

## C Informing the Participants of Important Information

**REVISION 47**  
(01/01/19 - 12/31/19)

FAA must inform participants of their [rights and responsibilities](#) as listed on the application when completing the eligibility process. The Rights and Responsibilities (FAA-1573A) desk aid may be used to remind the participant during the interview.

During the interview, also review and advise the PI or representative of the following in relation to the programs requested:

- The Family Assistance Programs - What You Need to Know (PAF-001-B) booklet. The PAF-001-B 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.
- [Family Benefit Cap Period](#) (FBCP)
- Division of Child Support Services (DCSS) requirements. CA applicants must comply with DCSS prior to approval when a new application is turned in or there is a break in CA benefits. (See [DCSS Cooperation - New CA Application Requirements](#))
- [Unwed Minor Parent](#).
- [12 Month State Benefit Limit](#) (STBL) and [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 [Appeals](#) 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.
- [WIC benefits](#) for women and children.
- The requirement to turn in child support and court-ordered medical support to DCSS. (See [Benefit Cap](#) and [Unwed Minor Parent](#) policies)

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.