**Temporary Suspension of Jobs Work Requirement, Cooperation with Child Support Services (DCSS) and Federal and State Time Limits**                     **03/31/2020**

Program Impact: Cash Assistance

<mark>This bulletin does not apply to Hopi and Pascua Yaqui Tribal TANF.  Please refer to the Cash and Nutrition Assistance Policy (CNAP) Manual for instructions regarding Hopi and Pascua Yaqui Tribal TANF.</mark>

This Urgent Bulletin is being issued to inform staff that the work requirements, cooperation with the Division of Child Support Services (DCSS) and the Federal and State time limit requirements for the Cash Assistance (CA) program are suspended until further notice.

Jobs Work Requirements

The suspension of the CA work requirements covers the Jobs Program, the TPEP Jobs and the Tribal NEW work programs.  The JPPO requirement and the TPEP pre-compliance requirement are also suspended.

Although the work requirements and the pre-compliance requirements are suspended, FAA staff must continue to key the appropriate Referral or Exemption Reason Code in the PAR/EXEM field of the WORW screen.  FAA staff must also advise CA participants that participation in Jobs, TPEP Jobs or Tribal NEW work program is not required, and that no negative actions will be taken for failure to comply for the duration of the suspension.

There are no changes to the AZTECS keying procedures for TPEP cases.  FAA Systems is working on an enhancement to AZTECS to allow TPEP benefits to issue to the client without participation in work program activities.  Until AZTECS enhancements are completed, FAA staff are required to contact the FAA Systems Help Desk at (602) 771-7984 to request the release of TPEP benefits.  FAA Systems will issue an informational bulletin when programming is added to AZTECS.

No negative actions should be taken for failure to comply with the Jobs Program, TPEP Jobs and Tribal NEW work requirements.  For current CA cases, FAA Systems is working on ending sanctions for noncompliance with the work requirement that are already imposed for the month of April 2020.  This will allow the affected households to receive their full benefits.

Cooperation with DCSS

The requirement to cooperate with DCSS is suspended until further notice.

For an initial CA application, FAA staff must check AZTECS to determine whether a valid exemption reason or good cause for noncooperation has been previously determined. When an exemption reason or good cause was previously claimed by the household and verified by FAA, the appropriate code must be keyed in the AF Cooperation Code field on the APPD screen. When keying a good cause code, key the effective date in the Good Cause Effective Date field on the APPD screen. The effective date will be the same date the action is taken by staff.

To allow FAA staff to immediately authorize CA benefits, staff will use the following special keying procedures on the APPD screen until the suspension of the cooperation requirement is lifted:

- For households that do not have a previously verified exemption or good cause reason, key the **CO** cooperation code in the AF Cooperation Code field on the APPD screen.

    NOTE:    The **CO** cooperation code should be used for CA applicants who are required to cooperate with DCSS.

- Key the Date of AF Cooperation field on the APPD screen with the date the action is taken by staff.

The Date of AF Cooperation field on the APPD screen will be available for keying today. FAA Systems will issue an informational bulletin when the programming is added to AZTECS.

No negative actions should be taken for failure or refusal to cooperate with DCSS on any CA case. FAA Systems is working on ending sanctions for noncompliance for failure or refusal to cooperate with DCSS that are already imposed for the month of April 2020. This will allow the household to receive their full benefits.

Federal and State Time Limits

The Lifetime Benefit Limit (LIBL) and the State Benefit Limit (STBL) counters will be suspended for all CA households.

There is no keying change in AZTECS when the CA household has not met or has not exceeded LIBL or STBL.

When a CA application is received and the LIBL or the STBL has been met or exceeded, FAA staff must check the case file to determine whether there is an existing valid extension reason for the household. When no valid extension reason exists, FAA staff must key the **CE** code in the AZ EXT RSN or EXT RSN AF field on WERE.

FAA Systems has suspended the use of denial or closure reason codes for the Jobs work requirement, cooperation with DCSS and the Federal and State time limits for CA.

Please contact the FAA Policy Support Team by phone at **(602) 774-5523** or by e-mail at **FAAPolicyMgmt@azdes.gov** with any questions or concerns regarding this broadcast.
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**(20-0572B)**