.03   Employment Referrals – Hopi Tribal TANF

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

See the Urgent Bulletin emailed 04/16/2020 regarding Tribal TANF Program Referrals.

The head of household is required to comply with the Hopi Family Assistance Program (HFAP) prior to TANF approval.

Key RH in the PAR/EXEM field on WORW for all mandatory HFAP participants.

> **EXCEPTION**
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> Hopi Tribal TANF renewal participants are exempt from referral to HFAP.

When the TANF interview is completed in person, complete the following:

- Sections I and II of the Hopi Tribal TANF Referral Notice (FAA-1459A).

- Inform the participant of the pre-compliance requirement with HFAP and complete the Request and Pending Information Agreement (FAA-0077A) form. Allow the participant ten calendar days to provide the information.

- Give the participant a copy of the FAA-1459A and the FAA-0077A.

- Send a copy of the FAA-1459A via fax to the HFAP Office.

When the TANF interview is completed by telephone, complete the following:

- Section I of the Hopi Tribal TANF Referral Notice (FAA-1459A).

- Inform the participant of the pre-compliance requirement with HFAP.

- Send the Hopi CA Pre-Approval (A600) notice requesting that the participant pre-comply with HFAP.

- Send a copy of the A600 notice and a copy of the FAA-1459A, via fax to the HFAP Office.

When the FAA-1459A is received indicating in Section III that the participant has complied and meets all other eligibility requirements, complete the following:

- The TANF CA eligibility determination

- Send the appropriate approval notice

- Section IV of the FAA-1459A

- Send a copy of the FAA-1459A via fax to the HFAP Office

When FAA does not receive the FAA-1459A or receives the FAA-1459A indicating the participant has not complied, complete the following:

- Key the JP Denial or Closure Reason Code on AFED

- Deny the TANF application

- Send the Noncompliance with Jobs/NEW Orientation (A208) notice

- Section IV of the FAA-1459A

- Send a copy of the FAA-1459A via fax to the HFAP Office