

D Informing the Participants of their Rights and Responsibilities

REVISION 11
(01/01/10 –03/31/10)

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).

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.

NOTE Advise the PI or Representative of the importance of reporting changes in their address to FAA and the [U.S Postal Service](#).

- 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.