



Module 4

TANF Initial Application Checklist

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| Application- All questions answered and the application signed and dated (Request for Assistance & SOF or 14 Pager) | |
| SPIDER Inquiries | |
| Relationships established | |
| Residency—correct FIPS | |
| Identity | |
| Declaration of Citizenship | |
| Social Security Number or Proof of Social Security Number | |
| VIEW (Exempt or Non-Exempt) | |
| School Enrollment Verification | |
| DCSE Inquiry (501) | |
| 501 Supplement | |
| List of putative fathers with at least three pieces of identifying information | |
| Immunizations | |
| “Do You Have A Disability?” form—signed | |
| Notice of Personal Responsibility of the TANF Program form-Signed | |
| Notice of Intentional Program Violations and Penalties form-Signed | |
| Notice of Cooperation and Good Cause form- Signed | |
| Voter Registration | |
| Change Report | |
| Disregards | |
| Rights and Responsibilities Review | |
| Application Processed by the 30th day | |



Module 4 Case Documentation

When reviewing a recently approved TANF case record, look for answers to the following:

Who provided the information to the eligibility worker assigned to this case?

When was the information provided?

How was the information provided--via a telephone call, in writing or in person?

What types of documentation were in the record (employer statement, copy of immunization record, etc.)?

Did you find copies of:

- | | |
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| <input type="checkbox"/> Birth certificates | <input type="checkbox"/> Driver's licenses |
| <input type="checkbox"/> Pay stubs or other employment verifications | <input type="checkbox"/> Rent receipts |
| <input type="checkbox"/> Utility bills | <input type="checkbox"/> Award letters |
| <input type="checkbox"/> Notarized statements | |