

122 1st Avenue, Suite 600 Fairbanks, AK 99701 Phone: (907) 452-8251

Fax: (907) 459-3870

Email: TCCTANF_Dept@tananaChiefs.org

TANF-ATAP/FOOD STAMPS APPLICATION

Checklist:

Please provide the following items so that we can process your application and get your benefits to you quickly.

IMPORTANT: If you quit your job within 60 days of submitting this application, you may not be eligible to receive benefits for up to 30 days, 6 months, or 1 year. Prior to submitting your application, please call 907-45208251 to discuss the reason you quit your job.

	☐ Tribal Enrollment or CIB card (verification for the person who is listed as the head of household for the TANF case)
	☐ Social Security Numbers (for everyone; please bring the cards in if you have them)
	☐ Proof of income (this month's paystubs plus any other income (i.e., child support, unemployment, paid work, etc.))
	□ Proof of child care and shelter & utility expenses (receipts from your daycare provider, copy of your most recent rent or lease agreement, your most recent bills and receipts paid for fuel, electric, phone, water or sewer)
	□ 30-day bank statement (online bank statements not accepted)
	□ Photo Identification
	☐ Proof of pregnancy and due date (if applicable)
	☐ Proof of incapacity for one or both parents (if applicable)
	☐ Case closure notice if you came from another state
	☐ Completed Child Support Information Form if one or both parents are absent from the home
A	Iso remember to:
	☐ Check the box or boxes to indicate which service(s) you are requesting
	☐ Have all adults sign the application
	☐ Sign the release of information form



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APPLICATION FOR SERVICES

Date Received:	TWDS	TWDS Date Received:					
TWDS Signature							
HELP NEEDED (Please check all that apply)							
Tanana Chiefs Conference Temporary Assistance for Needy Families (TANF) and the State of Alaska Division of Publ Assistance deliver the following programs out of the TCC Office: (Heating Assistance - Use Separate Form)							
☐ Finding Work	□ Food		☐ Medical Assist	ance			
☐ Child Support	☐ Utilities		☐Transportation				
□Rent	☐ Other Temporary Assist	ance	☐ Child Care				
☐ Prenatal Care	☐ Other:						
			•				
APPLICANT INFORMATION (PI	ease print)						
First name and Middle Initial	Last Name		Social Security				
Physical Address/Direction to Your Home	City, State		Zip Code				
Mailing Address	City, State		Zip Code				
Home Phone Number	Message Phone Number		Other Names You Have Us	sed			
Answer these questions to see if you ca	n get food stamps within 7	days.					
Do you have more than \$100 in cas		□Yes	□ No				
 Is your household's monthly gross than \$150? 	ncome (income before dec	luctions) less	□Yes	□ No			
 Are your costs for rent/mortgage/ income, cash, and money in the bar 	•	onthly gross	□Yes	□ No			
Sign Here	Date		Email Address				



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Household Members

List all of the people who live with you. Please print. If more spaces are needed, please attach another piece of paper. Marital Status: Married (MA), Not Married (NM), Separated (SE), Legally Separated (LS), Divorced (DI), Widowed (WI)

` '		• • • • • •	` ''	
Household Member Name		Relationship to You (NR if not related) Self		
Birth Date	Social Security Number	US Citizen or National	Alien in Satisfactory Immigration Status	
Education (Last Grade Completed, High School Diploma, GED, College)				
Household Member Name			Relationship to You (NR if not related)	
Birth Date	Social Security Number	US Citizen or National	Alien in Satisfactory Immigration Status	
Education (Last Grade Completed, High School Diploma, GED, College)				
Household Member Name			Relationship to You (NR if not related)	
Birth Date	Social Security Number	US Citizen or National	Alien in Satisfactory Immigration Status	
Education (Last Grade Completed, High School Diploma, GED, College)	□Male □ Female □Nonbinary	Race	Disabled: □Yes □No	
Household Member Name			Relationship to You (NR if not related)	
Birth Date	Social Security Number	US Citizen or National	Alien in Satisfactory Immigration Status	
Education (Last Grade Completed, High School Diploma, GED, College)	□Male □ Female □ Nonbinary	Race	Disabled: □Yes □No	
Household Member Name			Relationship to You (NR if not related)	
Birth Date	Social Security Number	US Citizen or National	Alien in Satisfactory Immigration Status	
Education (Last Grade Completed, High School Diploma, GED, College)	□Male □ Female □Nonbinary	Race	Disabled: ☐ Yes ☐ No	



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Household Members, Continued

List all of the people who live with you. Please print. If more spaces are needed, please attach another piece of paper. Marital Status: Married (MA), Not Married (NM), Separated (SE), Legally Separated (LS), Divorced (DI), Widowed (WI)

(//	(//	0,1	\ // // // // // // // // // // // // //	
Household Member Name		Relationship to You (NR if not related)		
Birth Date	Social Security Number	US Citizen or National	Alien in Satisfactory Immigration Status	
Education (Last Grade Completed, High School Diploma, GED, College)	□Male □ Female □Nonbinary	Race	Disabled: □Yes □No	
Household Member Name			Relationship to You (NR if not related)	
Birth Date	Social Security Number	US Citizen or National	Alien in Satisfactory Immigration Status	
Education (Last Grade Completed, High School Diploma, GED, College)				
Household Member Name			Relationship to You (NR if not related)	
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Household Member Name			Relationship to You (NR if not related)	
Birth Date	Social Security Number	US Citizen or National	Alien in Satisfactory Immigration Status	
Education (Last Grade Completed, High School Diploma, GED, College)	□Male □ Female □Nonbinary	Race	Disabled: □Yes □No	
Household Member Name			Relationship to You (NR if not related)	
Birth Date	Social Security Number	US Citizen or National	Alien in Satisfactory Immigration Status	
Education (Last Grade Completed, High School Diploma, GED, College)	□Male □ Female □ Nonbinary	Race	Disabled: □ Yes □ No	



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Household Income

1. Has anyone in your household had a job end in the last 60 days? ☐ Yes ☐ No If yes, who?								
2. Is anyone in your h	ousehold workir	ng and/o	r self emplo	yed?		1	□ Yes	□No
PERSON EMPLOYE	D I	EMPLOY	ER	# HOU	RS WOF	RKED	MONT	HLY GROSS INCOME
3. Do anyone in your h	ousehold receive	money	from a sourc	e besides the	employ	ment listed a	above?	□Yes □No
□Alimony		□Insu	rance/Lawsı	uit Settlemer	nt	□ Perman	ent Fur	nd Dividend
□Annuities		□Inter	est/Dividend	ls		☐ Social Security Benefits		
☐ Bingo/Gambling Wini	nings	□Milit	ary Benefits			□ Subsidi:	zed Add	option Payments
☐ Child Support		☐ Money from Friends/Relatives			S	☐ Supplement Security Income		
☐ Education Assistance)	☐ Native Corporation Dividends			3	☐ Unemployment Benefits		
☐ Foster Care Payment	S	□ Oil/Mineral Royalties				□ Veteran's Benefits		
☐ General Assistance from	om Native Corps	☐ Pension/Retirement Benefits			☐ Workers	s' Comp	pensation	
☐ Other (Please list):								
FOR ALL ITEMS CHECKI	ED ABOVE, PLEA	SE FILL	OUT THE BO	XES BELOW.				
PERSON RECEIVING PAYMENT	TYPE OF PAY	MENT AMOUNT RECEIVED THIS MONTH		AMOUNT EXPECTED NEXT MONTH		TED	PAYMENT FREQUENCY	
4. Do you expect any	4. Do you expect any income or employment changes? ☐ Yes ☐ No							
If yes, please explain:								



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Household Assets & Expenses

5.	List how much mo	nev vo	ur housahold	hae	in cach or in	hank/cro	di+	union ac	counte			
J.	HOUSEHOLD AMOUNT IN CASH MEMBER		AMOUNT	MOUNT IN BANK/ BANK/CREDI			REDIT UNION ACCOUNT NU		COUNT NUMBER			
6.	List any houses, ca	abins, _I	oroperty, stocl	ks, b	onds, or oth	er assets	0W	ned by a	nyone in y	our ho	usel	nold.
	OWNER		TYPE OF	PRO	PERTY		-	ASSET				VALUE
7.	List all vehicles ow	ned by	, anyone in yo	ur h	ousehold, in	cluding ca	ars,	trucks, r	motorcycl	es, boa	ıts, s	nowmobiles, etc.
	OWNER	VEH	IICLE TYPE		MAKE/MOD	EL	١	/EAR	VA	LUE		AMOUNT OWED
									\$			\$
									\$			\$
									\$			\$
									\$			\$
8.	Has anyone in you or other assets in		_	ven a	away, or trar	isferred ai	ny _I	property,	vehicles	□Yes	<u></u>	No
9.	Does another age or heating assista		lp you pay all	or p	art of your s	helter cos	sts,	includin	g energy	□Yes	3 🗆	No
10.	. Does anyone in your household pay child support? ☐ Yes ☐ No											
	If yes, who pays?					Monthly	Am	ount \$	3			
11.	FOR HOUSEHOLDS			GED	60+ OR WH	O HAVE D	ISA	BILITIES	: Do they	□Yes	3 	No
	If yes, who has the expense					Monthly	Am	ount:	\$			
						L						



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Household Expenses

12.	Do receive assistance with fo	od, shelter, utilities, or other ex	penses?	□Yes □No		
	If yes, please explain.					
13.	List how much your family mortgage & utilities.	pays each month for rent/	Rent/Mortgage Amount:	Utilities Amount:		
	Do you pay for your home hea	ating costs?		□Yes □No		
14.	Does anyone in your househo expenses?	old have child/dependent care	□Yes □No	Amount:		
15.	Are you requesting assistance	e for anyone in your household	who is pregnant?	□Yes □No		
	If yes, who?		When is the baby due?			
16.	Has anyone in your househol the state of Alaska, or from ar	d received public assistance fronther state?	rom any other Tribe, from	□Yes □No		
	If yes, please explain who, when, and where	?				
17.	Is any adult in your household felony or Class A misdemeand	l fleeing from prosecution, cust or?	tody, or confinement for a	□Yes □No		
	If yes, who?		Date of Conviction			
18.	Have you or anyone in your hoffense that occurred on or at	ousehold been convicted of a citer August 22, 1996?	drug-related felony for an	□Yes □No		
	If yes, who? City, State of Conviction Date of Conviction					
19.	Have you or anyone in your false address in order to rece	□Yes □No				
	If yes, who?	Date of Conviction				
20.	Is anyone in your household a	y?	□Yes □No			
	If yes, who?					



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Insurance Information

21.	Is anyone in your hosehold eligible for Health Service, Indian Health Service	•			nsurance, Public	□Yes □No
	If yes, please complete the following.					
	Name of Insured Persons:	Insurance Comp and Phone Numb	-	Address,	Policy Number	& Group Number:
		14 11 0				
22.	Does anyone in your household have		je?		,	□Yes □No
	If yes, please complete the following.				Υ	
	Person's Name:				Medicare Claim Numbe	er:
	Person's Name:		Medicare Claim Number:			
	Person's Name:				Medicare Claim Numbe	er:
	Person's Name:				Medicare Claim Numbe	er:
23.	Does anyone in your household have	an unpaid medica	al bill from tl	ne last thre	ee months?	□Yes □No
	If yes, who?		What month?			
24.	Does anyone in your household have	medical problems	or medical	costs due	to an accident?	□Yes □No
	If yes, who?		Date of the accid	dent:		
25.	Do any household members expect of	changes in health i	nsurance?			□Yes □No
	If yes, who and why?					
26.	Did anyone in your household have h months?	ealth insurance ca	ncelled or s	topped wi	thin the past 12	□Yes □No
	If yes, who and why?					



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Insurance Information, Continued

27. List the name and place of birth of all children under age 16 in your household.				
Child's Name	Place of Birth			



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Authorized Representative PLEASE PRINT.						
I have asked this person to help me with my public assistance care.						
Name of Person		Phone/Message Number				
Alternative Payee		I.				
I want this person to be able to spend my public assis of my household.	Which benefits? Cash Food					
Name of Person		Phone/Message Number				
Address	City, State	Zipcode				
Food Stamps Subsistence State	•					
My household intends to satisfy a substantial portion of intend to use these food stamps to buy equipment for cood stamps to buy guns, files, traps, fuel, ammunition	commercial hunting or fis	3				
Signature of Applicant or other Adult Household Member	1	Date				
Statement of Truth Under penalty of perjury or unsworn falsification, I certify that the statement made on the application and during my interview for assistance regarding the person in my home, the income, resources, property, and all other items that pertain to my possible eligibility for benefits are true and correct to the best of my knowledge. I have						
read or had read to me and understand my rights a Signature of Applicant	-	Date				
Signature of Other Adult Applicant	Date					
Signature of First Witness if Signed With an "X"	Date					
Signature of Second Witness if Signed With an "X"		Date				
Signature of Fee Agent or Helper	ı	Date				



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NOTES



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REQUEST FOR CONTACT PERSONS AND ORGANIZATIONS

We often need to contact persons or organizations that can verify your situation to determine your eligibility for public assistance. When we contact such persons or organizations, we tell them our name, title, and that we work for Tanana Chiefs Conference or the Division of Public Assistance. We are prohibited by law from telling them anything about you or your public assistance case.

The information we most often need to verify is where you live, who lives with you, and your household's income and resources. We may also ask for information about absent parents from the Tribal Temporary Assistance for Needy Families program and Medicaid applicants.

Please provide the information requested below.

Name of someone who knows you well	Daytime phone number		
Mailing Address	City, State	Zipcode	
Name of someone who knows you well	Daytime phone number		
Mailing Address	City, State	Zipcode	
Name of Landlord	Daytime phone number		
Mailing Address	City, State	Zipcode	
Financial Institution (Bank, Credit Union, etc.)	Telephone number		
Account Number(s):			
Employer	Daytime phone number		
Mailing Address	City, State	Zipcode	



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AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize the release of information requested by Tanana Chiefs Conference, Family Services and/or the State of Alaska Department of Health & Human Services or its agents within the Department of Law. The requested information shall be used solely in the administration of Tribal Temporary Assistance programs or the Department of Health & Human Services, and will not be released to any other person or agency outside of Tanana Chiefs Conference, the Department of Health & Social Services or its agents within the Department of Law. This release of information shall be in effect as long as I am an applicant or recipient of Tribal assistance.

Persons or organizations that may be contacted include but are not limited to: the State Records, Department of Law, the Department of Public Safety, the Department of Fish and Game, the Department of Labor, the Department of Military Affairs, Alaska State Housing Authory, Social Security Administration, local governments, health care providers, tax assessors, financial institutions, Native corportations, stock brokerage firms, landlords, employers, school authorities, and private individuals.

A reproduction of this release is as valid as the original.

Your Signature	S	Signature of Other Adult Household Member
Printed Name	Р	Printed Name
Social Security Number	S	Social Security Number
Address	A	Address
Phone Number	P	Phone Number
Date	D	Date



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MONTHLY REPORTS AND CHANGE REPORTING

If your receive Tribal Temporary Assistance of Food Stamps, you may be required to complete monthly reports about your household. You must tell your local Tribal TANF agency or the Division of Public Assistance if there are changes in your household size, income, assets, household expenses, or work status, including your job, training, or other work activity. You must report changes as follows.

If you get	Then you must			
Temporary Assistance (from the state or Tribal TANF program)	Report when children leave your home within 5 days and all other changes within 10 days		On your Monthly Report Form	
Adult Public Assistance	Report all changes within 10 days	AND	On your Monthly Report Form	
Medicaid	Report all changes within 10 days			
Food Stamps	Report all changes within 10 days	OR	On your Monthly Report Form (if you are required to submit them)	

ASSIGNMENT OF RIGHTS

Child Support Information and Cooperation

Alaska must collect child support and medical support from any parent who has the duty to pay support to an Alaska Temporary Assistance, Tribal TANF, or Medicaid recipient. This includes any money owed to you at the time you apply, as well as current and future child support payments.

When you apply for Temporary Assistance, you must:

- Sign over to the Tribal TANF program your right to receive and keep child support payments due to you or to a child on Temporary Assistance, and
- Cooperate with the Child Support Enforcement Division by providing information to establish paternity, help locate the absent parent, and enforce child support obligation.

Social Security Number

You must provide or apply for a social security number for yourself and each household member included in your application to qualify for Temporary Assistance for Needy Families, Food Stamp Program, or Medicaid.

If you believe you have a good reason not to cooperate, you must tell your caseworker immediately. You may be asked to provide information to support your reason.

Any child support payments given or paid to you while receiving Tribal Temporary Assistance benefits must be reported and turned over to TCC immediately. If you wish to negotiate or change a child support order, you must obtain a new court order, or get permission from the Child Support Enforcement Division.



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Medical Assignment of Rights

To receive Medicaid or General Relief Medical for you or your minor children, you must:

- Assign to the State your right to any medical support or other payment for medical care;
- Agree to cooperate with the State in establishing paternity; and
- Cooperate with the State in obtaining any available third party payments such as an insurance payment or court settlement.

INFORMATION YOU NEED TO KNOW

Your Rights

You have the right to discuss any action taken on your application or case with your caseworker's supervisor.

Fair Hearings

If you disagree with an action taken by the Tribal TANF program or the Division of Public Assistance that affects your benefits, you can ask for a fair hearing. You may do this by phone, in person, or in writing by contacting anyone in the state or Tribal Public Assistance Office. For most programs, a fair hearing must be requested within 30 days from the date of the agency notice. Food Stamp fair hearing requests must be made within 90 days from the effective date of the agency action. You may continue to receive Tribal Temporary Assistance for Needy Families, Adult Public Assistance, or Medicaid benefits until a hearing decision is made, if your hearing request is within 10 days from the date for the TCC notice or effective date of action. Food Stamps can continue until a hearing decision is made or until the certification period ends if you request the hearing before the effective date of the action or within 10 days from the date the TCC notice was mailed. At the hearing, you may represent yourself or be represented by a legal representative, friend, or relative. You may qualify for free legal advice representation by contacting the Alaska Legal Service Corporation.

Americans With Disabilities Act of 1990

The Tribal TANF agency (Tanana Chiefs Conference) and the Alaska Department of Health and Social Services comply with Title II of the Americans with Disabilities Act of 1990. This form is available in alternative formats upon request. Contact the Division's Americans with Disabilities Act Coordinator at 907-465-3349, TDD at 907-465-3347, or your Tribal TANF program case worker.

Civil Rights

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

To file a complaint of discrimination, write:

USDA, Director Office of Civil Rights Room 326-W, Whitten Building 1400 Indepence Avenue, SW Washington, D.C. 20250-9410

or call 202-720-5964 (voice and TDD).

USDA is an equal opportunity provider and employer.



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Your Responsibilities

You are responsible for providing proof of your household situation.

Work Requirements

To receive Tribal TANF, Alaska Temporary Assistance and/or Food Stamp benefits, you may have to participate in work activities. Tribal Temporary Assistance participants must prepare a family self-sufficiency plan that lists steps you will take to become financially independent. You must participate in approved work activities unless you qualify for an exemption. If you are an unmarried minor parent, you must live with a parent or in another approved living arrangement and attend either school or training in order to receive Tribal Temporary Assistance.

If you do not fulfill these work requirements or minor parent requirements, your benefits may be reduced or ended.

Medical Records Release

When you sign the application for assistance and use Medicaid or Chronic and Acute Medical Assistance coupons, you consent to release medical records and information about you and other people upon whose behalf you are applying to the Division or its designee. Upon request, any person who has medical records and information or the custody of such records shall relase those records to the TANF program, the Division of Public Assistance or its designee.

Medical Reimbursement Agreement

If the State makes payment for services caused by injury or illness, you must agree to include all payments made by the State in any legal claim made against a third party and to notify the Division of Medical Assistance of that claim. If you receive any insurance or court settlement, you must repay the State for the medical benefits provided as a result of the incident for which you are receiving the settlement. If married, but signing alone, you are acknowledging that benefits are for you, your spouse are both bound by this agreement.

OTHER INFORMATION

Home Visits

A Tribal TANF program or Division of Public Assistance worker may visit your home and may contact other people to verify your eligibility for assistance.

Computer Matching and Your Social Security Number

Your Social Security Number will be used to obtain information from various state and federal agencies through computer matching. This information may be used to determine your eligibility.

FRAUD PENALTY WARNINGS

You may be prosecuted if your knowingly give false, incorrect, or incomplete information to get or try to get Tribal or public assistance benefits you are not eligible for or to help someone else get benefits. You must repay any money or benefits you wrongly receive.

If you misrepresent your residence or identity to receive multiple benefits, you can be barred from receiving Tribal TANF or Alaska Temporary Assistance and food stamps for 10 years.

Under state or Tribal Temporary Assistance program rules, if you are convicted of fraud in court or an administrative hearing, you may not be able to get benefits for 6 months for the first time, 12 months for the second time, and permanently for the third time. Other penalities may also apply.



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FRAUD PENALTY WARNINGS, CONTINUED

There are penalities for kickbacks, bribes, or rebates in furnishing medical benefits. Penalties include fines up to \$25,000 and/or imprisonment for up to five years. Conviction of an offense could cause loss of Medicaid benefits not to exceed one year.

Under food stamp rules if you are convicted of fraud or otherwise found to have intentionally broken the rules, you will be disqualified from the Food Stamp program for one year for the first offense, two years for the second offense and permanently for the third. You may also be fined up to \$250,000.00, imprisoned up to 20 years, or both. You may not use food stamps to buy items such as alcohol or tobacco. You may not sell, trade or use someone else's food stamp benefits. If you are convicted of using food stamp benefits to get drugs, you will be disqualified from the program for two years and permanently for a second offense. If convicted of trading or selling food stamps worth more than \$500.00, or trading food stamp benefits for firearms, ammunition or explosives, you will be permanently disqualified from the Food Stamp Program. Individuals convicted of drug-related felonies are barred from the Food Stamp Program.



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AUTHORIZATION FOR RELEASE OF INFORMATION

	authorize the release of information requested by the Tanana Chiefs
be used solely in the administration of Tribal Tempo	rtment of Health and Social Services. The requested information shall brary Assistance Programs. Collateral's that may be contacted include,
	ent of Labor, the Department of Military Affairs, Alaska State Housing s, Financial Institutions, Native Corporations, Stock Brokerage Firms,
Landlords, Employers, School Authorities and Private	
A reproduction of this release is as valid as the o	original
A IGNIVUUVII VI UIIO IVIVUOV IS US VUIIU US IIIV V	ongmai.
Please list the names and birthdates of all school-a	age children.
Name	Birthdate
1.	
2.	
3.	
4.	
5.	
6.	
Your Signature	Signature of Other Adult Household Member
Printed Name	Printed Name
Timed Name	T THINGS HALLING
Social Security Number	Social Security Number
Address	Address
Phone Number	Phone Number
Date	Date



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AGREEMENT AND ASSIGNMENT OF RIGHTS

As a condition of receiving or having received benefits under the Temporary Assistance for Needy Families (TANF) program, I hereby assign my rights to all child support payments received from October 1, 1998 to the Tanana Chiefs Conference, Inc. I understand and agree that this assignment of rights shall apply to each month or portion of a month in which I received any benefits in the past, or will receive any benefits in the future under the Temporary Assistance for Needy Families program. This notice shall also serve as my agreement to continue to cooperate with the State of Alaska Division of Child Support Enforcement (or tribe, if it operates a Child Support Enforcement Program) in their efforts to establish, modify or enforce a child support order for a dependent child within a TANF program family.

Signature	Date			
Printed Name	Social Security Number			
Mailing Address	City	State	Zipcode	