03 Race

While racial status is not a mandatory verification requirement, make every effort to complete the RACE field accurately, as follows:

- Ask the PI the race of each participant, and key Y in the applicable RACE field.

- Key Y in the UD (Unable to Determine) RACE field when all of the following apply:

  The participant did not select a race on the application

  The participant is not willing to identify a race during the interview

  The worker is unable to visually identify a race

  NOTE   When Y has already been keyed in one or more of the other RACE fields, do not key Y in the UD RACE field.

08 Ethnicity

Ethnic status must be keyed on RARE for each participant. This is in addition to keying the racial status in the RACE field.

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EXCEPTION

AZTECS does not require ethnic status for an unborn.

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The keying of ethnic status in AZTECS only applies to Hispanic backgrounds and tribal affiliations. Complete the following:

- Determine the Hispanic ethnic status of each participant of the budgetary unit. Key Y or N in the ETHNICITY HI field for each participant.

- When Y is keyed in the AI RACE field, complete the following:

  Key the applicable Tribal Code in the TRIBE field when the participant is enrolled in a federally recognized tribe (PDF 74 KB) in Arizona. Key IO in the TRIBE field when the participant is enrolled in a federally recognized tribe outside of Arizona.

Key the participant's tribal census or enrollment number in the TRIBAL CENSUS # field, when known.

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CA EXCEPTION

When the CA applicant is potentially eligible for <u>Hopi Tribal TANF</u>, complete the following:

- Request verification of the participant's tribal enrollment

- Approve Hopi Tribal TANF when proof of tribal enrollment is obtained and the budgetary unit is otherwise eligible

- When proof of tribal enrollment is not obtained or provided, complete the following

    Key PB in the Denial Closure Reason field on AFED

    Send the A200

NOTE   The Tribal Records Request (FAA-0061) form can be used to obtain verification of Tribal enrollment.

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