



## TANF 103-3 Rights and Responsibilities

**Supersedes:** TANF 103-3 (7/1/07)

**Reference:** SB 29 (2005)

**Overview:** All individuals applying for and receiving assistance will be informed of their rights and responsibilities. Under this requirement, information is conveyed in oral and/or written form, as appropriate, at the time of application and redetermination.

### **HCS-250 APPLICATION FOR ASSISTANCE:**

Each adult household member must sign the HCS-250 which includes client rights and responsibilities.

### **HCS-220 RIGHTS AND RESPONSIBILITIES:**

If applicants refuse to sign the HCS-220, OPA must continue with the eligibility determination. Benefits cannot be denied because applicants refuse to sign the HCS-220 as long as the household has verbally answered the questions.

### **APPLICANT/CLIENT RESPONSIBILITIES:**

Applicant/client responsibilities are to:

1. Complete and sign the application form and all other required forms;
2. Provide information and verification as required;
3. Take necessary steps to obtain all income to which they are entitled;
4. Comply with all non-financial requirements; and
5. Report all changes in the family's circumstances as soon as possible but within ten (10) days of having knowledge of the change to assure issuance of correct benefits.

**Effective Date:** January 01, 2018