



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**October 1, 2023**

### **Temporary Assistance for Needy Families Manual**

#### **Transmittal # 77**

This transmittal includes annual changes to the program calculations for the Temporary Assistance for Needy Families (TANF) Program and the Virginia Initiative for Education and Work (VIEW) Program. The purpose of this transmittal is to provide new, clarified, and revised guidance for both the TANF and VIEW Programs.

Unless otherwise stated, the provisions included in this transmittal are effective for all TANF eligibility determinations and VIEW Program assessments and reassessments completed on or after October 1, 2023.

For complete understanding, make sure to read the transmittal in its entirety.

This transmittal and manual are available on the Intranet through FUSION at <https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Guidance> and on the Internet at <http://www.dss.virginia.gov/benefit/tanf/index.cgi>.

Significant changes to the manual are as follows:

Section(s) Changed	Significant Changes	Reason for Change
<b>Section 201</b>		
Section 201.2  (p. 3e)	This subsection was revised to update the verification list. The Newborn Summary in the VaCMS for newborns added by Baby BOT may be used to verify age.	This change was prompted by the addition of an automated process for adding newborns to Medical Assistance titled, "Baby Bot." The TANF program aligned with the Medical Assistance program to simplify the eligibility process for adding newborns to the assistance unit.

<p>Section 201.5 (p. 1a)</p>	<p>This subsection was revised to update the verification list. At Item A, we added a document to the list of documents that may be used to establish relationships.</p> <p>Newborn Summary in the VaCMS may be used as permanent verification for newborns added by Baby BOT to establish maternal relationships. Note: If a non- parent caretaker is unable to verify the relationship between the mother and the child, then the Newborn Summary may be used as a verification source to establish relationship between the mother and the child only.</p>	<p>This change was prompted by the addition of an automated process for adding newborns to Medical Assistance titled, “Baby Bot.” The TANF program aligned with the Medical Assistance program to simplify the eligibility process for adding newborns to the assistance unit. This change was also made to simplify the eligibility verification process for non-parent caretaker applicants.</p>
<p>Section 201.5 (p. 1a)</p>	<p>This subsection was revised to add clarity and to simplify the verification process for relationship establishment. A note was added about when a court document is used to establish relationship between a non-parent caretaker and a child for which paternity has been established. The example was removed from this item and the language “signed by a judge” was added.</p> <p>Court document signed by a judge which clearly identifies an individual by name and relationship as a relative of the child Note: When paternity has been established for a child and a court document is being used to establish a relationship between a non-parent caretaker and the child, the court document does not have to state if the individual is a maternal or paternal relative.</p>	<p>This subsection was revised to add clarity and to simplify the verification process for relationship establishment.</p>
<p>Section 201.5 (p. 1a)</p>	<p>We added a clarification to this subsection that a statement and/or evidence provided by a non-parent caretaker must be used to verify relationship when it is contradictory to what is listed on a court document.</p> <p>If a non-parent caretaker states or provides evidence of relationship status to a child(ren) that is contradictory to what is stated on a court document, the evidence and/or statement provided by the non-parent caretaker must be used in the determination of the relationship status between the non-parent caretaker and the child(ren).</p>	<p>The revision to this subsection was prompted by questions received from the local agencies regarding evidence received from the applicant(s) which contradicted the relationship status stated on the court document(s). Additional consideration was given to this subsection as it was determined that in some instances, non-parent caretakers were listed as relatives on the court documents, but no relationship existed.</p>
<p>Section 201.5 (p. 1a)</p>	<p>We added an example to this sub-section regarding when a non-parent caretaker provides evidence of relationship status to a child or children that is contradictory to what is stated on a court order.</p> <p>Example: A non-parent caretaker requests assistance for two children who are siblings with the same mother, but have different fathers</p>	<p>The revision to this subsection was prompted by questions received from the local agencies regarding evidence received from the applicant(s) which contradicted the relationship status stated on the court document(s). Additional consideration was given to this subsection as it was determined that in some</p>

	<p>named on their birth certificates. The first child is her grandson, and his father is her son. The caretaker provided verifications to substantiate the relationship between herself and the first child. The second child has the same mother as the first child but a different father. The applicant provided a court document signed by a judge that states she is the step-paternal grandmother of the second child. However, the client stated that her son was never married to the second child's mother. Based on the non-parent caretaker's statement and the evidence that she provided that contradicted the court document to include the sibling's birth certificate naming another man as the father, the applicant would not be eligible to receive TANF benefits for the second child as no relationship exists.</p>	<p>instances, non-parent caretakers were listed as relatives on the court documents, but no relationship existed.</p>
<p>Section 201.5 (p. 2)</p>	<p>This sub-section was revised to add clarity and to simplify the verification process for relationship establishment.</p> <p>The requirement that a court order used for the establishment of paternity lists if the child is living with a maternal relative was removed and an example was added regarding when the court order states the child is living with a paternal relative.</p> <p>Court order stating that child is living with paternal relative. Example: Janie Reese applies for assistance for her niece, Thalia. Mrs. Reese's brother, John Reese, is the father of Thalia. John was not married to Thaila's mother at the time of her birth and a father's name is not included on Thaila's Birth Certificate. Mrs. Reese provides the EW with the Court Order, signed by the judge, which lists Mrs. Reese's full name and the relationship as paternal aunt to Thalia. Therefore, relationship is considered established for TANF.</p> <p>An additional revision includes the movement of the last three paragraphs from 201.5, page 1a to 201.5 page 2 for spacing purposes.</p>	<p>This section was revised to add clarity and to simplify the verification process for relationship establishment.</p> <p>An additional revision included the movement of text for spacing purposes.</p>
<p>Section 201.5 (p. 3)</p>	<p>This subsection was revised to update the verification list. At Item B, we added the Newborn Summary for newborns added by Baby Bot to the list of documents that may be used to verify living arrangements.</p>	<p>This change was prompted by the addition of an automated process for adding newborns to Medical Assistance titled, "Baby Bot." The TANF program aligned with the Medical Assistance program to simplify the eligibility process for adding newborns to the assistance unit.</p>

<p>Section 201.6 (p. 5a)</p>	<p>A note was added to this subsection regarding the residency verification for a newborn.</p> <p>For newborns added to the mother’s case by Baby BOT, the Newborn Summary will be considered collateral contact and may be used as verification for residency to establish initial eligibility for the newborn.</p>	<p>This change was prompted by the addition of an automated process for adding newborns to Medical Assistance titled, “Baby Bot.” The TANF program aligned with the Medical Assistance program to simplify the eligibility process for adding newborns to the assistance unit.</p>
<p>Section 201.7 (p. 1d)</p>	<p>This subsection was revised to update the verification lists.</p> <p>At Item C, we added a statement about what may be used as a declaration of citizenship for a newborn added by automation process.</p> <p>For newborns added to the TANF case by Baby BOT, the Newborn Summary may be used as permanent verification for declaration of citizenship.</p> <p>At Item D, we added a statement about the document that may be used to verify citizenship.</p> <p>For newborns added to the TANF case by Baby BOT, the Newborn Summary may be used as permanent verification for citizenship.</p>	<p>This change was prompted by the addition of an automated process for adding newborns to Medical Assistance titled, “Baby Bot.” The TANF program aligned with the Medical Assistance program to simplify the eligibility process for adding newborns to the assistance unit.</p>
<p><b>Chapter 200, Appendix</b></p>		
<p>Chapter 200, Appendix III (pp. 1 – 2)</p>	<p>The appendix was revised to update the verification lists for citizenship and declaration of citizenship.</p> <p>At Item A, we added a document to the list of documentation that may be used to verify citizenship and identity for U.S. citizens.</p> <p>Newborn Summary in the VaCMS for newborns added by Baby BOT.</p> <p>At Item B, we added a statement about the document that may be used to verify U.S citizenship for newborns who were reported and added to the case by an automation process.</p> <p>The Newborn Summary in the VaCMS for newborns added by Baby BOT may be used as permanent verification for citizenship and declaration of citizenship. “Certification of US Birth” must be selected from the Citizen Verification source drop-down on the Client Demographics screen in the VaCMS.</p>	<p>This change was prompted by the addition of an automated process for adding newborns to Medical Assistance titled, “Baby Bot.” The TANF program aligned with the Medical Assistance program to simplify the eligibility process for adding newborns to the assistance unit.</p>

<b>Section 300</b>		
Section 302.7 (p. 3)	This subsection was amended to provide the correct footnote. The footnote that referenced Item C for children who received an adoption assistance maintenance payment, or a foster care maintenance payment was corrected.  * 45 CFR 233.20	This section was amended to provide the correct footnote.
Section 304.5 (pp. 4 – 6)	This subsection was revised to clarify the age requirement for the Relative Maintenance Support payment.  The child is eligible until they reach the age of 18. They are eligible for the month in which their 18th birthday falls if they have not attained the specified age on the first day of that month.	This change was prompted by questions received from local agencies regarding this section and by additional guidance clarification received from Family Services.
Section 304.5 (p. 8)	A clarification has been added regarding notification to recipients when terminating a Relative Maintenance Support Payment.  When taking action to terminate Relative Maintenance Support Payment cases, an Adequate Notice of Action will be sufficient. The notice must be received no later than the effective date of the action and include a written statement of what action the agency intends to take and the reason for the action	This change was prompted by questions received from local agencies regarding this section and by additional clarifications received from Family Services due to limitations on funding for the Relative Maintenance Payment program.
Section 305.1 (p. 2)	This subsection was revised due to changes in the federal standard deduction amounts. The standard deduction amounts were updated to reflect 2023 amounts.	This section was revised due to changes in the standard deduction amounts for 2023.
Section 305.1 (p. 9)	This subsection was revised to reflect changes in the Federal Poverty Level guidelines. The income chart was updated to reflect 130% of the 2023 Federal Poverty Levels.	This section was revised to reflect the changes to the Federal Poverty Level guidelines for 2023.
Section 305.4 (pp. 38 – 41)	This subsection was revised to reflect changes in the Federal Poverty Level guidelines. The examples were revised to reflect the updated amounts for 150% of the 2023 Federal Poverty Level guidelines.	This section was revised to reflect the changes to the Federal Poverty Level guidelines for 2023.
<b>Section 401</b>		
Section 401.2 (p. 2b)	This subsection was revised to simplify the eligibility process for adding required newborns to the TANF assistance unit. At Item B, we added a statement about the application that will not be required when adding newborns to established cases.  The TANF Application to Add New Assistance Members will not be required when adding newborns to an ongoing TANF case. Otherwise, for all other AU members to be added, an application is required.	This change was prompted by the addition of an automated process for adding newborns to Medical Assistance titled, “Baby Bot.” The TANF program aligned with the Medical Assistance program to simplify the eligibility process for adding newborns to the assistance unit.

Section 401.4 (p. 8)	A clarification has been added to this sub-section regarding adequate notification to recipients when terminating a Relative Maintenance Support Payment.	This change was prompted by questions received from local agencies regarding this section and by additional clarifications received from Family Services.
Section 401.4 (p. 9)	A clarification has been added to this sub-section regarding VTP closures.  Neither a timely notice nor an adequate notice is necessary when a VTP case closes because the individuals hourly pay becomes less than the state minimum wage.	This change was prompted by questions received from local agencies regarding this section and by additional clarifications received from Family Services due to limitations on funding for the Relative Maintenance Payment program.
<b>Section 500</b>		
Section 500, Table of Contents (p. 2)	We added Section 503.7.L which addresses claims for Relative Maintenance and Kinship Care Support payment overpayments.	This section was added because two new categories of the Relative Maintenance Payment Program were legislated effective for 07-01-2022 and implemented effective 12-16-2022. Additionally, the funding source for the Relative Maintenance Payment Program changed from the TANF block grant to General Funds effective 07-01-2022. These changes necessitated guidance additions.
Section 503.7 (p. 2e)	We added this sub-section which addresses claims for Relative Maintenance and Kinship Care Support payment overpayments.  TANF RMP (RMP portion only), TANF Opt-Out and Kinship Care overpayments must be treated as separate claim types beginning with July 2022 benefit months, and after.  Read the entire section for details.	This section was added because two new categories of the Relative Maintenance Payment Program were legislated effective for 07-01-2022 and implemented effective 12-16-2022. Additionally, the funding source for the Relative Maintenance Payment Program changed from the TANF block grant to General Funds effective 07-01-2022. These changes necessitated guidance additions for overpayments.
Section 503.8 (p. 3)	A note has been added to this sub-section regarding the recovery of Relative Maintenance Support Payment overpayments.  Relative Maintenance Support Payment overpayments for benefit months July 1, 2022, and after, are not subject to recoupment.	This subsection was revised to align with the recovery of overpayments when the liable person is a non-parent caretaker.
<b>Section 901</b>		
Section 901.2 (p. 2c)  Section 1000.2 (p. 10)  (Multiple sections and pages)	This subsection was revised to clarify existing requirements and to provide consideration regarding breaks in the school calendar. At Item I, we added clarification that the education exemption includes school breaks.  Note: Individuals with an educational exemption would remain exempt from VIEW until they verify that they are no longer enrolled full-time in a postsecondary school. The exemption includes any breaks between their semesters, trimesters, and quarter sessions.	This subsection was revised to clarify existing requirements and to provide consideration regarding breaks in the school calendar.

<p>Section 901.13 (p. 11)</p>	<p>This subsection was revised to clarify existing requirements and to provide consideration regarding minimum wage varying from state to state. At item A.4, a clarification has been added regarding minimum wage.</p> <p>The VIEW participant must be employed at least 30 hours per week and earning at least the state minimum wage at the time of TANF case closure. If the individual works in a state other than Virginia, the minimum wage rate for that state must be used.</p>	<p>This section was revised to clarify existing requirements and to provide consideration regarding minimum wage varying from state to state.</p>
<p>Section 901.13 (p. 12)</p>	<p>This subsection was revised to clarify existing requirements and to provide consideration regarding minimum wage varying from state to state. At items 2 and 5, a clarification has been added regarding minimum wage. When evaluating minimum wage for VTP, the worker must consider Virginia’s minimum wage. If the individual works in a state other than Virginia, the minimum wage rate for that state must be used.</p>	<p>This section was revised to clarify existing requirements and to provide consideration regarding minimum wage varying from state to state.</p>
<p>Section 901.13 (p. 12a)</p>	<p>This subsection was revised to clarify existing requirements and to provide consideration regarding minimum wage varying from state to state. At item 2, a clarification has been added regarding minimum wage. When evaluating minimum wage for VTP, the worker must consider Virginia’s minimum wage. If the individual works in a state other than Virginia, the minimum wage rate for that state must be used.</p>	<p>This section was revised to clarify existing requirements and to provide consideration regarding minimum wage varying from state to state.</p>
<p><b>Chapter 900, Appendix</b></p>		
<p>Chapter 900, Appendix II (pp. 1 – 6)</p> <p>Chapter 900, Appendix III (p. 1)</p>	<p>The examples and chart were revised to reflect the updated amounts for 100% and 150% of the 2023 Federal Poverty Level.</p>	<p>The examples and chart in the appendix were updated to reflect the changes in the Federal Poverty Level.</p>
<p><b>Section 1000</b></p>		
<p>Section 1000, VIEW Definitions (p. 4)</p>	<p>We added a definition for Minimum wage.</p> <p>When evaluating minimum wage, the worker must consider the current minimum wage in Virginia or the minimum wage rate for the state where work activities are performed.</p>	<p>The definition was added to this section to provide additional clarity and to provide consideration regarding minimum wage varying from state to state.</p>

	This definition must be used universally throughout chapter 1000.	
Section 1000.2 (p. 11)	This subsection was revised for spacing purposes. Item C, Computation of the Overall Federal Work Participation Rate, moved from page 10 to page 11.	This subsection was revised for spacing purposes.
Section 1000.6 (p. 20)	This subsection was revised to add clarity and to promote consistency. At Item E, we added clarification about individuals with an education exemption who volunteer for the Virginia Initiative for Education and Work (VIEW) program.  Note: Individuals with an educational exemption may volunteer for VIEW and are subject to the same participation requirements and penalties as required for other mandatory VIEW participants.	This sub-section was revised to add clarity and to promote consistency.
Section 1000.13 (p. 40)	At item a, the example was updated to reflect the current minimum wage for Virginia.	This subsection was revised to clarify existing requirements.
Section 1000.24 (p. 88)	The standard deduction amount used in the determination of a hardship extension was updated to reflect the 2023 amount in this subsection.	This section was revised to reflect changes to the federal standard deduction amount.
<b>Forms</b>		
032-03-0051-41-eng and 032-03- 0051-41-spa	The Change Report form was updated to reflect 130% of the 2023 Federal Poverty Levels.	This form was revised to reflect the changes to the Federal Poverty Level guidelines for 2023.
032-03-0355-25	The TANF/VIEW Grant Calculation form was updated to reflect 100% of the 2023 Federal Poverty Levels.	This form was revised to reflect the changes to the Federal Poverty Level guidelines for 2023.
032-03-355A-25	The TANF-UP/VIEW-UP Grant Calculation form was updated to reflect 150% of the 2023 Federal Poverty Levels.	This form was revised to reflect the changes to the Federal Poverty Level guidelines for 2023.
032-03-0376-14	The Hardship Exception Determination Form was updated to reflect the 2023 Standard Deduction amount.	This form was revised to reflect changes to the federal standard deduction amount.
032-03-0646-23-eng and 032-03- 0646-23-spa	The Notice of Intentional Program Violations and Penalties form was updated to reflect 130% of the 2023 Federal Poverty Levels. Households must report income changes that exceed the income guidelines (130% of the 2023 Federal Poverty Level).	This form was revised to reflect the changes to the Federal Poverty Level guidelines for 2023.

Questions about this transmittal should be directed to regional program consultants or Mark Golden, TANF Program Manager, at (804) 726-7385, or [mark.golden@dss.virginia.gov](mailto:mark.golden@dss.virginia.gov).

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Danny TK Avula, Commissioner

The TANF case is to be closed as soon as administratively possible upon verifying that the caretaker is no longer totally disabled or is no longer needed to care for a disabled family member living in the household.

When the disabled caretaker is eligible to receive Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI), additional verification of the disability will not be required.

When the disabled family member who requires a caregiver is eligible to receive SSI or SSDI, additional verification of the need for a caregiver for the disabled family member will be required annually. In addition, when the medical professional has indicated a specific duration that the caregiver will be needed, the eligibility worker will request verification of the need for the caregiver at the end of the anticipated duration as noted on the Statement of Required Presence of Caregiver form. If the individual subsequently becomes ineligible to receive SSI or SSDI and is no longer disabled, the TANF case is to be closed as soon as administratively possible.

201.2 AGE - The month, day, and year of the child's birth must be established, and evidence thereof entered in the eligibility case record, except that, pending the securing of such evidence, assistance must not be denied an other-wise eligible child who is obviously under 12.

The following documents may be used to verify age:

- Birth certificate
- Notification of birth
- Hospital record
- Physician or midwife record
- Baptismal record
- School record
- Birth form VS95 from the State Bureau of Vital Records and Health Statistics
- Virginia Children's ID Card or Virginia Identification Card
- Virginia Driver's License or Virginia Learner's Permit
- Passport or United States Passport Card
- A valid SOLQ response from SSA
- **Newborn Summary in the VaCMS for newborns added by Baby BOT**

If the day and month cannot be established, July 1 is assumed to be the birth date.

Continuing Eligibility\* - The child is eligible until he reaches the age of 18. He is eligible for the month in which his 18th birthday falls if he has not attained the specified age on the first day of that month.

An 18-year-old child may be eligible if he is enrolled and attending a secondary school or vocational/technical school of secondary equivalency and is meeting the enrollment and attendance requirements as determined by the local school board. Verify with the school that the child is enrolled and the date he is expected to complete the program. The program is considered completed on the last day of final exams or, if exams are not required, the last day of scheduled classes. As long as all other eligibility criteria are met, the child will be eligible for assistance until the month in which completion of the school program occurs, or until the last day of the month in which his 19<sup>th</sup> birthday occurs, whichever comes first. In the case his 19<sup>th</sup> birthday is on the first of the month, assistance will end on the last day of the prior month. The case record must be well documented in this area.

A child 18 years old is not eligible if he is in college or enrolled and attending a secondary school or vocational/technical school of secondary equivalency and not meeting the enrollment and attendance requirements as determined by the local school board, or not in school at all.

The identity of the parent or other relative must be established prior to determining relationship. (Appendix III lists documentation that can be used to verify identity). Additionally, documentation that is adequate to trace the relationship of each child to the parent or caretaker relative must be provided. The case record must document the verification methods used to establish identity and each relationship.

The following documents may be used to establish relationship:

- Birth certificate
- Hospital certificate
- Adoption papers or court record of adoption
- Baptismal certificate
- Hospital or physician's record
- Church record
- Bureau of Vital Records/Health Statistics record
- Marriage record
- Court support and/or divorce orders which clearly identify the relationship of the caretaker/relative to the children
- Court document **signed by a judge** which clearly identifies an individual by name and relationship as a relative of the child **Note: When paternity has been established for a child and a court document is being used to establish a relationship between a non-parent caretaker and the child, the court document does not have to state if the individual is a maternal or paternal relative.**
- Genetic testing report from a licensed and accredited laboratory identifying relationship based on DNA match that affirms at least 98% probability of relationship. Chain of custody for the DNA samples must be documented.
- **Newborn Summary in the VaCMS may be used as a permanent verification for newborns added by Baby BOT to establish maternal relationships. Note: If a non-parent caretaker is unable to verify the relationship between the mother and the child, then the Newborn Summary may be used as a verification source to establish relationship between the mother and the child only.**

Documents must be adequate to trace relationship completely, except that, if the applicant is the mother, initial eligibility can be established based on birth verification for the child.

**If a non-parent caretaker states or provides evidence of relationship status to a child(ren) that is contradictory to what is stated on a court document, the evidence and/or statement provided by the non-parent caretaker must be used in the determination of the relationship status between the non-parent caretaker and the child(ren).**

**Example: A non-parent caretaker requests assistance for two children who are siblings with the same mother, but have different fathers named on their birth certificates. The first child is her grandson, and his father is her son. The caretaker provided verifications to substantiate the relationship between herself and the first child. The second child has the same mother as the first child but a different father. The applicant provided a court document signed by a judge that states she is the step-paternal grandmother of the second child. However, the client stated that her son was never married to the second child's mother. Based on the non-parent caretaker's statement and the evidence that she provided that contradicted the court document to include the sibling's birth certificate naming another man as the father, the applicant would not be eligible to receive TANF benefits for the second child as no relationship exists.**

**In the case of a relative who will be the caretaker (though not a father not married to the child's mother, or a relative of such a father), a notarized statement by an individual, other than the applicant/recipient, who has sufficient knowledge to attest to the relationship may be used to establish initial eligibility. A copy of the child's birth certificate or other documentation used to establish relationship must be obtained no later than the next renewal.**

**If the applicant is a father not married to the child's mother, or relative of such father, evidence of paternity must be provided. The following documents may be used as evidence of paternity:**

- **Court record establishing paternity**
- **Court order stating that child is living with paternal relative**

**Example: Janie Reese applies for assistance for her niece, Thalia. Mrs. Reese's brother, John Reese, is the father of Thalia. John was not married to Thalia's mother at the time of her birth and a father's name is not included on Thalia's Birth Certificate. Mrs. Reese provides the EW with the Court Order, signed by the judge, which lists Mrs. Reese's full name and the relationship as paternal aunt to Thalia. Therefore, relationship is considered established for TANF.**

- **Birth certificate from any state where father's name is included**

**A father, not married to the child's mother, who does not have one of the documents listed above at the time of application, will be given a Referral to Division of Child Support Enforcement From Local DSS form (032-03-0431-00) and will be referred to the Division of Child Support Enforcement District Office so he can obtain DNA testing that will establish his relationship to the child. If the applicant father is otherwise eligible and produces results of the DNA testing that verify relationship, the TANF application will be approved. If he is not able to establish relationship within the standard processing period, the application must be denied. The father will be required to reapply if he subsequently secures verification of relationship.**

If the caretaker is a relative of the father who is not married to the child's mother, the relationship between the relative and the father must be established once evidence of paternity has been provided.

In the case of newly arrived refugees, if the above documents to verify relationship are not available, the following verification is acceptable:

1. The biographical information sent to the Voluntary Resettlement Agency (VOLAG) by the U.S. Department of State (DOS) stating the relationship of family members. The relationship stated on this form is sufficient to prove relationship.
2. In cases where the DOS biographical relationship section is left blank and does not specify relationship, a notarized statement from the resettlement provider to the local department of social services is sufficient to show relationship. The notarized statement shall contain the names of the children, the names of the adult(s), the relationship, the name of the VOLAG representative, and the name and address of the VOLAG.

The primary source for verification of living arrangements for children who attend school, including nursery schools, pre-schools, or child care centers, is the school record which shows the name of the child, the name of the relative the child lives with and the address where they reside. For pre-school age children who are not in nursery school, pre-school, child care, etc. the following documents can be used to verify living arrangements as long as the documents are current and contain the child's name, the relative's name, and their residence address: hospital or physician's record, court or public agency record, military record **or the Newborn Summary for newborns added by Baby BOT**. (These records may also be used as secondary sources of verification for children attending school or primary verification for children who are home schooled.) If these documents are not available, the worker can verify living arrangements for a pre-school age child through contact with the landlord, public housing authority, or a friend or family member who can attest to the living arrangements. In all cases, the case record must be documented to reflect the verification obtained. Client statement cannot be used to meet the verification requirement.

Note: While VIIS is a public agency record, it cannot be used to verify living arrangements as there is no requirement to update the child's address in the VIIS system.

If verification cannot be obtained from one of the sources listed above, the case record must be documented to reflect all the attempts that were made to secure verifications from primary or secondary sources. The case record must also contain documentation of all evidence obtained by the worker that substantiates the child's presence in the home.

If the agency is unable to verify the child's presence in the home, and the applicant/recipient continues to maintain that the child lives in the home, the agency must evaluate any evidence provided by the individual before taking action to exclude the child.

- 2) Living with a Relative for Part of Each Month or Year - It is the responsibility of the local department of social services (LDSS) to determine whether a child who is in the home of the applicant/recipient for part of a month or part of a year should be included as a member of the TANF assistance unit. The child must actually live in the home, not simply be in the home temporarily for a few days a week, or for a weekend, or for a vacation, in order to meet the "living with" requirement.

The "living with" determination will require an evaluation of both the child's presence in the home and the parent's responsibility for the child while in the home and may include information about

- the child's entry into the applicant/recipient's home;
- the child's status in the home as a resident or as a visitor;
- the extent of the parental responsibilities the applicant/recipient will exercise on behalf of the child while the child is in the home; and
- the applicant/recipient's responsibility to maintain a home and meet the basic day-to-day needs of the child for food, shelter, and clothing.

- A. Visits and Vacations: A minor child who usually lives with a custodial parent or caretaker relative, and who is visiting the other parent (or other caretaker relative), is considered to be temporarily absent from the home of the custodial parent and does not meet the "living with" requirement in the other home. (Note: the custodial parent may or may not be a current TANF recipient).

Verification of residence should be accomplished to the extent possible in conjunction with the verification of other TANF information. If verification cannot be accomplished in conjunction with the verification of other information, the worker can use a collateral contact or other readily available documentary evidence such as statements from migrant service agencies, letters from the people with whom the assistance unit is staying, hotel check-in receipts, day care enrollment forms and health clinic records for the family. Any document or collateral contact which reasonably establishes the applicant/recipient's residence must be accepted and no requirement for a specific type of verification may be imposed.

**Note: For newborns added to the mother's case by Baby BOT, the Newborn Summary will be considered collateral contact and may be used as verification for residency to establish initial eligibility for the newborn.**

Continuing Eligibility - If a person receiving TANF moves to make his home in another state, eligibility for TANF in Virginia no longer exists.

C. Declaration of Citizenship or Alien Status

Federal law requires that all TANF applicants/recipients, as a condition of eligibility, provide, or have provided on their behalf, a signed statement attesting, under penalty of perjury, to their citizenship or alien status. \* The declaration of citizenship is to be obtained at the time of application or when a new member, including a newborn, is requested/required to be added to the assistance unit. While required, the declaration of citizenship is a statement only. It is the responsibility of the agency to verify the applicant's or recipient's claim of citizenship or alien status following procedures outlined at [201.7D](#).

The declaration requirement is met when the applicant/recipient age 18 or older completes and signs an "application for benefits". In the absence of an adult in the assistance unit, the applicant will sign for all unit members.

**For newborns added to the TANF case by Baby BOT, the Newborn Summary may be used as permanent verification for declaration of citizenship.**

Any individual, for whom there is no declaration of citizenship or alien status, shall not be included in the assistance unit. If the individual is a required member of the assistance unit, the income of the individual will be considered available to the assistance unit as provided in Section [305.4.E.1.e](#).

D. Verification of Citizenship or Alien Status; Legal Presence

Children and Other Applicants under age 19 - Citizenship or Alien Status - In order to meet TANF categorical eligibility requirements, the citizenship or eligible alien status of each applicant child, including newborns, and other applicants under age 19, must be verified before the individual can receive assistance. Citizenship or alien status can be verified by birth certificate or by other documents as specified in Chapter 200, [Appendix II](#) or [Appendix III](#). Note: In the case of a newborn, the proof-of-birth letter furnished by the hospital to the parent is sufficient documentation to add the child to the assistance unit. A copy of the child's birth certificate, or other documentation verifying citizenship as specified in Chapter 200, [Appendix III](#), should be obtained no later than the next renewal. **For newborns added to the TANF case by Baby BOT, the Newborn Summary may be used as permanent verification for citizenship.**

Applicants age 19 or older - Citizenship or Alien Status; Legal Presence - The citizenship or alien status of an applicant age 19 or over must be verified by the documents specified in Chapter 200, [Appendix II](#) or [Appendix III](#). When citizenship or alien status is verified, the legal presence requirement is also met.

If the applicant is not able to prove citizenship or alien status at the time of application, a provision in the legal presence requirement allows the applicant to receive assistance while seeking to verify his status. Under this circumstance, assistance is limited to a maximum of 90 days, or until it is determined that the applicant is not legally present, whichever comes first. \* If the case closes and the individual subsequently reapplies, he will not be given another 90-day period to provide verification of legal presence. If the verifications are not provided with the standard 30-day processing time, the individual is not eligible for assistance.

E. Systematic Alien Verification for Entitlements (SAVE) Program

1. The Immigration Reform and Control Act of 1986 (IRCA), requires the verification of the immigration status of aliens applying for certain types of benefits, including TANF.

## EVIDENCE OF U.S. CITIZENSHIP AND IDENTITY

## AN INDIVIDUAL IS A U.S. CITIZEN IF HE IS:

- a. born in the United States, regardless of the citizenship of his parents (Note: A child born in the United States or U.S. jurisdiction to a foreign head of state or foreign diplomat does not automatically obtain U.S. citizenship); or
- b. born outside the United States of a U.S. citizen parent or parents; or
- c. born outside the United States of alien parents and has been naturalized as a U.S. citizen; or
- d. born outside the United States of an alien parent/parents who are naturalized before he becomes 16 years of age.

A. DOCUMENTATION OF CITIZENSHIP AND IDENTITY FOR U.S. CITIZENS

An individual establishes citizenship and identity by providing one of the following documents that show a U.S. place of birth, or that the person is a citizen:

- U.S. Passport (unless the passport was issued with a limitation). The passport does not have to be currently valid to prove citizenship/identity.
- Certificate of Naturalization (N-550 or N-570)
- SAVE verification of naturalization
- Certificate of Citizenship (N-560 or N-561)
- **Newborn Summary in the VaCMS for newborns added by Baby BOT**

Client statement cannot be used to establish citizenship and identity.

B. Documentation of CITIZENSHIP for U.S. Citizens (additional documentation must be provided to establish identity. See section C. below).

The following documents establish citizenship. Additional documentation must be provided to establish identity:

- U.S. Public Birth Record showing birth in
  - One of the 50 states
  - District of Columbia
  - Puerto Rico (if birth on or after 1/13/1941)
  - U.S. Virgin Islands (if birth on or after 1/17/1917)
  - Northern Mariana Islands (if birth on or after 11/4/1986)
  - American Samoa
  - Guam
- Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240)
- United States Citizen Identification Card (I-197 or I-179)
- Final adoption decree showing child's name and U.S. place of birth
- Official military record of service showing U.S. place of birth

- Official written statement or record from the hospital at which the individual was born, or from the attending physician showing U.S. place of birth.
- Written affidavit attesting to citizenship or naturalization. (Note: A written affidavit is only acceptable if no other proof of citizenship can be provided. The affidavit must be signed by at least two individuals, at least one of whom is not related to the applicant, who have personal knowledge supporting the claim of citizenship. The individuals signing the affidavit must both have proof of identity and their own citizenship. The applicant must provide a separate affidavit explaining why evidence of citizenship does not exist or cannot be obtained).

Client statement cannot be used to establish citizenship.

Note: Medicaid enrollees who do not provide proof of citizenship at application but whose citizenship is subsequently verified by the Federal Hub will automatically be coded “yes” under the “Verified by the Federal Hub” field on the Client Demographics screen in VaCMS. The Federal Hub is not an acceptable verification source for the TANF Program. However, if citizenship has been verified by the Federal Hub for a Medicaid applicant or enrollee who is also a TANF applicant, citizenship will be considered verified for TANF. In the case of an individual who is not a Medicaid applicant or enrollee and has not provided the required documentation of citizenship by the 90th day after application, and for whom citizenship remains unverified on the Client Demographics screen, the EW must take action to remove the individual’s needs from the payment.

If citizenship has been verified for Medicaid and the client is coded as “yes” under the “Verified by the Federal Hub” field on the Client Demographics screen, the EW must select “Certification of US Birth” from the Citizen Verification source drop-down. The EW must also document the case record to reflect that citizenship was verified using the Federal Hub for the individual who is also a TANF applicant, and therefore verification of citizenship is considered met for TANF. (See 201.7D)

**The Newborn Summary in the VaCMS for newborns added by Baby BOT may be used as permanent verification for citizenship and declaration of citizenship. "Certification of US Birth" must be selected from the Citizen Verification source drop-down on the Client Demographics screen in the VaCMS.**

- C. Documentation of identity for U.S. citizens (additional documentation must be provided to establish citizenship. See acceptable documentation for citizenship only in B. above. Separate documentation of identity does not have to be provided if citizenship was verified by U.S. passport, Certificate of Naturalization, or Certificate of Citizenship since these serve to verify identity as well as citizenship).
- A state photo driver’s license
  - A state issued photo ID card
  - A school issued photo ID card
  - U.S. Military ID card (active, reserve, retired)
  - U.S. Military draft record
  - U.S. Military dependent ID card
  - U.S. Coast Guard Merchant mariner Card

Note: For a minor caretaker who is under 16 and is not receiving TANF as an eligible child in the home of his/her parent, the following can be used:

- Doctor, clinic, or hospital record
- School record
- Child care record

Client statement cannot be used to establish identity.

1. A child who receives an adoption assistance maintenance payment. (Note: If adding the child and the adoption assistance maintenance payment will increase the TANF benefit amount, the child and the maintenance payment must be added.)\*
2. A child who receives a foster care maintenance payment or a child whose needs are included in the foster care maintenance payment for his parent.\*
3. A child whose citizenship or alien status has not been declared in writing according to Section [201.7 C](#).
4. A child subject to the family cap provision. ([201.12](#))
5. A child not in compliance with the compulsory school attendance requirement. ([201.3](#))
9. A child fleeing to avoid prosecution or confinement or in violation of probation or parole.\*\*
10. A child who is in a VIEW period of ineligibility.
11. A child whose caretaker is in a period of ineligibility due to the receipt of a diversionary assistance payment.

D. Parents Who Are Not To Be Included In The Assistance Unit:

1. The parent(s), of an eligible TANF child(ren), who is receiving SSI and/or an Auxiliary Grant.
2. The parent who is not (1) a U. S. citizen or (2) an eligible alien.\*\*\*
3. A parent who receives an adoption assistance maintenance payment on his own behalf up to age 21. Exception: A parent who receives an adoption assistance maintenance payment must be excluded when adding that parent to the assistance unit and counting the maintenance payment reduces the TANF benefit. However, that parent must be included in the assistance unit when the benefit will be increased by adding that parent and his income.\*\*\*

\* **45 CFR 233.20**

\*\* Public Law 104-193

\*\*\* Public Law 101-508 (OBRA 1990)

304.5 RELATIVE MAINTENANCE SUPPORT PAYMENT - The 2022 General Assembly appropriated funds to continue the TANF Relative Maintenance Support Payment that began in 2020, and to extend eligibility to additional assistance units. \* Effective July 1, 2022, funding for the TANF Relative Maintenance Support payment was transferred from the TANF Block Grant to General Funds. When the appropriated funding for the TANF Relative Maintenance Support Payment is exhausted, the payment will end. Effective July 1, 2022, there are two additional household categories that will be eligible for Relative Maintenance Support Payments as outlined in Sections 304.5.B and C below.

- A. TANF Relative Maintenance Support Payment - TANF assistance units that include one or more eligible children under the age of 18 years and that meet all other eligibility criteria for a TANF payment, will be entitled to a Relative Maintenance Support Payment when a relative caretaker assumed care of the child(ren) on or after July 1, 2020, to prevent the child(ren) from entering Foster Care in the Commonwealth of Virginia, as verified by a LDSS Family Services worker. This includes TANF assistance units with a budgetary deficiency that is less than \$10, and no payment is made. If an assistance unit's ineligibility is based solely on this minimum payment provision, the case will be approved and retained as an active TANF case. TANF assistance units that include a parent are not eligible. **The child is eligible until they reach the age of 18. They are eligible for the month in which their 18th birthday falls if they have not attained the specified age on the first day of that month.**

Note: Children placed with a relative in the Commonwealth of Virginia by another state are not eligible for the Relative Maintenance Support Payment.

The TANF Relative Maintenance Support Payment is a monthly payment, in addition to the TANF payment and will be paid to eligible assistance units in the amount of \$200 for each eligible child in the qualifying TANF assistance unit that was diverted from Foster Care. This includes TANF assistance units that include a needy relative caretaker. If the child does not meet TANF eligibility requirements, the relative caretaker will not be eligible to receive the TANF Relative Support Maintenance payment. The Relative Support Maintenance payment does not apply to Diversionary Assistance, Emergency Assistance or VTP.

When a TANF application is received for a non-parent caretaker that is also requesting the TANF Relative Maintenance Support Payment, a separate TANF case should be established. All children not belonging to the payee shall be placed in a separate case. At no time should the child(ren) of the non-parent caretaker be included on the payee TANF case.

The Family Services Specialists will be responsible for identifying the child(ren) that has been diverted from Foster Care. The Family Services Specialists will complete the Relative Maintenance Verification Form and provide the relative caretaker with a copy to verify that the child(ren) is living in the relative caretaker's home to avoid placement into Foster Care. If applying for TANF assistance at a Local Department of Social Services, the relative caretaker must provide the Relative Maintenance Verification Form to the Benefit Programs Worker to qualify for the additional \$200 monthly payment. The Relative Maintenance Verification Form includes the caretaker(s), child(ren) and referring agency's information, in addition to the date the child began living in the home of the relative caretaker. The form also records if the caretaker is requesting assistance for the TANF Relative Maintenance Support Payment. The receiving locality is responsible for uploading the Relative Maintenance Verification Form into the Document Management Information System (DMIS).

Example 1: Ms. Perry assumed care of her grandchild Terri Lee on 07/02/2021, to prevent her from being placed in Foster Care. On 07/05/2021, Ms. Perry applied for TANF assistance for her grandchild Terri. On 07/20/2021, Ms. Perry provided all the requested verifications, to include the Relative Maintenance Verification Form that was provided by her Family Services Specialist, which verified Terri was placed with her on 07/02/2021. On 07/23/2021, the TANF application was approved, as all eligibility requirements were met. Ms. Perry received the \$262 standard of assistance for one in a Group II locality. In addition, Ms. Perry received the additional \$200 monthly Relative Maintenance Support Payment. Ms. Perry will receive a total of \$462 on a monthly basis.

Unlike TANF payments, TANF Relative Maintenance Support Payments are not prorated based on the date of the TANF application. If a relative caretaker applies for TANF any date after the first of the month, and if all eligibility criteria are met, the assistance unit will receive the entire \$200 payment per eligible child, for that month.

Example 2: On 10/15/2020, Ms. Tee assumed care of her niece Lala to prevent her from being placed in Foster Care. On 10/15/2020, the Family Services Specialist completed the Relative Maintenance Verification form for Ms. Tee. On 10/16/2020, Ms. Tee applied for TANF assistance for her niece Lala. On 10/23/2020, Ms. Tee submitted all the requested verifications to the local agency, to include a copy of the Relative Maintenance Verification Form that was provided by her Family Services Specialist. On 10/26/2020, the Benefit Programs Worker approved the TANF application. Although the initial TANF payment was prorated from the 10/16/2020 application date, Ms. Tee received the entire additional \$200 Relative Maintenance Support Payment for Lala for the month of October.

Example 3: Mr. Jones assumed care of his nephew Anthony Jones to prevent him from being placed in Foster Care, as verified by Family Services. Anthony receives a monthly SSI payment. Although Mr. Jones assumed care of Anthony to prevent him from being placed in Foster Care, Anthony is ineligible for TANF due to the receipt of SSI. Therefore, Mr. Jones is not eligible for the additional \$200 Relative Maintenance Support Payment. However, if Mr. Jones requests assistance for himself as a needy relative caretaker, he could receive a TANF payment if all other eligibility criteria are met.

Example 4: Ms. Martin applies for TANF for her niece Shelly and nephew John. Ms. Martin has an existing TANF case for herself and her two children Aiden and Ava. A separate TANF case shall be established for Shelly and John.

Example 5: Ms. Brown applies for TANF for her granddaughter Robin. Ms. Brown has an active SNAP and Medicaid case for herself and her son Larry. The non-parent caretaker TANF application shall not be added to Ms. Brown's existing case number. A new and separate case number shall be established for the TANF application.

Payment information about the TANF Relative Maintenance Support Payment will be provided to the customer in the Relative/Kinship Care Support Maintenance Payment Notice of Action at initial application, reapplication, and in conjunction with changes and at renewal.

- B. Relative Maintenance Support Payment/TANF Opt-Out - Assistance units that include one or more children under the age of 18 years and that meet the relationship definition for TANF in Section 201.5.A, but choose to opt-out of receiving TANF payments, may be eligible to receive a Relative Maintenance Support Payment, when a caretaker assumed care of the child(ren) on or after July 1, 2022, to prevent the child(ren) from entering Foster Care in the Commonwealth of Virginia, as verified by a LDSS Family Services worker. Households that include a parent are not eligible. **The child is eligible until they reach the age of 18. They are eligible for the month in which their 18th birthday falls if they have not attained the specified age on the first day of that month.** Note: Applications received and processed on or after December 19, 2022, will be eligible to receive a payment in this category.

The Relative Maintenance Support Payment for those that choose to opt-out of receiving TANF, is a monthly payment to be paid to eligible assistance units in the amount of \$200 for each eligible child in the qualifying assistance unit that was diverted from Foster Care. In this category, the TANF Standard of Assistance will not be received. Reasons for choosing to opt-out of receiving TANF payments could be, but are not limited to, the applicant does not want to pursue the family member for child support or cannot establish the relationship as required for TANF eligibility. Additionally, if an applicant is found ineligible for the TANF Relative Maintenance Support Payment due to TANF eligibility requirements not being met, the applicant must be evaluated for the Relative Maintenance Support Payment/TANF Opt-Out category. Examples of TANF eligibility requirements not being met include, but are not limited to, failure to provide requested verifications, unable to establish relationship or due to excess income. However, under all circumstances, the child must be living in the home of the caretaker to be eligible.

Example: Mr. Simmons assumed care of his grandchildren Thomas Lee and Nya Lee on 12/20/2022, to prevent them from being placed in Foster Care. His daughter Tonya Simmons, the mother of Thomas and Nya, struggles with substance use. On 12/20/2022, the Family Services Specialist completed the Relative Maintenance Verification Form for Mr. Simmons. Mr. Simmons chose to apply for the Relative Maintenance Support Payment only and chose to opt-out of receiving TANF payments. He is concerned that if he were to pursue child support as required for TANF eligibility, he would create an additional financial hardship for his daughter Tonya. On 12/20/2022, the Family Services Specialist submitted the completed Relative Maintenance Verification form to Benefit Programs. On 12/28/2022, the Benefit Programs Worker approved Mr. Simmons for the Relative Maintenance Support Payment/TANF Opt-Out, in the amount of \$400 per month (\$200 per eligible child).

Note: If a caretaker applies for the Relative Maintenance Support Payment/TANF Opt-Out any date after the first of the month and if all eligibility criteria are met, then the assistance unit will receive the entire payment per eligible child, for that month.

- C. Relative Maintenance Support Payment/Kinship Care - A fictive kin relationship is defined as one that a child has with an individual who is not related by birth, adoption, or marriage to a child, but who has an emotionally significant relationship with the child. Assistance units that include one or more children under the age of 18 years and that meet the definition of a fictive kin relationship, may be eligible to receive a Relative Maintenance Support Payment/Kinship Care when a caretaker assumed care of the child(ren) on or after July 1, 2022, to prevent the child(ren) from entering Foster Care in the Commonwealth of Virginia, as verified by a LDSS Family Services worker. Assistance units that include a parent are not eligible. **The child is eligible until they reach the age of 18. They are eligible for the month in which their 18th birthday falls if they have not attained the specified age on the first day of that month.** Note: Applications received and processed on or after December 19, 2022, will be eligible to receive payments in this category.

The Relative Maintenance Support Payment/Kinship Care is a monthly payment to be paid to eligible assistance units in the amount of the TANF Standard Assistance for the appropriate locality group (Section 304, Appendices 1 and 2), plus \$200 for each eligible child that was diverted from Foster Care.

Example: On 12/19/2022, Ms. Riley assumed care of her neighbor's two minor daughters to prevent them from being placed in Foster Care. On 12/19/2022, the Family Services Specialist completed the Relative Maintenance Verification Form for Ms. Riley and submitted the completed and signed form to Benefit Programs. Ms. Riley chose to apply for the Relative Maintenance Support Payment/Kinship Care. On 12/23/2022, the Benefit Programs worker approved Ms. Riley's request for the Relative Maintenance Support Payment/Kinship Care. Ms. Riley lives in a group II locality, therefore she was approved for a \$785 initial and ongoing Relative Maintenance Support Payment/Kinship Care. The \$785 payment amount equals \$385 SOA in a Group II locality for two children plus \$200 per eligible child.

Note: If a caretaker applies for the Relative Maintenance Support Payment/Kinship Care any date after the first of the month and if all eligibility criteria are met, then the assistance unit will receive the entire payment per eligible child, for that month.

Payment information about the Relative Maintenance Support Payment will be provided to the customer in the Relative/Kinship Care Support Maintenance Payment Notice of Action at initial application, reapplication, and in conjunction with changes, and at renewal.

**When taking action to terminate Relative Maintenance Support Payment cases, an Adequate Notice of Action will be sufficient. The notice must be received no later than the effective date of the action and include a written statement of what action the agency intends to take and the reason for the action.**

Applicants/Recipients of Relative Maintenance Support Payments will not be eligible for Diversionary Assistance, Emergency Assistance or VTP. Additionally, recipients of Relative Maintenance Support Payments will not be subject to the 60-month limit on the receipt of benefits. However, when the appropriated funding for Relative Maintenance Support Payments is exhausted, the payment will end.

Applicants/Recipients of Relative Maintenance Support Payments will be required to report address changes when an eligible individual leaves the home and when a parent of an eligible individual enters the home. These changes must be reported within 10 days, but no later than the 10<sup>th</sup> day of the month after the change occurs. The Relative Maintenance Verification Form advises the applicant/recipient of his obligation to report changes and the penalties for not doing so.

Eligibility for Relative Maintenance Support Payments recipients must be redetermined every 12 months. A TANF Renewal Notification and Renewal Application will be sent to all assistance units within the same manner as TANF recipients as outlined in Section 401.3.B. The recipient will only be required to complete Section A (Your Contact Information, Household Composition), Voter Registration, and Signatures. If applying for other programs, all applicable sections will have to be completed. The renewal application must be signed and dated to be considered valid. An interview is not required to process the renewal application. Eligibility determinations will be based on the information declared on the renewal application.

If a renewal application is not submitted or evaluated by the last day of the renewal month, assistance will stop. An assistance unit may not receive benefits beyond the renewal month. The VaCMS will automatically stop the issuance of benefits. The case will remain in an approved status until the end of the month following the renewal month or when action is taken on the submitted renewal application, whichever comes first.

When a recipient of Relative Maintenance Support Payments moves from one locality to live in another within the state and there is no other change in his circumstances which would render him ineligible, he is entitled to receive assistance without a break.

- d. the earned income of a child if age 18, but not yet 19, who is a full-time student attending a secondary school or vocational/technical school of secondary equivalency and is meeting the enrollment and attendance requirements as determined by the local school board.

If the income of the assistance unit exceeds the maximum allowable income, the case is ineligible for a payment.\*

#### Screening at the Standard of Assistance

The following procedures are applicable to the standard of assistance screening

- a. Applications, Including Persons Being Added to an Existing Assistance Unit

Once the total gross countable income of the assistance unit is determined to be less than or equal to maximum allowable income, income must then be screened at the standard of assistance in order to allow earned income disregards where applicable.

- b. All AUs will be allowed the following deductions from earned income:

The standard deduction\*, the same amount used in the standard deduction for the SNAP program, and 20% of the remainder is deducted from the gross earnings.\*\* (Refer to Section 305, [Appendix 3](#), Step 2, and to Section [305.3.B](#).)

- c. Ongoing Cases

Assistance Unit	Standard Deduction
1-3 members	<b>\$198</b>
4 members	<b>\$208</b>
5 members	<b>\$244</b>
6 or more members	<b>\$279</b>

Once the total gross countable income of the assistance unit is determined to be less than or equal to the maximum allowable income, income must then be screened at the standard of assistance in order to allow earned income disregards where applicable.

- d. The following income is disregarded when income is screened at the standard of assistance:
- 1) all income specifically disregarded in [305.4.A](#);

\*45 CFR 233.20(a)(3)(xiii)

\*\*22 VAC 40-295-60

At each renewal, all income of the assistance unit must be verified, regardless of whether a change has been reported. If a change is identified, a prospective determination must be conducted in accordance with Section 305.1.A. to establish ongoing eligibility.

When a change in income occurs between renewals, a prospective determination must be conducted to establish ongoing eligibility.

When attempts to verify countable income prove to be unsuccessful because the person or organization that is to provide the verification fails to cooperate with the assistance unit and the local agency, and there are no alternate sources of verification available, the Eligibility Worker shall determine an amount to be used for TANF purposes based on the best available information. The case record must be documented to reflect the method used to arrive at the anticipated income.

In the above situation, the following verification will be considered the best available information:

1. a third party statement,
2. a collateral contact, or
3. as a last resort, the applicant's/recipient's written statement of the amount of income anticipated to be received in the payment month.

**D. Handling Changes in Income (Earned and Unearned)**

1. The assistance unit must report increases in income that place the assistance unit's monthly income above 130% of the federal poverty level based on assistance unit size.

The income limits are as follows:

<b>Report Income Change When Household Income Exceeds These Amounts</b>				
Household Size	Monthly Amount	Weekly Amount	Bi-Weekly Amount	Semi-Monthly Amount
1	<b>\$ 1,580</b>	<b>\$ 367.44</b>	<b>\$ 734.88</b>	<b>\$ 790.00</b>
2	<b>2,137</b>	<b>496.97</b>	<b>993.95</b>	<b>1,068.50</b>
3	<b>2,694</b>	<b>626.51</b>	<b>1,253.02</b>	<b>1,347.00</b>
4	<b>3,250</b>	<b>755.81</b>	<b>1,511.62</b>	<b>1,625.00</b>
5	<b>3,807</b>	<b>885.34</b>	<b>1,770.69</b>	<b>1,903.50</b>
6	<b>4,364</b>	<b>1,014.88</b>	<b>2,029.76</b>	<b>2,182.00</b>
7	<b>4,921</b>	<b>1,144.41</b>	<b>2,288.83</b>	<b>2,460.50</b>
8	<b>5,478</b>	<b>1,273.95</b>	<b>2,547.90</b>	<b>2,739.00</b>
Each additional Person	<b>+ \$557.00</b>	<b>+ \$129.53</b>	<b>+ \$259.06</b>	<b>+ \$278.50</b>

Exceptions: The needs of an individual(s) who is not in the assistance unit due to an IPV penalty, failure to comply with SSN requirements, or failure to cooperate with DCSE will not be allowed.

If the stepparent has not previously filed a return or states that he will claim a different number of dependents for the current year, use the number of dependents he intends to claim for the current year.

Verify by statement from the stepparent.

- 3) Support, including wage assignments paid to individuals not living in the home who are claimed or could be claimed as dependents on the stepparent's federal income tax return.

If the stepparent has not previously filed a return or states that he will claim a different number of dependents for the current year, use the number of dependents he intends to claim for the current year.

Verify by statement from the stepparent.

- 4) Payments for alimony and child support, including wage assignments to individuals not claimed on the stepparent's federal income tax return and not living in the household.

Verify by statement from the stepparent.

Failure of the customer to verify the income of the stepparent will result in ineligibility of the case.

The amount remaining after the above deductions must be compared to the standard of assistance for the assistance unit. If the stepparent's income is less than the standard of assistance for the number of persons in the assistance unit, the parent's needs are included on the payment, and no stepparent income is deemed available. Only the income of the parent and child(ren) is to be considered in determining the payment amount. (Step 2 is not applicable in this instance.)

If the remaining amount equals or exceeds the standard of assistance for the number of persons in the assistance unit, the parent is not included in the assistance unit, and the child(ren)'s eligibility must be determined according to step 2.

Step 2 - Eligibility Determination For the Children When the Parent's Needs Must Be Excluded From the Payment - Determine the child(ren)'s eligibility and payment amount by counting the parent's income, the child(ren)'s income, and that portion of the stepparent's gross income in excess of 150% of the poverty level for two persons (the parent and stepparent), which is **\$2,465.00**. The latter is a standard amount and must be used in all cases regardless of the actual number of dependents the

stepparent has. Countable income is to be deducted from the standard of assistance for the assistance unit.

- b. Stepparent Deeming Procedure Used When the Parent in the Home Refuses/Fails to Cooperate With DCSE - When it is determined that the parent of the TANF child(ren) has failed or refused to cooperate with DCSE, the stepparent's income must be deemed available to the assistance unit, calculating the deemed amount in accordance with 305.4.F.I.a.1) – 4). The deemed income, in addition to the income of the parent and child(ren) must be counted to determine the assistance unit's eligibility and payment amount.

Failure of the customer to verify the income of the stepparent will result in ineligibility of the case.

- c. Stepparent Deeming When the Parent Is Not in the Home With the Stepparent - The income of the stepparent will not be deemed when the natural/adoptive parent of the TANF children is not living in the home due to separation, divorce, death or incarceration. However, when the stepparent and the natural/adoptive parent are living apart due to military duty, employment, or other reason, and they both consider themselves to be living as husband and wife, they will not be considered separated and the income of the stepparent will be deemed.

If the stepparent is included in a TANF assistance unit, policies and procedures applicable to assistance unit members apply instead of the deeming procedures.

Note: A lump sum payment received by an eligible child's stepparent is considered available to the assistance unit as described at 305.4C.

Example 1:

Ms. P. is applying for TANF for herself and her 3 children. Ms. P. receives unearned income in the amount of \$50 per month, and each of the 3 children receives unearned income in the amount of \$50 per month, as well. Ms. P.'s husband (not the children's father) is employed and earns **\$2,481.00** per month. Mr. P. has no other dependents.

1. To determine Ms. P.'s eligibility to be included in the AU:

Mr. P.'s income	<b>\$2,481.00</b>
Less \$90 deeming disregard	- <u>90.00</u>
	<b>\$2,391.00</b>
Less standard of assistance for 1 (Group II)	- <u>262.00</u>
Amount deemed available to Ms. P.	<b>\$2129.00</b>
Standard of assistance for a 4-person AU	\$ 577.00

Since the portion of Mr. P.'s income which is deemed available to Ms. P. exceeds the standard of assistance for 4 persons, she is not eligible to be included in the AU.

2. To determine the 3 children's eligibility, and, if eligible, the payment amount:

Stepparent's (Mr. P.'s) income	<b>\$2,481.00</b>
150% of poverty guidelines for 2 (monthly)	<b><u>-2,465.00</u></b>
Amount exceeding 150% of poverty guideline	\$16.00
Standard of assistance for a 3-person AU	\$ 482.00
Less total countable income (\$16.00-amount of Mr. P.'s income which exceeds 150% of poverty guidelines, plus \$50.-Ms. P.'s unearned income, plus \$150 the children's unearned income for a total of \$216 in countable income.	<u>- 216.00</u>
Payment amount	\$266.00

Example 2:

Ms. J., who has been receiving TANF on behalf of herself and her 2 children reports that she remarried over the weekend. Ms. J. receives unearned income in the amount of \$100 per month. Her husband, Mr. J. is employed, with earnings in the amount of \$800 per month. Mr. J. has 3 children who live with his former wife, for whom he pays support in the amount of \$400 per month.

1. To determine Ms. J.'s eligibility to be included in the AU:

Mr. J.'s income	\$ 800.00
Less \$90 deeming disregard	<u>- 90.00</u>
	710.00
Less standard of assistance for I (Group II)	<u>- 262.00</u>
	\$ 448.00
Less support paid by Mr. J. to non-household dependents	<u>- 400.00</u>
Income deemed available to Ms. J.	\$ 48.00
Standard of assistance for a 3-person AU	\$482.00
Since the portion of Mr. J.'s income which is deemed available to Ms. J. is less than the standard of assistance for 3 persons, she is eligible to be included in the AU. <u>Proceed to payment calculation, since Ms. J. is eligible.</u>	

2. To determine the payment amount:

Standard of assistance for a 3-person AU	\$ 482.00
Less countable income (Ms. J.'s unearned income)	<u>- 100.00</u>
Payment amount	\$ 382.00

## Example 3:

Ms. L. is applying for TANF for herself and her 2 children. Her husband (not the children's father), Mr. L., is employed and earns **\$2,486** per month. Mr. L. has 1 child, who lives in the household also.

1. To determine Ms. L.'s eligibility to be included in the AU:

Mr. L.'s income	<b>\$2,486.00</b>
Less \$90 deeming disregard	<u>- 90.00</u>
	<b>\$2,396.00</b>
Less standard of assistance for 2 (Group II) to include Mr. L. and his child	<u>- 385.00</u>
Income deemed available to Ms. L.	<b>\$2,011.00</b>
Standard of assistance for a 3-person AU	\$ 482.00

Since the portion of Mr. L.'s income which is deemed available to Ms. L. exceeds the standard of assistance for 3 persons, she is ineligible to be included in the AU.

2. To determine the 2 children's eligibility, and if eligible, the payment amount:

Stepparent's (Mr. L.'s) income	<b>\$ 2,486.00</b>
150% of poverty guidelines for 2 (monthly)	<u>- 2,465.00</u>
Amount exceeding 150% of poverty guidelines	\$ 21.00
Standard of assistance for 2-person AU	\$ 385.00
Less total countable income (\$21.00 - amount of Mr. L.'s income which exceeds 150% of poverty guidelines)	<u>- 21.00</u>
Payment amount	\$ 364.00

The two children are eligible for TANF. Though Mr. L.'s gross income exceeds 150% of poverty guidelines, his countable income does not exceed the standard of assistance for an AU of 2.

2. Deeming Income in Minor Caretaker and Ineligible Alien Cases\* - Income must also be deemed to an assistance unit in the following situations. Applicable policies and procedures are explained below.
  - a. Minor Caretaker Living with Senior Parent(s) - When living together, the income of a senior parent(s) is to be deemed available to the minor caretaker's assistance unit. The senior parent's income must be considered available to the eligible child(ren) by applying the deeming procedure in Section 305.4.F.2.c. below. A stepparent's income is not deemed available to a minor caretaker's assistance unit.

\*45 CFR 233.20(a)(3)(xviii)

- See 302.7D and 302.7E for a comprehensive list of these individuals. The income of these related, but ineligible individuals would have been considered in determining the TANF payment amount for the AU);
- Changes in household composition resulting from one of the following individuals entering or leaving the home:
    - an eligible child, including a newborn,
    - the father or mother of an eligible child, including a newborn.
  - Changes that affect participation in the VIEW Program. This would include changes in the need for transportation, child care, or any other supportive service.

AUs must report the changes listed above within 10 calendar days from the date the unit knows of the change, but the report is timely if reported by the tenth of the following month. The 10-day period begins the day the change becomes known to the AU. If the AU is uncertain of the exact date or the exact amount of income that has changed, the 10-day reporting period begins the day the change occurs. The change may be reported on the Change Report form, by telephone, face-to-face, by mail, or electronically.

**The TANF Application to Add New Assistance Members will not be required when adding newborns to an ongoing TANF case. Otherwise, for all other AU members to be added, an application is required.**

In addition, the recipient should be asked to report changes to his telephone number.\* Because telephone number changes do not affect eligibility or benefits, the agency will not take negative action if a telephone number change is not reported.

## 2) Local Agency Action on Changes

The agency must act promptly to terminate or to adjust benefits when changes in the AU's circumstances or income are reported by the recipient, including information about an impending change reported at application. The TANF case must reflect the following changes:

- changes reported by the AU;
- changes put into VaCMS to meet reporting requirements or guidance requirements of another program;
- changes to prevent duplicate receipt of benefits including information provided through a PARIS Match; and
- changes that are considered verified upon receipt, such as notification by the foster care worker that a child has been removed from the home and placed in foster care.

6. A special allowance granted for a specific period (for example, correction of a prior underpayment) is terminated and the recipient has been informed in writing that the allowance shall automatically terminate at the end of the specified period.\*
  7. When a recipient becomes a patient receiving skilled care, intermediate care or similar other long term hospitalization. Note: See guidance in 201.5.B. to evaluate continued eligibility.
  8. When a recipient requests termination of assistance by telephone or in writing. The written request must be signed and dated by the recipient. If the recipient fails to enter the date, the EW must enter the date such statement is received in the agency.\*
  9. When a recipient provides a signed, written statement:
    - a) providing information which requires termination or reduction of assistance (but does not request closure of the case); and
    - b) indicating that the recipient understands that action to reduce or terminate assistance must be taken in response to the information provided and she waives her right to receive a timely notice.\*
  10. **When taking action to terminate Relative Maintenance Support Payment cases.**
- C. Action Requiring Timely Notice - Federal regulations,\*\* require that in certain cases of proposed action to terminate, or reduce assistance, the Advance Notice of Proposed Action must be sent to the client. The agency may use the Notice of Action for this purpose, unless benefits in both TANF and SNAP are being reduced or terminated simultaneously.

When a change requires both a reduction or termination in public assistance benefits and a reduction or termination in SNAP benefits, the local agency shall issue a single Advance Notice of Proposed Action for both the public assistance and SNAP action.\*\*\* Timely notice must be sent to the recipient whenever the case is determined to be ineligible and whenever the payment must be reduced or terminated based on a change in the circumstances reported by the client or from any other source, or when the client fails to verify a change as requested.

When the proposed action is to sanction a case for noncompliance with the Virginia Initiative for Education and Work (VIEW) program, advance notice must be given using the Advance Notice of Proposed Action (032-03- 0018-29).

When the proposed action is to impose a penalty on a case for noncooperation with the Division of Child Support Enforcement (DCSE), advance notice must be given using the Advance Notice of Proposed Action (032-03-0018-29).

\* 45 CFR 205.10(a)(4)(ii)

\*\* 45 CFR 206.10(a)(4)(i)

\*\*\* 7 CFR 273.12(f)(4)(i)

The following procedures are to be followed in preparing the Advance Notice of Proposed Action Form:

1. The date the form is mailed to the recipient and the first day of the following month are not counted in the 10 days before the day the action becomes effective.
    - a. When the action being taken is a reduction, the effective date is the first of the following month.
    - b. When action is being taken to suspend or terminate benefits, the date of non- issuance is the first day of the following month.
  2. The notice must include a statement of what action the agency intends to take.
  3. It must include the reasons for proposed action. If the proposed action is to suspend assistance due to the inability to verify a change in the client's circumstances (see Section 401.2.B.2.), the Advance Notice of Proposed Action must also include a statement that if necessary verification is provided, assistance will not be reinstated if such verification renders the case ineligible
  4. In cases of payment reduction, the new amount of the payment must be entered.
- D. IPV Notice Requirements - Refer to Sections 102.5, 102.8 and 102.13 regarding notice requirements relating to IPV guidance and ADH procedures.
- E. Action Requiring Neither Adequate or Timely Notice - Neither a timely notice nor an adequate notice is necessary when:
1. The agency acts to reduce or terminate benefits which have been continued in the original amount during an appeal, and the hearing decision is adverse to the recipient.
  2. A VTP case closes due to one of the following reasons:
    - a. the employment hours become less than 30;
    - b. hourly pay becomes less than **the state** minimum wage;
    - c. all of the eligible children leave the home;
    - d. a VTP job follow-up cannot be completed because the VTP recipient failed or refused to provide the required employment verification;
    - e. in a two parent household when a parent who is receiving a VTP leaves the home; and
    - f. at the end of the 12-month VTP payment period. (Note: VaCMS will automatically close the VTP case at the end of the 12-month period.)

Exception: When a VTP case has been transferred and the new locality determines that the client is no longer eligible to receive the VTP, an adequate notice is required.

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Determination of Continued Eligibility	503.7 A.
Determination of When the Overpayment Began	503.7 B.
Impact on Earned Income Disregards When Calculating Overpayments	503.7 C.
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<b>Relative Maintenance and Kinship Care Support Claims</b>	503.7 L.
Notification, Recoupment and Recovery of Overpayments	503.8
Notification	503.8 A.
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Appendix I – Check Handling Information and Procedures	
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- L. **Relative Maintenance and Kinship Care Support Claims** - TANF claims for cases that included Relative Maintenance Support payments (RMP) prior to benefit month July 2022, must be treated as one TANF Claim. TANF RMP (RMP portion only), TANF Opt-Out and Kinship Care overpayments must be treated as separate claim types beginning with July 2022 benefit months and after.

The TANF Relative/Kinship Overpayment Calculation screen in the claim's module of the VaCMS, must be used to enter claims for TANF RMP (RMP portion only), TANF Opt-Out and Kinship Care overpayments beginning with July 2022 benefit months, and after.

The request for Repayment of TANF Relative/Kinship Care Support Maintenance Payment Benefits notice will be generated for all Relative Maintenance Support payment claims entered for benefits months July 2022, and after.

The method of repayment for all Relative Maintenance Support payment claim types for benefits months issued for July 2022 and after, must be made in the form of lump sum or installment payments. Recoupments for RMP overpayments cannot occur on TANF RMP, TANF Opt-Out and Kinship Care cases for benefit months July 2022 or after. LASER entries are not required for RMP claim repayments for benefits months issued July 2022 or after.

When a claim repayment is saved for a Relative/Kinship claim, the repaid amount is added to the allocated funds for the program for the current fiscal year. This is displayed in the Relative/Kinship Available Funds screen within the VaCMS for which only the TANF Program Manager and Program Consultants can access.

503.8 NOTIFICATION, RECOUPMENT AND RECOVERY OF OVERPAYMENTS - The local department must promptly recoup or recover any overpayments including overpayments resulting from assistance paid pending hearing decisions. Repayment by either a former or current recipient of the overpayment can occur through recoupment or recovery or both. The agency should discuss voluntary repayment with the client prior to initiating a recoupment. **Note: Relative Maintenance Support Payment overpayments for benefit months July 2022, and after, are not subject to recoupment.**

- A. Notification to the assistance unit must be given before recoupment or recovery of an overpayment begins. After calculating the total amount of the overpayment, the local department of social services must send the Request for Repayment of TANF Payments and/or Payments for VIEW Services' form. The form is available in the Forms Drawer on the FUSION page. The first page of the form displays the period over which the overpayment occurred and the total amount of the overpayment. The second page allows the individual to select the method of repayment.

A copy of the form must be sent to the TANF recipient or payee or previous TANF recipient or payee and a signed copy filed in the case record. The signed form must remain in the case record until the overpayment has been satisfied. **Note:** If the recipient or payee fails to sign the form, the unsigned copy must be retained in the case record.

When the signed form is not returned, if 30 days have passed since the initial demand letter was sent on an active TANF case or on a case receiving a VIEW Transitional Payment (VTP), recoupment should begin the following month. When the TANF case closes prior to the month in which recoupment was scheduled to begin and the recipient or payee later reapplies for TANF assistance, she will be advised that recoupment will begin in the first month that the case is eligible for assistance.

- B. Recoupment consists of withholding all or part of the assistance payment. An overpayment made to a current recipient or payee must be recouped by reducing the amount of any future assistance payable to any assistance unit of which the individual is a member or payee. Recoupments and withholdings must not be applied to Emergency Assistance payments and Diversionary Assistance payments.
1. When the recipient or payee has no cash reserve or countable income (payment equals the Standard of Assistance for the AU), 10% of the assistance payment may be recouped until the overpayment has been repaid. Under the Repayment Agreement Section on the Claim Information Screen, enter the amount that equals 10% in the "Amount Agreed To Pay" field or the percentage amount in the percentage field.  
  
Example: TANF Payment of \$577; Recoup 10% (\$57.70); amount of recoupment = (\$57.70); New payment amount is \$519.30.
  2. In situations where a recipient (but not a payee) has earned income, unearned income, or any combination thereof, in addition to the assistance payment, part or all of the assistance payment may be recouped as long as the assistance unit retains at least 90 percent of the standard of assistance when the total gross income and the amount of the current payment are considered.

To calculate the client's ability to repay the overpayment, the worker will follow steps a - d below:

- a. Determine the amount of the overpayment.

\* 45 CFR 233.20(a)(13)(i)

\* §63.2 - 512

- H. A parent or caretaker/relative of a child under 12 months of age who personally provides the care for a child. Note: This exemption can apply to an individual that is caring for a child under 12 months of age, regardless of the relationship as long as the child resides in the home of the caretaker.

Effective July 1, 2011, Virginia implemented the federal 12-month lifetime limit exemption for caring for a child under 12 months in the AU, or caring for a child under 12 months in the household, but not in the AU. Beginning with that date, an individual is eligible for no more than 12 months of the “caring for a child under 12 months” exemption in a lifetime.

Example 1: In 2016, Ms. Able used eight months of the “caring for a child under 12 months” lifetime limit exemption, with her first child. On January 5, 2018, at reapplication, Ms. Able notifies the agency that she is now caring for her newborn who is a SSI recipient. Based on receipt of SSI, the newborn is not included in the assistance unit. However, Ms. Able is eligible for the remaining four months of the “caring for a child under 12 months” lifetime limit exemption.

Example 2: Ms. Lange receives TANF for herself and her two children. On January 5, 2019, Ms. Lange notifies the agency her neighbor’s six months-old child has moved into her home while the neighbor is incarcerated. Because there is no relationship, Ms. Lange is not eligible to receive TANF for the child. However, because she is caring for a child in the household under 12 months, she is eligible for the “caring for a child under 12 months” lifetime exemption.

In a double caretaker TANF assistance unit in which one parent is incapacitated, the eligibility worker must refer the other caretaker for participation unless he can provide a written doctor's statement indicating that the incapacitated caretaker is unable to care for the child under twelve months.

Note: A parent or caretaker/relative who has reached the 12-month lifetime limit for the use of the “caring for a child under 12 months” exemption may be granted a temporary exemption of not more than six weeks.

- I. TANF recipients who opted to be exempted from mandatory participation in VIEW after they have verified their full-time enrollment in an accredited public institution of higher education or other postsecondary school licensed, or certified by the Board of Education or the State Council of Higher Education for Virginia and taking courses as part of a curriculum that leads to a postsecondary credential, such as a degree or an industry-recognized credential, certification, or license. (Reference House Bill 484)

**Note: Individuals with an educational exemption would remain exempt from VIEW until they verify that they are no longer enrolled full-time in a postsecondary school. The exemption includes any breaks between their semesters, trimesters, and quarter sessions.**

In the VIEW Program, a parent whose needs are removed from the payment must participate unless otherwise exempt. Reasons why the parent’s needs have been removed from the payment include, but are not limited to: noncooperation with DCSE; disqualification for IPV violation; failure to provide a Social Security number; and failure to establish citizenship, eligible alien status, or legal presence. In addition, a parent whose needs are not included in the payment due to the stepparent deeming requirements, 305.4.F., or due to the sponsored alien deeming requirements, 305.4.D., must participate in VIEW, unless otherwise exempt.

A parent who does not meet TANF categorical requirements (parent is an SSI recipient or parent is an ineligible alien) is not required or eligible to participate in VIEW. For aliens who are in the country illegally, the EW must complete the Alien Details screen. For other individuals who are ineligible because they have not been in the country for five years from date of entry, including individuals who are lawful permanent residents, the EW must complete the Alien Details screen. Because these individuals are not part of the TANF AU, they will not be referred to VIEW.

Unless otherwise exempt, a parent who is a court-convicted offender serving a sentence while still living in the home should be referred to VIEW if he is allowed by the court to leave home to work or attend education/training activities.

901.13 Transitional Benefits - VIEW participant may be eligible for transitional services for up to 12-months beginning with the month following TANF case closure. VIEW transitional services are child care, medical/dental services, work-related expenses, emergency intervention services, transportation, Transitional Employment and Training Services (TET) and the VIEW Transitional Payment (VTP). The exact period of eligibility will depend on the specific service and the client's employment status. Eligibility criteria for transitional child care paid from Child Care funds are located in the Child Care Guidance Manual. Eligibility for all other transitional services, including transitional child care paid from VIEW funds, is located in Chapter 1000 of this manual.

#### A. VIEW Transitional Payment (VTP)

The purpose of the transitional payment is to encourage job retention. The amount of the VTP is \$50 for each VIEW participant who meets the criteria listed below. The VTP amount is \$100 for a two-parent household in which both parents meet the VTP criteria. If one parent leaves the home, the payment must be reduced by \$50.

#### Criteria for Receipt of the VTP:

1. The TANF case closes for any reason other than:
  - a. when there is no eligible child in the home (including a child ineligible due to truancy);
  - b. when the client cannot be located; or
  - c. when the renewal has not been submitted and completed by the 30<sup>th</sup> day after the renewal end date.
2. The TANF recipient must not be in an IPV penalty period for TANF at the time of the TANF case closure.
3. The TANF recipient is a VIEW participant at time of the TANF/VIEW or TANF-UP/VIEW case closure. (Note: It is important that the EW confirm that the ESW has an open ESP enrollment before closing the TANF case to establish the VTP).
4. The VIEW participant must be employed at least 30 hours per week and earning at least the **state** minimum wage at the time of TANF case closure. **If the individual works in a state other than Virginia, the minimum wage rate for that state must be used.** (Note: If the client's scheduled hours of employment for a given week fall below 30, a VTP may still be established as long as the average weekly scheduled hours for the month are 30 or more).
5. The VIEW participant must not be in a sanction or referred for sanction at the time of the TANF case closure. Note: In a two-parent household, if either parent has been referred for a VIEW sanction or is currently in a VIEW sanction at the time of the TANF case closure, the entire household is ineligible for a VTP.

#### Additional Considerations in Establishing a VTP:

1. An individual is considered a VIEW participant if she has been assessed, has a current APR and an open TANF/VIEW or TANF-UP/VIEW case, even if she does not have a current component assignment. In most circumstances, a VIEW participant will be assigned to a component activity at

6. If the client relocates to another locality in Virginia, the agency will transfer the VTP case. The client will continue receiving VTP as long as VTP eligibility requirements are met. If the client is no longer eligible, a notice must be sent to advise the client of this.
7. If a renewal is due and a change that could result in VTP eligibility requires verification but is not verified until after the renewal end date, VTP cannot be established unless a renewal is submitted and completed prior to the last day of the month following the renewal month.

Example 1: A TANF/VEW case has a renewal end date of 08/31/2019. The client calls on 08/25/2019 and reports new employment. The worker generates a verification checklist and requests income verification. On 09/05/2019, the client submits the income verification, but does not submit and complete a renewal. The case will close because the renewal was not completed and VTP cannot be established.

Example 2: A TANF/VEW case has a renewal end date of 08/31/2019. The client calls on 08/25/2019 and reports new employment. The worker generates a verification checklist and requests income verification. On 09/05/2019, the client submits the income verification, and submits and completes the renewal. The worker determines that the family is no longer eligible for TANF/VIEW because of excess income. The TANF/VIEW case is closed due to excess income. Although the change was verified after the 08/31/2019 renewal end date, VTP can be established because the client submitted and completed the renewal prior to 09/30/2019, the last day of the month following the renewal month.

#### Criteria for Termination of VTP:

1. The client is no longer working at least 30 hours per week.
2. The client's earnings fall below the current **state** minimum wage.
3. There are no TANF eligible children in the home. Note: If the only eligible child(ren) in the home at the time the TANF case closed reaches the age of 18 (or has already reached the age of 18 but had remained eligible for TANF because he/she was enrolled and attending a secondary school or vocational/technical school of secondary equivalency) during the VTP period, the caretaker's eligibility for VTP will not be affected.
4. The client files a TANF reapplication.
5. The client failed or refused to provide employment verification required for a VTP job follow-up. Note: If a client provides employment verification that shows he is working at least 30 hours per week and is earning at least the **state** minimum wage, but does not return the VTP Job Follow-up form, the VTP must not be terminated.
6. The worker is unable to locate the client.
7. The client moves to a locality that is not in Virginia.
8. The 12-month VTP period ends.

Additional Considerations in Terminating a VTP:

1. If the VTP closes for any of reasons listed above, or if the VTP is closed automatically by VaCMS at the end of the 12-month period, no notice is required prior to case closure. If the VTP closes per the client's request, a notice is required.
2. When employment ends, hours fall below 30 per week, wages decrease to below the current **state** minimum wage, or the only eligible child leaves the home, the VTP must be closed and cannot be re-established. The VTP must be terminated if there is a job change causing a break in employment which results in the average hours for the month falling below 30 per week.
3. The VTP must also be ended if the employment is with an educational or training institution and the job ends because the employer closes for summer break (lasting more than thirty days).

Official closures by educational or training institution employers for quarter or semester breaks (lasting less than thirty days) during which the client cannot work will not impact the VTP payment.

- B. VTP and TANF Reapplication - When a former TANF recipient reapplies for TANF in the same month that a VTP is received, the VTP is countable income for the VTP recipient only.

Example 1: Ms. Smith received a \$50 VTP on 09/01/2019. She lost her job on 09/10/2019 and reapplied for TANF on 09/15/2019. The \$50 VTP is countable income for the AU in the month of application.

Example 2: Ms. Brown received a \$50 VTP on 09/01/2019. She was incarcerated on 09/05/2019 and is expected to remain incarcerated for several months. Her three children are now residing with their grandmother. The grandmother applied for TANF for the children on 09/20/2019. The \$50 VTP is not countable income for the children.

Example 3: Mr. Jones received a \$50 VTP on 09/01/2019. The TANF-UP/VIEW AU consisted of Mr. Jones, Mrs. Jones and their two children. On 09/07/2019, Mr. and Mrs. Jones separated. On 09/10/2019, Mrs. Jones applied for TANF for herself and the two children. The \$50 VTP received by Mr. Jones is not countable income for Mrs. Jones and the two children.

VIEW PAYMENT CALCULATION

Example 1: Earnings

Assistance unit of 2 in a Group II locality. Mom earns \$456 gross income each month.

Step (1)	Screening at Federal Poverty Level		
		\$ 456.00	Gross Monthly Earnings <
		<b>\$1,644.00</b>	Monthly Federal Poverty Level for 2
Step (2)	Unearned Income		
		\$ 385.00	Standard of Assistance for 2
		- 0.00	Unearned Income
		<u>\$ 385.00</u>	TANF Deficit
Step (3)	Earned Income Disregards		
		\$ 456.00	Gross Monthly Earnings
		- <b>198.00</b>	Standard Deduction for 2
		<b>\$ 258.00</b>	x 20% = <b>\$51.60</b>
		- <b>51.60</b>	
		<u><b>\$ 206.40</b></u>	Net Earned Income
Step (4)	Add Net Earned Income and TANF Deficit		
		<b>\$206.40</b>	Net Earned Income
		<u>+385.00</u>	TANF Deficit
		<b>\$ 591.40</b>	< Monthly Federal Poverty Level for 2
		\$ 385.00	= VIEW Payment (TANF Payment)

## Example 2: Earned and Unearned Income

Assistance unit of 2 in a Group II locality. Mom earns \$305 gross monthly and the assistance unit also receives \$120 unearned income monthly.

Step (1)	Screening at Federal Poverty Level		
		\$ 305.00	Gross Monthly Earnings <
		<b>\$1,644.00</b>	Monthly Federal Poverty Level for 2
Step(2)	Unearned Income		
		\$ 385.00	Standard of Assistance for 2
		<u>-120.00</u>	Unearned Income
		\$ 265.00	TANF Deficit
Step (3)	Earned Income Disregards		
		\$ 305.00	Gross Monthly Earnings
		<u>- 198.00</u>	Standard Deduction for 2
		\$ 107.00	x 20% = <b>\$21.40</b>
		<u>- 21.40</u>	
		\$ 85.60	Net Earned Income
Step (4)	Add Net Earned Income and TANF Deficit		
		\$ 85.60	Net Earned Income
		<u>+ 265.00</u>	TANF Deficit
		\$ 350.60	< Monthly Federal Poverty Level 2
		\$ 265.00	= VIEW Payment (TANF Payment)

## Example 3: Earnings Result in Ineligibility

Assistance unit of 4 in a Group III locality. Mom earns **\$2,695.00** monthly gross income.

Step (1)	Screening at Federal Poverty Level		
		<b>\$2,695.00</b>	Gross Monthly Earnings
		<b>\$2,500.00</b>	Monthly Federal Poverty Level for 4

The assistance unit is ineligible.

## Example 4: Maximum Reimbursable

Assistance unit of 6 in a Group II locality. Mom earns \$457 gross monthly income.

Step (1)	Screening at Federal Poverty Level		
		\$ 457.00	Gross Monthly Earnings <
		<b>\$3,357.00</b>	Monthly Federal Poverty Level for 6
Step (2)	Unearned Income		
		\$ 761.00	Standard of Assistance for 6
		- 0.00	Unearned Income
		<u>\$ 761.00</u>	TANF Deficit
		\$723.00	Maximum Reimbursable Amount
Step (3)	Earned Income Disregards		
		\$ 457.00	Gross Monthly Earnings
		- <b>279.00</b>	Standard Deduction for 6
		<u>\$ 178.00</u>	x 20% = <b>\$35.60</b>
		- <b>35.60</b>	Net Earned Income
		<u>\$ 142.40</u>	
Step (4)	Add Net Earned Income and TANF Deficit		
		\$ 142.40	Net Earned Income <
		+ 723.00	Maximum Reimbursable TANF Deficit
		<b>\$ 865.40</b>	< Monthly Federal Poverty Level for 6
		\$ 723.00	= VIEW Payment (TANF Payment)

## Example 5: Earned Income Case with Immunization Penalty

Assistance unit of 2 in a Group III locality. Mom earns \$966 gross monthly income. One member of the assistance unit receives \$60 SSA monthly. There is a \$50 immunization penalty.

## Step (1) Screening at Federal Poverty Level

\$ 966.00	Gross Monthly Earnings <
<b>\$1,644.00</b>	Monthly Federal Poverty Level for 2

## Step (2) Unearned Income

\$ 489.00	Standard of Assistance for 2
<u>- 60.00</u>	Unearned Income
\$ 429.00	TANF Deficit

## Step (3) Earned Income Disregards

\$ 966.00	Gross Monthly Earnings
<u>- 198.00</u>	Standard Deduction for 2
<b>\$ 768.00</b>	x 20% = <b>\$153.60</b>
<u>- 153.60</u>	Net Earned Income
<b>\$ 614.40</b>	

## Step (4) Add Net Earned Income and TANF Deficit

<b>\$ 614.40</b>	Net Earned Income
<u>+ 429.00</u>	TANF Deficit
<b>\$1,043.40</b>	< Monthly Federal Poverty Level for 2
\$ 429.00	= VIEW Payment (TANF Payment)

## Step (5) Apply Immunization Penalty

\$ 429.00	VIEW Payment
<u>- 50.00</u>	Immunization Penalty
\$ 379.00	Net VIEW Deficit
\$ 379.00	= VIEW Payment (TANF Payment)

## Example 6: TANF-UP Household

Assistance unit of 4 in a Group II locality. Dad earns \$1,505 gross income.

## Step (1) Screening at 150% of the Federal Poverty Level

\$1,505.00	Gross Monthly Earnings
<b>\$3,750.00</b>	< 150% of the Monthly Federal Poverty Level for 4

## Step (2) Unearned Income

\$ 577.00	Standard of Assistance for 4
<u>- 0.00</u>	Unearned Income
\$ 577.00	TANF Deficit

## Step (3) Earned Income Disregards

\$1,505.00	Gross Monthly Earnings
<u>- 208.00</u>	Standard Deduction for 4
<b>\$1,297.00</b>	X 20% = <b>\$259.40</b>
<u>- 259.40</u>	
<b>\$1,037.60</b>	Net Earned Income

## Step (4) Add Net Earned Income and TANF Deficit

<b>\$1,037.60</b>	TANF Deficit
<u>+ 577.00</u>	< 150% of the Monthly Federal Poverty Level for 4
<b>\$1,614.60</b>	
\$ 577.00	= VIEW Payment (TANF Payment)

## Example 7: Earned Income Case with DCSE Non-cooperation

Assistance unit of 3, mom and two children, in a Group II locality. Mom earns \$1,100 gross income. She is not cooperating with DCSE. Her needs have been removed from the TANF payment and the assistance unit size has been reduced to 2.

Step (1) Screening at 100% of the Federal Poverty Level for an AU of 2

\$1,100.00	Gross Monthly Earnings
<b>\$1,644.00</b>	< 100% of the Monthly Federal Poverty Level for 2

Step (2) Unearned Income

\$ 385.00	Standard of Assistance for 2
<u>- 0.00</u>	Unearned Income
\$ 385.00	TANF Deficit

Step (3) Earned Income Disregards

\$1,100.00	Gross Monthly Earnings
<u>- 198.00</u>	Standard Deduction for 2
<b>\$ 902.00</b>	X 20% = <b>\$180.40</b>
<u>- 180.40</u>	
<b>\$ 721.60</b>	Net Earned Income

Step (4) Add Net Earned Income and TANF Deficit

<b>\$ 721.60</b>	Net Earned Income
<u>+ 385.00</u>	TANF Deficit
<b>\$1,106.60</b>	< 100% of the Monthly Federal Poverty Level for 2
\$ 385.00	= VIEW Payment (TANF Payment)

**2023 FEDERAL POVERTY LEVELS**

<u>Size of Family Unit</u>	<u>Monthly Poverty Guideline</u>
1.....	\$ <b>1,215.00</b>
2.....	\$ <b>1,644.00</b>
3.....	\$ <b>2,072.00</b>
4.....	\$ <b>2,500.00</b>
5.....	\$ <b>2,929.00</b>
6.....	\$ <b>3,357.00</b>
7.....	\$ <b>3,785.00</b>
8.....	\$ <b>4,214.00</b>

For each additional person add **\$429**

150% of the Federal Poverty Level  
 (for TANF-UP Families)

<u>Size of Family Unit</u>	<u>150% of the Federal Poverty Level</u>
1.....	\$ <b>1,823.00</b>
2.....	\$ <b>2,465.00</b>
3.....	\$ <b>3,108.00</b>
4.....	\$ <b>3,750.00</b>
5.....	\$ <b>4,393.00</b>
6.....	\$ <b>5,035.00</b>
7.....	\$ <b>5,678.00</b>
8.....	\$ <b>6,320.00</b>

For each additional person add **\$643**

Limited English Proficiency - the limited ability of a person whose native language is one other than English, or who lives in a family or community environment where a language other than English is the dominant language, to speak or understand the English language.

Local Agency or Local Department - any one of the local social services agencies throughout the Commonwealth that administers the TANF and VIEW programs.

Local VIEW Annual Plan - a yearly plan submitted to the department by each local agency which describes the locality's VIEW program.

Making Good Progress / Satisfactory Progress - A consistent standard of progress based on written guidelines as developed by the educational institution or training agency and measured periodically at intervals of less than one year such as a term or quarter for VIEW clients in educational or training placements.

**Minimum Wage - the current minimum wage in Virginia or the minimum wage rate for the state where work activities are performed.**

Non-Core Work Activity - The non-core work activities are education below the post secondary level and job skills training.

On-the-Job Training (OJT) - a type of paid employment in which an employer provides training to an employee in order to increase the employee's skills on the job.

Other Activities - an activity to which a participant may be assigned to increase her employability but which does not meet the definition of a work activity or count in the federal participation rate calculation. "Other locally developed" is the only Other Activity.

Other Locally Developed - an activity developed or used by a local agency to increase a client's employability, but which does not meet the definition of a work activity, or the definition of post secondary education, and which will not be included in the federal participation rate calculation.

Participant - a TANF or TANF-UP recipient who has signed the Agreement of Personal Responsibility and is participating in the VIEW program.

Part-Time Employment - employment less than 30 hours per week at minimum wage or greater.

Pending - a non-active program component to which a participant who cannot move immediately into an active component is assigned.

Post-Secondary Education - a program of instruction beyond the high school level offered by an institution of higher education as determined by the Secretary of Education in accordance with the Higher Education Act of 1965.

Public Service Program (PSP) - unpaid work in a public or private non-profit organization designed to improve the employability of the participant while providing a clearly defined public service. Public Service Program placements must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural development, welfare, recreation, public facilities, public safety, and child care.

## 1000.2 PARTICIPATION REQUIREMENTS

A. VIEW Program Requirements

The participation requirements that govern the VIEW program are:

- 35 hours per week per VIEW participant, or 30 hours if the participant is employed full time, including employment in an On the Job Training (OJT) position.

Note: Refugee families receiving TANF or TANF-UP payments are subject to VIEW participation requirements. (Refugee families who are not eligible for TANF or TANF-UP, but who receive Refugee Cash Assistance (RCA), are not eligible to participate in VIEW.)

The participation requirements are designed to meet the needs of participants, assist participants in achieving self-sufficiency and to meet the federal work participation rate. In some respects, the VIEW requirements are different from the federal requirements regarding work participation rate calculations.

## 1. VIEW participation is optional for postsecondary students.

TANF recipients enrolled full-time in an accredited public institution of higher education or other postsecondary school licensed or certified by the Board of Education or the State Council of Higher Education for Virginia and taking courses as part of a curriculum that leads to a postsecondary credential, such as a degree or an industry-recognized credential, certification, or license may have the option to be exempted from mandatory participation in VIEW (see House Bill 484). The choice to not participate in VIEW will make the recipient ineligible to receive supportive services.

**Note: Individuals with an educational exemption would remain exempt from VIEW until they verify that they are no longer enrolled full-time in a postsecondary school. The exemption includes any breaks between their semesters, trimesters and quarter sessions.**

B. Federal Work Participation Rate Requirements

A participation rate is a ratio. The federal work participation rate represents who is participating in work activities out of all those expected to participate. To count toward the numerator of the monthly participation rate, a TANF recipient must be in an allowable activity for at least a minimum average number of hours per week:

- (1) 20 hours per week for single parents with children under 6,
- (2) 35 hours per week for two-parent families (55 hours if child care is provided),
- (3) 30 hours per week for all other families.

Each State must meet two separate work participation rates:

- (4) the two-parent rate--based on how well it succeeds in helping adults in TANF-UP families participate in work activities, and
- (5) the overall rate--based on how well it succeeds in placing adults in both TANF and TANF-UP families in work activities. Each State must achieve an overall participation rate of 50% and a two-parent rate of 90%.

If the state fails to meet either minimum work participation rate for a fiscal year, it is subject to a severe financial penalty. The state loses 5% of the TANF block grant (\$7.9 million) for failing to meet the rate. In addition, the state must increase state spending to make up the loss of federal funds and such spending does not count toward the state's spending requirement. Additionally, the state's spending requirement increases by \$8.5 million. Local funding for VIEW will be impacted if the state is penalized.

C. **Computation of the Overall Federal Work Participation Rate**

**The overall participation rate for a fiscal year is the average of the state's overall participation rates for each month in the fiscal year. The monthly participation rate is computed as follows:**

- 1) The number of families receiving TANF assistance that include an individual who is engaged in a work activity for the appropriate number of hours for the month (i.e., the numerator), divided by,
- 2) All families receiving TANF assistance or the VIEW Transitional Payment minus:
  - a) cases with a child under age one in which the caretaker has not reached the lifetime limit (12 months) of being exempt from the federal work participation requirement; and
  - b) cases which do not include an adult receiving assistance unless such a person is a parent (payee cases); and
  - c) cases in which the only adult(s) receives SSI or SSDI; and
  - d) cases in which the only adult(s) is ineligible to receive assistance due to her immigration status; and
  - e) cases in which a parent is providing care for a disabled family member living in the home who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation.

Cases subject to a VIEW sanction are not included because they are not receiving assistance.

Example:

Numerator:	10,000	cases engaged in work activities with sufficient hours
Denominator:	35,000	total cases receiving assistance
	- 9,000	9,000 payee cases
	- 1,500	1,500 SSI cases
	- 500	500 SSDI cases
	- 2,500	2,500 cases with a child under age one
	- 1,000	1,000 cases with ineligible aliens
	<u>- 500</u>	500 cases with a parent caring for a disabled household member
Adjusted Denominator:	20,000	

Federal Work Participation Rate  $10,000 / 20,000 = 50\%$

D. **Computation of the Federal Two-Parent Work Participation Rate**

The two-parent participation rate for a fiscal year is the average of the state's two-parent participation rates for each month in the fiscal year. Although Virginia does not report participation data for two-parent families (since these benefits are paid completely with State funds), the two-parent work participation rate is computed as follows:

- 1) The number of two-parent families receiving TANF assistance that include two individuals who are engaged in a work activity for the appropriate number of hours for the month (i.e., the numerator), divided by,
- 2) The number of two-parent families receiving TANF assistance during the month.

If a family includes a disabled parent, the family is not considered to be a two-parent family.

E. **Countable Work Activities for the Federal Work Participation Rate**

- 1) The countable work activities are:
  - Unsubsidized employment.
  - Subsidized private-sector employment (FEP).
  - Community work experience (CWEP).

1000.6 VIEW VOLUNTEERS

- A. Local agencies must serve TANF recipients who are exempt from VIEW and choose to volunteer. An individual who is exempt from participation can volunteer for VIEW only if she is able to participate for the required number of weekly hours after any needed accommodations are provided. (See 1000.7). An individual exempt from VIEW participation because of a temporary medical condition who wishes to participate must provide a new Medical Evaluation Form (032-03-1040) completed by a medical professional. The Medical Evaluation must state that the individual is able to participate and list limitations, if any that would affect the individual's ability to participate. It should be made clear to the individual that by volunteering, she gives up her exempt status and becomes a mandatory participant subject to the same participation requirements and penalties for non-participation as other mandatory VIEW participants. Note: TANF recipients under the age of 18, SSI recipients, and ineligible aliens cannot volunteer to participate in VIEW.
- B. If the TANF case of an exempt client who volunteers for VIEW closes, and the client reapplies, the client's exemption status will be determined as part of the eligibility process. The client will be referred to VIEW if she is no longer exempt. If the client's previous exemption was for a temporary medical condition or for caring for a disabled household member, she must secure a new medical if she states she is unable to participate in VIEW for either of those reasons. If the client is determined to be exempt at reapplication and again wishes to give up her exemption and participate, she may do so if funding is available.
- C. Applicants can volunteer for VIEW only after the TANF application has been approved. They are eligible for the VIEW enhanced disregards in the month following the month the VIEW APR is signed at the initial assessment. Note: The APR cannot be signed prior to the initial assessment except when it must be signed prior to TANF approval as a condition of eligibility. (See 1000.9)
- D. If a volunteer is assigned to an activity and does not participate as required, that individual will be referred for sanction. A sanction will be imposed unless the individual has good cause for not participating. Following the end of the fixed sanction period and compliance, the individual will continue as a mandatory participant. Exception: In the case of an individual exempt based on caring for a child under 12 months who fails to comply and is sanctioned, the individual can reclaim the exemption following the end of the fixed sanction period if she no longer wishes to participate in VIEW. The exemption will end once she has used the balance of the 12-month eligibility period and she will then be referred to VIEW as a mandatory participant.
- E. Recipients enrolled in full-time postsecondary higher education may have the option to participate in VIEW. As outlined in House Bill 484, it exempts from mandatory participation in the VIEW program recipients of Temporary Assistance for Needy Families who are enrolled full-time in an accredited public institution of higher education or other postsecondary school licensed or certified by the Board of Education or the State Council of Higher Education for Virginia and are taking courses as part of a curriculum that leads to a postsecondary credential, such as a degree or an industry-recognized credential, certification, or license.

**Note: Individuals with an educational exemption may volunteer for VIEW and are subject to the same participation requirements and penalties as required for other mandatory VIEW participants.**

If the participant states she has been self-employed for a year or more, a copy of the previous year's income tax return will suffice to show that the participant is engaged in a legitimate business. If the tax return is provided and the worker is satisfied with the documentation, the up-front job search can be waived if the participant is engaged in self-employment for 30 or more countable hours of self-employment per week.

- a. For self-employment to be a countable activity for VIEW, the participant must be paid at least minimum wage. Countable weekly hours are actual hours worked, or hours computed as follows, whichever is less:

Determine the monthly net income by subtracting the monthly business expenses from the monthly gross income. The VIEW case record must contain a copy of the verification of the gross income and business expenses. This will apply even when the information is contained in the TANF case record.

Divide the monthly net income by the minimum wage.

Divide this figure by 4.33 and round the result to the next whole number. Compare the computed hours to those that are verified as actual hours of participation. The countable hours are the actual hours worked (if verified by a source other than the client), or the hours computed above, whichever is less. If the countable hours are 30 or more, the assignment to (full-time) self-employment should be for a period of six months. If the countable hours are less than 30, the client must be assigned to additional activities.

Example: Ms. A is self-employed as a nail technician. She provides a signed statement from the property owner verifying that the business is in operation 40 hours per week. Her gross income is \$550 for the month and she has business expenses of \$340 per month.

\$ 550	– gross income
- 340	– business expenses
\$ 210	– net monthly income
÷ <b>12.00</b>	– minimum wage
<b>17.50</b>	
÷ <u>4.33</u>	
<b>4.04</b>	– will be rounded up to <b>5</b> countable hours per week

Only **5** hours per week are countable. Ms. A must be assigned to an additional **30** hours per week in other activities.

2. Employment and the TANF Earned Income Enhanced Disregard
- a. A TANF recipient who is employed in an unsubsidized job at the time she signs the Agreement of Personal Responsibility at the initial VIEW assessment will receive the TANF enhanced earned income disregards the following month. Enhanced disregards allow a participant to remain eligible for TANF benefits as long as the participant's total household income does not exceed 100% of the federal poverty limit for the size of his household or 150% of the federal poverty level for TANF-UP households.

- C. In the case of a participant with a verified disability, or a household member with a verified disability cared for by the participant, the participant must have been enrolled for at least 6 months out of the previous 12 months, have been satisfactorily participating for those 6 months, and be able to complete the course of study in no more than one year if the exception is granted. The ESW will work with the participant and the educational institution or skills training program to arrange any accommodations needed by the participant in order to complete the course.
- D. For purposes of this hardship exception, the following education activities are not considered “employment-related education or training”: adult basic education (ABE), General Educational Development (GED), English as a Second Language (ESL, ESOL), High School.

• Conditions Under Which a Hardship Exception May Be Granted for Up to 90 Days

A hardship exception of up to 90 days may be granted by the local agency based on the participant’s inability to find employment or loss of employment if the participant meets the general qualifying criteria outlined above.

- The client is actively seeking but is unable to find employment.  
  
The participant is enrolled in a job seeking activity and has been satisfactorily participating, but has been unable to find employment that, in combination with all other income (this includes earned and unearned income) or sources of assistance available to the individual, would pay an amount equal to or exceeding the TANF cash benefit plus a standard deduction of **\$198**.
- The client has been employed but has lost employment due to factors not related to job performance.
  - The participant has applied for unemployment compensation from the Virginia Employment Commission and has been denied.
  - The participant is able to provide a copy of the determination of ineligibility for unemployment compensation from the Virginia Employment Commission.
  - The Virginia Employment Commission determination of ineligibility verifies that eligibility for unemployment compensation would have existed if the participant had worked sufficient hours to qualify.

• Responsibilities of the ESW - Decision on Exception Request

- The ESW will notify the participant within 5 working days that the request for a hardship exception has been received. The notification to the participant will provide the date by which a decision will be made. The date will be no longer than 30 days from receipt of the client’s hardship exception request.

## CHANGE REPORT

CASE NAME	CASE NUMBER
WORKER NAME	LOCALITY
AGENCY TELEPHONE NUMBER	
CERTIFICATION PERIOD	YOUR HOUSEHOLD SIZE

You must report changes that occur in your household to ensure that your Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) benefit amount is correct. You may use this form to report changes listed below for your SNAP or TANF case. You may also report changes online at <https://commonhelp.virginia.gov/access/>. Report changes within 10 days from when they occur but, no later than the 10<sup>th</sup> day of the next month. If you do not report changes, you may have to repay benefits you receive incorrectly, be fined, or prosecuted.

Please note changes on the next page. Please provide proof if there are changes.

- **If you receive TANF, tell us if:**
  - Your address changes;
  - A child, including a newborn, or the father, or the mother of a child, enters or leaves your home;
  - There are changes that may affect your participation in VIEW, such as changes in income, employment, education, training, transportation, and child care; or
  - All the income for your household before taxes goes over the 130% Gross Income Limit listed in Chart A below.

Your case has been certified effective - based on a household size of .

- **If you receive SNAP as part of the Elderly Simplified Application Project (ESAP) and your certification period is 36 months (three years), tell us if:**
  - There is a change in the number of people in your household;
  - You have lottery or gambling winnings of \$4,250\* or more; or
  - You or any member of your household starts getting income from working.
- **If you receive SNAP and your certification period is five (5) months or longer, tell us if:**
  - All the income for your household before taxes goes over the limits in Chart B below unless the note for Chart A applies.
  - The number of work hours goes under 20 per week for persons who are between the ages of 18-53 if there are no children in the home.
  - You have lottery or gambling winnings of \$4,250\* or more.
- **If you receive SNAP and your certification period is for one (1) month to four (4) months, tell us if:**
  - There is a change in the number of people in your household;
  - Your address changes, including shelter expenses that change resulting from the move;
  - The obligation to pay child support changes or the amount paid to someone outside the household changes;
  - Your liquid resources, such as bank accounts, cash, bonds, etc. are \$2,750 or \$4,250\* or more;
  - You have lottery or gambling winnings of \$4,250\* or more;
  - The number of work hours goes under 20 per week for persons who are between the ages of 18-53 if there are no children in the home; or
  - There are changes in income:
    - There are income changes of more than \$125 except, you do not have to tell us if your TANF income changes if your TANF case is in Virginia;
    - The source of your income changes, including if you start or stop a job; or
    - Your job switches from full-time to part-time or part-time to full-time.

Chart A (Gross Income Limit 130%)*					Chart B (Gross Income Limit 200%)*				
HH Size	Monthly	Weekly	Every 2 Weeks	Twice a Month	HH Size	Monthly	Weekly	Every 2 Weeks	Twice a Month
1	\$ 1,580	\$ 367.44	\$ 734.88	\$790	1	\$ 2,430	\$ 565.11	\$1,130.23	\$ 1,215.00
2	2,137	496.97	993.95	1,068.50	2	3,287	764.41	1,528.83	1,643.50
3	2,694	626.51	1,253.02	1,347.00	3	4,143	963.48	1,926.97	2,071.50
4	3,250	755.81	1,511.62	1,625.00	4	5,000	1,162.79	2,325.58	2,500.00
5	3,807	885.34	1,770.69	1,903.50	5	5,857	1,362.09	2,724.18	2,928.50
6	4,364	1,014.88	2,029.76	2,182.00	6	6,713	1,561.16	3,122.32	3,356.50
7	4,921	1,144.41	2,288.83	2,460.50	7	7,570	1,760.46	3,520.93	3,785.00
8	5,478	1,273.95	2,547.90	2,739.00	8	8,427	1,959.76	3,919.53	4,213.50
Additional members	+557	+129.53	+259.06	+278.50	Additional members	+857	+199.30	+398.60	+428.50

\*Amounts are valid through 9/30/2024.

Add together the gross income for all of the people in your household. New income total \$ \_\_\_\_\_

Note: Chart A applies to SNAP households that have a member who cannot get SNAP benefits because of a felony conviction, a conviction for a SNAP intentional program violation, or because of an employment and training requirement. Please contact me at the number above if you are not sure which chart applies to you or if you need help completing this form.

**This institution is an equal opportunity provider**

## DETAILS ON CHANGES THAT HAVE OCCURRED

### CHANGE IN THE NUMBER OF PEOPLE IN YOUR HOUSEHOLD

#### HAS ANYONE MOVED IN?

Name		Date moved in	Relationship to you	Social Security Number
Date of Birth		Race (not required)	Sex	Marital Status
U.S. Citizen Yes ( ) No ( )	If Alien, give alien number, date of entry		Last school grade completed	Currently in School? Yes ( ) No ( )

#### HAS ANYONE MOVED OUT?

Name	Date moved out	Name	Date moved out
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### CHANGE IN YOUR ADDRESS

New Address (Street, Apt. Number)	City, State, ZIP
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#### CHANGE IN SHELTER EXPENSES THAT RESULT FROM THE MOVE

Rent or Mortgage \$ per	Property Taxes \$ per	Homeowner's Insurance \$ per	Electricity \$ per
Gas \$ per	Oil \$ per	Kerosene, Coal, wood, etc. List and give amount	
Water/Sewer \$ per	Garbage \$ per	Telephone (Basic Service Only) \$ per	Installation Fees \$ per

### CHANGE IN LEGALLY OBLIGATED CHILD SUPPORT PAID TO ANOTHER HOUSEHOLD

-Person paying support	Person receiving support	Amount legally obligated \$ per	Amount paid \$ per
------------------------	--------------------------	------------------------------------	-----------------------

### CHANGE IN YOUR LIQUID RESOURCES SUCH AS CASH, BANK ACCOUNTS, BONDS, ETC. THAT REACH OR EXCEED \$2,750 OR \$4,250\* (\*\$4,250 applies only if someone in your household is 60 years of age or older or who is permanently disabled.)

Name	Account Type	Balance
------	--------------	---------

### RECEIPT OF LOTTERY OR GAMBLING WINNINGS OF \$4,250 OR MORE

Name	Gross Amount Received	When Received
	Where Received	

### CHANGE IN THE NUMBER OF WORK HOURS IN A WEEK GOES UNDER 20 FOR MEMBERS WHO ARE BETWEEN THE AGES OF 18-50 IF THERE ARE NO CHILDREN IN THE HOME.

Name	Number of Work Hours
------	----------------------

### CHANGE IN INCOME OF MORE THAN \$125 (money from working or from sources such as Social Security, SSI, pensions, etc.)

Name	Income Type	Amount
------	-------------	--------

#### CHANGE IN INCOME SOURCE - HAVE YOU STARTED OR STOPPED RECEIVING INCOME?

Name	Source	Date Started/Stopped
		Number Of Hours If Started Working

#### HAVE YOU CHANGED FROM FULL-TIME TO PART-TIME OR PART-TIME TO FULL-TIME?

Name	Employer	Number Of Hours
------	----------	-----------------

### OTHER CHANGES

\_\_\_\_\_  
Person completing this form

\_\_\_\_\_  
Date

## INFORME DE CAMBIO

Nombre del Caso	Número de Caso
Nombre del Trabajador	Localidad
Número de Teléfono de La Agencia	
Período de Certificación	Tamaño de Su Hogar

Debe informar los cambios que ocurran en su hogar para asegurarse de que sea correcto el monto de su beneficio del Programa de Asistencia Nutricional Suplementaria (SNAP) o Asistencia Temporal para Familias Necesitadas (TANF). Puede usar este formulario para informar los cambios enumerados a continuación para su caso de SNAP o TANF. También puede informar los cambios en línea en <https://commonhelp.virginia.gov/access/>. Informe los cambios dentro de los 10 días de su ocurrencia, pero antes del día 10 del mes siguiente. Si no informa los cambios es posible que deba reembolsar los beneficios que recibe incorrectamente, reciba una multa o sea procesado.

Tenga en cuenta los cambios en la página siguiente. Proporcione pruebas si hay cambios.

- Si recibe TANF, indique si:
  - Cambia su domicilio;
  - Un niño, incluido un recién nacido, o el padre o la madre de un niño, ingresa o deja el hogar;
  - Hay cambios que pueden afectar su participación en VIEW, como cambios en ingresos, empleo, educación, capacitación, transporte y cuidado de niños; o
  - Todos los ingresos de su hogar antes de impuestos superan el límite de 130 % de ingresos brutos del Cuadro A que se muestra a continuación.

**Su caso ha sido certificado como efectivo - basado en un tamaño de hogar de**

- **Si usted recibe los beneficios del SNAP como parte del Proyecto de solicitud simplificada para ancianos (ESAP) y su período de certificación es de 36 meses (tres años), indíquenos si:**
  - Hay un cambio en la cantidad de personas en su familia.;
  - Tiene premios de lotería o apuestas de \$4,250\* o más.
  - Usted o algún miembro de su familia comienza a recibir ingresos por trabajar.
- **Si recibe los beneficios del SNAP y su período de certificación es de cinco (5) meses o más, indíquenos si:**
  - Todos los ingresos de su hogar antes de impuestos superan los límites del Cuadro B que se muestra a continuación a menos que se aplique la nota para el Cuadro A.
  - La cantidad de horas de trabajo es inferior a 20 por semana para las personas que tienen entre 18 y 53 años si no hay niños en el hogar.
  - Tiene ganancias de lotería o apuestas de \$4,250\* o más.
- **Si recibe los beneficios del SNAP y su período de certificación es de un (1) mes o cuatro (4) meses, indíquenos si:**
  - Hay un cambio en la cantidad de personas en su hogar;
  - Su dirección cambia, incluidos los gastos de alojamiento que cambian como resultado de la mudanza;
  - La obligación de pagar la manutención infantil cambia o la cantidad pagada a una persona fuera del hogar cambia;
  - Sus recursos líquidos, como cuentas bancarias, efectivo, bonos, etc. son de \$ 2,750 o \$ 4,250 \* o más;
  - Tiene ganancias de lotería o apuestas de \$4,250\* o más;
  - La cantidad de horas de trabajo es inferior a 20 por semana para las personas que tienen entre 18 y 53 años si no hay niños en el hogar; o
  - Se producen cambios en los ingresos:
    - Hay cambios de ingresos de más de \$125, pero no es necesario informarlo si sus ingresos de TANF cambian y su caso de TANF está en Virginia;
    - La fuente de sus ingresos cambia, incluso si comienza o deja un empleo: o
    - Su trabajo cambia de tiempo completo a medio tiempo o de medio tiempo a tiempo completo.

Cuadro A (Límite de 130 % de ingresos brutos)*					Cuadro B (Límite de 200 % de ingresos brutos)*				
Tamaño del hogar	Mensual	Semanal	Cada 2 semanas	Dos veces al mes	Tamaño del hogar	Mensual	Semanal	Cada 2 semanas	Dos veces al mes
1	\$ 1,580	\$ 367.44	\$ 734.88	\$790	1	\$ 2,430	\$ 565.11	\$1,130.23	\$ 1,215.00
2	2,137	496.97	993.95	1,068.50	2	3,287	764.41	1,528.83	1,643.50
3	2,694	626.51	1,253.02	1,347.00	3	4,143	963.48	1,926.97	2,071.50
4	3,250	755.81	1,511.62	1,625.00	4	5,000	1,162.79	2,325.58	2,500.00
5	3,807	885.34	1,770.69	1,903.50	5	5,857	1,362.09	2,724.18	2,928.50
6	4,364	1,014.88	2,029.76	2,182.00	6	6,713	1,561.16	3,122.32	3,356.50
7	4,921	1,144.41	2,288.83	2,460.50	7	7,570	1,760.46	3,520.93	3,785.00
8	5,478	1,273.95	2,547.90	2,739.00	8	8,427	1,959.76	3,919.53	4,213.50
Additional members	+557	+129.53	+259.06	+278.50	Additional members	+857	+199.30	+398.60	+428.50

\*Estos importes son válidos hasta el 9/30/2024

Sume los ingresos brutos de todas las personas de su hogar. Nuevo total de ingresos \$ \_\_\_\_\_

Nota: El Cuadro A corresponde a los miembros del SNAP que tienen un miembro que no puede obtener los beneficios del SNAP debido a una condena por delito, a una condena por una violación intencional al programa del SNAP o por un requisito de empleo o capacitación. Comuníquese conmigo al número que se indica arriba si no está seguro sobre cuál cuadro corresponde a usted o si necesita ayuda para completar este formulario.

## DETALLES DE LOS CAMBIOS OCURRIDOS

### CAMBIO EN LA CANTIDAD DE PERSONAS EN SU HOGAR

#### ¿ALGUNA PERSONA SE AGREGÓ A LA COMPOSICIÓN DEL HOGAR?

Nombre	Fecha de ingreso al hogar	Relación con usted	Número del Seguro Social
Fecha de Nacimiento	Raza (no obligatorio)	Sexo	Estado Civil
Ciudadano de los EE. UU. Sí ( ) No ( )	Para extranjeros, ingresar el número de extranjero y la fecha de entrada	Último grado escolar completado	¿Actualmente en la escuela? Sí ( ) No ( )

#### ¿ALGUNA PERSONA SE MARCHÓ DEL HOGAR?

Nombre	Fecha en que dejó hogar	Nombre	Fecha en que de el hogar
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### CAMBIO EN SU DOMICILIO

Nuevo domicilio (calle, número de apartamento)	Ciudad, Estado, Código Postal
--	-------------------------------

### CAMBIO EN LOS GASTOS DE ALOJAMIENTO QUE RESULTARON DE LA MUDANZA

Alquiler o Hipoteca \$ por	Impuestos a la Propiedad \$ por	Seguro del Propietario \$ por	Electricidad \$ por
Gas \$ por	Combustible \$ por	Queroseno, carbón, madera, etc. Mencionar e indicar un importe	
Agua/Alcantarillas \$ por	Residuos \$ por	Teléfono (Solo Servicio Básico) \$ por	Aranceles de Instalación \$ por

### CAMBIO EN MANUTENCIÓN INFANTIL LEGALMENTE OBLIGADA PAGADA A OTRO MIEMBRO DEL HOGAR

Persona que paga la manutención	Persona que recibe la manutención	Importe legalmente establecido \$ por	Importe pagado \$ por
---------------------------------	-----------------------------------	--	--------------------------

### CAMBIO EN SUS RECURSOS LÍQUIDOS COMO EFECTIVO, CUENTAS BANCARIAS, BONOS, ETC. QUE ALCANZAN O SUPERAN \$2,750 O \$4,250\* (\*\$4,250 se aplica solo si una persona en su hogar tiene 60 años de edad o más, o está discapacitada de forma permanente).

Nombre	Tipo de Cuenta	Saldo
--------	----------------	-------

### RECIBO DE GANANCIAS DE LOTERÍA O APUESTAS DE \$4,250\* O MÁS

Nombre	Importe Bruto Recibido	Fecha de Recepción
	Lugar de Recepción	

### CAMBIO EN LA CANTIDAD DE HORAS DE TRABAJO EN LA SEMANA MENOR A 20 PARA MIEMBROS ENTRE 18 Y 50 AÑOS SI NO HAY NIÑOS EN EL HOGAR

Nombre	Cantidad de Horas de Trabajo
--------	------------------------------

### CAMBIO EN LOS INGRESOS DE MÁS DE \$125 (dinero de trabajo o de fuentes como el Seguro Social, SSI, pensiones, etc.)

Nombre	Tipo de Ingreso	Importe
--------	-----------------	---------

#### ¿CAMBIO EN LA FUENTE DE INGRESOS: ¿HA COMENZADO O DEJADO DE RECIBIR INGRESOS?

Nombre	Fuente	Fecha de Inicio/Finalización
	Cantidad de Horas si Comenzó a Trabajar	

#### ¿HA CAMBIADO DE TIEMPO COMPLETO A MEDIO TIEMPO O DE MEDIO TIEMPO A TIEMPO COMPLETO?

Nombre	Empleador	Cantidad de Horas
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### OTROS CAMBIOS

--

Persona que completa este formulario

Fecha

**VIEW Grant Calculation - TANF**

Case Name: \_\_\_\_\_

Pay Date	Employer	Gross Pay
<b>Total Gross</b>		_____
Average= _____	Converted= _____	_____

<b>Step 3 - Earned Income Disregards</b>	
1. Total Earnings of AU (Step 1, Line 1)	\$ _____
2. Minus Standard Deduction	- _____
Subtotal:	= _____
3. Minus 20% Disregard:	_____
Subtotal:	\$ _____
4. Minus Total Adult or Child Care Cost:	- _____
5. Net Earnings	\$ _____

<b>Step 1 - Screening</b>	
1. Total Earnings _____ (Including Student Income if applicable)	
2. Federal Poverty Level For AU of _____ \$ _____	
If Line 1 is Larger: Ineligible <input type="checkbox"/>	
If Line 2 is Larger: Go to Step 2	

<b>Step 4</b>	
1. Net Earnings (Step 3, Line 5)	\$ _____
2. Plus TANF Deficit Amount (Step 2, Line 3)	+ _____
3. Total AU Income	\$ _____

<b>Step 2 - Unearned Income</b>	
1. Standard of Assistance For AU of _____ \$ _____	
2. Total Countable Unearned	_____
3. TANF Deficit = _____ (Not to exceed maximum reimbursable payment)	
If Line 1 is Larger: Go to Step 3	
If Line 2 is Larger: Ineligible <input type="checkbox"/>	

⇒ If Step 4, Line 3, is <b>less</b> than Federal Poverty Level	_____
VIEW Payment* = Step 2, Line 3	\$ _____
⇒ If Step 4, Line 3 is <b>greater</b> than Federal Poverty Level	
Federal Poverty Level	\$ _____
Minus Step 3, Line 5	_____
Equals VIEW payment	= \$ _____
*No payment less than \$10.00 issued	

<b>2023 100% Federal Poverty Level</b>	
Size	Monthly Amount
1	\$1,215
2	1,644
3	2,072
4	2,500
5	2,929
6	3,357
7	3,785
8	4,214
Each Additional	\$ 429

## VIEW GRANT CALCULATION -TANF

**FORM NUMBER** - 032-03-0355-25-eng

**PURPOSE OF FORM** - This form is a worksheet which can be used to screen a VIEW (TANF) case for financial eligibility and, if eligible, to calculate the grant.

**USE OF FORM** - To screen the case and calculate the VIEW payment (TANF grant), the eligibility worker must follow the four steps on the form.

**NUMBER OF COPIES** - One.

**DISPOSITION OF COPIES** - The completed form is filed in the case record.

**INSTRUCTIONS FOR PREPARING FORM NUMBER OF COPIES** - The worker enters the case name at the top of the form, completes the screening (step 1), compares countable unearned income to the assistance unit's Standard of Assistance (step 2), calculates net earnings (step 3), and calculates total income of the assistance unit (step 4). Total net income is then compared to the applicable federal poverty level to determine the VIEW payment.

**VIEW Grant Calculation – TANF-UP**

Case Name: \_\_\_\_\_

Pay Date	Employer	Gross Pay
<b>Total Gross</b>		_____
Average=	_____	Converted= _____

**Step 3 - Earned Income Disregards**

1. Total Earnings of AU (Step 1, Line 1) \$ \_\_\_\_\_

2. Minus Standard Deduction - \_\_\_\_\_

Subtotal: = \_\_\_\_\_

3. Minus 20% Disregard: \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

4. Minus Total Adult or Child Care Cost: - \_\_\_\_\_

5. Net Earnings \$ \_\_\_\_\_

**Step 1 - Screening**

1. Total Earnings \_\_\_\_\_  
 (Including Student Income if applicable)

2. Federal Poverty Level  
 For AU of \_\_\_\_\_ \$ \_\_\_\_\_

If Line 1 is Larger: Ineligible

If Line 2 is Larger: Go to Step 2

**Step 4**

1. Net Earnings (Step 3, Line 5) \$ \_\_\_\_\_

2. Plus TANF Deficit Amount (Step 2, Line 3) + \_\_\_\_\_

3. Total AU Income \$ \_\_\_\_\_

**Step 2 - Unearned Income**

1. Standard of Assistance  
 For AU of \_\_\_\_\_ \$ \_\_\_\_\_

2. Total Countable Unearned \_\_\_\_\_

3. TANF Deficit = \_\_\_\_\_  
 (Not to exceed maximum reimbursable payment)

If Line 1 is Larger: Go to Step 3

If Line 2 is Larger: Ineligible

⇒ If Step 4, Line 3, is **less** than Federal Poverty Level \_\_\_\_\_

VIEW Payment\* = Step 2, Line 3  
 \$ \_\_\_\_\_

⇒ If Step 4, Line 3 is **greater** than Federal Poverty Level

Federal Poverty Level \$ \_\_\_\_\_

Minus Step 3, Line 5 \_\_\_\_\_

Equals VIEW payment = \$ \_\_\_\_\_

\*No payment less than \$10.00 issued

**2023 150% Federal Poverty Level**

Size	Monthly Amount
1	\$1,823
2	2,465
3	3,108
4	3,750
5	4,393
6	5,035
7	5,678
8	6,320
Each Additional	\$ 643

## VIEW GRANT CALCULATION -TANF

**FORM NUMBER** - 032-03-355A-25-eng

**PURPOSE OF FORM** - This form is a worksheet which can be used to screen a VIEW (TANF) case for financial eligibility and, if eligible, to calculate the grant.

**USE OF FORM** - To screen the case and calculate the VIEW payment (TANF grant), the eligibility worker must follow the four steps on the form.

**NUMBER OF COPIES** - One.

**DISPOSITION OF COPIES** - The completed form is filed in the case record.

**INSTRUCTIONS FOR PREPARING FORM NUMBER OF COPIES** - The worker enters the case name at the top of the form, completes the screening (step 1), compares countable unearned income to the assistance unit's Standard of Assistance (step 2), calculates net earnings (step 3), and calculates total income of the assistance unit (step 4). Total net income is then compared to the applicable federal poverty level to determine the VIEW payment.

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
VIEW PROGRAM**

Participant Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

ESW: \_\_\_\_\_

**HARDSHIP EXCEPTION DETERMINATION FORM**

I. HARDSHIP REQUESTED (Check One)

Factors Related to Job Availability are Unfavorable

• Actively Seeking Employment  Yes  No

Employment-related Education/Training

• Loss of Employment Unrelated to Job Performance  Yes  No

II. GUIDANCE REVIEW (check applicable statement(s))

Excluding any sanctions improperly imposed:

Has not been sanctioned more than one time for failing to satisfactorily participate in assigned activities (components, required interviews, assessments, etc.)

Has never been sanctioned for leaving employment while in the VIEW Program

Application was timely:  Yes  No

Date Request Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

• Within 60 days  Yes  No  
• Not within 60 days due to disability reason  Yes  No

Required Copy of Request Attached  Yes  No

Does the participant meet all qualifying criteria?  Yes  No

If yes, continue to Section III and IV. If no, the participant is ineligible for a hardship exception.

III. EVALUATION OF ELIGIBILITY FOR HARDSHIP EXCEPTION

Meets the conditions of a 90 day hardship?  Yes  No

A. 90-Day Hardship Conditions

1. Actively Seeking Employment

Unable to find employment that, when combined with all other sources of income, equals or exceeds the TANF grant plus the \$198 standard deduction.

TANF Grant	_____	Employment:	_____
Standard Deduction:	<b>\$198</b>	Other Income:	_____
Total:	_____	Total:	_____

Satisfactorily participated in all job searching activities while in VIEW.

III. EVALUATION OF ELIGIBILITY FOR A HARDSHIP EXCEPTION - CONT'D

2. Loss of Employment Unrelated to Performance

  

Has applied for unemployment compensation  
Has lost employment for reasons other than performance (If sufficient quarters of employment existed, client would be eligible for unemployment compensation.)

Yes     No    Meets the conditions of a 12-month hardship?

B. 12-Month Hardship Conditions

1. Employment-Related Education/Training

- Enrolled in employment-related education/training for at least 9 of the last 12 months.
- Is making satisfactory progress in education or training.
- Education/training is expected to be completed in 12 months or less.
- Request is not for any of the following educational components: ABE, GED, ESL, High School.

2. Factors Related to Job Unavailability

- Participant has been actively seeking employment.
- Unemployment rate in locality for last 2 quarters of available data has been 10% or greater.

IV. DISPOSITION

Yes     No    Eligible for hardship exception? If not, why? \_\_\_\_\_

Approved:  One-year hardship for(Reason): \_\_\_\_\_

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved:  90 Day hardship for (Reason): \_\_\_\_\_

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ESW Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

## HARDSHIP EXCEPTION DETERMINATION FORM

FORM NUMBER - 032-03-0376-15-eng (10/23)

PURPOSE OF FORM - This form is designed to help the ESW determine if a VIEW participant is eligible for a Hardship Exception to the TANF 24-month time limit.

USE OF FORM - The form is completed when a request for a hardship exception has been received by the agency.

NUMBER OF COPIES - One original in case record.

INSTRUCTIONS FOR COMPLETION OF FORM - Section I documents which hardship exception is being requested. A copy of the request should be attached to the form.

Section II documents the exclusion of sanctions improperly imposed. To qualify for a hardship, all three qualifying criteria must be met.

Section III documents the particular policy requirements for individual 90-day and 12-month hardship exceptions. To qualify for a hardship exception, the conditions must be met. (Check "yes").

Section IV documents the final determination of whether a VIEW participant who has reached the end of the 24-month time limit is eligible for a particular hardship exception.

The Hardship Exception Determination Form must be signed by both the VIEW worker and VIEW supervisor.

**Commonwealth of Virginia  
 Department of Social Services  
 Temporary Assistance for Needy Families**

AGENCY USE ONLY
Case Name
Case Number
Eligibility Worker Number

**NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES**

Virginia law requires TANF applicants and recipients to let the local department of social services know of certain changes that might cause a change in his or her assistance. If you withhold information or give false information, you may be prosecuted for perjury, larceny, or welfare fraud. You may be subject to a disqualification hearing. If you are found guilty, you will be ineligible to receive TANF for yourself for six months for the first offense, 12 months for the second offense, and permanently for the third offense.

The following changes must be reported within 10 days of the day they occur, but at the latest, you have until the 10th day of the following month to report the change. If you are not sure whether to report a particular change, please discuss the change with your worker.

1. Changes of address (also let us know if your telephone number changes so we can contact you if needed)
2. Changes in the household composition resulting from one of the following individuals entering or leaving the home:
  - An eligible child, including a newborn, or
  - The father or mother of an eligible child, including a newborn
3. Changes that may affect VIEW participation including changes in the need for transportation, child care, or any other supportive services.
4. Income from your household that goes over the limit below.

Number of People in your Household	Report Income Change When Household Income Exceeds These Amounts			
	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$1,580	\$ 367.44	\$734.88	\$ 790.00
2	2,137	496.97	993.95	1,068.50
3	2,694	626.51	1,253.02	1,347.00
4	3,250	755.81	1,511.62	1,625.00
5	3,807	885.34	1,770.69	1,903.50
6	4,364	1,014.88	2,029.76	2,182.00
7	4,921	1,144.41	2,288.83	2,460.50
8	5,478	1,273.95	2,547.90	2,739.00
For each additional Person	+\$557	+\$129.53	+\$259.06	+\$278.50

These amounts are good through 9/30/2024.

I have read this notice and understand my responsibility to report the above changes by the 10<sup>th</sup> day of the month following the change.

Applicant/Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Worker Signature \_\_\_\_\_ Date \_\_\_\_\_

## NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES

FORM NUMBER - 032-03-0646-23-eng (10/23)

PURPOSE OF FORM-The purpose of the form is to advise the client of Intentional Program Violations (IPV) and the penalties. It also informs the client of the TANF and VIEW changes that must be reported.

USE OF FORM-The form advises the client of the types of information that must be reported, and the IPV penalties that may be imposed, and the time period of the penalties.

NUMBER OF COPIES -Two.

DISPOSITION OF THE FORM - The eligibility worker will explain the notice to the applicant when processing a TANF application. The eligibility worker and client will sign the form and date it. The original is filed in the TANF record and a copy is given to the client.

INSTRUCTIONS FOR PREPARATION OF FORM-Explain the information on the form to the client. The client and the worker are to sign the form and date it.

Commonwealth of Virginia  
 Department of Social Services  
 Temporary Assistance for Needy Families

AGENCY USE ONLY
Case Name
Case Number
Eligibility Worker Number

**AVISO DE VIOLACIONES INTENCIONAL DEL PROGRAMA Y SANCIONES**

La ley de Virginia requiere que los solicitantes de TANF y receptores para que el departamento local de servicios sociales sabe de ciertos cambios que podrían causar un cambio en su asistencia. Si usted oculta información o da falsa información, que puede ser procesado por perjurio, hurto o fraude del bienestar. Usted puede estar sujeto a una audiencia de descalificación. Si se le encuentra culpable, usted no será elegible para recibir TANF por sí mismo por seis meses por la primera ofensa, 12 meses por la segunda ofensa, y permanentemente por la tercera ofensa.

Los siguientes cambios deben ser reportados dentro de los 10 días del día en que se producen, pero a más tardar, que tienen hasta el día 10 del mes siguiente para reportar el cambio. Si usted no está seguro si debe informar de un particular, cambiar, por favor discutir el cambio con su trabajador.

1. Los cambios de dirección (también háganoslo saber si su número de teléfono cambia para que podamos contactar con usted si es necesario)
2. Cambios en la composición de los hogares como consecuencia de una de las siguientes personas que entren o salgan de la casa:
  - Un niño elegible, incluyendo un recién nacido, o
  - El padre o la madre de un niño elegible, incluyendo un recién nacido
3. Los cambios que puedan afectar a la participación VISTA incluyendo cambios en la necesidad de transporte, cuidado de niños, o cualquier otro servicio de apoyo.
4. Los ingresos de su hogar por encima del límite por debajo.

Cantidad de Personas en su Hogar	Informar cambios en los ingresos cuando los ingresos del hogar superen estas cantidades			
	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$1,580	\$ 367.44	\$ 734.88	\$ 790.00
2	2,137	496.97	993.95	1,068.50
3	2,694	626.51	1,253.02	1,347.00
4	3,250	755.81	1,511.62	1,625.00
5	3,807	885.34	1,770.69	1,903.50
6	4,364	1,014.88	2,029.76	2,182.00
7	4,921	1,144.41	2,288.83	2,460.50
8	5,478	1,273.95	2,547.90	2,739.00
Por cada miembro adicional agregue	+\$557	+\$129.53	+\$259.06	+\$278.50

Estas cantidades son buenos traves 09/30/2024.

He leído este aviso y entiendo mi responsabilidad de informar de los cambios mencionados por el décimo día de la semana siguiente al cambio.

Solicitante/Firma Cliente \_\_\_\_\_ Fecha \_\_\_\_\_

Firma del trabajador \_\_\_\_\_ Fecha \_\_\_\_\_

## AVISO DE VIOLACIONES intencional del programa Y SANCIONES

FORMULARIO NUMERO- 032-03-0646-23-spa (10/23)

PROPOSITO DE LA FORMA - El propósito de la forma es asesorar al cliente de Violaciones Programa intencional (IPV) y las sanciones. También informa al cliente de los TANF y ver los cambios que deben informarse.

USO DE LA FORMA -La forma informa al cliente de los tipos de información que deben informarse, y las sanciones IPV que se pueden imponer, y el periodo de tiempo de las sanciones.

NUMERO DE COPIAS - Dos.

DISPOSICION DE LA FORMA- El trabajador de elegibilidad le explica la notificación al solicitante cuando se procesa una solicitud de TANF. El trabajador de elegibilidad y el cliente firman el formulario y sale con él. El original se archiva en el expediente TANF y una copia se entrega al cliente.

INSTRUCCIONES PARA LA PREPARACION DE LA FORMA - Explicar la información en el formulario para el cliente. El cliente y el trabajador deben firmar la solicitud y la fecha .