

## A Assistance Payments

[Revision 50](#)  
(01/01/2022-12/31/2022)

Assistance payments are monies provided to eligible applicants. The payments can be from federal, federally aided, or state public assistance programs, and include the following:

- [Assistance Payments From Another State](#)
- [Cash Assistance \(CA\) Payments](#)
- [CA Sanction Income](#)
- [Complementary Assistance](#)
- [Disaster Relief](#)
- [Emergency Assistance \(EA\) Payments](#)
- [Emergency Food Program](#)
- [Emergency Rental and Utility Assistance Program \(ERAP\)](#)
- [Energy Assistance Payments](#)
- [Federal Relocation Assistance Payments](#)
- [Grant Diversion Payments](#)
- [Low Income Household Water Assistance Program](#)
- [Matching Grant \(MG\) Program Payments](#)
- [Nutrition Assistance Program](#)
- [Refugee Cash Assistance \(RCA\) Payments](#)
- [Recoupment of CA Income](#)
- [Supplemental Security Income \(SSI\)](#)
- [TANF Differential Payments](#)
- [TPEP Sanction Income](#)
- [Tuberculosis Control \(TC\)](#)
- [Unemployment Insurance \(UI\)](#)
- [Veterans Administration \(VA\) Benefits](#)
- [VOLAG or RA Reception and Placement \(R&P\) Grants](#)
- [Women, Infants, and Children \(WIC\) Program Benefits](#)
- Other assistance based on need

[Verify receipt of assistance payments.](#)

**.01 Assistance Payments from Another State**

Assistance payments received by the participant from any other state are not countable. (See [Duplicate Participation](#))

Count any portion of the payment when received and intended for the current month.

Treat assistance payments received for prior months as a resource. (See [Lump Sum - LIAS](#))

Key the AP Unearned Income Code in the INC TYPE field on UNIC.

**.02 Cash Assistance Payments**

**REVISION 51**

(01/01/23 - 12/31/23)

Cash Assistance (CA) or [Tribal TANF](#) benefits from Arizona are countable to the NA budgetary unit. (See Example [CA Benefits 1](#), Example [CA Benefits 2](#), and Example [CA Benefits 3](#)).

**NA EXCEPTION**

CA benefits received for a prior month are not countable. (See [lump sum payments](#) received for a prior month.)

When the assistance payments are not received from Arizona, see [Assistance Payments from Another State](#).

**UNIN** is updated by AZTECS for the NA program at the time of CA or Tribal TANF authorization. UNIN displays the AF Unearned Income Code and the calculated CA amount next to the PI. The AF EX Unearned Income Code displays when the CA benefits are received for a prior month.

AZTECS does not interface with any of the following Tribal TANF programs:

- Navajo Nation Department of Self Reliance (NNSDR)
- Pascua Yaqui Tribal TANF (PY YOEME)
- San Carlos Apache Nnee Bich'o Nii TANF
- White Mountain Apache TANF

Manually key Tribal TANF payments received by these Tribal TANF programs on UNIN using the AF Unearned Income Code

AZTECS counts the full CA benefit amount in the NA budget when CA payments are reduced or closed for any of the following:

- [CA sanction for noncompliance](#)
- [Withholding of TPEP benefits](#)
- Intentional or unintentional CA overpayments caused by the participant. This includes changes reported untimely, fraud and [IPV](#) (See [Recoupment of CA Income](#))

### **.03 Recoupment of CA Income**

CA fraud recoupment is the result of an identified participant being prosecuted in a court of law for either of the following:

- Fraudulently receiving CA payments
- Having committed an [Intentional Program Violation](#) (IPV)

Use the following instructions to determine the amount of CA income to count towards the NA payments:

- Determine whether any participant in the NA budgetary unit is receiving CA benefits.
- Check the name of the CA case and the Social Security Number against the list of CA Court Convictions.
- When the case is on the list, ensure the IPV participant is coded DF on SEPA and IP on DISA.
- Compare OVCH with AFBH to determine the amount recouped and the fraud status.

NOTE **AZTECS** budgets the original CA payment amount displayed on AFBH.

### **.04 CA Sanction Income**

#### **REVISION 49**

(01/01/21 - 12/31/21)

CA payments are sanctioned when a participant of the CA budgetary unit fails to comply with one of the following:

- The [Personal Responsibility Agreement](#) (PRA) (FAA-1523A) form.
- The OnBase FAA-1523A Unity form when a voice signature option is available.
- The Personal Responsibility Agreement (A026) notice.

**AZTECS** counts the gross amount of CA before the reduction when there is a noncompliant participant. AZTECS codes the following:

- The actual CA payment amount, as AF income to the budgetary unit, next to the PI.
- The reduction amount, as SA income to the budgetary unit, next to the noncompliant participant.

When the CA budgetary unit is closed due only to [Progressive Sanction](#) policy, AZTECS completes the following:

- Counts the gross amount of CA the budgetary unit would have received.
- Codes the income SA next to the noncompliant participant.
- Counts the income through the end of the current NA approval period.

**NOTE** Remove the SA income when the budgetary unit is closed for any reason other than progressive sanction policy.

When a progressive sanction is in effect and a new NA approval period begins, remove the SA income. (See Example [Sanction Income](#))

The progressive sanction no longer affects the NA budgetary unit when the noncompliant participant moves out. NA benefits may be increased for the month after the month of the report that the noncompliant participant has moved. (See [Removing a Participant](#))

The SA income follows the noncompliant participant when that participant leaves the home.

When the noncompliant participant enters an NA budgetary unit, the participant's SA income is counted for each month through the end of the NA approval period.

The [Navajo Nation Program for Self Reliance \(NNPSR\)](#) does not interface with AZTECS. When NNPSR CA benefits are sanctioned, the full amount of CA benefits prior to the sanction are countable. When not already keyed on UNIN, key the NNPSR CA benefit amount on UNIN using the NT Unearned Income Code.

When an NNPSR case closes due only to a sanction, the full amount of NNPSR CA benefits remain countable through the end of the

current NA approval period.

#### **.05 TPEP Sanction Income**

Two Parent Employment Program (TPEP) benefits are withheld when a participant in the TPEP budgetary unit is noncompliant with [TPEP PRA requirements](#).

When a TPEP benefit is withheld due to a noncompliant participant, **AZTECS** counts the gross amount of the TPEP benefit prior to the benefit withholding, to the NA budgetary unit. AZTECS codes the following:

- The actual TPEP payment, as AF income to the budgetary unit, next to the PI.
- The withheld benefit amount, as TS income to the budgetary unit, next to the noncompliant participant.

Complete the following when the budgetary unit is closed for [TPEP noncompliance](#):

- Count the gross amount of the TPEP payment the budgetary unit would have received
- Count the income next to the noncompliant participant using the TS Income Code
- Count the income through the end of the current NA renewal period

**NOTE** Continue to count the income until the noncompliant participant leaves the budgetary unit or until the NA renewal period ends, whichever occurs first.

#### **.06 Emergency Assistance (EA) Payments**

##### **REVISION 48**

(01/01/20 - 12/31/20)

Emergency Assistance (EA) payments may be provided by states, local government, tribal governments and disaster assistance organizations.

When the emergency assistance payment is payable directly to the budgetary unit, the payment is countable. Key the EA CA Unearned Income Code in the INC TYPE field on UNIC.

**NOTE** Do not count retroactive payments intended for prior months.

When the emergency assistance payment is a [Vendor Payment](#), the payment is not countable. Key the EA VE Unearned Income Code in the INC TYPE field on UNIC.

**EXCEPTION**

Emergency assistance payments provided by tribal governments are not countable. Key the OX Unearned Income Code in the INC TYPE field on UNIC.

See [Emergency Rental Assistance Program \(ERAP\)](#) when the household receives ERAP payments.

**.07 Matching Grant (MG) Program Payment**

The Matching Grant (MG) Program is an intensive service and early employment program provided to refugees during their first four months residence in the U.S. The Match Grant Program is a temporary alternative to CA and [Refugee Cash Assistance](#) (RCA). Match Grant Program financial and employment related services help the following newly arrived noncitizens attain immediate self-sufficiency:

- Refugees
- Asylees
- Amerasians
- Cubans or Haitian Entrants
- Special Immigrant Visa (SIV) Holders
- Trafficking Victims
- Ukrainian Refugees

MG payments are provided by private non-profit [volunteer resettlement agencies](#) (VOLAGS). During the MG four-month time limit, participants are not eligible to receive CA or RCA benefits. MG income is countable.

Key the OT Unearned Income Code in the INC TYPE field on UNIC.

**.08 Supplemental Security Income**

**[REVISION 49](#)**

(01/01/21 - 12/31/21)

Supplemental Security Income (SSI) is monthly cash payments made under the authority of Title XVI of the Social Security Act, as

amended. SSI payments are made to persons who are 65 years of age or older, blind or disabled. SSI is a federally financed public assistance program. The person who receives SSI need not have contributed to the Social Security Fund to be eligible for SSI benefits.

For NA, SSI payments are countable.

For CA, SSI payments are not countable.

When a participant does not receive the [SSI maximum benefit amount](#), document the reason (i.e. another source of income, recoupment due to an overpayment, marital change).

An overpayment for an SSI recipient may be identified through an interface with one of the following:

- The HEAplus State Online Query Internet (SOLQI) Response Data Summary  
See the [SOLQI Desk Reference Guide](#) located in the FAA Policy Support SharePoint Site Doc Library for guidance (internal use only)
- Wire Third Party Query Information (WTPI)

When it is determined that an overpayment exists, complete the following to determine whether the overpayment amount should be deducted:

- Discuss with the participant the reason for the overpayment and document the reason in the [case file\(g\)](#).
- Request hard copy or collateral contact verification for the reason of the overpayment only when one of the following occurs:
  - The reason for the overpayment is [questionable\(g\)](#).
  - The participant does not know the reason for the overpayment.
- Key the gross amount of the SSI payment on UNIN when one of the following occurs:
  - The reason for the overpayment cannot be determined.
  - The overpayment is not being deducted due to an overpayment from the same [income source\(g\)](#).
  - The participant does not provide verification for the reason of the overpayment, when requested.

NOTE Do not deny or stop benefits.

- Key the gross income minus the overpayment amount (net income) when the overpayment is being deducted due to an overpayment from the same income source.
- Document the case file to support why the gross or net income was keyed. (See Example [Budgeting Net Income Documentation](#))

Count SSI benefits paid to a representative payee on behalf of a participant when one of the following occurs:

- The payee lives with the budgetary unit
- The payee lives outside the home and makes the income available for the support of the participant (See Example [Representative Payee](#))

**NOTE** The SSI benefits do not need to be given directly to the budgetary unit by the payee but must be used to provide for the needs of the participant to be countable.

When an organization withholds a fee to act as a representative payee for an SSI participant, deduct the monthly fee from the gross income. The amount of the fee is not countable.

Key the gross amount of the SSI benefit unless overpayment recoupment or representative monthly fees deductions are applicable.

Key the SI Unearned Income Code in the INC TYPE field on UNIC.

#### **.09 Tuberculosis Control (TC)**

Tuberculosis Control (TC) is an assistance payment that provides support for individuals who are certified unemployable by the State TC Officer as a result of communicable Tuberculosis. TC payments are countable. Count TC payments when received by the participant.

Key the TC Unearned Income Code in the INC TYPE field on UNIC.

For more information on TC policy and procedures, see [FAASTA.A02](#) titled Tuberculosis Control (TC).

#### **.10 VOLAG or RA Reception and Placement (R&P) Grants**

##### **REVISION 50**

(01/01/22 - 12/31/22)

The purpose of Reception and Placement (R&P) Grant payments are to assist newly arrived refugees with their initial resettlement expenses in the United States. The payments are provided by



[voluntary agencies](#) (VOLAGs) also known as Resettlement Agency (RA). Payments are limited to the refugee's first 30 to 90 days in the U.S.

Afghan refugees may receive assistance from VOLAGs, RAs, or under any of the following programs:

- Sponsor Circle Program

This program is a group of individuals or a community-led resettlement initiative. The goal of this program is to provide initial resettlement assistance to Afghan refugees during their first 30 to 90 days in the U.S. The support includes fundraising of at least \$2,275 per individual welcomed, helping to secure housing; providing basic necessities (furniture, clothing, food, etc.), connecting children to school, providing initial income support, and helping adults to find employment.

- Institutional Partner Program

This program provides airport welcome, housing, furnishings, food and household supplies, school enrollment, employment support, and more to Afghan refugees for the first 90 days after arrival. Currently, there are three organizations involved with this program: Islamic Relief, Samaritan's Purse, and Lions Club International.

**NOTE** The Sponsor Circle Program and the Institutional Partner Program are also called the Afghan Placement and Assistance (APA) Program.

Regardless of the program that is giving refugees the assistance, it is not countable. Key the OX Unearned Income Code in the INC TYPE field on UNIC.

#### **.11 Assistance Payments Verification**

##### **REVISION 50**

(01/01/22 - 12/31/22)

When verifying receipt of assistance payments use the following sources in addition to those listed in the acceptable [UNIN verification](#) section:

- Benefit History screens
- Benefit letter
- [Case file\(g\)](#)
- Current check

- State contacts

NOTE For States that prefer to receive requests for verification through email or fax, complete the Verification of Out-of-State Benefits (FAA-1475A) form found in the DES Document Center. Send the form through email or fax to the appropriate State Contact. (See [Duplicate Participation](#)). FAA staff – When faxing documents containing confidential information use the Fax Cover Sheet (DES-1078A) form. This form can be found in the Document Center.

- PRAP - Person alerts
- SEPA - PT field
- [VOLAGs](#)

Requests from other states for verification of Arizona benefits are processed by specialized staff. Inform other states that requests for verification of Arizona benefits must be sent to the following:

- Email: [AZStateInquiries@azdes.gov](mailto:AZStateInquiries@azdes.gov)
- Telephone: (602) 771-2047 to leave a message regarding the status of a request

## .12 Grant Diversion Payments

### REVISION 03

(01/01/08 – 03/31/08)

Grant Diversion payments are not countable. Key the Grant Diversion benefit amount for the first eligible month on UNIN.

NOTE The Grant Diversion payment is the Payment Standard on AFPD multiplied by three. (See [Grant Diversion Keying Procedures](#))

Key the GD DP Unearned Income Code in the INC TYP field on UNIC.

Key income for the second month of Grant Diversion as follows:

- Replace Grant Diversion payment amount on UNIN with zeros.
- Key any expected income as OF for NA on one of the following screens:

EAIN

SEEI

## UNIN

### .13 Complementary Assistance

Complementary assistance received from other agencies and organizations is not countable when the assistance provided is for basic living expenses that are not included in the [standard of need\(g\)](#).

Key the OX Unearned Income Code in the INC TYPE field on UNIC.

#### NA EXCEPTION

Count all complementary assistance received by the participant unless specified in policy.

Key the OT Unearned Income Code on UNIC.

### .14 Disaster Relief

#### [REVISION 48](#)

(01/01/20 - 12/31/20)

Payments received under the Disaster Relief Act of 1974, as amended by the Disaster Relief and Emergency Assistance Amendments of 1988, are not countable.

Comparable disaster assistance payments provided by states, local governments, tribal governments, and disaster assistance organizations are also not countable.

Disaster relief payments can be received from, but are not limited to, the following:

- Federal Emergency Management Agency (FEMA)
- Red Cross
- The Individual and Family Grant Program (IFGP)
- The Small Business Administration (SBA)

Payments may be made for items and purposes such as, but not limited to, the following:

- Home repair
- Structure restoration
- Appliances
- Furniture

- Clothing

Key the OX Unearned Income Code in the INC TYPE field on UNIC.

**.15 Emergency Food Program**

Food issued by the Emergency Food Programs through the State Department of Education Jobs bill is not countable. (Public Law 988)

Key the OX Unearned Income Code in the INC TYPE field on UNIC.

**.16 Energy Assistance Payments**

**REVISION 47**

(01/01/19 - 12/31/19)

Energy assistance payments or reimbursements issued under any federal, state, or local law when equal to or less than the actual utility expense amount, are not countable as income. This includes, but is not limited to, the following:

- Housing and Urban Development (HUD)
- [Negative Rent Utility Payments](#)
- Public Housing Utility Allowances
- Low Income Home Energy Assistance Programs (LIHEAP)
- Service to Help Arizonans with Relief on Energy (SHARE)
- [In-kind\(g\)](#) energy assistance payments

These payments must be clearly identified as being issued for energy assistance.

Energy assistance paid directly to the utility company is considered a [vendor payment](#).

NOTE Allow all utility costs for budgetary units who receive LIHEAP payments, even when paid as a vendor payment.

When the energy assistance payment paid directly to the participant is more than the actual utility expense, complete the following:

- After deducting utility expenses, key the excess amount on UNIC using the EN NC Unearned Income Code in the INC TYP field.

- Document the case file to support the determination.

**.17 Federal Relocation Assistance Payments**

Payments made to a participant to relocate because their property was acquired by a federal or federally assisted program are.

Key the OX Unearned Income Code in the INC TYPE field on UNIC.

**.18 Nutrition Assistance Program**

**REVISION 49**

(01/01/21 - 12/31/21)

Monthly **NAP** benefits issued by the following areas are not countable:

- Puerto Rico (no longer issues a monthly cash benefit)
- American Samoa and the Commonwealth of the Northern Mariana Islands (issues food coupons)

Key the OX Unearned Income Code in the INC TYPE field on UNIC.

**.19 Unemployment Insurance (UI)**

**REVISION 51**

(01/01/23 - 12/31/23)

Unemployment Insurance (UI) is an insurance benefit that may be paid to people when they have lost their jobs and meet other eligibility criteria. State governments pay unemployment insurance from a fund of unemployment taxes or payroll taxes collected from employers.

UI payments are countable as unearned income.

NOTE This includes participants receiving UI income under the age of 18.

Key the UI Unearned Income Codes in the INC TYPE field on **UNC**.

Qualified Railroad employees may receive UI benefits. These benefits are available under the Railroad Unemployment Insurance Act (RUIA) which is administered by the Railroad Retirement Board

(RRB). Key the RR UI Unearned Income Code to budget this income for both NA and CA.

Consider the UI benefits available to the participant on the second [workday\(g\)](#) following the date benefits are issued. Use **HOSC** to identify the date benefits are issued.

When the participant states they have recently moved to Arizona investigate the possibility of out of state UI benefits.

When possible receipt of UI benefits from California is indicated, request verification from the State of California Employment Development Department (EDD).

Mail an Authority To Release Information (FAA-1765A) form signed by the participant, along with a stamped, self-addressed return envelope to the [California EDD Address](#).

When a low balance shows for the participant's UI benefits, complete **one** of the following:

- When the UI benefits can be removed from the budget one month after [current system month\(g\)](#), complete the following: Budget the UI benefits in the current system month based on the remaining balance. Roll benefits to the month after current system month and remove the income.

**NOTE** When determined benefits should be rolled more than one month pass current system month, supervisor approval is required.

- When the UI benefits cannot be removed from the budget in the month after current system month, complete the following: Set a free form Auto Change Tracking System (ACTS) Alert for the month before the month benefits are ending. Indicate that UI benefits are ending.

When a free form ACTS Alert is already created but the UI benefits are still active beyond the CSM, extend the alert to the month before the month UI benefits are ending.

Do not budget future UI benefits when either of the following occurs:

- When any of the following [Pay Type Codes](#) display in the PAY TYPE field on HOSC:

03 - Ineligible due to military waiting period

07 - Disqualified

10 - Waiting Week

12 - Pending unresolved issue

15 - Benefits exhausted

16 - Final pay

17 - Monetarily ineligible

28 - Claimant declines due to employment

NOTE When Pay Type Code 28 is used, there is a possibility the participant may have new employment.

- At the time of benefit approval, there is no date in the ISSUE DATE field on HOSC.

## .20 Veterans Administration (VA) Benefits

### REVISION 47

(01/01/19 - 12/31/19)

Veterans Administration (VA) benefits are countable. VA benefits are keyed on UNIC with the following Unearned Income Codes:

- Aid and attendant benefits, keyed as VA AA
- Disability benefits, keyed as VA DS
- Early retirement benefits, keyed as VA ER
- Regular retirement benefits, keyed as VA RE
- Survivor and dependent benefits, keyed as VA SU
- Widow benefits, keyed as VA WI
- Other VA benefits, keyed as VA OT

To verify receipt of VA benefits, send a signed Authority to Release Information (FAA-1765A) to the [Veterans Administration](#) when unable to use the sources listed in [UNIN verification](#).

### **EXCEPTION**

VA benefits for [Spina Bifida and Covered Birth Defects](#) are not countable. (Public Law 104 204 and Public Law 106-419)

**WARNING**

[Veterans Administration](#) Educational Benefits are considered educational income. (See [Montgomery GI Bill](#))

**.21 Women, Infants, and Children (WIC) Program Benefits**

Special supplemental food program benefits received by participants in the **WIC** program are not countable. (Public Law 92-433)

Key the OX Unearned Income Code in the INC TYPE field on UNIC.

**.22 Emergency Rental and Utility Assistance Program**

**REVISION 50**

(01/01/22 - 12/31/22)

The Department of Economic Security (DES) provides low-income renters and homeowners with financial relief for housing and utility expenses.

The Emergency Rental Assistance Program (ERAP) assists households that are unable to pay rent and utilities due to the COVID-19 pandemic. The funds are provided directly to States, U.S. Territories, local governments, and Indian tribes. These agencies use the funds to aid eligible households through existing or newly created rental assistance programs. DES is administering this rental assistance program, as allowed under the Consolidated Appropriations Act of 2021.

Eligible households may receive up to 12 months of assistance for past due rent or utilities. An additional extension of three months is available when the agency determines the extra months are needed to ensure housing stability and funds are available.

Assistance must be provided to reduce an eligible household's rental arrears before the household may receive assistance for future rent payments. Once a household's rental arrears are reduced, the agency may only commit to providing future assistance for up to three months at a time.

Households may reapply for additional assistance at the end of the three months when needed and the overall time limit for assistance is



not exceeded. Individuals may apply online at the [Emergency Rental Assistance Program](#).

Payments from the Emergency Rental Assistance and Utility Assistance Programs are not countable as income, a resource, or a vendor payment for any other state or federal assistance program.

The ERAP is available to both landlords and renters. While both may apply for assistance, eligibility is based on the renter's address and ability to meet the following criteria:

- The renter has a risk of homelessness, housing instability, or unsafe living conditions demonstrated by the following:

Eviction Notice

Utility Shutoff Notice

Past Due Rent Notice

Other documents that serve as evidence of unsafe or unhealthy living conditions or instability

NOTE ERAP applicants must provide a photo ID, and a utility disconnect notice, or an eviction notice, or other proof of hardship, such as a termination letter. Renters must provide a copy of the lease or rental agreement.

- The renter, or a member of the renter's household, is eligible for unemployment insurance benefits or has experienced financial hardship as a result of the COVID-19 pandemic
- The renter's household income is less than or equal to 80% of the Area Median Income (AMI)

NOTE The payment of existing housing-related arrears that could result in the eviction of an eligible household is prioritized. Assistance priority is also given to renters with household incomes under 50% of the AMI, and to those who have been unemployed for 90 days or longer.

The rental assistance portion of the program serves the following counties:

- Apache
- Cochise
- Coconino
- Gila
- Graham
- Greenlee
- La Paz
- Mohave
- Navajo
- Pinal
- Santa Cruz
- Yavapai

Maricopa, Pima, and Yuma County are receiving funding directly from the federal government. These counties' rental assistance programs are separate from this program. Renters residing in these counties are encouraged to contact their local jurisdictions for similar programs.

The Utility Assistance Program serves all counties within Arizona.

To apply, the household completes the application for the [Utility Assistance Program](#) and must provide a copy of the utility bill. The following utility expense types are covered by the Utility Assistance Program:

- Electricity
- Gas
- Propane
- Water
- Wastewater and sewer
- Garbage

**NOTE** The participant's rental or utility expense amount(s) must not be removed or reduced as a result of participating in this program.

Complete the following:

- Key the OX Unearned Income Code in the INC TYPE field on UNIC.
- For rental assistance, document the case file with the following:  
Budgeted HR 133 Emergency Rental Assistance.
- For utility assistance, document the case file with the following:  
Budgeted ERAP Utility Assistance Program payment.

### .23 Refugee Cash Assistance (RCA) Payments

#### **REVISION 50**

(01/01/22 - 12/31/22)

Refugee Cash Assistance (RCA) is temporary assistance available under the [Refugee Resettlement Program \(RRP\)](#) and funded by the Office of Refugee Resettlement (ORR). This payment is for newly arrived single or married refugees with no dependents.

NOTE Refugee participants receiving the [Match Grant payments](#) are not eligible to receive CA or RCA benefits.

RCA eligibility is determined by a [Voluntary Agency \(VOLAG\)](#). The VOLAG is also responsible for issuing the payments.

The payment is available for eight months who arrived before 10/01/2021. Refugees arrived on or after 10/01/2021 are potentially eligible to receive 12 months of RCA benefits. It starts from the date of the refugee's entry into the U.S. The arrival month is included in the eight or 12-month count. The payment time period ends the first day of the 13th month after entry into the U.S.

NOTE For asylees, the eight or 12-month maximum eligibility period begins from the month the asylee status is granted, not the month of U.S. entry.

RCA budgetary units are [Basic Categorically Eligible](#) for NA.

RCA payments are countable for NA and not countable for CA.

Key the OF Unearned Income Code in the INC TYPE field on UNIC to budget the RCA payments received by the refugee household.

NOTE Documentation must support determinations of eligibility and benefit level.

## .24 TANF Differential Payments

### REVISION 50

(01/01/22 - 12/31/22)

A TANF Differential Payment is temporary assistance available under the [Refugee Resettlement Program \(RRP\)](#) and funded by the Office of Refugee Resettlement (ORR). This payment is for refugee budgetary units receiving CA from FAA. The Payment is issued by a [Voluntary Agency \(VOLAG\)](#) or Resettle Agency (RA).

When the refugee budgetary units has dependents, a VOLAG or RA contacts the FAA Refugee Unit via email or fax for verification of the household's CA eligibility. The [FAA Refugee Offices](#) determine CA, NA, and MA eligibility for refugee budgetary units with dependents.

When the budgetary unit is approved for CA, they are potentially eligible to receive the TANF Differential Payment from a VOLAG. The payment is available for eight months for refugees who arrived before 10/01/2021. Refugees that arrived on or after 10/01/2021 are potentially eligible to receive up to 12 months of benefits. Potential eligibility starts from the date of the refugee household's entry into the U.S. The arrival month is included in the eight or 12-month count. The payment time period ends the first day of the ninth month after entry in the U.S.

NOTE For asylees, the eight or 12-month maximum eligibility period begins from the month the asylee status is granted, not the month of U.S. entry.

The TANF Differential Payments are countable for NA and not countable for CA.

Key the OF Unearned Income Code in the INC TYPE field on UNIC to budget the TANF Differential payments received by the refugee household.

NOTE Documentation must support determinations of eligibility and benefit level.

**.25 Low Income Household Water Assistance Program**

**REVISION 50**

(01/01/22 - 12/31/22)

The Low Income Household Water Assistance Program (LIHWAP) provides Arizona households with financial relief toward water and wastewater bills.

LIHWAP is a temporary emergency assistance program created by the U.S. Department of Health and Human Services under the Consolidated Appropriations Act of 2021, with additional funds provided by the American Rescue Plan Act of 2021.

Eligible households statewide may receive up to \$1800 in water assistance, depending on their need. Assistance includes water service restoration, past-due obligations, and future bills.

To be eligible for LIHWAP, an applicant must meet all the following criteria:

- US citizen or qualified noncitizen
- Resident of Arizona at the time of application
- Household income at or below 60% of the state median income for households 8 or fewer or household income at or below 150% of the federal poverty level for households with more than 8 members
- Have not received any other financial assistance for water services during the time for which the applicant is seeking LIHWAP assistance

Applicants whose water services have been disconnected or are pending disconnection are prioritized as follows:

- Households with members over the age of 60
- Households with members under the age of five
- Households with members who have a disability
- Households whose average water bills exceed more than 5% of their monthly income

For additional information about LIHWAP and to apply for the LIHWAP assistance online use the DES portal for the [Low Income Household Water Assistance Program](#). Interested parties may also apply by phone through the hotline at 1-833-2142 or by downloading a paper application from the DES portal and mailing it to the address on the application.

The following documentation must be provided:

- Applicant's photo ID
- Income documents

- Water and/or sewer bills
- Disconnection notice (if applicable)
- Lease agreement (if applicable)

LIHWAP payments are not countable as income, a resource, or a vendor payment for any state or federal assistance program.

NOTE The participant's water expense amount(s) must not be removed or reduced as a result of participating in this program.

Key the OX Unearned Income Code in the INC TYPE field on UNIC. Document the case file with the following: Budgeted LIHWAP assistance payment.