

## **.02 Employment Referrals – Hopi Tribal TANF**

**REVISION 45**  
(01/01/17 – 12/31/17)

All parents included in the Hopi Tribal TANF household are 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:

At the TANF interview, 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 (FA-077) form. Allow the participant ten days to provide the information.
- Give the participant a copy of the FAA-1459A and the FA-077.
- Send a copy of the FAA-1459A via fax to the [HFAP Office](#).

When the 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

FAA6.I Tribal Assistance Programs : 04 Hopi Tribal TANF Program - Overview : D Program Requirements - Hopi Tribal TANF : 03 Employment Referrals – Hopi Tribal TANF

- 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