

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)  
RIGHTS AND RESPONSIBILITIES  
OF APPLICANTS AND RECIPIENTS**

The determination of a person's initial or continued eligibility for assistance shall be conducted in accordance with Federal and State laws, regulations and guidelines governing the TANF Program including time limits and work participation. Each application and review shall be considered without regard to race, color, national origin, gender, religion, age, disability, political beliefs, marriage or family.

**The applicant and recipient are entitled to:**

- ① The right to apply and to have eligibility determined promptly.
- ② The right to a choice in programs when the person may meet eligibility requirements in more than one program. This includes the right to be told the advantages of each program for which he may be eligible.
- ③ The right to participate in establishing eligibility by giving facts about his circumstances that relate to eligibility and by obtaining or authorizing the worker to obtain documents or information from others when necessary for determining eligibility.
- ④ The right to a confidential relationship with the agency. Information concerning the person shall not be released without his permission unless the disclosure is directly related to administration of the assistance payments program or another federal or federally assisted program which provides assistance, in cash or in kind, or services directly to individuals on the basis of need.
- ⑤ The right to advance notice of reduction in or termination of benefits except in certain circumstances.
- ⑥ The right to a hearing when (a) dissatisfied because an application for assistance is denied or is not acted upon with reasonable promptness or, (b) there is suspension, reduction, or termination of assistance and (c) a written request for a hearing is made within twenty days from the date of mailing of the notice that caused the request.
- ⑦ The right to review information, such as agency policies and case material, used in determining eligibility for the budget group; however, the agency reserves the right to limit access to social and medical information unless such material is to be considered in a fair hearing.

**The applicant and recipient are responsible for:**

- ① Giving complete and correct information about his circumstances as they relate to eligibility, at the time of application, at each subsequent eligibility determination, and as changes occur in his circumstances.
- ② Reporting when the household's total gross income (earned and unearned) meets or exceeds 185% of the need standard for the household size. This change must be reported by the 10<sup>th</sup> of the month following the month in which the change occurred. In addition, it must be reported when it becomes clear that a TANF child will be out of the house for more than 30 days. The parent/caretaker must report this within 5 days.
- ③ Assigning rights to child support collections and cooperating with the Child Support Enforcement Division in collecting support and establishing paternity.
- ④ Participating in the TANF Work Program if not exempt.
- ⑤ Following TANF requirements and guidelines on school attendance and immunization.
- ⑥ Repaying funds received during a period of ineligibility or overpayment.

**WHEN YOU COME FOR YOUR APPLICATION INTERVIEW, PLEASE TRY TO BRING WITH YOU ANY INFORMATION LISTED BELOW WHICH APPLIES TO YOUR SITUATION AND WHICH MAY BE NECESSARY FOR YOUR TANF APPLICATION.**

**1. To verify age and relationship of applicant and each child, one of the following:**

- Birth Certificates
- School Records
- Hospital Birth Records
- Other official records which would show age, date of birth, and relationship to applicant

**2. Marriage License and/or Divorce Decree and copies of any Court Orders awarding child support and/or custody.**

**3. Social Security Cards or Social Security numbers for all persons to be included in the application.**

**4. To verify Resources:**

- Current records of all property other than the home in which you reside.
- Bank Statements

**5. To verify Income:**

- Wage stubs or statements from employer giving current wage information
- Last notice or check from Social Security or Veterans Administration
- Last notice or check showing Unemployment Income or Worker's Compensation
- Signed statement from individuals who may be giving you money to help you, showing the amount of money given to you and how often

**6. To verify Expenses:**

- Signed statement from person who keeps your child(ren) while you work, showing how much you pay

**7. Other information that may also be needed:**

- If you are not a U.S. citizen - visa or immigration papers showing your status in this country

**TANF household size and 185% poverty level income:**

1	2	3	4	5	6	7	8	9	10
\$403	\$542	\$680	\$819	\$958	\$1097	\$1235	\$1374	\$1513	\$1652

Note: If there are more than ten (10) household members, contact your worker for the total gross income level.

Note: Gross Income: (This is the amount before taxes and deductions are taken out.) Remember to add all income - wages, child support, social security, unemployment, etc. to compare to the amount on the chart above.