

**Temporary Assistance for Needy Families (TANF), Refugee Cash Assistance (RCA) and
Supplemental Nutrition Assistance Program (SNAP)
YOUR RIGHTS AND RESPONSIBILITIES**

Confidentiality

The information that you give to DSS will be kept confidential.

Exceptions:

1. Information may be disclosed to other federal and state agencies for official examination and to law enforcement officials for the purpose of apprehending fleeing felons or probation/parole violators.
2. You agree that confidential information about you and/or your family may be released to other organizations if it is directly related to the operation of TANF, RCA and SNAP.

Social Security Numbers

In order to get benefits from the TANF, SNAP and other programs:

- You must provide or apply for a Social Security Number (SSN) for those persons who want to receive TANF and/or SNAP. Although SSNs are not required for non-applicants or persons ineligible for TANF or SNAP, income information must be included for all Household (HH) / Benefit Group (BG) members.
- If DSS needs the SSN on a person for whom you did not provide information, a DSS worker will contact you to discuss the reasons for requesting the number and what will happen if you do not give DSS the number.
- SSNs will be used in computer matching programs and other reviews and you cannot receive SNAP benefits for any person an SSN is not provided for.
- If you do not have an SSN for an applicant, it will not delay your application, provided he/she applies for one immediately. DSS will help you apply for an SSN.
- DSS will not share or give SSNs of non-applicants or individuals ineligible for benefits with the U.S. Department of Homeland Security.

Citizenship and Immigration Status

- You must provide citizenship and immigration status information for those persons who want to get TANF, RCA and/or SNAP.
- DSS will not share the citizenship and immigration status of non-applicants or individuals ineligible for benefits with the U.S. Department of Homeland Security. However, information provided by applicant household members may be submitted to United States Citizenship and Immigration Services (USCIS) for verification of immigration status. The information received from USCIS may affect the household's eligibility and level of benefits.

Assignment of Child Support

- Any child support you receive or may receive for a TANF eligible child must be assigned to DSS.
- DSS may take action to collect child support from both maternal and paternal grandparents if the child's parent(s) are under age 18 and receive TANF.

Paternity Establishment

- In order to get benefits from the TANF Program, you must cooperate with the Child Support Services Division (CSSD) in establishing paternity and obtaining child support for your children. If you have a good reason to believe cooperation may cause harm to you or your child(ren) ask your case manager about establishing "good cause" for failure to cooperate.

Varied Benefits

- If you receive child support through CSSD, your SNAP benefits may change from month to month because of any changes in the child support you receive.

Work/Training Program Requirements

- To receive TANF or RCA benefits, you must participate in a work or training program, unless you are exempt from the work program requirement.
- To receive SNAP benefits, some household members must work, participate in an employment and training program and/or register for work. By signing your application, you will be considered to have registered all household members required to be registered.

Time Limits

- TANF benefits may be time limited.
- RCA is limited to 8 months from the date of arrival in the U.S.
- SNAP benefits may be limited to 3 months in a 36 month time period.
- The receipt of SNAP benefits has no effect on any other program's time limits.

Verification

- A DSS worker may need to contact other people or organizations (neighbors, banks, employers, etc.) in order to verify your income, work program/employment status, bank accounts, citizenship/immigration status, medical/shelter expenses, insurance/retirement benefits, medical history and any other fact that relates to your eligibility for TANF, RCA or SNAP benefits.
- For SNAP, failure to report or verify any deductible expenses will be seen as a statement that your household does not want to receive a deduction for the unreported expense.

Benefit Repayment

- You may be required to repay benefits you received from TANF (including child care and transportation), RCA and SNAP benefits that you should not have received even if you received them through no fault of your own.
- DSS may apply any benefits removed from your inactive EBT account to repay an outstanding SNAP claim(s).
- DSS seeks repayment of claims from any federal and/or state tax refunds that may be due you. The information that you give DSS, including SSNs, may be referred to federal/state agencies for claims collection action.

Fair Hearings

- If you do not agree with a decision made in your case, you may request a Fair Hearing, orally or in writing for SNAP, TANF and RCA, by contacting your county DSS office or SCDSS, Division of Individual and Provider Rights, P.O. Box 1520, Columbia, SC 29202-1520, 1-800- 311-7220 for TANF and SNAP.
- **You may speak for yourself at the hearing. You may also bring a friend, relative, or lawyer to speak for you.**
- To request continuation of your TANF, RCA or SNAP benefits, while you wait for the hearing, the request must be made within 10 days from the date of the notice you receive reducing or stopping your benefits.
- If the hearing decision is not in your favor, the benefits will have to be repaid.
- The maximum time to request a hearing after you get a notice reducing or stopping your benefits is: 60 days for TANF and RCA and 90 days for SNAP benefits.