

D Informing the Participants of their Rights and Responsibilities

REVISION 03
(01/01/08 – 03/31/08)

FAA must inform participants of their rights and responsibilities when completing the eligibility process in relation to the programs requested.

Review and advise the PI or representative of the following:

- The Family Assistance Programs - What You Need to Know (PAF-001-A) pamphlet. The PAF-001-A includes information regarding the programs administered by the Family Assistance Administration (FAA).
- The What You Need to Know About AHCCCS Health Insurance Programs (FAA-1200A) brochure. The FAA-1200A includes information about the AHCCCS Health Insurance Programs.
- Rights and Responsibilities as listed on the application.
- [AHCCCS Services](#).
- Availability and potential eligibility for KidsCare (KC) and AHCCCS Health Insurance for Parents (HP).

WARNING

Inform state employees that their children are not eligible for KidsCare when eligible for Arizona state health benefits. (See [KidsCare](#) for a listing of types of state employees who are potentially eligible for KidsCare)

- The benefits of eligibility (especially to a pregnant woman) in the [1931](#) MA category. The budgetary unit is potentially eligible for the following:
 - [TMA](#) when earned income of the specified relative contributes to 1931 ineligibility. TMA provides up to 12 months of MA when continuing eligibility exists.
 - [Four-Month Continued Coverage](#) when the budgetary unit is 1931 ineligible due to receipt of child support and the specified relative has no earned income.
- The special considerations available through the Kinship Care application process. Review What is Kinship Care (FAA-1167A) form with the applicant.

- [Family Benefit Cap Period \(FBCP\)](#)
- Division of Child Support Enforcement (DCSE) requirements. CA applicants must comply with DCSE prior to approval when a new application is turned in or there is a break in CA benefits. (See [DCSE Cooperation - New CA Application Requirements](#))
- [Unwed Minor Parent.](#)
- [60-Month Lifetime Benefit Limit \(LIBL\)](#) requirements. Review the CODC screen with each participant.

NOTE Provide a screen print of the CODC, upon request, to the PI.

- [Individual Development Account\(g\) \(IDA\).](#)
- Benefit Issuance Dates.
- Complaint Procedures. (See [Fair Hearing](#) and [Discrimination Complaint](#))
- Change reporting requirements. Provide the participant with the Change Reporting Requirements (PAF-558) pamphlet.
- Potential eligibility for [NA Transitional Benefit Assistance \(TBA\)](#) when a related CA case is closed.
- Potential eligibility for other programs.
- Referral to [Advocates for the Disabled](#), when applicable.
- [WIC benefits](#) for women and children.
- The requirement to turn in child support and court-ordered medical support to DCSE. (See [Benefit Cap](#) and [Unwed Minor Parent](#) policies)

Give the participant an [FAA-1242A](#).

Document the [case file\(g\)](#) when additional information is reviewed with the participant.

Answer all questions the participants may have about benefits or programs. When necessary, elevate the questions to a supervisor. The supervisor will also elevate the question when necessary.