

COOK INLET TRIBAL COUNCIL
3600 SAN JERONIMO

ANCHORAGE AK 99508
(907) 793-3300
(1-877) 985-5900



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MAILING DATE: 02/26/25



ALICE KRAMMER83
1200 S ST
ANCHORAGE AK 99501

CASE NUMBER: 00062081
CASELOAD ID: 010090

TRIBAL TANF REVIEW DUE
DEAR ALICE KRAMMER83

It's time for us to review your family's eligibility for Tribal TANF.

There is a review form in this envelope. Please fill it out and return it to our office by the 5th of next month. You must return the completed form to see if your family can keep getting TANF benefits.

If we get your review form after the due date, your family's Tribal TANF benefits for the following month may be delayed.

When you turn in your review form be sure to:

1. Answer each question on the application;
2. Include the most recent statements for any bank accounts, credit union accounts, trust funds, or other financial accounts you or other family members have;
3. Give us proof of money that you or anyone in your family gets.

You may need to have an interview as part of the review.

Please call me right away if you have questions about this letter.

If we do not get your review form by the last day of next month, your CITC Tribal TANF benefits may stop.

This action is based on CITC Tribal TANF Program Manual, section 490.

#Y040

SEE OTHER SIDE

YOUR RIGHTS & RESPONSIBILITIES

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

CLIENT GRIEVANCE

If you disagree with an action taken by the CITC Tribal TANF program that affects the cash assistance or eligibility determination you receive you must follow the Appeal Process for CITC Tribal TANF outlined in CITC Tribal TANF Plan. If you no longer have your copy, please talk with your case manager.

You may continue to receive Tribal TANF benefits until an appeal decision is made. If the appeal decision is not in your favor, you will be responsible to pay back any extra cash assistance you received while awaiting the appeal decision. Continuation of your cash assistance will not be provided during the administrative appeal process.

The first step towards appealing the action is to submit a written appeal for re-consideration of the decision within 30 days of the eligibility action to the supervisor.

If you are unable to resolve the disputed action with the staff and supervisor, your written appeal will then be reviewed by the TANF Manager/ETSD Director to resolve the complaint.

Please submit all written appeals to: CITC Tribal TANF, 3600 San Jeronimo, Anchorage, AK 99508.

CHANGES IN HOUSEHOLD CIRCUMSTANCES

You must report changes in your household within 10 days of when you learn of the change. You may do this by contacting the CITC Tribal TANF office by phone, in person or in writing. You are required to report the following changes:

1. Changes in employment-starting or stopping a job, change in wage rate, change from part-time to full-time or full-time to part-time.
2. Changes in the source of unearned income and changes in the amount of total unearned income greater than \$50.00 per month.
3. When someone moves into or out of your home (report within 5 days when a child leaves your home).
4. When you move or get a new mailing address; you need to verify your new shelter costs if you move or we cannot use them in calculating your cash assistance.
5. When your household gets a vehicle.
6. When your household has more than \$2000 in cash and money in bank accounts.
7. Changes in your legal obligations to pay child support.

POST TANF SERVICES

If your Tribal TANF case closes because of earnings, you may still be eligible for other services to help your family move from welfare to work. Tribal TANF recipients may get child care assistance and case manager support when their case closes for earnings. Please contact the CITC Tribal TANF office for more information.

You may also be eligible for additional services offered by the State of Alaska Division of Public Assistance such as Food Stamps and Medicaid, please contact your case manager or nearest Division of Public Assistance Office for more information.

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MAILING DATE: 02/26/25

TABBY TANNER02
1234 SECOND AVE
ANCHORAGE AK 99501

CASE NUMBER: 00062080
CASELOAD ID: 010090

TRIBAL TANF REVIEW - 2ND NOTICE

DEAR TABBY TANNER02

Your family's Tribal TANF will stop on the last day of this month because we have not received the review form that we sent to you.

There is a review form in this envelope. Please fill it out and return it to our office before the end of the review month. You must return the completed form to see if your family can keep getting TANF benefits.

If we get your review form after the due date your family's TANF benefits for the following month may be delayed.

When you turn in your review form be sure to:

1. Answer each question on the application;
2. Include the most recent statements for any bank accounts, credit union accounts, trust funds, or other financial accounts you or other family members have;
3. Give us proof of money that you or anyone in your family gets.

You may need to have an interview as part of the review. If you live in a community with no CITC Tribal TANF office, you can either mail the review form to our office address shown above or you can give it to one of our Fee Agents in your community.

Please call me right away if you have questions about this letter.

This action is based on CITC Tribal TANF Program Manual, section 490.

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