



# Applications

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### Arizona

#### Applications

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**Filing and Processing Applications**

All persons have a right to file an application for cash assistance.

Right provided for in regulation

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

- Food Stamps
- Medicaid
- State "general assistance"
- State medical assistance
- Supplemental Payments Program

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 45 days

The agency is required to issue a written decision on applications.

**Pre-Application Requirements**

The state does not impose requirements that must be met before a family can submit an application for cash assistance.

**Pending Application Requirements**

The state does not impose requirements (other than verification of information concerning eligibility) that a family must meet in order for its cash assistance application to be processed and approved.

**Personal Responsibility Contracts**

Applicants and/or recipients are required to sign a personal responsibility contract while the application is pending.

The personal responsibility contract is:

- A standard form listing obligations

The contract identifies specific employment activities.

The following people must sign the contract:

- Head of household
- Both parents in "two-parent" families
- Non-parent caretaker not receiving assistance

The following applicants and recipients are exempt from developing and signing a contract:

- Non-parent caretaker not receiving assistance

The following obligations can be included in the contract:

- Agreement to participate in work activities
- Child school attendance requirements
- Minor parent school attendance requirements
- Immunization or preventative health requirements
- Cooperation with child support enforcement
- Agreement to prepare for and accept employment to achieve self sufficiency

The contract includes a state or county agreement to provide services, and lists the services.

The sanction for refusing to sign a contract is:

- Denial of application or termination of grant until compliance

**Employability Plans**

Applicants must sign an employability plan, i.e. a plan that covers only work requirements for the individual, after eligibility is determined.

An individual develops an employability plan with:

- A worker at the TANF office other than the eligibility worker and/or a worker at an office separate from the TANF office

## **Employability Plans**

The following people must sign an employability plan:

- Head of household
- Both parents in "two-parent" families

The following applicants and recipients are exempt from developing and/or signing an employability plan:

- No exemptions specified

Employability plans include a state or county agreement to provide services, and the services are listed.

A sanction is imposed if an applicant or recipient refuses to sign an employability plan. The sanction is the same as the sanction for non-compliance with work requirements.

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## **Formal Diversion Programs**

The state does not operate a formal cash diversion program.

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## **Emergency Assistance**

The state provides emergency assistance to families that are receiving TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Rent or mortgage assistance to prevent homelessness; vouchers for the repair and replacement of utilities and appliances

The state provides emergency assistance to families that are eligible for but not receiving TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Rent or mortgage assistance to prevent homelessness; vouchers for the repair and replacement of utilities and appliances

The state provides emergency assistance to families that are not eligible for TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Rent or mortgage assistance to prevent homelessness; vouchers for the repair and replacement of utilities and appliances

*Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.*