

## **APPLYING FOR "Child-Only" CASH ASSISTANCE (TANF)**

### ***For DCS Specialists***

*May 2019*

When children are placed temporarily by the Department of Child Safety with relatives or fictive kin, those kinship foster caregivers can and should apply for Cash Assistance (CA) on behalf of those children. This can be a critical source of financial support for the family. Application for such benefits should occur soon after the placement is made.

It is the responsibility of the DCS Specialist to:

- Tell the kinship foster caregiver about this helpful financial benefit
- Encourage all kinship foster caregivers to apply
- Scan and email the completed FA-001 and Notice to Provider to the Family Assistance Administration (FAA) at [DCSFASTPASS@AZDES.GOV](mailto:DCSFASTPASS@AZDES.GOV).

**This application process is used because if followed, all documentation required by FAA is presented and the application will be identified from the outset as a Department of Child Safety (DCS) case, making it eligible for relaxed eligibility requirements for kin or fictive kin and expedited processing by FAA:**

- DCS Specialist gives the FA-001 (available in the Forms Registry or from the Kinship Program Coordinator at Central Office) to the kinship caregiver for completion (they cannot use the on-line application process)
- Kinship caregiver completes the form and returns it to the DCS Specialist
- DCS Specialist notes that the child's Social Security Number is on the FA-001. If you have applied for a Social Security number but don't have it yet, you must include a copy of the SSA-5028 in the email scan to FAA as part of the Cash Assistance application process
- DCS Specialist prints "KFC/DCS/P" on the upper right-hand corner of the FA-001
- DCS Specialist scans each page of the application (Reminder: The FA-001 is a two-sided form. Make sure all pages are copied and scanned in order) emails the FA-001 and and the Notice to Provider to [DCSFASTPASS@AZDES.GOV](mailto:DCSFASTPASS@AZDES.GOV)
- FAA will contact the kinship caregiver to schedule an in-person or telephonic interview to complete the interview requirement within 5 days of receiving your email
- Eligibility determination is made within 20 days of when FAA receives your email
- An EBT card will be mailed to the applicant within 5 days of the interview. If approved, the EBT ("QUEST") card will be "loaded" the day following the approval date

**THE FOLLOWING INSTRUCTIONS (on back of page) WERE PREPARED FOR YOU TO GIVE TO KINSHIP CAREGIVERS TO HELP THEM UNDERSTAND WHY AND HOW TO APPLY FOR CASH ASSISTANCE.**

# HOW TO APPLY FOR Child-Only CASH ASSISTANCE (TANF)

## *For Kinship Foster Caregivers*

*May 2019*

When a child is placed in your home by the Department of Child Safety, your food and other expenses will increase. It is possible that the child placed with you will be eligible for Cash Assistance, monthly benefits through the Family Assistance Administration (FAA). This is money you can use to help pay for food and other expenses of having the child in your home. The benefit is approximately \$164 per month for the first child and increases somewhat with each additional child who is placed with you (approximately \$220 per month for 2 children, approximately \$278 per month for 3 children, approximately \$335 per month for 4 children, etc.). **It is your responsibility to apply for these benefits.**

To apply for Cash Assistance, you must complete the form "Application for Benefits" (FA-001). You can get the form at any FAA office, from your DCS Specialist, or mailed to you by the Kinship Program Coordinator reached at 602-255-2628. People with DCS open cases should **NOT** apply for Child-Only Cash Assistance TANF online or at an FAA office.

**Only apply for Cash Assistance on the FA-001 (not medical or nutrition assistance) just for the children placed with you by DCS.** You are Person 1 on page 3 and must complete the "Personal Information." Answer all question areas with a "\$" over it. Person 2 is another person in your household (you must record ALL persons living in your home). Under "Personal Information" for the DCS-placed children, show they are "Grandchild" or "Niece/nephew" as appropriate and also in that area there is "Other;" check that box also and write "unlicensed foster care." Request cash assistance for the placed children **ONLY**, not for yourself or any other children.

**Give the completed form to your DCS Specialist who will complete the submission process. DO NOT give the forms to FAA yourself.** After you have given the completed form to the DCS Specialist and the DCS Specialist has faxed the form to FAA, FAA will contact you within 5 days to schedule an interview which can be either in person or on the telephone. It is important to keep all appointments with FAA. ***If you miss a scheduled appointment, you must call to re-schedule it the same day you missed the appointment.*** If you do not, your application will be denied and you will have to re-apply (fill out the form again).

After the interview, FAA sends you an approval notice, a denial notice, or a request for further information. If you get an approval notice, the benefit will be deposited into the EBT ("QUEST") card. If you get a denial notice on any child, you can also apply for the Kinship Stipend through DCS.

If you have any questions about completing the form call the Kinship Program Coordinator at 602-255-2628. If you have any questions about the status of your application, call FAA's customer service line at 1-855-432-7587 during business hours.