

A NA Transitional Benefit Assistance (TBA)



NA Transitional Benefit Assistance (TBA) is intended to support a family's transition from CA to self-sufficiency.

Policy

NA Transitional Benefit Assistance (TBA) enhances program access and increases NA program participation for low-income families.

Certain eligible NA budgetary units who no longer meet eligibility for CA, transition to TBA. TBA budgetary units are potentially eligible to receive up to five consecutive months of TBA benefits.

TBA only applies to **all** of the following Tribal TANF programs:

- Hopi Family Assistance Program (HFAP)
- Pascua Yaqui YOEME (PY YOEME)
- Salt River Pima Maricopa Indian Community LEARN (SRP-MIC LEARN)

Quick Access Menu:

- [TBA Eligibility](#)
- [TBA Transition Process](#)
- [TBA Closures](#)

(See [NA TBA Changes](#) for policy regarding changes to TBA budgetary units.)

TBA Eligibility

The NA budgetary unit is potentially eligible to receive TBA benefits when the related CA case is closed for **one** of the following reasons:

- Excessive Income (See [NA Gross Income Test](#) and [NA Net Income Test](#))
- Needy Family criteria (See [CA Needy Family Test](#))

There is no limit to the number of times an NA budgetary unit may qualify for TBA.

To be eligible for TBA, **all** of the following apply:

- The NA case is in Open, Received or Renewal status.

NOTE When the NA case is in the last month of the approval period, the participant may be eligible for TBA without a renewal application. (See [TBA Transition Process](#))

- The NA benefits must be issued in the month of CA closure.

NOTE Eligible no pay NA cases do not transition to TBA.

- The current CA related case is closed, and **all** of the following apply:

The closure action is the result of information reported timely.

NOTE When the information is reported untimely, the NA budgetary unit is not eligible for TBA.

The CA was closed for excessive income or for not meeting needy family criteria.

None of the participants in the NA budgetary unit continues to be eligible for CA.

- Participants in the NA and CA budgetary unit must be in compliance with **both** of the following program regulations:

Social Security Enumeration process

NA work requirements

- Participants in the NA and CA budgetary unit are not disqualified due to **any** of the following:

Voluntarily quitting (VQ) a job or reducing their work effort (RWE), without good cause.

An Intentional Program Violation (IPV).

NOTE NA and CA participants who have served the CA sanction period or the IPV period prior to the CA case closure are potentially eligible.

Fleeing to avoid prosecution, custody, or confinement after conviction of a felony.

A conviction for making fraudulent statements concerning residency or identity.

Receipt of a felony conviction for possession, use or distribution of illegal drugs.

A violation of a condition of probation or parole imposed by federal or state law.

(See [Disqualified Participants](#))

- Participants in the NA budgetary unit must not be convicted of **any** of the following:

Trading NA benefits for controlled substances

Trading controlled substances for NA benefits

Trafficking NA benefits

Budgetary units that are not eligible for TBA may continue to be eligible for regular ongoing NA benefits.

NOTE When the CA case is closed due to the addition of a new participant and the new participant's income, the NA case does not transition to TBA.

TBA Closures

The budgetary unit is no longer eligible for TBA when **any** of the following occur:

- The five month approval period ends.

NOTE A Notice of Expiration (NOE) is sent to the TBA budgetary unit.

- Any participant in the TBA budgetary unit applies and is approved for CA.

Procedures

TBA Transition Process

When a CA case is closed, AZTECS determines TBA eligibility automatically. AZTECS completes **all** of the following to determine whether the case transitions to TBA:

- Checks that the CA was closed for excessive income or not meeting the Needy Family criteria.
- Checks that there remains eligibility for NA. (See [TBA Eligibility](#))
- Checks whether the change in income was reported timely.

TBA Closure Procedures

[AZTECS\(g\)](#) completes **all** of the following:

- Transitions certain eligible NA budgetary units to TBA.
- Determines the TBA benefit amount.
- Sets the five month approval period.

When the PI applies for CA and is approved, AZTECS completes **all** of the following:

- Stops TBA
- Registers a new application for NA using the date of CA approval as the application date

NOTE Complete the NA eligibility determination using standard NA eligibility requirements.

When a participant who is not the PI applies for CA and is approved, complete **all** of the following:

- Track the status of the CA application
- When CA is approved, close the TBA using the OC Denial Closure Reason Code
- Send notice of adverse action (NOAA)

Verification

System interface and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified the information.

The participant has the primary responsibility for providing verification. (See [Participant Responsibilities – Providing Verification](#) for additional policy.)

AZTECS Keying Procedures

Procedures for the TBA Transition Process

When the CA case closure is keyed, AZTECS completes **all** of the following to determine whether the case transitions to TBA:

- Checks the AFED and AFPD AZTECS screens to determine whether the EI or FN Denial Closure Reason Code is keyed.
- Checks the CA and NA Participation Codes on SEPA to determine that all participants are in compliance with program regulations. (See [TBA Eligibility](#))
- Checks whether the UT Verification Code is keyed in AZTECS to determine that the change was reported timely.

AZTECS allows for TBA when an NA Eligible Participation Code is keyed on SEPA.

It is important to keep both the NA and CA programs in the [current system month\(g\)](#). Failure to do so results in the worker having to authorize supplemental benefits for the first TBA benefit month. (See [Example 1](#))

When the information is reported untimely, key the UT Verification Code in the VR field on the appropriate income screen, and stop CA using the appropriate Denial Closure Reason Code.

When the CA case is closed and has been determined eligible to transition to TBA, AZTECS completes **all** of the following:

- Closes the NA case.
- Registers a new NA application.
- Sets the TBA five month approval period beginning the month following the month the CA case is closed. (See [Example 2](#))
- Changes the code in the FS TYPE field on CAP2 from RE or SP, to TB.
- Calculates the TBA benefit amount using the budgetary unit size, income and expenses budgeted in the last month CA was received. CA income is removed from the TBA budget. No changes in the budgetary unit size, income or expenses are included in the TBA benefit calculation. (See [Example 3](#) and [Example 4](#))

NOTE All changes known prior to the CA closure must be keyed for all active programs.

- Continues any recoupment for overpayment.

When the NA case is in the last month of the approval period, the participant may be eligible for TBA without a renewal application. Copy details into the month following the month the NA approval period ends. AZTECS completes **all** of the following:

- Reviews the current information to determine whether the budgetary unit is eligible for TBA.
- When the budgetary unit is eligible for TBA, extends the approval period for five months, and authorizes the TBA benefit.
- When the budgetary unit is not eligible for TBA, AZTECS displays an edit message *SEVERE* MTH PAST FS CERT END INELIG for TBA, CL ON FSED. WITH FX.

When the *SEVERE* edit message displays, manually close NA. Key the FX Denial Closure Reason Code on FSED.

NOTE An NA closure notice is not required.

Examples

- 1) Michelle receives NA and CA. Her CA case is in the system month of 03/2022 and her NA case in the system month of 04/2022.

She reports a new job. Her new income exceeds the CA income limit, and her CA is closed with the EI Denial Closure Reason Code effective 02/28/2022.

AZTECS transitions the NA case to TBA. The TBA approval period ends 07/2022. The NA benefit type of TB only displays on FSBH and FSIH for benefits issued 04/2022 through 07/2022. Supplemental NA benefits are required for the TBA benefit month of 03/2022.
- 2) Pat receives NA and CA benefits for herself and her children. Pat reports that she has started a new job. The income from her new job exceeds the CA income limit.

Pat's CA case is closed with the EI Denial Closure Reason Code, effective 03/31. The NA case transitions to TBA. The TBA approval period is effective 04/01 through 08/31.
- 3) Mary receives NA and CA benefits for herself and her two children, John, and Betty. Her only income is CA.

Mary reports she started a new job. The income from her new job exceeds the CA income limit. Mary's CA case is closed with the EI Denial Closure Reason Code.

AZTECS transitions the NA case to TBA. The TBA benefit is based on three budgetary unit participants, Mary, John, and Betty. No income is budgeted. The TBA approval period is five months.
- 4) Gordon receives NA and CA for himself and his four children. He works part time and receives \$50 gross income per week.

Gordon notifies FAA that he was hired full time and that he received an increase in hourly pay. His increased earnings exceed the CA income limit. The CA case is closed with the EI Denial Closure Reason Code.

AZTECS transitions the NA to TBA. The TBA benefit amount is based on five budgetary unit participants, Gordon and his four children, and the \$50 weekly income.

Legal Authorities

7 CFR 273.10

[Prior Policy](#)

last revised 12/27/2022