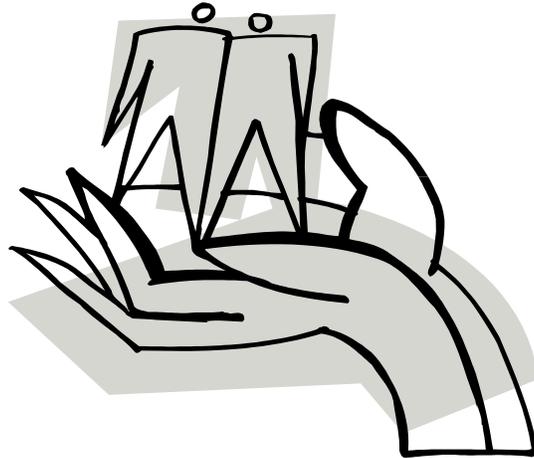


**ARIZONA DEPARTMENT OF ECONOMIC SECURITY
DIVISION OF AGING AND ADULT SERVICES (DAAS)
COMMUNITY ACTION PROGRAM (CAP) UNIT**

**NEIGHBORS HELPING NEIGHBORS FUNDS
PROPOSITION 200 INSTRUCTIONS**



NEIGHBORS HELPING NEIGHBORS POLICY

- A. Neighbors helping neighbors fund was established to provide eligible recipients with assistance in paying utility bills, conserving energy and weatherization. The department shall coordinate this assistance with its Low Income Home Energy Assistance Program (LIHEAP) and its weatherization assistance program.
- B. Eligible recipients are individuals who have a household income at or below one hundred twenty-five per cent of the poverty level or individuals who are sixty years of age or older or handicapped and who have a household income at or below one hundred fifty per cent of the poverty level. For the purposes of this subsection, the poverty level is as determined by the United States office of management and budget and reported in the federal register.
- C. The Neighbors Helping Neighbors funds are designated to Community Action Agencies to provide energy assistance services to eligible individuals.

A. An Eligible Applicant

- 1. Must be vulnerable to the rising costs of utilities by having either an obligation to pay a utility bill directly to a utility company or in non-subsidized rent which includes utilities.
- 2. Must be a U.S. Citizen or a Qualified Non-Citizen with Legal Permanent Resident (LPR) status.
- 3. An eligible applicant must execute a sworn affidavit (**ATTACHMENT 2**) stating that the documentation provided as listed on the **Proposition 200 Instructions** during the verification process is/are true.
 - a. Contractors who determine eligibility for these programs will be required to ensure that a sworn affidavit is obtained in a way that does not delay the eligibility determination process, or add cost to the process for the applicant.
 - b. Eligible applicants are exempt from providing an affidavit only if they are 60 years of age or older, if they are Tribal Members, or if they are disabled or have an incapacity of the body or mind which makes them unable to supply such affirmation.
- 4. Applicant must show an energy burden, and accumulate the required number of points using the LIHEAP worksheet (**ATTACHMENT 3**).

B. Residency

Applicant must be a resident of Arizona. Services cannot be authorized or provided to an applicant who is traveling through the state or living in Arizona for a temporary reason. Assistance may be provided to homeless households if they are requesting assistance to establish utility services.

C. Time Limits

Neighbors Helping Neighbors shall be authorized only once in a twelve consecutive month period, which begins on the eligibility date determined by the contract agency.

D. Allowable Categories for Financial Assistance

Benefit payments will be utilized to provide the following services:

1. Utility Payments for heating/cooling bill assistance:

- Electric
- Gas
- Propane
- Wood/coal

2. Temporary Emergency Shelter (if needed due to energy related crisis).

3. Water bills (related to evaporative cooling for bills incurred for the months of May through October 31).

4. Payment to landlords (when utility costs are included in rent).

E. The case worker must verify the following:

1. The identity of the applicant using only one of the documents listed on page 4.
2. The U.S. Citizenship or a Qualified Non-Citizen with Legal Permanent Resident (LPR) status of the applicant using only one of the documents listed on page 5.

NOTE: ONLY THE DOCUMENTS LISTED ON PAGE 4 FOR VERIFYING IDENTITY AND ONLY THE DOCUMENT ON PAGE 5 FOR VERIFYING CITIZENSHIP OR LEGAL PERMANENT RESIDENT WILL BE ACCEPTABLE.

What is Prop 200?

On Nov. 2, 2004 Arizona voters approved Proposition 200, which changes voting requirements and requires proof of citizenship for some services.

The Department of Economic Security (DES) has reviewed Proposition 200 and many services and programs are not affected by this new law. However, some programs and services provided by DES are impacted by the proposition. Applicants will need to provide proof of identity, U.S. citizenship or legal immigrant status in order to receive the affected programs.

1. What DES Programs does Prop 200 apply to?
 - a. Prop 200 applies to the following DES programs:
 - General Assistance (Family Assistance Administration)
 - Sight Conservation (Rehabilitation Services Administration)
 - **Neighbors Helping Neighbors (Division of Aging and Adult Services)**

IDENTIFICATION REQUIREMENTS

Arizona Revised Statutes, Section 46-140.01 requires that local governments verify the identity and citizenship and/or immigration status of persons applying to receive Utility Assistance Benefits provided with Neighbors Helping Neighbors funds.

DOCUMENTS NEEDED TO VERIFY IDENTITY

Acceptable documents to verify identity are limited to the following:

- Certified birth certificate issued by a U.S., state, or local governmental bureau of vital statistics.
- U. S. Passport
- Citizenship and immigration document
- American Indian census record
- Identification card issued by a non-governmental health plan
- Non-emergency Arizona Health Care Cost Containment (AHCCCS) card
- Voter registration card
- Driver license or state-issued identification card from any of the following states:

Alabama	Kentucky	North Dakota
Alaska	Louisiana	Ohio
Arizona (when issued after 8/1/96)	Massachusetts	Oklahoma
Arkansas	Michigan	Oregon
California	Minnesota	Pennsylvania
Colorado	Mississippi	Rhode Island
Connecticut	Missouri	South Carolina
Delaware	Montana	South Dakota
District of Columbia	Nebraska	Tennessee
Florida	Nevada	Vermont
Georgia	New Hampshire	Virginia
Idaho	New Jersey	West Virginia
Indiana	New York	Wisconsin
Iowa	North Carolina	Wyoming
Kansas		

When any applicant provides a driver's license or state-issued Identification Card from one of the following states, additional identification verification is required since those states have not verified that the applicant was legally residing in the U.S. when the document was issued:

Hawaii	New Mexico
Illinois	Texas
Maine	Utah
Maryland	Washington*

* Exception: the ENHANCED driver license and identification card issued by the State of Washington is Acceptable.

CAUTION: Any document that appears to have been tampered with will be considered questionable and will require additional verification.

**VERIFICATION OF U.S. CITIZENSHIP
DOCUMENTS NEEDED TO VERIFY U.S. Citizenship:**

Acceptable documents to verify U.S. citizenship are limited to the following documents:

- Certified birth certificate issued by a U.S., state, or local governmental bureau of vital statistics.
- Certificate of Birth issued by the Department of State (FS-545 or DS-1350).
- American Indian census record. The tribal boundaries of a federally recognized United States Native American Indian Tribe may extend into a foreign country. Treat enrolled members of that tribe born outside the United States the same as a citizen of the United States.
- Naturalization papers. Naturalized citizens have a Certificate of Naturalization (N-550 or N-570) issued by the U.S. Department of Justice.
- Report of Birth Abroad of a U.S. Citizen (FS 240) issued by the U.S. State Department.
- U.S. Department of Justice Certificates of Citizenship and United States Citizen Identification card.
- Some citizens born outside the 50 states and the District of Columbia may have a Certificate of U.S. Citizenship (N-560 or N-561) issued to them by the U.S. Department of Justice. These citizens may also have one of the following:
 - A United States Citizen Identification Card (I-97).
 - An Identification Card for Use of Resident Citizen (I-179).
- U.S. Passport
- Verification from the United States Citizenship and Immigration Services (USCIS).
- Verification from the Social Security Administration (SSA).
- Signed statement, under penalty of perjury, attesting to the individual's citizenship, when accompanied with one of the documents from the list of acceptable identity verification (Refer to Handout 2)

CAUTION: Any document that appears to have been tampered with will be considered questionable and will require additional verification.

Arizona Department of Economic Security

REQUEST FOR IDENTITY AND CITIZENSHIP OR IMMIGRATION STATUS DETERMINATION TURN-AROUND DOCUMENT (TAD)

CONFIDENTIAL AND PRIVILEGED INFORMATION - INTENDED FOR THE NAMED RECIPIENT ONLY

This material is intended for the named recipient(s) only. If you have this and are not the named, intended recipient, please do not read the contents of the e-mail or any attachment. Please inform the sender of the error so re-transmittal to the intended recipient may occur. Please do not copy/share the contents of the transmission. Please delete the e-mail and any attachment. Thank you.

TO: Family Assistance Administration (FAA)
 1789 W. Jefferson, Phoenix, AZ 85007
 Main Phone: (602) 542-5472
 Fax Number: (602) 542-6982

Routing: Complete Part I (Non-Participating Contractors) or Part II (Division Staff and Participating Contractors).
 Fax form to FAA. FAA staff completes Part III and faxes response back to the requester.

NON-PARTICIPATING	PART I - REQUEST FROM NON-PARTICIPATING CONTRACTORS ONLY			
	This section is to be completed by Non-Participating Contractors to refer applicants to the Family Assistance Administration (FAA) for purposes of verifying identity and citizenship/immigration status.			
	Applicant Last Name		First Name	Middle Initial
	Referring Agency/Division			
	Name of Agency/Division Representative		Date of Referral	
Representative E-mail Address		Phone Number	Fax Number	
DEPARTMENT STAFF AND PARTICIPATING CONTRACTORS	PART II - REQUEST FROM DEPARTMENT STAFF AND PARTICIPATING CONTRACTORS ONLY			
	This section is to be completed by DES Department Staff and Participating Contractors to refer applicants to the Family Assistance Administration (FAA) for purposes of verifying citizenship/immigration status.			
	Applicant Last Name		First Name	Middle Initial
	Date of Birth	Country of Birth	Aliases/AKA	
	Case Number (if applicable)	Date Applied	Date of Interview	
	Residential Address	City	State	Zip Code
	Applicant reports he/she is a: Citizen Documented Non-citizen Undocumented			
	Document Type	Date of Issuance	Expiration Date	
	Referring Agency/Division			
	Name of Agency/Division Representative		Date of Referral	
Representative E-mail Address		Phone Number	Fax Number	
FAMILY ASSISTANCE ADMINISTRATION	PART III - RESULTS			
	This section is to be completed by the Family Assistance Administration (FAA) to notify requesters with identity and citizenship/immigration status information.			
	NON-PARTICIPATING CONTRACTORS		DIVISION STAFF AND PARTICIPATING CONTRACTORS	
	Identity Documents Presented		Citizenship Documents Presented	
	Citizenship Documents Presented		Alien ID Number or Social Security Number	
	Alien ID Number or Social Security Number		Results	
Results		FAA Representative Name	Phone Number	
FAA Representative Name	Phone Number	Date Referred to OSI	Reason for Referral	

NON-DISCRIMINATION & PENALITIES

Non-Discrimination

This policy shall be enforced without regard to race, religion, gender, ethnicity, or national origin.

Penalties

FAILURE TO REPORT DISCOVERED VIOLATIONS

- Failure to report discovered violations of Federal Immigration Law by a governmental employee is a class two misdemeanor.
- If you are a non-governmental contractor, you are not subject to criminal prosecution.
- A person convicted of a class two misdemeanor is subject to a sentence of four months in jail and/or a \$750 fine plus an eighty percent surcharge.

THINGS TO LOOK FOR TO DETERMINE IF IDENTIFICATION IS LEGITIMATE

(From the Arizona Secretary of State, Notary Manual)

- Look at the type faces. If they do not match, the ID may be fraudulent.
- Look at the physical description, which must specify the individual's height, weight, color of hair and color of eyes. Compare what is written to the physical characteristics of the person appearing before you.
- Look at the issuance date. All identification cards get some wear and tear on them (scratches, worn places). If the issuance date is old but the card looks brand new, the ID may be fraudulent.
- Look at the photo and run your finger over the edge of it. If the photo is raised, a new photo may have been laminated over the original one indicating a fraudulent ID.
- Look for obvious erasures or liquid correction fluid marks. These would indicate that the ID may be fraudulent.