

## C Informing the Participants of their Rights and Responsibilities

**REVISION 19**  
(01/01/12 - 03/31/12)

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-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.
- Rights and Responsibilities as listed on the application and the [FAA-1573A form](#).
- [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.