



Applications

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North Dakota

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:

LIHEAP fuel assistance

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 30 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.

Applicants must sign a personal responsibility contract:
After eligibility is determined

The personal responsibility contract is the product of individualized assessment or worker discretion.

The following people must sign the contract:

Head of household

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

No exemptions specified

The following obligations can be included in the contract:

Agreement to participate in work activities
Immunization or preventative health requirements
Cooperation with child support enforcement
Other obligations at caseworker discretion

The contract includes a state or county agreement to provide services, but the services are not listed.

The sanction for refusing to sign a contract is:
Denial of application or termination of grant

The sanction lasts 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 an office separate from the TANF office:
A JOBS Coordinator at Job Service office

The following people must sign an employability plan:

Head of household
Minor parent who is not head of household

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

Individual exempt from work requirements
Individual with a child under age 4 months

Individual working more than 30 hours per week

Employability plans include a state or county agreement to provide services, but the services are not 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.

Formal Diversion Programs

The state does not operate a formal cash diversion program.

Emergency Assistance

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

Services needed due to illness/infirmity in family, including housekeeping, child care, etc.; venter payments for food, clothing, etc. if needed due to a natural disaster.

The state does not provide emergency assistance to families that are eligible for but not receiving TANF cash assistance.

The state does not provide emergency assistance to families that are not eligible for TANF cash assistance.

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.