

.04 Employment Referrals – San Carlos Apache Tribe TANF

REVISION 18
(10/01/11 - 12/31/11)

All new San Carlos Apache Tribe (SCAT) TANF Mandatory Participants must be referred to the SCAT TANF Program prior to TANF approval.

San Carlos Apache Tribe (SCAT) TANF Program participants are mandatory Jobs Program participants when they meet all of the following:

- Resides in the SCAT TANF Program Service Delivery Area. (See [SC-TANF SDA](#))
- Does not meet any of the criteria for any of the other Work Registration Codes listed in CA Jobs mandatory referrals.
- Not employed.

EXCEPTION

The following participants are NOT required to participate with SCAT TANF:

- A person over age 55
- A person responsible for the full-time care of an elderly person or a disabled dependent, as defined in Americans with Disabilities Act, who is not receiving full-time care services elsewhere
- A parent or relative/caretaker who is personally providing full-time care for a child under age one
- A person with a medical condition which prevents the individual from participating as defined by a physician
- A person whose individual circumstances, as determined by the SCAT Case Manager and approved by the TANF Program Director, are exempt due to extraordinary situations
- SCAT Nonparticipants

When a participant is not required to participate with SCAT TANF, key the RE Exemption Reason Code in the PAR/EXEM field on WORW.

At the new TANF interview, complete the following:

- Section I and II of the SCAT TANF Referral Notice (FAA-1402A).
- Inform the participant of the pre-compliance requirement with SCAT TANF and complete the Request and Pending Information Agreement (FA-077) form. Allow the participant 10 days to provide the information.
- Give the participant a copy of the FAA-1402 and the FA-077.
- FAX a copy of the FAA-1402 to the SCAT TANF Program Office.

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

- Inform the participant of the pre-compliance requirement with SCAT TANF.
- Send the Information Needed - CA/TPEP (A011) notice requesting that the participant pre-comply with SCAT.
- Include on the A011 any other information that the participant is required to provide.
- Send the SCAT Pre-approval Notice (A641).
- FAX a copy of the A641 notice and a copy of the FAA-1402A, with section one completed, to the SCAT TANF Program Office.

When the FAA-1402 is received indicating in Section III that the participant has or has not complied, complete the following:

- The TANF CA eligibility determination
- Send the appropriate notice, informing the participant of the determination
- Section IV of the FAA-1402
- FAX a copy of the FAA-1402 to the SCAT TANF Program Office, informing them of the determination

When FAA is not notified that the participant has complied by the due date indicated on the FA- 077, deny the TANF application the following work day. Key the JP Denial and Closure Reason Code on AFED and send the A208 notice.