable of performing the work activity due to unsafe worksite conditions, the physical demands of the job, the participant's lack of skills or knowledge for the position, and other similar circumstances; or
  - The job offered is vacant due to a strike, lockout, or other bona fide labor dispute or the job offered is contrary to the condition of the participant's membership in a union governing the occupation.

## **V. TANF-FUNDED PROGRAMS AND SERVICES**

Arizona has many TANF-funded supportive programs and services that meet the purpose or intent of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Some of these programs and services assist families or individuals who may need temporary help to overcome an emergency. Other programs and services assist families to transition from the Cash Assistance Program to employment and self-sufficiency. These programs and services recognize that some individuals currently receiving the Cash Assistance Program benefits may need

assistance in finding and retaining employment. Additionally, Arizona offers TANF-funded programs that are designed to address specific barriers that can inhibit successful transition to self-sufficiency, such as being a victim of domestic violence, having limited education or work experience, and overcoming substance abuse.

- Short Term Crisis Services (STCS) – This program provides help to households experiencing an emergent need that cannot be met with their own income and resources. Households must have income less than 125 percent of poverty or 150 percent of poverty if there is an elderly or disabled member in the household. Help provided can include emergency shelter, case management, eviction prevention or move-in assistance; utility deposits or payments; and other special services as appropriate to secure and maintain employment.
- Grant Diversion – Participation in the Grant Diversion Program in lieu of the Cash Assistance Program is voluntary for the applicant. Grant Diversion recipients are awarded a payment of three times the full monthly amount they would receive under the Cash Assistance Program. Applicants who are potentially eligible for at least one dollar of cash assistance, and did not participate in the Cash Assistance Program in the month of application, nor Grant Diversion in the month before the application month, may be eligible to receive Grant Diversion. An adult participant must sign the Grant Diversion Participant Script and Applicant Agreement form and be a part of the cash assistance unit. Grant Diversion Program participants are exempt from child support cooperation and the referral process for the JOBS Program Preliminary Orientation or other assigned work requirements. Non-parent relatives applying for the Cash Assistance Program for the needs of a child only are not eligible to receive the grant diversion option.
- Emergency Assistance – DES has an Emergency Assistance Program that allows TANF funding to be used for services for children who are in out-of-home placement due to abuse or neglect. This program is consistent with the provisions contained in the state's former Title IV-A Emergency Assistance Program that was effective August 21, 1996. To date, these services have consisted of providing for the basic needs of these children. This is referred to as foster care maintenance costs. In order for a child to be eligible for Emergency Assistance, all of the following eligibility criteria must be met:
  - An emergency exists which requires child welfare intervention due to an allegation of abuse, neglect, exploitation or abandonment, or due to a judicial determination of dependency;
  - The child is under age 18;
  - The child is a U.S. citizen or an eligible non-citizen. (See the alien eligibility criteria for the Cash Assistance Program, Section III);
  - The child is placed in out-of-home care; and
  - The child is not Title IV-E eligible.

The Department's Division of Children, Youth and Families (DCYF) is responsible for determining a child's eligibility for Emergency Assistance, using information in the Division's automated record system known as the Children's Information Library and Data Source (CHILDS). For this purpose, a child placed in out-of-home care is considered to be a family of one, sometimes referred to as a "child-only" case.

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. Payment may be made for a variety of placement settings which would meet the child's basic needs of care, including family foster placement, shelter care, and group home placement. 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 the family or for the child to be placed in another permanent placement situation if returning to the home would further endanger the child.

- **Jobs Program** - The Jobs Program is intended to prevent long-term reliance on cash assistance and offers Arizona's families the opportunity to become self-sufficient and economically independent through employment. The Jobs Program is Arizona's mandatory employment and training program for work eligible individuals in assistance units participating in the Cash Assistance Program. The Jobs Program's case management and employment services are operated by two private vendors: MAXIMUS, which serves Maricopa County, and Arbor Education and Training, which serves residents throughout the remaining counties in Arizona. The program provides assessment for employability and barriers to employment, such as disability screening, and engages the individual in a variety of work-related activities to improve their employability skills. The program also offers supportive and some specialized services to remove barriers to employment. These activities and supportive services are provided to encourage and promote adequate employment at the earliest opportunity.

## **Other Programs and Services**

Arizona funds a variety of additional programs and services that meet the TANF goals.

- **Children Services**
  - **In-Home Services** – Arizona uses TANF funds to provide in-home services to children involved in open Child Protective Services' cases. Service elements include family preservation services, parent aide services, parenting skills training, counseling, and peer self-help.
  - **Out-of-Home Services** – Some TANF funds are used to provide services to abused and neglected children in out-of-home care. The services include case management, counseling, transportation and other services that are provided to children in foster care.

- TANF Child Only Cases – TANF funds are used to provide assistance to eligible dependent children in the legal custody of the Department and placed in foster care with an unrelated adult, or a nonparent relative who is not receiving the Cash Assistance Program. For these cases, all cash assistance non-financial eligibility factors apply. When the countable income of the dependent child is less than 36 percent of the 1992 federal poverty limit, a cash benefit will be issued to the non-parent 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.
- Coordinated Hunger Program – TANF funds are used for food storage and distribution costs to support the statewide food bank network.
- Healthy Families Arizona – This community-based, multi-disciplinary program serves at-risk families during pregnancy and after the birth of a baby, and is designed to reduce stress, enhance parent-child interaction, promote child health and development, and minimize the incidence of abuse and neglect. This voluntary program utilizes a home visiting model to assist the family in obtaining services and provides emotional support, informal counseling, role modeling, effective life coping skills, bonding and education on developmental assessments so that learning disabilities, physical disabilities or behavioral health needs are identified early. The home visitation service provides education on the importance of preventive health care, assistance and encouragement to assess comprehensive private and public preschool and other school readiness programs, assistance in applying for private and public financial assistance, including employment services, and parent-child interaction.
- Adoption Services – TANF funds support services that provide for the selection of a family, placement, and supervision of a child. These include adoption maintenance services, special services, and one-time nonrecurring expenses. Adoption services are available to families with two parents in the home.
- Emergency Shelter Services – Arizona uses TANF funds for emergency shelter and transitional housing for domestic violence victims and their children, and homeless families. Services include emergency shelter for up to 120 days, counseling, and supports such as case management, transportation, child care, and life skills training. The minor children may be temporarily absent from the parent or relative for no more than 180 days from the time of access to the services.
- Lay and Legal Advocacy for Domestic Violence Victims – Arizona uses TANF funds to provide legal and lay-legal advocacy services for domestic violence victims and their children. The legal and lay-legal advocacy services include a range of legal assistance covering all civil matters that will assist the victims and their children to become safe and self-sufficient. Attorneys and lay-legal advocates provide the services. The outreach for the services includes domestic violence programs, and extends beyond shelters since not all victims in need of legal assistance contact the domestic violence programs. The services are also targeted to underserved populations including rural, Native American, immigrant, and non-English speaking populations.

- Substance Abuse Treatment – Arizona Families F.I.R.S.T. (Families in Recovery Succeeding Together) provides non-medical substance abuse treatment services to recipients of the Cash Assistance Program whose substance abuse is a significant barrier to maintaining or obtaining employment, and parents, guardians or custodians whose substance abuse is a significant barrier to maintaining, preserving or reunifying the family.
- Permanent Guardianship Subsidy – This program provides assistance payments to permanent guardians who are non-parent relatives or non-relatives such as foster parents as defined in state statute.
- TANF Funds Transferred to Title XX Social Services Block Grant (SSBG) – Arizona has elected to transfer TANF funds to Title XX Social Services Block Grant (SSBG). These funds are used for programs or services for children or their families whose income is less than 200 percent of the Federal Poverty Level.
- Native American Tribal TANF/Cash Assistance Initiatives – Arizona elects not to include individuals receiving TANF cash assistance under a Tribal family assistance plan, or who are included in a Tribal Native Employment Works (NEW), in the computation of the state's work participation rate.
  - Tribal TANF Programs – A number of Native American Tribes have exercised the option to develop a TANF Program and to submit their proposal to the federal government for approval. Arizona adopts the financial eligibility criteria the Native American Tribes have set to receive Tribal benefits or services as the state's standard of need for Tribal benefits from state maintenance of effort funds. Currently, the following Native American Tribes have federally-approved TANF Programs:
    - Salt River Pima-Maricopa Indian Community TANF Program – In July 1999, the state turned over the administration of TANF benefits in the Salt River Pima-Maricopa Indian Community to the Salt River TANF Program. The state administers the Supplemental Nutrition Assistance and Medical Assistance Programs, and DES staff are co-located with tribal staff in a single office on the reservation.
    - Pascua Yaqui Tribe – The Pascua Yaqui Tribe has had an approved Tribal TANF Program since November 1997. However, the Tribe opted to contract back with DES to provide services. DES administers TANF benefits according to Tribal TANF policy.
    - White Mountain Apache Tribe – The White Mountain Apache Tribe has had an approved Tribal TANF Program since April 1998. However, the Tribe opted to contract back with DES to determine eligibility. DES administers TANF benefits according to Tribal TANF policy.

- Navajo Nation – The Navajo Nation has had an approved Tribal TANF Program since October 2000, and began operating their 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 their Tribal TANF Program in December 2004. However, the Tribe opted to contract back with DES to determine eligibility. DES administers TANF benefits according to Tribal TANF policy.
- San Carlos Apache Tribe – The San Carlos Apache Tribe contracts with DES to administer their TANF Program. DES administers TANF benefit eligibility according to the Tribal TANF Plan and policy.

## **VI. CHILD CARE**

### ***Administration***

Child care services for the Cash Assistance Program recipients are administered by the DES Child Care Administration (CCA). These services are coordinated with other child care services funded by other sources, i.e., Child Care and Development Fund (CCDF), Title XX Social Services Block Grant (SSBG), and state general funds. DES is the Designated Lead Agency for the CCDF. The administration of these services is coordinated in order to provide for a seamless child care delivery system.

The DES CCA within DERS is responsible for the planning, policy, and the day-to-day operation of child care programs which provide services to the Cash Assistance Program recipients and other families eligible for child care services.

More specifically, child care services are designed to help eligible families with the cost of child care to allow parents to participate in employment and specific education and training activities related to employment. Child care is provided for a portion of a 24-hour day when neither parent is available to provide care due to these activities.

### ***Processes with Parents and General Eligibility***

Child care services may be provided for the Cash Assistance Program recipients and for non-cash assistance recipients with family income at or below 165 percent of the Federal Poverty Level. If the family is eligible, DES determines any required co-payment amounts and the amount of child care to be authorized (i.e., number of full and/or part days). A sliding fee scale is used to determine income eligibility and each family's contributions to the cost of child care. In addition to family size and income, the number of children in care is used as a factor in determining a family's contribution (co-payment). Effective February 2009, DES has imposed a waitlist due to budget constraints. Persons who need child care for employment and are either on the Cash Assistance Program or are transitioning off from the Cash Assistance Program are exempt from the waitlist.

The family's rights and responsibilities are reviewed and the family is informed of available child care options and their right to choose the category and type of care that best meets their needs. Eligibility is determined within 30 days from the receipt of an application. Child care cases are reviewed at least once per year to evaluate ongoing eligibility for services.

### ***Authorization for Services***

When a family is determined eligible to receive services, the family is authorized for a specific amount of care and level of reimbursement for such care. When a family has selected a provider who is registered with DES, a Certificate of Authorization is issued. The Certificate of Authorization form is a voucher-like instrument that 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 of category of eligible providers.

## **VII. TEEN PREGNANCY/OUT-OF-WEDLOCK BIRTHS**

In 2006, 43.6 percent of live births in Arizona were born to out-of-wedlock mothers. The Arizona Department of Health Services (ADHS) has set the goal of reducing out-of-wedlock births by .5 percent each year for the next 5 years. The anticipated numbers are as follows:

- 43.1 percent of births for 2007
- 42.6 percent of births for 2008
- 42.1 percent of births for 2009
- 41.6 percent of births for 2010
- 41.1 percent of births for 2011

In 2006, the teenage pregnancy rate in Arizona was 68.7 per 1,000 female adolescents (age 15 to 19). The ADHS has set the goal of reducing the teenage pregnancy rate in Arizona by .5 each year for the next five years. The anticipated rates are as follows:

- 68.2 per 1,000 females (age 15 to 19) for 2007
- 67.7 per 1,000 females (age 15 to 19) for 2008
- 67.2 per 1,000 females (age 15 to 19) for 2009
- 66.7 per 1,000 females (age 15 to 19) for 2010
- 66.2 per 1,000 females (age 15 to 19) for 2011

In 2006, the rate of repeat pregnancies to adolescent females (age 15 to 19) was 16.4 per 1,000. The ADHS has set the goal of reducing the teenage pregnancy rate in Arizona by .5 each year for the next five years. The anticipated rates are as follows:

- 15.9 per 1,000 females (age 15 to 19) for 2007
- 15.4 per 1,000 females (age 15 to 19) for 2008
- 14.9 per 1,000 females (age 15 to 19) for 2009
- 14.4 per 1,000 females (age 15 to 19) for 2010
- 13.9 per 1,000 females (age 15 to 19) for 2011

### ***Comprehensive Sexuality Education Program***

The Comprehensive Sexuality Education Program is part of a statewide teen pregnancy prevention initiative that supports community-based efforts to reduce teen pregnancy and sexually transmitted diseases among youth. The program promotes responsible decision making and skill building by providing school and community based education for youth and parents. Contractors use evidence based curricula and youth development programs that have been proven to delay sexual activity, improve contraceptive use among sexually active teens, and/or prevent teen pregnancy. Services are provided in school and after school at community settings.

Funding for the Comprehensive Sexuality Education Program comes from monies allocated to the Arizona Department of Health Services from funds remaining in the state lottery fund each fiscal year after appropriations and deposits authorized by law are made. The funds are used to contract with local communities to develop culturally diverse programs and strategies designed to:

- Reduce the incidence of teenage sexual activity and sexually transmitted disease; and
- Implement a comprehensive media and public relations campaign to promote an abstinence-only message.

Currently, seven programs in Gila, Maricopa, Pinal, Yuma, Pima, and Yavapai counties are being funded.

The goals of the program are to:

- Reduce the number of pregnancies to teenage girls age 15-19;
- Reduce the number of repeat pregnancies to teenage girls age 15-19; and
- Reduce the incidence of sexually transmitted diseases among teenagers age 15-19.

Using a variety of federal and state funds, ADHS has contracts with various community-based organizations for programs to reduce out-of-wedlock births and prevent teen pregnancies. These



programs promote sexual abstinence until marriage. Organizations that were funded include health centers, educational institutions, faith-based and community-based organizations, and community partnerships.

### ***Statutory Rape Prevention Initiative***

Arizona conducts a program that provides education and training on the problem of statutory rape so that teenage pregnancy prevention programs may be expanded in scope to include men. Arizona's program provides information related to statutory rape and male responsibility. The state developed a brochure that outlined an Arizona law called "Sexual Conduct with a Minor." The brochure also provides information on sexual conduct with a minor and the responsibility to report the crime. The brochure is distributed to schools, the law enforcement community, local counseling and educational associations.

### **VIII. TRANSITIONAL MEDICAL ASSISTANCE (TMA)**

Once an individual transitions to work, one of the significant barriers to maintaining self-sufficiency is the potential loss of health care coverage. Arizona provides up to 12 months of Transitional Medical Assistance to eligible persons.

## **ATTACHMENT 1**

### **ARIZONA STATE PLAN CERTIFICATIONS**

Arizona will operate a program to provide Temporary Assistance for Needy Families (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, Janet Napolitano, as Chief Executive Officer of the State, certify that:

1. The Arizona Department of Economic Security (DES) is the agency responsible for administering and supervising the program under part A in all political subdivisions of the State.
2. The DES assures that local governments and private sector organizations:
  - (a) Have been consulted regarding the plan and design of TANF Program services in the State so that services are provided in a manner appropriate to local populations; and
  - (b) Have had at least 45 days to submit comments on the plan and the design of such services.
3. The DES will operate a Child Support Enforcement Program under the State Plan approved under part D of the Social Security Act.
4. The DES will operate a Foster Care and Adoption Assistance Program in accordance with part E, and certify that the State will take all necessary actions to ensure that children receiving assistance are eligible for medical assistance.
5. The DES 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 42 USC §612, with equitable access to assistance under the State program funded under this part attributable to funds provided by the Federal Government.
6. The DES will establish and enforce 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. The DES will make available to the public a summary of the State Plan.


ADDITIONAL CERTIFICATIONS

The State has established and is enforcing standards and procedures to:

1. Screen and identify individuals receiving assistance under this part with a history of domestic violence while maintaining the confidentiality of such individuals;
2. Refer such individuals to counseling and supportive services; and
3. 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.

The State will not require a parent or caretaker who is not exempt from work requirements and is not engaged in work as defined in 42 USC §607(c) to participate in community service employment after receiving assistance for two months.

CERTIFIED BY THE CHIEF EXECUTIVE OFFICER OF THE STATE:

  
\_\_\_\_\_  
Signature of State Chief Executive Officer  
Janet Napolitano, Governor

12-29-08  
Date

## ATTACHMENT 2

### A.R.S. §41-1959

#### 41-1959. Confidential information; permissible disclosure; rules; violation; classification

- A. Unless otherwise provided by law, all personally identifiable information concerning any applicant, claimant, recipient, employer or client or concerning any person involved in an adult protective services action is confidential and shall not be released unless ordered by a superior court judge or provided for by rule of court except as provided in subsections B, C and D of this section. Records and files that relate to investigations conducted by child protective services in the department are confidential. The department shall release this information only as prescribed by section 8-807.
- B. Employees of the department of economic security, the department of law and the court may obtain the information described in subsection A of this section in the performance of their duties as authorized by rules adopted by the director.
- C. Employees of the department of economic security, the department of law and the court may release any information which is otherwise held confidential under this section under any of the following circumstances:
1. To the applicant, claimant, recipient, employer or client if a request is made in writing by any of such persons specifically requesting information which directly relates to the person requesting such information.
  2. To the extent necessary to make claims on behalf of a client for public or private assistance, insurance or health or medical assistance pursuant to title 11, chapter 2, article 7 or title 36, chapter 29 to which the client may be entitled.
  3. In oral and written communications involving the provision of services or the referral to services between employees of, persons under contract with, or persons holding a general employment relationship with the department of economic security, the department of law or the juvenile court.
  4. If the disclosure of otherwise confidential information is necessary to protect against a clear and substantial risk of imminent serious injury to a client.
  5. To agencies of the federal government, this state or any political subdivision of this state for official purposes. All information received by a governmental agency pursuant to this paragraph shall be maintained as confidential, except where pertinent to a criminal prosecution.
  6. To foster parents and persons certified to adopt if necessary to assist in the placement with or care of a child by such persons.

7. To an officer of the superior court, the department or any agency required to perform an investigation pursuant to section 8-105 if the information is pertinent to the investigation. All information received by the officer, department or agency pursuant to this paragraph may be disclosed to the court but shall otherwise be maintained as confidential.
  8. In any judicial or administrative proceeding involving an adult protective services client if the director of the department considers the information pertinent to the proceeding.
- D. Notwithstanding the provisions of sections 8-519, 8-541, 8-542 and 46-135, a standing committee of the legislature or a committee appointed by the president of the senate or the speaker of the house of representatives may obtain the information described in subsection A of this section on written notification to the director. Information obtained pursuant to this subsection may be used only for purposes of conducting investigations related to legislative oversight of the department. Information which is personally identifiable shall not be further disclosed.
- E. Any violation of this section is a class 2 misdemeanor.

The department shall establish safeguards against the unauthorized use or disclosure of confidential information in title IV-D cases.