

## **Arizona Refugee Resettlement Program's Public Private Partnership Program Benefits and Client Responsibilities Form**

You have been identified by your Arizona Refugee Resettlement Program (RRP) service provider as an eligible beneficiary for Refugee Cash Assistance (RCA), or you have been determined eligible for Temporary Assistance to Needy Families (TANF). As such, you are eligible to enroll in the Public Private Partnership (PPP) Program, pursuant to RRP's and the Office of Refugee Resettlement's policies, regulations, and guidelines. Enrollment in PPP is voluntary and requires your consent, as well as your agreement to follow through on the items detailed in the Client Responsibilities section of this document.

As an eligible PPP beneficiary, this document is provided in the language of choice in which you expressed proficiency. Should you identify that you are not proficient in this language, the document will be interpreted for you in the identified language of proficiency.

### ***Program Benefits***

By enrolling in PPP, you are eligible to receive one of the following benefits. Both PPP payment types will be available to you via a payment card.

- **RCA** payments as either a single individual or childless couple, or
- **PPP TANF Differential** payments if you are a family enrolled in TANF.

The following table is the maximum PPP monthly payment ceiling that is based on family size for the PPP program. If you are enrolled in RCA, you will receive your full PPP payment amount on a PPP payment card:

**PPP Maximum Monthly Payment Ceilings**

Family Unit Size	Monthly Payment Ceiling
1	\$537
2	\$726
3	\$915
4	\$1104
After four add \$113 per family member	

If you are enrolled in TANF, your PPP TANF Differential payment amount will be calculated by deducting the total PPP maximum monthly payment ceiling by your Arizona state monthly TANF amount. Below is Arizona state's current TANF payment amount. *Please note:* The below table represents the maximum TANF amount you could get from DBME. Monthly TANF amounts are subject to change and you may receive a smaller amount than listed below. Regardless of the amount you receive on TANF, the PPP TANF Differential payment amount will be adjusted to meet the PPP maximum monthly payment ceiling for beneficiaries.

### **Arizona State Monthly TANF Amounts**

Family Unit Size	Monthly Payment Ceiling
1	\$164
2	\$220
3	\$278
4	\$335
5	\$392
6	\$449
7	\$506
8	\$563
9	\$620
10	\$677
11	\$734
12	\$791

### ***Household Size***

#### **RCA Family Unit Size:**

For the purposes of RCA, family unit size will be determined by the number of individuals living in a contiguous housing unit and who contribute to a common household budget.

#### **PPP TANF Differential Family Unit Size:**

The PPP TANF Differential payment family size is determined by Arizona's TANF Program. Should this case size differ from the number of individuals in the family unit eligible for ORR services and benefits, the case size consisting only of ORR eligible beneficiaries is used to establish the payment ceiling.

### ***Eligibility Requirements***

RCA and PPP TANF Differential payments may only be provided for up to twelve months from your ORR date of grant of qualifying status ([ORR Dear Colleague Letter 22-12](#)).

- Please note: Should you apply for benefits during the last ten (10) business days of the month, your first cash payment may be delayed for processing until the following month.

RRP and RRP contractors approve RCA and PPP TANF Differential payments through the

Arizona Refugee Resettlement Program Online Database System (ARRPODS). Below are the requirements to maintain eligibility in the PPP Program.

**RCA:**

Creation of a cash program in ARRPODS does not in and of itself guarantee benefit payout. In order to maintain eligibility in the PPP program, you will need to comply and actively engage in Employment Tasks derived from your Employability Plan (EP), maintain monthly contact with your PPP caseworker to update any changes in contact information, participate in monthly recertification, and have a net negative income ([ORR Policy Letter 21-04](#)). Net negative income is defined as a state in which the cash assistance program household expenditures exceed available income as documented in ARRPODS. Every month, ARRPODS will be used to verify there are active employment tasks for each employable client with net negative income. When active employment tasks are observed, your next month's RCA payment is approved. Should a month or months elapse without an active employment task, the respective month's or months' RCA payment(s) will be held until an active employment task/tasks are observed, at which time held payments due to inactivity will be released.

**PPP TANF Differential:**

Payments are made pursuant to your compliance with Arizona's TANF Program requirements. To obtain PPP TANF Differential payments, you must remain enrolled and in good standing with Arizona's TANF program. Any terminations made by Arizona's TANF program will be matched like-for-like in the PPP TANF Differential payments.

***Program Termination***

The purpose of RCA and the PPP TANF Differential payment is to provide support to help you and your family maintain your household while you seek employment. The following are reasons your cash program could be terminated.

**RCA:** Payments will be terminated pursuant to the following:

- Your case is susceptible to begin closure proceedings if your family unit's income exceeds your basic expenses as documented in case budgets in the ARRPODS ([ORR Policy Letter 21-04](#)).
- Cash assistance payments will be terminated once the family unit has earned sufficient income from employment to assume the maintenance of the family unit's household expenses, where earning sufficient income is defined as the household having been paid one month's worth of expenses from your employer(s) (Arizona State Plan for Refugee Resettlement).
- Should you or another member of your family unit enter employment sooner than the average annual amount of time it takes enrollees to obtain first job placement from program enrollment, you will receive an income disregard until that average time has elapsed. The average amount of time is calculated using ARRPODS and analyzes the most recent federal fiscal year's job placement data that calculates the average time it takes enrollees to find a job from program enrollment to job placement ([45 CFR § 400.60](#)).

- Should the family unit’s combined income exceed basic expenses and the average time to job placement elapses, your cash assistance will be terminated.
- RCA benefits may be terminated if RRP or the RRP contracted employment service provider completes a full sanctioning procedure as described in the Sanctioning and Reconciliation Procedure you reviewed and signed at the time of enrollment in employment services.

**PPP TANF Differential:** Once DBME determines your TANF program ineligibility, your PPP TANF Differential payments will be terminated in conjunction with the TANF cash closure date.

***TANF Client Release of Information to the Wilson Fish TANF Coordination Program***

I confirm that I am the member of a family unit that consists of at least one dependent child. I hereby authorize the release of my DES Case Number, contact information, Personally Identifiable Information (PII), and TANF eligibility status contained within ARRPODS (if applicable) to the Wilson Fish TANF Coordination (WFTC) Program within the Division of Employment and Rehabilitation Services (DERS). The WFTC Program will be able to use my information to contact me and assess my eligibility for the program and, if eligible, provide employment-related services to assist me with finding employment.

<p><b>I consent to the data transfer to the DES WFTC Program</b></p> <p>•</p>	<p><b>I do not consent to the data transfer to the DES WFTC Program</b></p> <p>•</p>
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Name:

Signature:

Date:

***Client Responsibilities***

**RCA:**

To receive RCA through the PPP Program, all nonexempt members of your family unit must comply with the criteria set forth in the [Code of Federal Regulations 45.400 Subsections 75 and 77](#), maintain monthly contact with your PPP caseworker, update any changes in contact information, participate in monthly recertifications, and have a net negative income.

**PPP TANF Differential:**

To receive the PPP TANF Differential payments through the PPP Program, all members of your family unit must maintain good standing with Arizona’s TANF Program, maintain monthly contact with your PPP caseworker to update any changes in contact information, and have a net negative income.

## *Employment Search Responsibilities*

### **RCA:**

- Register with an RRP employment service provider within 30 days of receipt of cash assistance, unless exemption criteria are met and documented pursuant to the Arizona State Plan for Refugee Resettlement. A list of current exemptions can be found after the Acknowledgment and Consent to Enroll section of this document ([45 CFR § 400.75](#)).
- Participate in the employment services provided by your RRP service provider. You will be responsible for carrying through any employment where you are designated as the responsible party. Tasks are action items agreed upon by you and your caseworker which are designed to help you obtain a job. Only tasks that present with your signature are considered valid for this subpart ([45 CFR § 400.75](#)).
- Participate in job interviews arranged by your designated resettlement agency's employment services case manager ([45 CFR § 400.75](#)).
- Accept at any time, from any source, an offer of employment as determined appropriate by the Office of the State Refugee Coordinator ([45 CFR § 400.75](#)).
- Participate in language training services offered by RRP contractors that are designed to assist you in job acquisition ([45 CFR § 400.75](#)).
- Request clarification for any requirements of the RCA program with which you are unfamiliar.
- Notify your respective service provider of any job you obtain on your own. Failure to do so may result in overpayments on PPP payments which you will be responsible for returning to the State.
- Participate in monthly recertifications. A monthly recertification entails communicating with your PPP caseworker every month to assess your continued eligibility for PPP RCA. This can be through phone call, text, email, or physically visiting the resettlement agency ([ORR Policy Letter 21-04](#)).
- You are required to update your contact information with your PPP case worker. If you fail to participate in monthly recertifications and are not in contact with the PPP case worker for more than two months during your PPP program eligibility period, your cash program will be closed.

### **PPP TANF Differential:**

- Participate in job interviews arranged by the Division of Employment and Rehabilitation Services' (DERS) Job Program contractors, if applicable.

### **Client Responsibilities Post-Employment Entry**

As a condition of continued receipt of RCA and the PPP TANF Differential payment, an employed

recipient may not, without good cause, voluntarily separate from employment ([45 CFR § 400.77](#)).

### **Change of Address and Contact Information Notification**

In the event that you change your address, phone number, email address, and/or any other contact information listed in your case file, you will be required to update this change with your PPP caseworker. Failure to update these changes could result in a loss of benefits or your Resettlement Agencies (RA) inability to issue an RCA PPP cash card. Having updated and current contact information is important for your RA to communicate to you any updates about your case and the issuance of any needed correspondence letters.

### **Right to Appeal Case Decisions**

Pursuant to 45 CFR 400.54, if you disagree with a decision made in your case, you have the right to appeal. The following are causes to appeal a decision:

- The determination of eligibility, denial, suspension, reduction, or termination of benefits.
- The State or its contractors not taking action on an application within the timeliness standards pursuant to [45 CFR § 400.50](#).

Should you wish to request an administrative review to appeal any administrative decision, please inform your PPP caseworker, and they will provide information on the right to appeal and how to file a timely appeal.

### **Verification of Income**

If your income changes at any time following your initial application and acceptance into the program, you are required to show proof of employment and income within thirty (30) days of the change to your caseworker. Acceptable documentation includes Paystubs, Bank statements, or Employer income verification (either by phone or email).

If you are unable to show proof of employment and income, your caseworker will attempt to obtain employment and income verification from your employer directly. If the above documents are not able to be obtained, you will need to complete the Client Income Attestation Form. This form will be signed under penalty of perjury, verifying your hourly wage and weekly hours worked, or any other forms of income that is not related to employment. If proof of income and employment is obtained, a Client Income Attestation Form will no longer be needed.

If you are hired under a contract basis or do not earn a consistent wage, you will need to specify your previous monthly income and/or projected monthly income.

If the above methods for employment and income verification are unsuccessful and thirty (30) days have lapsed since the change in your employment or income, benefits will not be paid until your employment and income can be verified.

If you, any household member, or an employer hides information or provides false information resulting in you receiving benefits to which you are not entitled, that person will be subject to penalties under state and federal law. Pursuant to the Arizona State Plan for Refugee Resettlement,

you may also have to pay the Arizona Refugee Resettlement Program for any excess benefits you received to which you are not entitled.

### **Calculating Household Budget at Program Enrollment**

During your enrollment in the RCA program, you will be required to 1) complete a Client Income Attestation Form verifying your current income and eligibility for the program and 2) provide an estimated household budget. If income is identified and reported at program enrollment or during your RCA program eligibility period due to employment or other income sources, your PPP caseworker will need to acquire income documentation and budget information to verify your continued program eligibility. The following are acceptable forms of documentation:

Please Note: If you do not provide documentation within 30 days, the RCA program will not be recertified and benefits will be withheld until documentation is provided.

- Copy of a rental agreement/lease
- Copy of mortgage
- Utility bills
- Receipts showing transportation costs
- Receipts showing communication technology costs, such as cell phone bills and internet bills
- Receipts showing the purchase of laundry and necessary household supplies
- Medical bills showing expenses that were not covered by state Medicaid and pursuant to physician/psychiatrist care directives
- Documented childcare costs
- A written statement from the sponsor stating that these expenses are being paid by the sponsor
- Client budget attestation
- Any written agreements between primary lease or utility holder and ORR eligible individual
- Any other documentation that demonstrates household expenses.

### **Additional Detail for RCA Benefits**

- The total daily commuting time to and from home to the service or employment site must not normally exceed two hours, not including the transporting of a child to and from a childcare facility, unless a longer commuting distance or time is generally accepted in the community, in which case the round-trip commuting time must not exceed the generally accepted community standards.
- A job offered, if determined appropriate by the Office of the State Refugee Coordinator, is required to be accepted without regard to whether such job would interrupt a program of services planned or in progress, unless you are currently participating in a job training program or vocational training program that will result in a guaranteed offer of employment upon completion and the total duration of the program is shorter than the maximum amount of time for which RCA is offered.

- Payments issued in error are eligible for recovery by the State. If a payment is made in error and needs to be recovered, a caseworker will inform you via an in-person or telephonic meeting, and a notice will be mailed to the last known address on your case file.

## **Current Exemptions**

In compliance with the general requirements of [45 C.F.R. Part 400 § 400.75](#), applicants are subject to all RCA work participation requirements pursuant to their Employability Plan, unless otherwise exempt for one of the following reasons, pursuant to the Arizona State Plan for Refugee Resettlement:

- Incapacitated, when determined by a physician or licensed or certified psychologist and verified by a caseworker that a physical or mental impairment, by itself or in conjunction with age, prevents the individual from engaging in employability activities. A health or mental health practitioner stating that the refugee is unable to participate and giving a timeframe for duration of the exemption or review of the exemption will complete the verification.
- A pregnant woman in the last three months of her pregnancy is exempt from job search. She is exempt from all employability activities for twelve consecutive weeks following the birth of her baby. Medical verification of the last trimester of the pregnancy is required.
- A parent with a child or children over 12 weeks old when there is no childcare available. Documentation stating that the family is unable to access the Arizona Child Care Assistance Program or other childcare programs will be reflected in the case file. This exemption applies only to one adult per household.
- Caretaker of a child who is unable to care for themselves under standards and precedent set by the Arizona Department of Child Safety. This exemption applies only to one adult per household.
- Caretaker of a totally dependent person due to medical or mental health issues is exempt from employability activities if a medical or mental health provider has indicated that this person needs full-time care. This exemption applies to only one adult per household.
- Working at least 30 hours a week in unsubsidized employment is expected to last at least 30 days. This exemption continues to apply if there is a temporary break in full-time employment expected to last no longer than ten workdays.
- Under 18 and a full-time student (as defined in the TANF Program).
- Participation in the Job Corps is considered a valid work search activity.
- Age 65 or older.
- A victim of domestic violence where working or participation in employability activities will put them at further risk of harm.
- A Cuban and Haitian Entrant without work authorization may be considered exempt from work search requirements until such time as they obtain the legal right to work pursuant to Policy Letter 19-06

## Acknowledgment and Consent to Enroll

I \_\_\_\_\_ confirm that I fully understand the contents of this document and agree to comply with all responsibilities as listed in the *Client Responsibilities* section to receive the services that are enumerated under all remaining sections of this document. I understand that failure to comply with the responsibilities section of this document will result in the termination of Cash Assistance.

I certify, under penalty of perjury, that all information submitted in or with this document and during the monthly recertification process, is true and correct to the best of my knowledge. I further certify that all documents I provide are genuine, and I have not intentionally withheld or altered any information that might be relevant to my eligibility for this program.

I understand that DES may investigate and contact any sources necessary to review the accuracy of the information that pertains to my eligibility for this program. If I intentionally hide, alter, or provide false information in order to obtain Refugee Resettlement Program benefits that I am not entitled to, I may be subject to criminal prosecution, fines, imprisonment, or other penalties provided for by state and federal laws.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Interpreter Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ confirm that I fully understand the contents of this document. I am fully aware of the services that are offered to me under the *Program Benefits* section and decline enrollment into the PPP program.

Signature: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Interpreter Name: \_\_\_\_\_

Interpreter Signature: \_\_\_\_\_

Date: \_\_\_\_\_