

FAIR HEARINGS

If you disagree with a decision made regarding your case, you have the right to request in writing for a fair hearing. You can receive instructions how to request a fair hearing by contacting the county social service office.

CONFIDENTIALITY

The information you provide will be held in confidence and will be used solely for purposes of program administration.

PENALTY WARNINGS

Under penalty of perjury, your answers must give a true and complete statement of facts. All of the information you provide is subject to verification by federal, state, and local officials. If any information is found inaccurate, you may be denied TANF benefits and/or be subject to criminal prosecution for knowingly providing false information.

Any member of your household who is found by a state or federal court or state administrative hearing on the basis of a plea of guilty or no contest to have intentionally given false information or withheld information will be barred from the TANF for (12) months for the first violation; twenty-four (24) months for the second violation; and permanently for the third violation. The individual can also be fined up to \$250,000, imprisoned for up to twenty (20) years, or both.

Any individual convicted in state or federal court of having made a false state-

ment or representation of the place of residence or identity of the individual in order to receive assistance in two or more states, he or she will not receive TANF benefits for a period of 10 years.

Any individual convicted under state or federal law of any offense which is classified as a felony by the law of the jurisdiction involved and which has an element the possession, use, or distribution of a controlled substance (as defined in section 102(6) of the Controlled Substances Act (21 U.S.C 802(6)) shall be disqualified permanently from receiving TANF benefits.



ASSIGNMENTS AND CLAIMS

ASSIGNMENTS OF RIGHTS

As a condition of eligibility for TANF, you must assign to the state of North Dakota any rights to child support and spousal support you may have from another, for yourself or any person for whom you are applying or receiving assistance. This assignment includes rights to child support from accrued as well as present and future support. Such payments will be used to reimburse the state up to the amount of assistance granted. This assignment will terminate when you cease to receive TANF benefits, except of any recovery of any support obligation unpaid at that time.

If you receive any child support payments directly from the obligor, from any agency, or any other source, you must immediately submit payment to the local child support enforcement agency. Failure to do so constitutes fraud, and prosecution through the state's attorney's office may be pursued.

North Dakota Department of Human Services
Public Assistance Division
600 E Boulevard Ave. - Dept 325
Bismarck, ND 58505-0250
Phone 701-328-2332 Fax 701-328-1060
TTY: 1-800-366-6888
email: dhseap@state.nd.us
www.state.nd.us/humanservices

DN#1222 (04-03)



TANF

Temporary Assistance for Needy Families



general information

North Dakota Department
of Human Services

The information contained in this booklet is your guide when requesting TANF benefits. Please read this brochure before continuing with your request for TANF benefits. This will help both you and your Program Manager in the request for TANF benefits process.

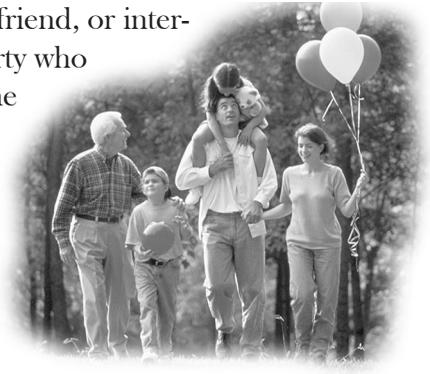
If you have any questions contact

County social services at

GENERAL INFORMATION

PROGRAM INFORMATION

A request for TANF benefits form may be completed by you, your legal guardian, or a member of your household, relative, friend, or interested party who knows the financial situation of all household members.



You have the right to file the application for TANF benefits immediately as long as it contains your name and address and the signature of a responsible household member. If you need help completing the form, assistance will be provided to you.

If you are eligible for TANF, benefits may begin no earlier than the date the completed Application for Assistance is received at the county social service office.

COMPLETING AN APPLICATION FOR TANF

Information about all household members must be complete, clear and correct before your Request for Benefits can be processed.

NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

The North Dakota Department of Human Services makes available all services and assistance without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance, in accordance with Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and the North Dakota Human Rights Act of 1983.

Individuals needing accommodation or who have questions or complaints regarding the provision of services according to these acts may contact the Civil Rights Officer, North Dakota Department of Human Services, Judicial Wing, State Capitol, 600 East Boulevard Avenue, Bismarck, ND 58505 (701-328-4042 voice or 701-328-3480 TDD); or the US Department of Health and Human Services, Office for Civil Rights, Region VIII, Federal Office Building, 1961 Stout Street, Denver, CO 80294 (303-844-4774 voice or 303-844-3439 TDD).

PROOF OF CITIZENSHIP OR ALIEN STATUS

The Immigration Reform and Control Act (public law 99-603) requires that every person applying for TANF provide proof of citizenship or alien status.

Each person who is not a citizen must show documentation from the Immigration and Naturalization Service (INS) as proof of immigration status. (For Example: Resident Alien Card (Form I-551); Arrival - Departure Record (Form I-94). This proof will be verified by the county social service office through INS. Information received from INS may affect your household's eligibility and level of benefits. Failure to provide verification will result in denial of benefits for that individual, and in certain circumstances the denial of benefits for the entire household. The income and assets of ineligible household members will be considered available in determining the eligibility of the remaining household members.

USE OF SOCIAL SECURITY NUMBERS

Public Laws 93-647, 97-98 and 98-369 require social security numbers for all recipients of TANF. Failure to provide verification of social security numbers or to apply for a social security number will result in the denial of TANF benefits. Subject to Section 1137 (42 USC 13206-7) (a), all names and social security numbers will be used to check information you give us against federal, state, or local government computer matching systems which partici-

pate in the Income and Eligibility Verification System (IEVS), such as Internal Revenue, Job Service, and Social Security Administration. Income and asset information may be verified through collateral contacts such as employers, banks, etc. when discrepancies are found. This information may affect your eligibility or benefit amount.



YOUR RIGHTS AND RESPONSIBILITIES

REPORTING CHANGES

The county social service office must be informed of all changes in your household including income, assets, persons entering or leaving your household, and address changes within five (5) days.

As a TANF recipient, you will be required to complete a monthly report each month whether or not there is a change. If you do not receive a monthly report form, you must contact the county social service office immediately and request a monthly report form.