

### **.03 Employment Referrals – Hopi Tribal TANF**

**REVISION 40**  
(02/01/16 - 03/31/16)

All new Hopi Family Assistance Program (HFAP) TANF Mandatory Participants must be referred to the HFAP prior to TANF approval.

Hopi Tribal members and non-Hopi Tribal members are mandatory HFAP participants when they meet all of the following:

- Reside in the Hopi TANF Service Delivery Area. (See [HP-TANF SDA](#))
- Do not meet the criteria for any of the other Work Registration Codes listed in [CA Jobs mandatory referrals](#).
- Are not employed.

Key the following in the PAR/EXEM field on WORW for those that are mandatory Jobs Program participants:

- Key RH for all Hopi Tribal members
- Key RM for all non-Hopi Tribal members

NOTE When non Hopi TANF participants are referred to the Jobs Program and live in the Hopi TANF service delivery area, HFAP staff determine employment activities following Hopi TANF policy.

At the new TANF interview, complete the following:

- Section I and II of the Hopi Tribal TANF Referral Notice (FAA-1459A).
- Inform the participant of the pre-compliance requirement with HFAP and complete the Request and Pending Information Agreement (FA-077) form. Allow the participant ten days to provide the information.
- Give the participant a copy of the FAA-1459A and the FA-077.
- Send a copy of the FAA-1459A via fax to the [HFAP Tribal TANF Office](#).

When the interview is completed by telephone, complete the following:

- Inform the participant of the pre-compliance requirement with HFAP.
- Send the Hopi CA Pre-Approval (A600) notice requesting that the participant pre-comply with HFAP.
- Send a copy of the A601 notice and a copy of the FAA-1459A, with Section I completed, via fax to the HFAP Tribal TANF Office.

When the FAA-1459A is received indicating in Section III that the participant has or has not complied, complete the following:

- The TANF CA eligibility determination
- Send the appropriate notice, informing the participant of the determination
- Section IV of the FAA-1459A
- Send a copy of the FAA-1459A via fax to the HFAP Tribal TANF Office informing them of the determination

When FAA is not notified that the participant has complied by the due date indicated on the FA-077, deny the TANF application the following work day. Key the JP Denial and Closure Reason Code on AFED and send the A208 notice.