

CTTP APPLICATION CHECKLIST NEEDY FAMILIES

☐ Drug Test Due Date: _____

☐ All other items due by: _____

Vital Records and income information is required for all adults and children in the home

- ☐ Photo ID
- ☐ Birth certificates
- ☐ Tribal Verification
- ☐ Social security cards
- ☐ Marriage certificate/divorce decree
- ☐ Pregnancy Verification

- ☐ Residency info
 - ☐ Lease/mortgage statement/Tribal housing letter (if residence is in your name) *or*
 - ☐ Current Utility bill & Statement of Facts from person you are staying with
- ☐ All current income for household (Earned and Unearned: employment, income from tribe, unemployment, Social Security: SSI/SSA/SSDI/SSDB, Disability, etc.)
- ☐ Unemployment application confirmation
- ☐ Custody paperwork regarding children
- ☐ Child support information/paperwork
- ☐ Immunization records for any child under age 13
- ☐ Last year's taxes - State/Federal
- ☐ Current bank statement, statements for any other accounts owned (Paypal/Cashapp/Venmo)
- ☐ Registration/insurance for any vehicles you own
- ☐ School Enrollment Verification
- ☐ Child's report card
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

Failure to provide the above documents may result in your application being denied.

If you have any questions regarding the above items, please contact our office:

Phone: _____ Email: _____

APPLICATION AND RENEWAL CHECKLIST NEEDY FAMILY

Applicant's Name: _____

Case #: _____ Due Date: _____ (10 business days from intake date)

Items needed to complete the application:

STAFF USE ONLY		SCAN LOCATION	
Adult(s)		CIF TAB OF INDIVIDUAL	SCAN INITIAL
	Valid government issued picture I.D. or Qualified Alien Status	PICTURE ID <i>Ex: CDL exp 07/2028</i>	
	Tribal Verification	VITAL STATISTICS	
	Birth Certificate(s)		
	Social Security Card(s)		
	Marriage Certificate or Divorce Decree (when applicable)		
	Pregnancy Verification (when applicable)	MEDICAL <i>Ex: 12/23 Pregnancy verification</i>	
Child(ren)		CIF TAB OF INDIVIDUAL	SCAN INITIAL
	Tribal Verification	VITAL STATISTICS	
	Birth Certificate(s)		
	Social Security Card(s)		
	Immunization Records (exempt at 13 years, 6 th grade or Statement of Fact for religious concerns)	MEDICAL <i>Ex: 12/23 Immunization Jane Doe</i>	
Child(ren) Education		SCHOOL INFO TAB OF CHILD	SCAN INITIAL
	School Enrollment Verification (including minor parents)	CHILD EDUCATION	
Application Documents		TANF INTAKE – TANF IMAGES	SCAN INITIAL
	Application for Services	APPLICATION or RECERTIFICATION	
	New Participant Orientation		

APPLICATION AND RENEWAL CHECKLIST NEEDY FAMILY

	Talent Release	Scan packet (application and all forms) together <i>Ex: 12/2023 Intake</i> <i>Ex: 12/2023 Recertification</i>	
	Rights and Responsibilities		
	Drug Testing Acknowledgment/Proof of Drug screen		
	Fraud Acknowledgment		
	Home Visit Acknowledgment		
	Acknowledgment of Non-Compliance		
	Parent Information		
	Release of Transporting Youth Waiver		
	Consent to Release Information		
	Verification of Aid (County and any applicable Tribal TANF) Include all time on aid documents	VERIFICATION OF AID <i>Ex: 12/2023 VOA-County</i>	
	Passport to Services/Cal Fresh documents (if applicable)		
	Drug Testing Confirmation/Results	ALCOHOL/DRUG <i>Ex: 12/23 A/D Confirmation or Results (name(s))</i>	
Residency Documents <i>One or more of the items below</i>		TANF INTAKE – TANF IMAGES	SCAN INITIAL
	Copy of current lease, rental agreement or mortgage statement (If in applicants name)	RESIDENCY <i>Ex: 12/2023 Lease</i>	
	Letter from Tribal Housing (if applicable)		
	Statement of Facts from Homeowner or Leaseholder & current utility bill for address (If residence is not in applicants name)		
Legal Documents		TANF INTAKE – TANF IMAGES	SCAN INITIAL
	Child custody agreements (when applicable) or Statement of Facts for custody	Legal Documents <i>Ex: 8/2023 Custody order</i>	
Needy Caregiver Legal Documents <i>One or more of the items below</i>		TANF INTAKE – TANF IMAGES	SCAN INITIAL
	Child custody agreements, guardianship or court order, Tribal or county document with proper signatures and/or seals	LEGAL DOCUMENTS <i>Ex. 2023 Statement of Fact for Custody</i>	

APPLICATION AND RENEWAL CHECKLIST NEEDY FAMILY

	Designation of Indian Custodian, (25 U.S.C 1901, et seq.)		
	A letter from the appropriate tribe with authorized signatures and/or Tribal Resolution		
	Statement of Facts from the custodial parent (if available) or a Statement of Facts from the Needy Caregiver regarding custody situation of child(ren) and whereabouts of parents		
Income Documents		Annual income or initial award letters/applications- Scan to TANF INTAKE- TANF IMAGES Monthly income- Scan to TANF PAYMENTS (with MER)	SCAN INITIAL
	Monthly Eligibility Reports (MER) for first 2 months of assistance		
	Verification of Earned income: Employment check stubs/Employment offer letter		
	Per capita, RSTF, General Welfare or Tribal distribution		
	Tax Return (previous year) or Statement of Facts for non-filing of tax return	TAX RETURN <i>Ex: 2023 Tax Return (Name)</i>	
	Social Security income for adults and children (SSI, SSA, Social Security Disability Insurance, Survivors Benefits)	ANNUAL INCOME <i>Ex: 2024 SSI Award Letter (Name)</i>	
	State of California disability award or denial letter		
	Unemployment award/denial letter or Proof of Unemployment Application (If unemployed, all applicants must apply for Unemployment)		
	Veterans benefits		
	Child support income		
	Money received from family or friends		
	Other income of any kind		

APPLICATION AND RENEWAL CHECKLIST NEEDY FAMILY

Resources		TANF INTAKE – TANF IMAGES	SCAN INITIAL
	Bank accounts checking/savings (copy of most current bank statement for all accounts to show resource levels)	RESOURCES	
	IRA retirement accounts, 401K or other investment accounts	<i>Ex. 12/2023 Wells Fargo Acct # 12345</i>	
	Other Accounts: Venmo/PayPal/Cash App etc. (copy of most current bank statement for all accounts to show resource levels)	<i>Statements turned in with MER are scanned with MER on Payments</i>	
	Trust accounts or Savings bonds		
	Current vehicle registration/proof of insurance	<i>Ex: 2015 Tahoe Registration/Exp 12/2024</i>	
	Vehicle loan information (for vehicle value)	<i>Scan vehicle information as a packet</i>	
	Proof of estimated vehicle value and current odometer reading (KBB)		
	Real property other than primary residence		
	Other:		

Upon Approval or Denial of Application, this completed form is to be scanned by Approver/Site Manager with the Compliance Notice of Action into TANF INTAKE – TANF IMAGES.

Ex. 12/2023 Compliance Notice of Action (Approval)



APPLICATION FOR SERVICES

Family Type:

☐ 1 Parent
 ☐ 2 Parent
 ☐ Caregiver

Name (First, Middle, Last)			
Home Address	City	State	Zip Code
Mailing Address	City	State	Zip Code
Home Phone	Message Phone	Email Address	Other Names (maiden, nickname, etc.)
County of Residence	How long in the County?	Number of month/years at your current residence?	

Please list everyone in your household requesting aid.

Enter Names (Adult & Child(ren))	Relation (NR= Not Related)	Birth Date	Social Security Numbers	Sex (M/F)	Marital Status	U.S. Citizen? (Y/N)	Veteran (Y/N)	Education (Last grade completed)	School (Last year attended)	Race
Example: Joe Smith	Self	2/10/74	555-55-5555	M	S	Yes	Y	12 th	1994	Native



APPLICATION FOR SERVICES

1. What is the Tribal affiliation of your child?

- ☐ Member of a Federally Recognized Tribe
☐ Descendent of California Judgment Roll

☐ Descendent of Federally Recognized Tribe

Which Tribe? _____ Tribal Enrollment # _____

2. Do you currently or have you ever resided on a Rancheria, Reservation or other Tribal Lands? ☐ Yes ☐ No

If yes, list all months, years & location: _____

3. Has anyone in your household received public assistance (TANF, CalWorks, CalFresh, Medi-Cal) ☐ Yes ☐ No

If yes, who, when and what County _____

Workers Name: _____ Phone number: _____ CalFresh: How much? _____

4. Are you requesting assistance for anyone that is pregnant? ☐ Yes ☐ No

If yes, who? _____ When is baby due? _____

5. Do any of the children have an absent parent? ☐ Yes ☐ No

If yes, please list the absent parent name: _____

6. Is any adult in your household fleeing from prosecution, custody, and confinement for a felony from any state? ☐ Yes ☐ No

If yes, who? _____

7. Do you or anyone who lives with you, receive money from employment? ☐ Yes ☐ No

Include money from all jobs received.

Household Member who works	Employer	Full-time, Part-time or Seasonal	Number of hours worked per week	Hourly wage or monthly salary	Amount paid last month	How often paid?
Example: Joe Smith	XYZ Company	Part	10	\$10	\$400	weekly

APPLICATION FOR SERVICES

8. Does anyone in your household receive money from any other source? ☐ Yes ☐ No

- | | |
|--|--|
| <input type="checkbox"/> Alimony | <input type="checkbox"/> Money from relatives/friends |
| <input type="checkbox"/> Annuities | <input type="checkbox"/> Pension/Retirement benefits |
| <input type="checkbox"/> Bingo/Gambling winnings | <input type="checkbox"/> Social Security benefits (SSI, SSA, SSDI, Survivor, Death, etc.) |
| <input type="checkbox"/> Child Support | <input type="checkbox"/> Subsidized Adoption Benefits |
| <input type="checkbox"/> Education | <input type="checkbox"/> Tribal Per Capita payments/Revenue Sharing Trust Fund (RSTF) payments |
| <input type="checkbox"/> Foster Care Payments | <input type="checkbox"/> State Disability Insurance |
| <input type="checkbox"/> Insurance/Lawsuit settlements | <input type="checkbox"/> Unemployment Benefits |
| <input type="checkbox"/> Interest/Dividends | <input type="checkbox"/> Veterans' Benefits |
| <input type="checkbox"/> Military Benefits | <input type="checkbox"/> Worker's Compensation |

☐ Other income: _____

Who receives the payment?	Adult or Child	Type of payment	Amount last month	How often?

9. Do you expect any changes in any of the income or employment you listed above, or do you expect any new income or employment not listed above?

☐ Yes ☐ No If yes, please explain: _____

10. Did you file taxes last year? ☐ Yes ☐ No

11. Do you work for or get help with food, shelter, utilities or other expenses that are not paid in cash? ☐ Yes ☐ No

If yes, please explain: _____

APPLICATION FOR SERVICES

12. Does anyone in your household own any property such as a house, land, apartment, mobile home, duplex, condo, camper, cabin or livestock?
☐Yes ☐No

If yes, please complete the following:

Who owns the property?	Type of property owned	Estimated value	Amount owed
Example: Joe Smith	Condo	\$75000.00	\$70000.00

13. Do you, or anyone who lives with you, own any vehicles such as a car, truck, motorcycle, boat, snowmobile, recreational vehicle (RV), all-terrain vehicles (ATV) or utility trailer? ☐Yes ☐No

If yes, please complete the following:

Who Owns the Vehicle?	Vehicle Type, Model and Year	What is the Vehicle used for?	Estimated Value	Amount still owed
Example: Joe Smith	1987 Ford Escort	Work	\$800	\$200

APPLICATION FOR SERVICES

14. Does anyone in your household have any of the items below? ☐ Yes ☐ No

If yes, check all the boxes that apply:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Annuities | <input type="checkbox"/> College Saving Plan | <input type="checkbox"/> Pension Plans | <input type="checkbox"/> Financial Technology Accounts
(Ex. Venmo/PayPal/Cash App/etc.) |
| <input type="checkbox"/> Burial Policy | <input type="checkbox"/> Credit Union Accounts | <input type="checkbox"/> Retirement Funds | <input type="checkbox"/> Investment Applications
(Ex. Robinhood/Fidelity/Coinbase/etc.) |
| <input type="checkbox"/> Cash on Hand | <input type="checkbox"/> 401k/IRA Account | <input type="checkbox"/> Safe Deposit Box | |
| <input type="checkbox"/> Certificate of Deposit | <input type="checkbox"/> Life Insurance Policy | <input type="checkbox"/> Savings Account | |
| <input type="checkbox"/> Checking account | <input type="checkbox"/> Mineral Rights | <input type="checkbox"/> Stocks/Bonds | |

For all items check above, please fill in the boxes below:

Who Owns Them?	Type of Item	Where Held?	Account Number	Total Value/Balance
Example: Joe Smith	Checking Account	Frontier Bank	452231	\$400.00

15. Are you currently homeless? ☐ Yes ☐ No

16. What are your shelter expenses? Check the boxes that apply and fill in the amount.

- | | |
|------------------------------------|--------------------|
| <input type="checkbox"/> Rent | \$ _____ per month |
| <input type="checkbox"/> Mortgage | \$ _____ per month |
| <input type="checkbox"/> Telephone | \$ _____ per month |



APPLICATION FOR SERVICES

17. What utility bills are you responsible for paying? Check the boxes.

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Heat (gas, electric, propane, wood, etc.) |
| <input type="checkbox"/> Water | <input type="checkbox"/> Garbage |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Sewer | |

18. Does another person or agency help you pay all or part of your shelter costs (including energy and heating assistance)? ☐ Yes ☐ No

If yes, who pays? _____ What expense? _____ Amount paid? _____

19. Does anyone in your household pay child support? ☐ Yes ☐ No

If yes, who pays? _____ Monthly Amount? _____

20. How did you hear about our program? _____

Under penalty of perjury, I certify that all information contained in this application for all persons applying for benefits, is true and correct to the best of my knowledge. I understand that the information I have provided will be verified and that fraudulent statements contained in this application could lead to criminal or civil action or administrative claims against me.

Adult Applicant Signature: _____ Date: _____

Other Adult Applicant Signature: _____ Date: _____

CTTP Staff Signature: _____ Date: _____

NEW PARTICIPANT ORIENTATION

Welcome: The purpose of this orientation is to empower our Participants to make informed and appropriate decisions to ensure their success while on the California Tribal TANF Partnership (CTTP) program. CTTP staff will provide clear information regarding the requirements in order to remain in compliance while on the program.

Office Protocol:

- Please Sign in/check in at the reception desk. Office hours are 8:00AM to 12:00PM and 1:00PM to 5:00PM, Monday-Friday. **We are closed from 12-1 during the lunch hour.**
- Please allow **30 minutes** prior to the lunch hour or the end of the work day when coming into the office to see your Caseworker.
- A notice will be posted if the office will be closed. Notification of office closure will be provided in advance as early as possible.
- CTTP has a zero-tolerance policy for “intense verbal or physical aggressive behavior.” Profanity is not acceptable. If you insist on using profanity, you will be asked to leave and reschedule your appointment.
- We suggest making an appointment to see your Caseworker unless it is an immediate need or an emergency.
- **24 hour notice of any needed documentation** that is to be mailed, faxed, picked up or copied in person is required.
- CTTP does not provide copies of Participant documents beyond what is initially provided during the intake process. We will no longer be able to fax documents for Participants that are not TANF related.

Mandatory Drug Testing: CTTP Participants are required to take a drug test upon initial intake, annual recertification and at any time that a Participant appears to be under the influence in the presence of a CTTP staff member.

New Participants are required to appear for drug testing no later than ten (10) calendar days after the initial intake date or notice of annual recertification. Failure to adhere to this policy will result in denial or closure of your case.

Confidentiality: CTTP takes your privacy seriously, given this we would like you to be aware of the following:

- All of your information will be kept secure and protected.
- CTTP staff is not permitted to initiate contact or discuss case information in a public place. A participant may initiate contact, however, we ask that you do not discuss program related issues outside of CTTP offices.
- All CTTP staff are Mandated Reporters. Your information will be protected with the exception of our legally mandated obligation to report child abuse/neglect.

Notices: All notices that are sent from a CTPP office are mailed to the last known address. It is your responsibility to notify your Caseworker of any address changes within five (5) business days.

If mail is not returned to our office by the post office, it is assumed the mail has been received. Failure to check your mail is not a valid excuse that you were not notified of an action.

Monthly Reports: Your Monthly Eligibility Report (MER) is due the day that your monthly cash assistance check is picked up. If your MER is not submitted by the 10th of the month, you will receive a late MER notice which could result in the late MER Non-Compliance Policy being imposed.

Your MER must be completed with all required documentation attached, (i.e., bank statements, all income verification, including Cal Fresh, Medi-Cal, per capita, child support and child(ren)'s school attendance, etc.). If your MER is incomplete **it will not** be accepted or processed.

It is your responsibility to ensure your MER is complete without error. If an error is found, the MER will be returned to you via mail for correction and a missing MER notice will be sent.

The MER must be clean legible in order to be placed in your current case file. The MER **must** be completed in blue or black ink, not pencil.

Report any and all changes in regards to household size, all income, address change etc. within five (5) business days to your Caseworker, as well as on your MER.

Required Documentation: In order to determine continued eligibility, supporting documentation will be requested by your Caseworker or other pertinent CTPP staff. You will be required to submit requested documentation by indicated date and time. If unable to submit requested documentation, CTPP may not be able to determine continued eligibility, thus closing your case.

Annual Recertification: Each year prior to your CTPP anniversary date, a recertification appointment must be completed. During this appointment you will complete a new application, update forms and provide any updated documentation. Failure to complete recertification will result in case closure the last day of the recertification month.

72 Month Time Limit: Participants who have reached their 72-month time limit will be referred to the county for assistance if needed. Your family will no longer be eligible for assistance from CTPP.

You will meet with your Caseworker at 65 months to review your case plan status. At 70 months, you will discuss the process of transferring your case to the county if needed.

Compliance Department: CTPP has a Compliance Department that is required to enforce state and federal guidelines which include, case audits, case file reviews and the prevention and investigation of fraud. Failure to comply with CTPP Compliance Department could result in penalties, sanctions and/or case closure.

Failure to allow the Compliance Investigator access to your home during a home visit may result in case closure.

Overpayment: At any time if CTTTP determines there has been an overpayment on your cash assistance benefit, you will be required to repay the overpayment.

Case Plan Appointment: Each adult is required to meet with their assigned Caseworker for a case plan appointment. During this appointment, a Case Plan Orientation will be presented, which will inform you what is expected of you during that phase of the program.

By signing this document, I agree that CTTTP Site Staff has read and explained the contents of this document to me, and that I fully understand.

Participant Signature: _____ **Date:** _____

Participant Signature: _____ **Date:** _____

CTTP Staff Signature: _____ **Date:** _____

CONSENT TO RELEASE INFORMATION

I, _____ give my permission for the following agencies:

Please INITIAL, if "Tribal" or "Other" are initialed please specify agency.

_____ County Social Services	_____ Court	_____
_____ County Mental Health	_____ Tribal	_____
_____ Alcohol & Drug	_____ Landlord	_____
_____ Child Support/Family Services	_____ Other	_____
_____ School District	_____ Other	_____

To release information to **California Tribal TANF Partnership** for the purpose of:

☐ Eligibility and Case Management

☐ Other: _____

All applicable fields must be initialed for release to be valid.

This authorization must be updated annually and may be revoked at any time in writing by the Applicant/Participant.

Applicant/Participant Signature Date

CTTP Representative Signature Date

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Applicant/Participant Signature Date

CTTP Representative Signature Date

TALENT RELEASE FORM

FOR VALUABLE DISCOURSE, including the **agreement to newsletter, publications, produce a motion picture, record video or publish photographs**, but not limited to submitted written documents, photographs of self, art work, advertisements, self-recording of voice taken, any music sung or played by self or group, the use of actual or fictitious name, general information as well as unsolicited materials, by whatever means to be exhibited, publicized or made use of, provided herewith, I grant the irrevocable merit to California Tribal TANF Partnership its licensees, agents, successors and assignees, the right (but not the obligation), in permanence throughout the world, in all media, now or hereafter known, to use (in any manner it deems appropriate and without limitation) and all rights will become the sole property of California Tribal TANF Partnership.

On behalf of myself, my heirs, next of kin, executors, administrators, successors and assignees, I herewith forfeit California Tribal TANF Partnership, its agents, licensees, successors and assignees from any and all liabilities, claims and damages arising out or rights granted under the terms of this agreement, or the exert herewith.

Date: _____

Signature: _____

Print Name: _____

I am the parent or legal guardian of **(Print Full Name)**:

I grant irrevocable consent to the foregoing grant and agreement. I know that state law requires me to attend each of my child's performances, (when producing a motion picture or recorded video) and I testify that this information was provided to me by California Tribal TANF Partnership producer of the film its licensees, agents, successors and assignees. However, due to circumstances beyond my control, I may or may not be able to attend each performance and in these instances, I agree NOT to hold all those formerly mentioned, within this paragraph, responsible. I also give permission for my child to work until 9 pm, on production when applicable and will not put forward any claims of any kind of nature whatsoever, including without limitation, those based upon child labor laws, in connection with the exertion of the permission granted herewith. I understand that all of the above mentioned by whatever means to be exhibited, publicized or made use of, provided herewith may be used in connection with California Tribal TANF Partnership's newsletters, success stories, website links, digital stories and/or CTPP reports.

Date: _____

Signature: _____

Print Name: _____



RELEASE FOR TRANSPORTING YOUTH WAIVER

I, _____ hereby waive California Tribal TANF Partnership and its employees from any liability of injury, loss or damage to personal property, while transporting my child(ren):

in company vehicles. I acknowledge that I have read and understand the waiver, that it is a legally binding document and that I sign it under my own free will.

Parent or Guardian: _____
(Please print name)

Parent or Guardian Signature: _____

Date: _____

RIGHTS AND RESPONSIBILITIES

Rights:

1. You have the right to apply for TANF assistance as long as you meet the eligibility criteria identified in the CTPP approved plan. This, however, does not guarantee that your application will be approved.
2. You have the right to have this application read to you.
3. You have the right to appeal any decision made regarding your application.
4. You have the right to know why your application was denied.
5. You have the right to a face-to-face interview.
6. You have the right to have a representative of your choice at any interview.
7. You have the right to receive all benefits for which you are qualified.
8. You have the right to be treated fairly and with respect.

Responsibilities:

1. You have the responsibility to provide all required documents.
2. You have the responsibility to be truthful at all times.
3. You have the responsibility to meet all required work hours and other required activities.
4. You have the responsibility to submit your Monthly Eligibility Report (MER) on time.
5. You have the responsibility to report changes in your household or income within five (5) days.
6. You have the responsibility to report, to your case manager, any barriers you might encounter.
7. You have the responsibility to treat CTPP employees and staff with respect, including not using profane language while on all CTPP properties.
8. You have the responsibility to dress appropriately when visiting all CTPP properties.

I have read the above Rights and Responsibilities and understand that, if I do not comply with all requirements, I may be denied services or have my monthly cash assistance reduced by a penalty or sanction.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

CTPP Representative: _____ Date: _____



DRUG TESTING ACKNOWLEDGMENT

All CTPP adult Participants will undergo chemical dependency testing for use of chemical substances. The use of drugs is directly adverse to the goal of CTPP to promote and maintain healthy, self-sufficient families.

ALL CTPP adult Participants are required to take a drug test upon initial intake, upon recertification and at any time that a Participant/Non-Needy Caregiver appears to be under the influence in the presence of any CTPP staff member. New Participants are required to appear for drug testing no later than 10 calendar days after the initial intake date. Participants/Non-Needy Caregivers suspected of drug use by a CTPP staff member will complete the required drug testing by the close of business that day. Refusal to test shall be treated pursuant to the CTPP Mandatory Drug Testing Policy.

If a Participant refuses to cooperate during the initial phase of drug testing, they will be notified immediately that their case will be denied/closed in ten (10) days.

Participants/Non-Needy Caregivers who test positive are referred for Substance Use Disorder evaluation.

Following CTPP Substance Use Disorder Intake: The Participant will be scheduled for a retest 90 calendar days from date of their CTPP Substance Use Disorder Intake.

At the scheduled 90 calendar day date, the Participant repeats drug testing. If the Participant tests positive, an A/D Level One Sanction is applied (25% reduction of grant amount). If the Participant tests negative for drugs, no further action will be taken.

If the Participant tests positive at the 90 day test, another test will be given at 120 calendar days. If the Participant tests positive at the 120 calendar day test, an A/D Level Two Sanction is applied (35% reduction of grant amount). If the test is negative no further action is taken.

If the Participant tests positive at the 120 day test, one final test is scheduled at 150 calendar days from initial Substance Use Disorder assessment. If the Participant tests negative, no further action will be taken. If the Participant tests positive, the case is closed effective the last day of the month. Participant may reapply and re-test six (6) months from date of case closure.

If at any stage above Participant does not re-test by the date required, case is closed effective the last day of the month. Participant may reapply and re-test six (6) months from date of case closure.

Non-Needy Caregivers will follow this policy with the exception of no monetary deductions.

Growing of Marijuana in the Participant's/Non-Needy Caregiver's residence or the residence in which they currently reside results in a status of Non-Compliance and possible case closure.

As a federally funded program of the Department of the Administration for Children and Families under the Department of Health and Human Services, California Tribal TANF Partnership does not recognize state or local laws concerning the legalization of marijuana in whole or in part.

I have read and understand the above policy.

CTTP Participant/Non-Needy Caregiver

Date

CTTP Representative

Date



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If the Participant tests positive at the 120 day test, one final test is scheduled at 150 calendar days from initial Substance Use Disorder assessment. If the Participant tests negative, no further action will be taken. If the Participant tests positive, the case is closed effective the last day of the month. Participant may reapply and re-test six (6) months from date of case closure.

If at any stage above Participant does not re-test by the date required, case is closed effective the last day of the month. Participant may reapply and re-test six (6) months from date of case closure.

Non-Needy Caregivers will follow this policy with the exception of no monetary deductions.

Growing of Marijuana in the Participant's/Non-Needy Caregiver's residence or the residence in which they currently reside results in a status of Non-Compliance and possible case closure.

As a federally funded program of the Department of the Administration for Children and Families under the Department of Health and Human Services, California Tribal TANF Partnership does not recognize state or local laws concerning the legalization of marijuana in whole or in part.

I have read and understand the above policy.

CTPP Participant/Non-Needy Caregiver

Date

CTPP Representative

Date

ACKNOWLEDGMENT OF NON-COMPLIANCE

Non-Compliance is defined as failure without good cause to comply with program requirements or component of the Case Plan. Non-Compliance will result in a penalty and/or sanction being imposed, which will result in a reduction in the CTP monthly grant or case closure. The Participant will not be eligible for supportive services until the penalty/sanction has been lifted and the Participant has regained a good standing with the program.

Good standing means the Participant has participated in all required testing, training and any other requirements.

Consequences of Non-Compliance: When a Participant fails, without good cause, to comply with program requirements the individual will serve either a penalty or sanction. Participants will move to the next level under the process and will not repeat the previous level within a twelve (12) month period (Anniversary date to Anniversary date). There are two types of Non-Compliance, *general* and *specific*:

A. General Non-Compliance with program requirements may include:

1. **Failure to meet required Work Participation hours.**
2. **Failure to develop a Self-Sufficiency Plan in 30 days after eligibility intake and recertification.**
3. **Failure to participate in assigned Case Plan activities.**
4. **Failure to attend scheduled meeting with Caseworker/Site Manager.**
5. **Resign employment or refusal of work offered without reasonable justification.**

Non-Compliance in one or more of the above will result in the following:

- a. First Non-Compliance month – Verbal Warning. This sanction action initiates the progressive levels of sanctions.
- b. Second Non-Compliance month – 25% reduction of the TANF grant amount for one (1) month (Sanction level one)
- c. Third Non-Compliance month – 35% of the TANF grant amount for one (1) month (Sanction level two)
- d. Fourth Non-Compliance month – 50% of the TANF grant amount for one (1) month (Sanction level three).
- e. Fifth Non-Compliance month – 50% of the TANF grant amount for one (1) month (Sanction level three) and case will close at the end of this month. The client is eligible to re-apply after three (3) months from the month of closure.
- f. If a Participant voluntarily closes the case while in a sanctioned status and re-applies within six (6) months the client returns at the prior sanction level. Resolved sanctions will restore the grant to normal status.

B. Specific Non-Compliance includes:

1. **Failure to turn in Monthly Eligibility Report (MER) by the 10th of the required month**
 - a. 1st time MER is late: verbal warning

- b. 2nd time MER is late: \$25 penalty
- c. 3rd time MER is late: \$50 penalty
- d. 4th time MER is late: \$100 penalty
- e. 5th time MER is late: case closure

Should the 10th of the month fall on a weekend or holiday, the due date is extended to the following business day. The Participant may not reapply after case closure for three (3) months from the date of closure.

2. Failure to complete Drug Screening Process

A. New Intake/Recertification Drug Screening

New, current and child-only intake Participants are given ten (10) calendar days to complete the testing. Should the Participant fail to test at intake/recertification: Case is closed the last day of the month. The Participant may reapply on or after the first day of the following month.

B. For Cause Drug Screening

Should a CTP staff member observe an active Participant who appears to be under the influence of drugs or alcohol, the Participant is verbally notified, at the time of observation, and given a testing form to complete the drug screening at the assigned location by the close of business. Failure to complete the drug testing after notification results in immediate case closure. The Participant may not reapply after case closure for six (6) months from the date of closure.

3. Failure to submit MER before end of the month

- Case is closed the last day of the month. Participants may reapply on or after the first of the following month and the case remains in retrospective budgeting to calculate the current and subsequent months' grants.

MER Reinstatement:

After a case has been closed due to a missing MER the Participant has 30 days to have their case re-instated to Approved Status.

4. Failure to submit required documentation within 30 days of request

Case is closed the last day of the month. Participants may reapply on or after the first of the following month.

5. Failure to complete Recertification in the month it is due

Case is closed the last day of the month. Participant may reapply on or after the first of the following month.

6. Failure of a child(ren) to attend school- 20 or more unexcused absences in a semester

- Student has 4 unexcused absences: Meet with Caseworker to discuss tardies/absences
- Student has 8 unexcused absences: Internal referral (Wellness or Education)
- Student has 12 unexcused absences: Mandatory workshop/Aeries portal weekly check-in by Caseworker

- Student has 16 unexcused absences: Compliance notification letter sent to Participant
- Student has 20 unexcused absences: The child will be suspended from the program

It will be the parent's responsibility to provide verification from the school that the child is in compliance with the CTPP Education Department's Attendance Guidelines, following the 30 day exclusion from the grant.

The child will not be eligible for any supportive services with the exception of Web-based learning software.

7. Failure to turn in Childcare Timesheets by the 10th of the month.

- 1st time Timesheets are late: Verbal warning
- 2nd time Timesheets are late: \$25 penalty
- 3rd time Timesheets are late: \$50 penalty
- 4th time, and all subsequent months, Timesheets are late: \$100 penalty

8. Participant conduct (abusive language, sexual harassment, abusive or intimidating behavior, physical violence or threats toward staff/facilitators or Participants, and/or any illegal activity).

Depending on severity of incident, the penalty will be determined by the Executive Director. Penalties may include a sanction up to, and including, case closure.

Participant Signature _____ Date _____

Participant Signature _____ Date _____

CTPP Staff Signature _____ Date _____

FRAUD ACKNOWLEDGMENT

What is welfare/TANF fraud?

Welfare/TANF fraud is a crime.

1. Fraud is an intentional action, inaction, or statement made by an individual for the purposes of obtaining benefits to which he or she is not entitled.
2. An intentional program violation is an action taken by an individual that intentionally misrepresents, conceals, or withholds a material fact for the purpose of establishing or maintaining a family's eligibility for CTP TANF benefits, or for increasing or preventing a reduction in the amount of the family's benefit.

If you have read and understand the above section please initial here: _____

Fraud Prevention

In order to avoid the possibility of welfare/TANF fraud, you must report all changes in your household as some changes may affect your assistance. All changes must be reported within 5 days. All changes must be reported on the Monthly Eligibility Report (MER) as well.

1. You must report to your Caseworker/Site Manager all income you or anyone in your household receives from any source.
2. You must report to your Caseworker/Site Manager about all your property, both real and personal, such as a house, land, money, a car, livestock, or any other property.
3. You must report to your Caseworker/Site Manager about every person living in your home, any change in the number of persons in your home, or if the status of anyone in your home changes, such as: someone gets married, separated, becomes pregnant, or moves in/out of the home.
4. You must report all Work Participation Hours and provide 3rd party verifications via a signature and contact number for each activity for which you have been approved. When you have pay stubs, log in sheets, or other proof of attendance, a signature and contact number will not be mandatory. All 3rd party verifications will be contacted for verification.

If you have questions about what to report, you must contact your Caseworker/Site Manager.

If you have read and understand the above section please initial here: _____

Suspected Fraud

When there is a suspicion of fraud, a fraud referral will be sent to the Compliance Department. The Compliance Department will conduct an investigation in an effort to determine whether or not the suspicion is valid. If the suspicion is not valid, the investigation will be closed. If fraud or suspicion of fraud has been confirmed, CTP reserves the right to conduct a criminal background check to determine if a participant has a prior history of fraud.

If you have read and understand the above section please initial here: _____

FRAUD ACKNOWLEDGMENT

Consequences for Committing Fraud

When fraud has been determined by the Compliance Department, the amount defrauded will be calculated if a dollar loss exists. The amount defrauded is considered an overpayment and the adults listed on the grant are responsible for the overpayment. A person found guilty of fraud may be subject to:

1. A reduction in cash aid for any overpayment.
2. Case closure and disqualification from California Tribal TANF Partnership.
3. Being referred to the County District Attorney's Office for possible criminal charges.
4. Being convicted of Welfare Fraud and may have to pay a fine, go to jail, or both.
5. If TANF case is closed, active fraud case will still continue.

If you have read and understand the above section please initial here: _____

Fraud Acknowledgment Receipt

I have received a copy of the Fraud Acknowledgment. Please initial here: _____

Penalty of Perjury: Any Person who knowingly and willfully provides information as true to any material (written or verbal) which he or she knows to be false is guilty of perjury under California Penal Code, Section 118. If convicted of such crime, is subject to serve up to 4 years in the California State Penitentiary.

I declare under penalty of perjury, that I understand all sections of this form and I am willingly participating in the California Tribal TANF Partnership program and have the responsibility to comply with program requirements.

Applicant/Participant Signature

Date

CTTP Representative Signature

Date

FRAUD ACKNOWLEDGMENT

Participant Background Release

For the purposes of conducting a fraud investigation, I authorize California Tribal TANF Partnership ("CTTP") to conduct a criminal background report. I further understand that such reports may contain public record information such as, but not limited to: previous addresses, criminal records, etc., from federal, state, and other agencies that maintain such records.

I understand that CTTP can use this disclosure and authorization to continue to obtain such consumer reports throughout the duration of my time on CTTP TANF assistance.

Authorization

I hereby authorize procurement of criminal background consumer report(s) and investigative consumer report(s) by CTTP. This authorization shall remain on file and shall serve as ongoing authorization for CTTP to procure such reports at any time during my CTTP TANF assistance period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above mentioned information.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to the consumer reporting agency: **Maximum Reports, Inc., 8509 Paseo Alameda NE, Suite C, Albuquerque, NM 87113: 505-890-9236**, ("Agency"), upon proper identification, to obtain copies of any reports furnished to CTTP by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on CTTP's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to CTTP obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: www.maximumreports.com.

I understand that I have the right to request a copy of any report CTTP receives on me at the time the report is provided to CTTP.

As a California applicant, I understand that I have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in Agency's file for my review. I may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. I can have someone accompany me to the Agency's offices. Agency may require this third party to present reasonable identification. I may be required at the time of such visit to sign an

FRAUD ACKNOWLEDGMENT

authorization for the Agency to disclose to or discuss Agency's information with this third party;
2) By certified mail, if I have previously provided identification in a written request that my file
be sent to me or to a third party identified by me; 3) By telephone, if I have previously provided
proper identification in writing to Agency; and 4) Agency has trained personnel to explain any
information in my file to me and if the file contains any information that is coded, such will be
explained to me.

Printed Name (First, MI, Last): _____

Signature: _____

Date: _____

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Date

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proper identification in writing to Agency; and 4) Agency has trained personnel to explain any
information in my file to me and if the file contains any information that is coded, such will be
explained to me.

Printed Name (First, MI, Last): _____

Signature: _____

Date: _____

HOME VISIT ACKNOWLEDGMENT

All California Tribal TANF Participants will receive a home visit scheduled or unscheduled to their primary address by CTPP staff members when any of the following occur:

- Approval of application (to be completed within 30 calendar days).
- Recertification (to be completed within 30 calendar days).
- Approval of Non-Needy Caregiver application (to be completed in 30 days).
- Move to another residence.
- Adult or Child moves into or out of the residence.
- Written/verbal statement from the public regarding activities at the residence.
- Unable to contact Participant by phone, mail, or email.
- Anytime the Health and Safety of the children in the residence is in question.
- CTPP has the right to visit the home at any time without notice.
- CTPP has the right to terminate the home visit at any time due to unsafe conditions, this includes unsecured firearms.
- At the time of home visit, all pets must be leashed/contained.
- If a Participant refuses to allow entry for a home visit, they will be considered to be non-compliant with program requirements and will have 3 days to comply. If the home visit is not completed within 3 days of non-compliance, the case will be closed immediately. Case closure date is the last day of the month. The Participant is not eligible to reapply for 60 days after the case closure date.

I understand and acknowledge that I will receive home visits scheduled and unscheduled as stated above.

Participant Signature: _____ Date: _____

Participant Signature: _____ Date: _____

CTPP Staff Signature: _____ Date: _____



CALIFORNIA TRIBAL TANF PARTNERSHIP

MONTHLY ELIGIBILITY REPORT (MER)

THIS REPORT IS FOR THE MONTH OF:
(Month/Year)

NAME:

CIF NUMBER:

- **Complete, sign and return this report by 10th of the month, otherwise no cash grant will be processed for payment.**
- You must report within **5 days** any change that may affect your eligibility for the amount of your cash aid.
- Answer for everyone on cash assistance, including children, parents, step-parents, your spouse.
- Facts you report may result in your benefits increasing, decreasing or being stopped.

1) Did anyone receive (earn) money from a job or training program?

__ YES __ NO

- If "YES" complete below. Include tips, vacation pay or income in kind, such as earned housing. List net amounts.

Attach pay stubs or other proof of earnings.

If self-employed: Attach proof of income. If you claim actual expenses, list business expenses on a separate sheet of paper and **attach proof** of expenses.

Who received Income?	Employer's Name	Net Amount	\$	\$	\$	\$	\$
	Job Training	Actual Date Received					
Who received Income?	Employer's Name	Net Amount	\$	\$	\$	\$	\$
	Job Training	Actual Date Received					

2) Did anyone receive money or benefits from any other source (unearned)?

__ YES __ NO

Include: Per Capita and/or RSTF, one time lump sum, Child/spousal support; interest or dividends; gambling/lottery winnings; insurance or legal settlements; strike benefits; cash, gifts, loans, scholarships; tax refunds; any government benefits, such as Social Security, Supplemental Security Income/State Supplementary Payment (SSI/SSP), unemployment, worker's compensation, State Disability Indemnity, veterans or railroad retirement, other private or government disability or retirement; rental income and rental assistance; free housing/utilities/clothing/food; or anything else. If "YES", complete below. **Attach proof.**

Who received Income?	Source of income	Net Amount	\$	\$	\$	\$	\$
		Date Received					
Who received Income?	Source of income	Net Amount	\$	\$	\$	\$	\$
		Date Received					

3) Did you or any member of your TANF household have any Cash Resources for the month?

Checking Account	YES NO	Amount \$	Attach Current Bank Statement
Savings Account	YES NO	Amount \$	Attach Current Bank Statement
Cash on Hand	YES NO	Amount \$	

4) Did anyone in your TANF household receive any of the following for the month?

__ YES __ NO

Check all that apply

__ Food Stamps

__ Medi-Cal/Medical Assistance

__ Other

__ Subsidized Child Care

__ HUD/Section 8

Name of Person Receiving	Value of Resources/Benefits	Date Received

5) Is any member in the household avoiding or running from the law to avoid a felony prosecution, custody or confinement after conviction, or in violation of probation or parole?

__ YES __ NO

If "YES", who: _____

6) Has any member of the household been <u>convicted</u> of a drug related felony for possession, use, or distribution of a controlled substance(s)? If “YES”, complete below:				
				YES NO
Full Name of Person	Date of Arrest	Arresting Agency	Date of Felony Conviction	Conviction Was For (check one)
				_ Use _ Possession _ Distribution _ Other (explain) _____

7) Did anyone move into or out of your home, or did you move in with someone else? Include: newborns; temporary absences; deceased, entered or left a hospital, etc. If “YES”, complete below:			
YES NO			
Full Name of Person	Relationship To You	Explain What Changed	Date of Change

8) Does anyone have anything else to report?			
YES NO			
Include expected changes. Attach proof, including any costs. If “YES”, complete below:			
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <ul style="list-style-type: none"> ▪ Income: Starts, changes or stops. ▪ Insurance: Start, stop or change life, dental or health. ▪ Job/Training: Starts, stops, quit, refuse a job or training, change in hours. ▪ School-Age 16 or Older: Start or stop school or college. Costs for tuition school transportation, etc. ▪ School- Ages 6 through 17: Stop or start attending school regularly. </div> <div style="width: 48%;"> <ul style="list-style-type: none"> ▪ Babies: Become pregnant, have a baby, miscarry or terminate. ▪ Marital: Marry, divorce, or separate. ▪ Checking/Savings: Open/close a checking or savings account. ▪ Property: Buy, sell, trade, or give away, or get a motor vehicle, home, land, etc. (personal or business) ▪ Disability: Become disabled or recover from a disability. ▪ Any criminal Convictions/Arrests </div> </div>			
Full Name of Person	Relationship To You	Explain What Changed	Date of Change
Full Name of Person	Relationship To You	Explain What Changed	Date of Change

ADDRESS CHANGE Fill in this section only if you have moved or have a new mailing address. Attach proof.			
NEW HOME ADDRESS (NUMBER, STREET, AVENUE, BLVD. ETC.) APT. NO. CITY STATE ZIP			NEW PHONE NUMBER
			()
DATE MOVED	NEW MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		CITY STATE ZIP

CERTIFICATION

I UNDERSTAND THAT: <ul style="list-style-type: none"> I must contact my caseworker within 5 days of any changes in my household. Facts I report may result in an increase, decrease, or termination of assistance. If I knowingly give false facts or do not report changes in order to continue receiving assistance or benefits my assistance or benefits will be terminated. Payments may be delayed or terminated because of an incomplete or late MER. If knowingly and willfully give false information about my income, property, or family status to receive or continue receiving cash assistance benefits, I can be legally prosecuted. I may be charged with committing a felony if more than \$400.00 in cash aid is wrongfully paid out. I understand that the penalties for welfare fraud can be up to \$10,000 dollars and/or three years in prison. Conviction or proof of welfare fraud will also result in the discontinuance of future aid from the California Tribal TANF Partnership.

YOU MUST SIGN AND DATE THIS REPORT AND ATTACH ALL VERIFICATION OR IT WILL BE CONSIDERED INCOMPLETE.			
I declare under penalty of perjury under the laws of the United States and the State of California that the facts contained in this report are true and correct.			
Signature or Mark	Date Signed	Home Phone	Contact Phone
Signature of Spouse or Other Parent of Cash Aided Child(ren)	Date Signed	Home Phone	Contact Phone

Reason hours not met _____

Clients Signature:	Date:
Signature of CTTTP Staff:	Date:

Phone #:

[illegible]

Reason hours not met _____

Clients Signature:	Date:
Signature of CTTTP Staff:	Date:

Phone #:

[illegible]



SCHOOL ENROLLMENT VERIFICATION

Case Name: _____ Site: _____

Please provide verification that the following individual(s) are currently enrolled in school.

Name of School _____ School Year _____

Name	Date of Birth	Enrolled Yes / No	Grade
_____	_____	Yes / No	_____
_____	_____	Yes / No	_____
_____	_____	Yes / No	_____
_____	_____	Yes / No	_____
_____	_____	Yes / No	_____
_____	_____	Yes / No	_____
_____	_____	Yes / No	_____
_____	_____	Yes / No	_____

School Official Signature

Date

Title

()

Phone

PARENT INFORMATION

Please complete for each parent who is not living in the home

Mother's Information:

First: _____ Last: _____ MI: _____

D.O.B.: _____ Deceased: Yes ☐ No ☐

Home/Mailing address: _____

City: _____ State: _____ Zip Code: _____

Hm. phone: _____ Wk. phone: _____ Other phone: _____

Parent has visitation: Yes ☐ No ☐ If yes, list schedule: _____

Has custody/guardianship been established by court: Yes ☐ No ☐

Children of Parent Above:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Father's Information:

First: _____ Last: _____ MI: _____

D.O.B.: _____ Deceased: Yes ☐ No ☐

Home/Mailing address: _____

City: _____ State: _____ Zip Code: _____

Hm. phone: _____ Wk. phone: _____ Other phone: _____

Parent has visitation: Yes ☐ No ☐ If yes, list schedule: _____

Has custody/guardianship been established by court: Yes ☐ No ☐

Children of Parent Above:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Under penalty of perjury, I certify that all information contained is true and correct to the best of my knowledge.

Applicant Signature

Date



STATEMENT OF FACTS

I, _____ make the following
statement under the penalty
of perjury:

I hereby grant permission to CTTTP to investigate and verify the above information provided by me to determine eligibility for CTTTP Tribal TANF Services.

I certify that the above information is true and correct to the best of my knowledge and belief. I understand that knowingly providing false information to obtain Tribal TANF services may constitute a criminal offense or fraud disqualifying me for CTTTP Tribal TANF, or resulting in an overpayment that I may have to pay back to CTTTP Tribal TANF.

Signature _____ Date _____

CTTTP
Representative _____ Date _____