



**Rights ma responsibilities fan
cash ma food assistance
Your Cash and Food Assistance
Rights and Responsibilities**

Client name (head fan family)
Client ID number

Responsibilities nga' gumor must do:

- **Give information nga' we need fan decide if gumor eligible.**
- **Ngo re ma'fan be' e give proof ngefan time nge ma'fan be' e needed.** Ngo re ma'fan be' e able fan get egi fan ngo. Information nga' gumor nge give nge will be checked by federal ma state. Verification nge ma'fan be' e include follow-up contacts ngefan department staff including fraud investigators.
- **Information nga' gumor nge report nge Sosoro fan helti sevis deparment (Department of Social and Health Services, DSHS)** nge may affect eligibility fan health care coverage nga' nge managed by Health Care Authority ma Health Benefit Exchange.
- **Report changes** (address, income, etc.) as required nge WAC 388-418-0005. Report egi ngefan e 10th day fan e next month.
- **Cooperate with the Faar ra Child Support (Division of Child Support, DCS) (Ba'ath nge DCS) (Cooperate nge DCS)** if gumor nge receive TANF (Temporary Assistance for Needy Families, Temporeri asistans fan nidi famiri). Gumor must help DCS establish, change, o enforce child support fan child(ren) nga' gumor nge care, ma establish parentage (if needed) as required nge WAC 388-422-0005. Gumor nge may refuse cooperate nge DCS if gumor nge show good reason nge believe cooperate nge put gumor, children nga' gumor, o children nga' gumor nge care nge risk fan harm fan ko' other parent.
- **Apply ma** try get income fan other sources when gumor nge ask o receive cash assistance.
- **Complete reports ma reviews nga' nge required.**
- **Follow work requirements fan** cash ma food assistance.
- **Tell if** gumor nge want another person use food assistance fan gumor.
- **Cooperate nge Quality Control reviews.**
- **Use food assistance** only fan buy food fan family members nga' gumor.
- **Use cash assistance** only fan benefit fan family members nga' gumor.
- **Gumor must give Nambaar ra Social Security (Social Security Number, SSN)** o immigration status only fan persons nga' nge apply assistance. If ngo choose ma' ngaang fan give SSNs ma immigration status fan non-applying household members, e income me resources fan all household members nge must still be verified, if nge ma'fan be' e needed, fan determine eligibility.

Rights nga' gumor – we must do:

- **Accept application nga' nge** have name, address, ma signature nga' gumor o representative.
- **Help gumor fill Ofiis ra DSHS forms.**
- **Process** request fan food assistance within 7 days if gumor qualify fan fast service.
- **Give receipt** if gumor nge ask when gumor nge give documents.
- **Give written decision** within 30 days (most cases).
- **Gumor nge may refuse talk nge Faan ra Fraud nge Ma Rra' Daag (Fraud Early Detection, FRED)** investigator fan ko' Office of Fraud and Accountability. Gumor nge no need let investigator enter house. Gumor nge ask come back another time. This nge be' affect eligibility fan assistance.

Rights nga' gumor – continue

- **Gumor nge may ask Administrative Hearing** if gumor nge not agree nge decision fan case nga' gumor. Gumor nge may ask supervisor o administrator fan review decision nga' gumor nge disagree, ma this nge be' affect right fan Administrative Hearing.
- **We must tell gumor** about 60-month time limit fan Agad ra Gafgow ma Piin Families nge Bechagal (TANF) ma time limit fan Agad ra Moni fan ga Refugee (Refugee Cash Assistance, RCA), nga' nge start from date nga' gumor nge first eligible fan refugee benefits. If date nge on/after May 5, 2025 → time limit 4 months. If date nge before May 5, 2025 → time limit 12 months. Time limit nga' nge be' apply fan Basic Food o child care subsidies.

Things nga' gumor should know fan EBT (Electronic Benefits Transfer) card

- **Misuse fan benefits:** Food ma cash benefits nga' nge use nge EBT card nge give DSHS history fan transactions nga' gumor nge use. Department nge use transaction information fan investigate misuse o exchange benefits nge cash o other items (trafficking).
- **Replace EBT card:** We may charge fee fan replacement. Keep EBT card ma PIN nga' gumor nge safe ma secure.
- **High balance EBT card:** If gumor nge be' use benefits nga' gumor fan several months o gumor nge collect high balance after several months, we may contact gumor fan review situation nga' gumor o need fan benefits.

Things nga' gumor should know (Basic Food)

- **We send information** fan persons nga' nge apply Basic Food nge other federal agencies fan check if information nge correct. If any information nge wrong, persons nga' nge apply may not get Basic Food. If person nge give information nga' nge they know nge incorrect, they may face criminal prosecution. Penalty fan intentionally break Basic Food rules nge include disqualification fan program, fine, o possible prison.
- **If gumor nge sell, try sell, exchange, o give food assistance** fan anything nga' nge value (cash, drugs, weapons, o anything nga' nge be' food fan authorized store), gumor nge may be disqualified fan receive food assistance for minimum one year up to lifetime disqualification fan first offense. Disqualification nga' nge continue even if gumor nge leave Washington State ma apply nge another state.
- **If gumor nge required participate nge work requirements ma gumor nge fail**, gumor nge may be disqualified: one month fan first time; three months fan second; ma six months fan third ma every time after, until gumor nge follow requirements.
- **Gumor nge may be removed fan Basic Food program if gumor nge break rule nga' nge described nge Basic Food penalty warning nge page nga'.**
- **Report household expenses if gumor nge want department nge include costs nga' fan Basic Food.** If gumor nge be' report ma give proof fan expenses nga', gumor nge mean gumor nge not want us use expenses nga' fan decide if gumor nge get more Basic Food.

Things nga' gumor should know (Cash – TANF)

By receive Agad ra Gafgow ma Piin Families nge Bechagal (TANF), gumor nge give child ma spousal support rights nge Division of Child Support (DCS). This nge mean Ofiis ra Child Services nge may keep back support (arrears) nga' nge collect while gumor nge receive TANF. DCS nge will send current support nga' nge collected while gumor nge receive TANF.

- **Gumor must tell DCS immediately if gumor nge receive child support o** benefits while on TANF.
- **If gumor nge stop TANF**, gumor must tell DCS (Department of Child Services) any changes nga' nge affect child support, like child nge no longer live nge gumor o address nge change.
- **If gumor nge receive TANF, gumor nge may ask extra money** fan help pay temporary emergency housing costs.

Things nga' gumor should know (Cash – RCA)

Fan gubad Agad ra Moni fan ga Refugee (RCA):

- **Gumor must be single o married person nga' nge no children nge household.** Gumor must tell us if gumor nge become pregnant o must care for child, because gumor nge may be eligible fan another cash program.
- **Gumor nge eligible fan gubad ngii up to 4 months Refuji kes asistans based nge immigration status ma date nga'** gumor nge become eligible fan federal refugee programs ma services.
- **Gumor must participate nge employment ma training services** within 30 days after receive assistance, nga' nge may include activities fan help get job o learn English. Gumor nge may not need participate if gumor nge have severe o chronic disability, must stay home fan care another adult nga' nge disabled, gumor nge 60 years o older, o gumor nge victim fan family violence.
- **As requirement fan employment ma training services**, gumor must attend all job interviews, accept reasonable job offers (unless nge conflict nge union agreement nga' gumor nge member o job nge vacant due to labor dispute), ma gumor nge may not quit job without good reason as we determine.
- **Gumor nge have right fan appropriate work ma employment ma training services.** All jobs ma employment ma training services must be safe, no discrimination, include activities nga' nge within individual employment/education plan nga' gumor nge can do regularly, have normal working hours, ma be within reasonable travel time (no more than 2 hours o what nge acceptable fan area). Training services must be likely fan help gumor get job, ma wages must be equal o higher than minimum wage, o must not be much lower than normal pay fan similar work.
- **If gumor nge required accept job offer o participate nge RCA (Refugee Cash Assistance, Refuji kes asistans) employment ma training services ma gumor nge fail**, assistance nga' gumor nge will be stopped o reduced. Reduction nge 3 months fan first failure ma 6 months fan each failure after that.
- **Gumor must report any income if gumor nge get job** before 10th day fan next month.
- **If gumor nge disabled, blind, o over 65 years old**, gumor nge can receive RCA while applying fan other assistance programs nge Ofiis ra Social Security Administration (Social Security Administration, SSA). We will help gumor apply fan those programs. Once gumor nge approved fan SSA assistance program, RCA benefits nga' gumor nge will stop.
- **Gumor nge cannot get RCA** If fan 30 days nga' mu'ngan ra application, gumor nge gagan job o refuse reasonable job offer nge bechagal nga' ma ba'ath.

Civil Rights ma nondiscrimination statement

Maga'fan e Federal Civil Rights Law me USDA civil rights regulations me policies, USDA, agencies, offices, employees, me institutions ea e gafgow fan itow me fan chofana' USDA programs, re moal nge be' e guul nge discrimination fan itow be' e race, color, national origin, religion, sex, disability, age, marital status, family / parental status, income nge e public assistance program, political beliefs, ma reprisal ma retaliation fan be' e civil rights activity nge ma'lal, ngefan be' e program ma activity ea e fan chofana' ma funded nge USDA (re ta'ay ni be' e bases nge fan itow programs). Remedies ma complaint filing deadlines nge vary depending nge program o incident.

Persons nga' nge have disability ma need alternative way fan communication fan program information (like Braille, large print, audiotape, American Sign Language, etc.) must contact state o local agency nga' nge administer program, o contact USDA through Telecommunications Relay Service nge 711 (voice ma TTY). Gagil ra be program information nge ma' ngepiy ni boch e language nge English.

Fan file program discrimination complaint, gumor must complete USDA Program Discrimination Complaint Form [AD-3027](#), nga' nge available online nge "How to File a Program Discrimination Complaint" ma at any USDA office, o write letter addressed nge USDA ma include in letter all information nga' nge requested nge form. Fan request copy fan complaint form, gumor nge call (866) 632-9992. Submit completed form o letter nge USDA nge following ways:

1. **Mail:** USDA Food and Nutrition Service, 1320 Braddock Place, Room 334, Alexandria, VA 22314; o
2. **Email:** FNSCIVILRIGHTSCOMPLAINTS@usda.gov.

Institution nga' nge equal opportunity provider.

By sign below, gu state nga' gumor nge explain rights ma responsibilities fan receive DSHS benefits ma programs. Gu understand if gumor nge refuse sign document nga', this nge be' affect eligibility, but gumor nge still responsible fan program requirements ma subject nge program o criminal penalties nga' nge apply.

Sign ra Applicant

Raan

Sign ra Co-Applicant

Raan

DSHS Staff ACES ID:

Ma'fan be' e refuse fan sign