



Shingle Springs Tribal TANF Program

Explanation of Benefits

Eligibility Requirements for Shingle Springs Tribal TANF Program (SSTTP)

- At least one member of the Family or a child must be Native American.
- Native American is defined as all eligible Shingle Springs Tribal members, Cortina Tribal members, Federally Recognized Indians, member of the California Judgment Rolls, individuals covered by the court decision in Eddie F. Knight v. Kleppe NOs c-74-005 N. District Court of California (1976) and their families and descendants who reside in the approved service area.
- Must care for a child(ren) under 18 years of age or 18 and fulltime student in high school who will graduate before age 19.
- Parent(s) and siblings living in home with the child(ren) for whom assistance is requested must be considered.
- Participants must be living in designated service area, Sacramento, Placer or El Dorado Counties.
- Adult participants are required to complete a Wellness Plan in order to be eligible for SSTTP. Failure to comply with provisions of the plan will result in loss of benefits and/or eligibility.
- Teen parents under 18 must live with their parent(s), relative, or legal guardian and must participate in required educational activities.
- Participants must cooperate with County Child Support Services in establishing paternity, if required, and assisting in efforts to obtain child support.
- Resource limit is \$2500.00 with some items not counted.
- Countable income must be less than the benefit standard for the household.
- Participants must provide, or apply for, Social Security Numbers for all members of the assistance unit.
- Participants must provide, or apply for, an original, certified Birth Certificate for all household members.
- Participants must declare and meet United States Citizenship status.
- A teen head-of-household must maintain satisfactory school attendance (i.e. high school, GED, or college). School participation is the approved activity for work participation requirements.
- All school age children are required to attend school regularly.
- **Rights and Responsibilities:** Each adult participant must read, understand and sign the Rights and Responsibilities. Failure to adhere to the Rights and Responsibilities may result in penalties up to case closure.

- **Confidentiality:** All case information including who is being aided is confidential and information about your case may not be released without a signed request for release of information (ROI) from you the participant and other adults on your case.
- **Conflict of Interest:** under no circumstance may a member of your tribe or a person with whom you have a personal relationship (i.e. relative, close personal friend) be your Family Advocate. If you discover this is the case notify the site supervisor immediately.
- **Time limited benefits-** A household which includes a parent(s) may only receive a lifetime limit of **60 months** of Federal TANF benefits. Once the 60 month time limit is reached, the household will no longer be eligible with our program.
- **Basic SSTTP Budget** (a monthly cash assistance grant is based on the following)
 - Gross income must be at or below 125% of Federal Poverty Level.
 - The number of people in the TANF assistance unit.
 - All countable unearned income.
 - Countable earned income after deducting \$225.00 followed by 50% of the remainder.

Other Eligibility Questions (Please answer the following questions with either a Yes or No, refusal to complete the questions will result in ineligibility to SSTTP benefits).

1. Have you or any member of your household been convicted of fraudulently receiving duplicate Food Stamps(CalFRESH), TANF, Medi-Cal(Medicaid) or SSI benefits in any State? Yes ___ No ___
If yes, when and where? _____
2. Are you or any member of your household hiding or running from law enforcement to avoid prosecution, being taken into custody, or going to jail for a felony, attempted felony, or violating a condition of parole? Yes ___ No ___ If yes, when _____
3. Have you or any member of your household been convicted of a felony under Federal or State law for the possession, use or distribution of a controlled drug substance (Felony drug conviction) or for a crime committed while under the influence of a controlled drug substance? Yes ___ No ___ If yes, when _____
4. Have you or any member of your family who has been convicted of felony Domestic Violence completed a Domestic Violence Perpetrator’s program? Yes ___ No ___
If yes, when _____
5. Have you or any member of your family convicted of a felony drug charge completed a Drug Rehabilitation program? Yes ___ No ___ If yes when _____
6. Have you or any member of your family convicted of a felony sex offense completed Sex Offender Therapy/Program? Yes ___ No ___

Please explain any yes answers: _____

Penalties: When an applicant or participants fails, without good cause, to comply with program requirements, that individual must serve a penalty. Non-compliance with program requirements may include, but is not limited to:

- Failure to cooperate with Child Support Services.
- Failure of a minor parent or child to attend school.
- Failure to develop a Wellness Plan or participate in assigned tasks and activities.
- Job Quit or refusal to work.
- Failure to participate in substance abuse/mental health testing and/or counseling when referred by SSTTP.
- Failure to keep immunizations current for all children.
- Direct verbal or physical threats toward SSTTP staff.
- Intentional Program Violations (IVP).

Participants with penalties will be mailed a notice of action and given 10 days to comply.

Sanctions: Sanctions are grant reductions taken from the case grant and can either be a percentage of the grant or the removal of an individual from the grant.

Work Program- Unless exempt, all adults are required to engage in self –sufficiency work activities. They must enter into an agreement and comply with the provisions of their Wellness Plan.

Mandatory Meetings: Participants may be required to attend mandatory meetings with their Family Advocate (FA) failure to attend the mandatory meeting may result in penalties up to case closure.

Monthly Report: You are required to submit a completed Monthly Eligibility Report (MER) form with all verification by the 5th of each month. Failure to submit a complete MER by the 5th of the month will result in a late payment for the following month. Failure to submit a complete MER will result in suspension of the case with possible case closure.

Cash Assistance Month: Cash assistance is distributed at the beginning of each month. It is intended for the basic needs of the eligible family members' for that month. If an eligible family member will be leaving the home; his/her needs, will be removed at the end of the month.

Reporting Changes in Family Circumstances: You are required to inform SSTTP within 10 days of any changes in family income, family resources, number of persons in the household, changes in living arrangements or children's school attendance. The changes must be reported within 10 days and also on the MER for the month of change.

Home Visits: Home visits may be conducted to verify eligibility information.

Drug Testing: All adult participants, may include non-needy caretaker relatives, are required to complete substance abuse testing. A positive test will require participants to participate in substance abuse assessment and attend possible counseling sessions or enroll in a rehabilitation program. SSTTP will continue Tribal TANF assistance to the family through a vendor pay system, or deny reduce/terminate benefits until participant becomes compliance.

School Age Children: All school age children will be required to attend school full time. Verification of enrollment, regular attendance, and current grade/probation status is required. Cash benefits may be reduced, until child (ren) return to school and attend regularly.

Immunization of Children: Current immunization of all children, not exempted, is a requirement of the program. Failure to provide proof may lead to suspension of cash benefits.

Denial of benefits:

- The program will deny benefits to participant for 2 years for conviction of felony drug related crimes. If the participants complete a drug rehabilitation program, the participants may resume benefits if eligible.
- The program will deny benefits to those applicants that commit fraud to collect benefits

Non-Duplication of Services: All participants will be required to sign the SSTTP application certifying that family members are not receiving assistance from another Tribal/State/County TANF program.

Release of Information: Participants will be required to sign releases of information; each release will specify what we are asking for from other agencies. Failure to sign a release of information may result in denial of case or case closure.

Appeal Rights: You have a right to a fair hearing if you feel the Family Advocate has made an incorrect decision in your case. Your appeal must be in writing and must occur within 10 days of the case action or date of the notice of action. The written appeal must be addressed to the Site Supervisor explaining your reasons why you think the Family Advocate made an incorrect decision. The actual issue being appealed must be clearly defined.

Appeals should be addressed to the SSTTP Office where your case is located. Forms for appeals and complaints are available at receptions areas.

Verbal appeals cannot be dealt with or researched appropriately all appeals/complaints must be in writing.

By my signature below I declare and affirm that I have read or had read to me and understand the Explanation of Eligibility, Benefits and Penalties and have read and understand the explanation of Rights and Responsibilities. I have received copies of these documents.

Signature of applicant

Date

Signature of co-applicant

Date

Signature of Family Advocate

Date

Signature of witness

Date