



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**January 1, 2016**

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

#### **Transmittal # 58**

This transmittal includes changes to the Temporary Assistance for Needy Families (TANF) Program and the Virginia Initiative for Employment not Welfare (VIEW) Program. The purpose of this transmittal is to provide new guidance and forms for both the TANF and VIEW Program. 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 January 1, 2016.

This transmittal and manual are available on the Intranet through SPARK at <http://spark.dss.virginia.gov/divisions/bp/tanf/manual.cgi> and on the Internet at <http://www.dss.virginia.gov/benefit/tanf/index.cgi>.

Significant changes to the manual are as follows:

---

Page(s) Changed	Significant Changes
Multiple Sections and Pages: Section 201, Appendix X, pages 1-7; Section 203.2, page 2; Section 304.1; Section 304.2, pages 1-1a (combined into page 1); Section 304, Appendix 2; Section 305.1, pages 1-2; Section 305.4, pages 37, pages 39-42a; Section 305, Appendix 1; Section 503.8, pages 3 and 3a; Section 800, Appendix 1, pages 1-5; Section 900, Appendix 2, pages 1-5; Index, page 9.	A budget amendment included in the state budget for SFY 16 provided for a 2.5% increase in TANF payments.  Since the new payment levels exceed both the Standard of Assistance and the Standard of Need, separate standards are no longer needed. Effective with this transmittal, a single standard, which will be called the Standard of Assistance, will be used in all calculations.

Section 103.2 – 103.4, page 2

The reference authorizing exchange of information with law enforcement agencies was changed to cite the regulation rather than the law.

Section 201.1, page 2

A correction was made to Section 201.1(D)3. The imposition of the immunization penalty was changed from six months following the first redetermination after a child is added to the AU to twelve months so that it is consistent with the timeframe for redeterminations.

Section 201.5, page 1a

If a court document is used to establish the relationship of a relative to a child, the document must at a minimum name the relative, name the child, and describe the degree of relationship. A passing reference to “the child’s aunt” in a court document, for example, is not sufficient to establish relationship. If genetic testing is used to document relationship, the DNA match must show a 98% or greater probability of relationship.

Section 203.2, page 2

In addition to changing Standard of Need to Standard of Assistance, the “note” at the end of the third paragraph referencing Section 304 was removed.

Section 305.4, page 23

Three separate programs are operated within the AmeriCorps umbrella, including AmeriCorps VISTA (Volunteers in Service to America). We have revised Section A(9) which includes the income of VISTA volunteers in the list of Other Income excluded in determining TANF eligibility to restore several omitted words that affect meaning.

Additionally, we have rewritten the Exception that follows Section A(9) to explain that income from the other AmeriCorps programs, including stipends paid to participants funded by state or national AmeriCorps grants, are treated as earned income and are not excluded in determining TANF eligibility. Note that TANF regulations may differ from those of other

Section 305.4, page 23, con't.	programs in the treatment of AmeriCorps stipends and that ADAPT is programmed to treat the income separately based on the guidance for each program. With the exception of the excluded AmeriCorps VISTA income, all AmeriCorps income is to be entered into ADAPT.
Section 401.3B, page 4	A minor wording change was made to the Note in Section B to improve clarity.
Section 500, Table of Contents, page 1	In Transmittal 56 dated 7/1/15, we changed the threshold amount for the suspension of overpayments from a minimum of \$35 to a minimum of \$125. The Table of Contents for Chapter 500 has been revised to reflect the earlier change to guidance
Section 502.1 – 502.2, pages 1, 2, and 3	The single item on page 2, item B which referenced Emergency Assistance, was moved to page 1. Pages 3 and 3a were renumbered pages 2 and 3 and calculations were updated.
Section 901.2, pages 3 and 3a	In the section addressing volunteers, a statement was added allowing an individual with a V-1 exemption to reclaim the exemption following a sanction for non-compliance. Individuals with other exemptions cannot reclaim the exemption following a sanction but can seek another exemption following the usual procedures.
Section 1000, Appendix I, pages 1-4	<p>In the past, employment assistance through the Refugee Social Services Employment Program (RSSEP) for most Central Region jurisdictions was provided by Commonwealth Catholic Charities and Church World Services. RSSEP services are now only provided by the International Rescue Committee.</p> <p>Appendix I which provides this information has been updated. Additionally, Church World Services now serves Shenandoah Valley.</p>

Questions about this transmittal should be direct 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).

A handwritten signature in blue ink, appearing to read "Margaret Ross Schultze". The signature is fluid and cursive, with a long horizontal stroke at the end.

Margaret Ross Schultze  
Commissioner

the same terms and conditions. In the case of an individual who was on the TANF case as a dependent child, access to the record will be available only after the individual reaches age 18.

The agency shall not release the name or other identifying information about an individual who has made a complaint alleging child abuse/neglect, fraud, participation in illegal activities, or other questionable behaviors on the part of the client.

The local agency is advised to seek guidance from the agency's legal counsel if there are questions about the propriety of releasing specific information, or if the agency has reason to be concerned that the safety of a client or former client might be threatened by the release of such information.

**D. Penalty for the Unauthorized Release of Confidential Information**

The disclosure, directly or indirectly, of confidential information contained in a case record by any officer, agency or employee of the local department shall be considered a Class 1 misdemeanor.

**E. Ownership of Records**

All client information contained in the local department's records is the property of the local department. Employees of the local department shall protect and preserve such information from dissemination except as necessary for the administration of the case.

Original client records may be removed from the premises only by auditors, individuals monitoring case records, other authorized staff of the state or the local department, or by court order.

The local department may destroy records pursuant to record retention schedules referenced at 100.4.

**F. Correcting Inaccurate information**

Local departments must provide means for inaccurate information to be corrected.

**103.3 – DISCLOSURE OF INFORMATION FROM THE INCOME ELIGIBILITY VERIFICATION SYSTEM (IEVS)**

Retention requirements and requirements regarding disclosure of information regarding all match reports received through the Income Eligibility Verification System (IEVS), including Internal Revenue Service (IRS) data, can be found in the [IEVS User Guide](#).

**103.4 - EXCHANGE OF INFORMATION WITH LAW ENFORCEMENT AGENCIES –**

- A. The agency must provide the address of a current or former recipient when requested to do so by a Federal, State, or local law enforcement officer who furnishes the name of the recipient \*:

\* **45 CFR 205.50(a)(1)(v)**

D. IMMUNIZATIONS - All applicants and recipients for TANF must supply verification that all otherwise eligible children have received the immunizations required by the Code of Virginia.\* The agency must inform applicants of the immunization requirement at initial application. The immunization schedule is established by the State Board of Health.

1. ACTION AT FIRST REDETERMINATION OR TWELVE MONTHS AFTER NOTIFICATION - By the first redetermination or twelve months, whichever is later after being informed of the immunization requirement, the recipient must provide the following or the worker must reduce the TANF grant:
  - a. Verification that the child has received all immunizations appropriate to his age;
  - b. Verification that the child has received at least one dose of each of the required immunizations as appropriate for the child's age and that the child's physician or the local health department has prepared a plan for completing the immunizations. The plan needs only to indicate when future immunizations are due; or
  - c. Verification that the child is exempt.
2. ACTION AT SECOND REDETERMINATION AFTER NOTIFICATION - At the second redetermination and subsequent redeterminations after being informed of these requirements, the recipient must provide verification of compliance with the immunization schedule or the plan prepared by the physician or health department, until the child has received all required immunizations. Failure to provide the necessary verifications shall result in a grant reduction.
3. ADDING A CHILD TO THE ASSISTANCE UNIT AND TRANSFERS - When a child is added to the assistance unit, the eligibility worker must advise the parent/caretaker of the immunization requirement. The parent/caretaker shall be allowed at least twelve months to provide verification that the child has met the immunization requirement. As verification of immunizations is only required at redetermination, penalties shall not be imposed for such a child until the first redetermination occurring at least **twelve** months after the child is added.

Example: On February 1, Ms. I reports a new child, Tom, in the assistance unit. The worker advises Ms. I of the immunization requirement for Tom. On April 15, Ms. I has a redetermination interview. No immunization verification is required for Tom. At the next redetermination in March, Ms. I fails to provide verification of Tom's immunizations. The grant is reduced for April.

For cases that are transferred, the receiving agency must ensure that the recipient has been notified of the immunization

\* 45 Code of Virginia, 63.2-603

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 **which clearly identifies an individual by name and relationship** as a relative of the child
- 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.**

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.

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 or maternal relative
- 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.

Example 1

A family of three, the mother and two children, apply for TANF. The mother fails to cooperate, without good cause, and is ineligible to be included on the grant. The family resides in a Group I locality and has no countable income. The children are eligible for benefits and the grant is calculated as follows:

Step (1)- Calculate reduction by removing caretaker's needs:

<b>\$299.00</b>	SOA for 3 persons
<u><b>- 234.00</b></u>	SOA for 2 persons
<b>\$ 65.00</b>	Amount of SOA reduction

Step (2)- Calculate 25% reduction:

$$.25 \times \$299 = \$74.75$$

Step (3)- Calculate additional penalty amount:

<b>\$ 74.75</b>	25% reduction
<u><b>65.00</b></u>	SOA reduction
<b>\$ 9.75</b>	Additional penalty amount

Step (4)- Net payment calculation:

<b>\$234.00</b>	SOA for 2 persons/Grant amount
<u><b>-9.75</b></u>	Additional penalty
<b>\$224.25</b>	Net payment
 <b>\$224.00</b>	 <b>Actual Payment Amount</b>

Example 2

A family residing in Group II has been receiving benefits in the amount of \$260 for two persons (the mother and one child). The mother is determined not to be cooperating, without good cause, and must be removed from the grant. The calculation of the new grant amount is as follows:

Step (1)- Calculate reduction by removing caretaker's needs:

<b>\$260.00</b>	SOA for 2 persons
<u><b>-177.00</b></u>	SOA for 1 person
<b>\$ 83.00</b>	Amount of SOA reduction

Step (2)- Calculate 25% reduction:

$$.25 \times \$260 = \$65.00$$



Example 2 - Continued

Step (3) - Calculate additional penalty amount:

<b>\$ 65.00</b>	25% reduction
<u>- 83.00</u>	SOA reduction
<b>\$ 0.00</b>	Additional penalty amount

Step (4) - Net payment calculation:

<b>\$177.00</b>	SOA for 1 person/Grant amount
<u>- 00.00</u>	Additional penalty
<b>\$177.00</b>	Net payment

Example 3

A family residing in Group III is composed of the mother and her four children. The mother receives \$120 monthly in countable unearned income. TANF benefits are currently **\$430 (\$550 SOA - \$120 income)**. The mother is determined not to be cooperating, without good cause, and must be removed from the grant.

Step (1) - Calculate reduction by removing caretaker's needs:

<b>\$550.00</b>	<b>(\$550.00</b> SOA for 5 persons - \$120.00 Countable income)
<u>-462.00</u>	<b>(\$462.00</b> SOA for 4 persons - \$120.00 Countable income)
<b>\$ 88.00</b>	

Step (2) - Calculate 25% reduction:

$.25 \times \$550 = \$137.50$

Step (3) - Calculate additional penalty amount:

<b>\$137.50</b>	25% reduction
<u>- 88.00</u>	SOA reduction
<b>\$ 49.50</b>	Additional penalty amount

Step (4) - Net payment calculation:

<b>\$462.00</b>	SOA for 4 persons
<u>-120.00</u>	Countable income
<b>\$342.00</b>	Grant amount
<b>\$342.00</b>	Grant amount
<u>- 49.50</u>	Additional penalty
<b>\$292.50</b>	Net payment
<b>\$292.00</b>	Actual payment amount

Example 4

A family residing in Group III is composed of the mother, father, and their three children. A child by a previous relationship of the mother enters the home. The mother does not cooperate, without good cause, in providing information about the child's father. The child's needs are added to the grant; however, the mother's needs must be removed. Calculation of the revised benefits is as follows:

Step (1)	-	Calculate reduction by removing caretaker's needs:	
			<b>\$584.00</b> Maximum payment - SOA for 6 persons exceeds maximum
			<u>-550.00</u> SOA for 5 persons
			<b>\$ 34.00</b> Amount of SOA reduction
Step (2)	-	Calculate 25% reduction:	
			.25 X \$584 = <b>\$146.00</b>
Step (3)	-	Calculate additional penalty amount:	
			<b>\$146.00</b> 25% reduction
			<u>- 34.00</u> SOA reduction
			<b>\$112.00</b> Additional penalty amount
Step (4)	-	Net payment calculation:	
			<b>\$550.00</b> SOA for 5 persons/Grant amount
			<u>-112.00</u> Additional penalty
			<b>\$438.00</b> Net payment

Example 5

A family consists of the mother and two children. Assistance is being provided only for the children because the mother has failed to apply for or furnish a Social Security number for herself. The Eligibility Worker is notified of the mother's failure to cooperate with DCSE, without good cause. The family resides in a Group I locality and has no countable income. Calculate the revised grant amount as follows:

Step (1)	-	Calculate reduction by removing caretaker's needs:	
			This step is not applicable since the mother's needs have already been removed from the grant for failure to comply in meeting the SSN requirement.
			<b>\$234.00</b> SOA for 2 persons

Example 5 - Continued

Step (2)	-	Calculate 25% reduction:									
			$.25 \times \$234 = \$58.50$								
Step (3)	-	Calculate additional penalty amount:									
			<table> <tr> <td><b>\$ 58.50</b></td> <td>25% reduction</td> </tr> <tr> <td><u>- 0.00</u></td> <td>SOA reduction</td> </tr> <tr> <td><b>\$ 58.50</b></td> <td>Additional penalty amount</td> </tr> </table>	<b>\$ 58.50</b>	25% reduction	<u>- 0.00</u>	SOA reduction	<b>\$ 58.50</b>	Additional penalty amount		
<b>\$ 58.50</b>	25% reduction										
<u>- 0.00</u>	SOA reduction										
<b>\$ 58.50</b>	Additional penalty amount										
Step (4)	-	Net payment calculation:									
			<table> <tr> <td><b>\$234.00</b></td> <td>SOA for 2 persons/Grant amount</td> </tr> <tr> <td><u>- 58.50</u></td> <td>Additional penalty</td> </tr> <tr> <td><b>\$175.50</b></td> <td>Net payment</td> </tr> <tr> <td> <b>\$175.00</b></td> <td> <b>Actual payment amount</b></td> </tr> </table>	<b>\$234.00</b>	SOA for 2 persons/Grant amount	<u>- 58.50</u>	Additional penalty	<b>\$175.50</b>	Net payment	 <b>\$175.00</b>	 <b>Actual payment amount</b>
<b>\$234.00</b>	SOA for 2 persons/Grant amount										
<u>- 58.50</u>	Additional penalty										
<b>\$175.50</b>	Net payment										
 <b>\$175.00</b>	 <b>Actual payment amount</b>										

If the caretaker provides her SSN while she is still subject to a penalty due to noncooperation with DCSE, the grant amount must be recalculated as follows:

Step (1)	-	Calculate reduction by removing caretaker's needs:									
			<table> <tr> <td><b>\$299.00</b></td> <td>SOA for 3 persons</td> </tr> <tr> <td><u>-234.00</u></td> <td>SOA for 2 persons</td> </tr> <tr> <td><b>\$ 65.00</b></td> <td>Amount of SOA reduction</td> </tr> </table>	<b>\$299.00</b>	SOA for 3 persons	<u>-234.00</u>	SOA for 2 persons	<b>\$ 65.00</b>	Amount of SOA reduction		
<b>\$299.00</b>	SOA for 3 persons										
<u>-234.00</u>	SOA for 2 persons										
<b>\$ 65.00</b>	Amount of SOA reduction										
Step (2)	-	Calculate 25% reduction:									
			$.25 \times \$299 = \$74.75$								
Step (3)	-	Calculate additional penalty amount:									
			<table> <tr> <td><b>\$ 74.75</b></td> <td>25% reduction</td> </tr> <tr> <td><u>- 65.00</u></td> <td>Amount of SOA reduction</td> </tr> <tr> <td><b>\$ 9.75</b></td> <td>Additional penalty amount</td> </tr> </table>	<b>\$ 74.75</b>	25% reduction	<u>- 65.00</u>	Amount of SOA reduction	<b>\$ 9.75</b>	Additional penalty amount		
<b>\$ 74.75</b>	25% reduction										
<u>- 65.00</u>	Amount of SOA reduction										
<b>\$ 9.75</b>	Additional penalty amount										
Step (4)	-	Net payment calculation:									
			<table> <tr> <td><b>\$234.00</b></td> <td>SOA for 2 persons/Grant amount</td> </tr> <tr> <td><u>9.75</u></td> <td>Additional penalty</td> </tr> <tr> <td><b>\$224.25</b></td> <td>Net payment</td> </tr> <tr> <td> <b>\$224.00</b></td> <td> <b>Actual payment amount</b></td> </tr> </table>	<b>\$234.00</b>	SOA for 2 persons/Grant amount	<u>9.75</u>	Additional penalty	<b>\$224.25</b>	Net payment	 <b>\$224.00</b>	 <b>Actual payment amount</b>
<b>\$234.00</b>	SOA for 2 persons/Grant amount										
<u>9.75</u>	Additional penalty										
<b>\$224.25</b>	Net payment										
 <b>\$224.00</b>	 <b>Actual payment amount</b>										

Example 6

A mother residing in a Group II locality receives TANF for one child. The mother's needs are not included on the grant since she receives SSI. There is no countable income. The Eligibility Worker is notified of the mother's failure to cooperate with DCSE, without good cause. Calculate the revised grant amount as follows:

Step (1) - Calculate reduction by removing caretaker's needs:

This step is not applicable since the mother is categorically ineligible to receive benefits for herself while receiving SSI.

**\$177.00** SOA for 1 person

Step (2) - Calculate 25% reduction:

$.25 \times \$177 = \$44.25$

Step (3) - Calculate additional penalty amount:

<b>\$ 44.25</b>	25% reduction
<u>- 0.00</u>	SOA reduction
<b>\$ 44.25</b>	Additional penalty amount

Step (4) - Net payment calculation:

<b>\$177.00</b>	SOA for 1 person/Grant amount
<u>- 44.25</u>	Additional penalty
<b>\$132.75</b>	Net payment
 <b>\$132.00</b>	 Actual payment amount

Example 7

A mother residing in a Group I locality receives TANF for herself and seven children. There is no countable income. The Eligibility Worker is notified of the mother's failure to cooperate with DCSE, without good cause. Calculate the revised grant amount as follows:

Step (1) - Calculate reduction by removing caretaker's needs:

**\$454.00** Maximum payment - SOA for 8 persons exceeds maximum  
**\$454.00** Maximum payment - SOA for 7 persons exceeds maximum

Because the SOA's are above the maximum payment amount of **\$454**, there is no reduction when the caretaker is removed.

Step (2) - Calculate 25% reduction:

$.25 \times \$454 = \$113.50$

Example 7 - Continued

Step (3) - Calculate additional penalty amount:

<b>\$113.50</b>	25% reduction
<u>- 0.00</u>	SOA reduction
<b>\$113.50</b>	Additional penalty amount

Step (4) - Net payment calculation:

<b>\$454.00</b>	SOA for 7 persons (\$472) exceeds maximum. Use maximum.
<u>-113.50</u>	Additional penalty
<b>\$340.50</b>	Net payment
<b>\$340.00</b>	Actual payment amount

Example 8

A family of four - a mother, her son, her daughter who is a minor caretaker, and the daughter's baby - apply for TANF. The family resides in a Group II locality and has no countable income. The mother cooperates with DCSE, but her daughter, the minor caretaker, refuses, without good cause, to cooperate in securing support for her child. (Note: The minor caretaker does not claim that the father of the baby is unknown, and so cannot sign the ATL.) She is ineligible to be included on the grant. (See 201.10C regarding cooperation requirements for a minor caretaker). The mother, son, and the daughter's baby are eligible for benefits and the grant is calculated as follows:

Step (1) - Calculate reduction by removing the minor parent's needs:

<b>\$392.00</b>	SOA for 4 persons
<u>-328.00</u>	SOA for 3 persons
<b>\$ 64.00</b>	Amount of SOA reduction

Step (2) - Calculate 25% reduction:  
.25 X \$392 = **\$98.00**

Step (3) - Calculate additional penalty amount:

<b>\$ 98.00</b>	25% reduction
<u>- 64.00</u>	SOA reduction
<b>\$ 34.00</b>	Additional penalty amount

Step (4)- Net payment calculation:

<b>\$328.00</b>	SOA for 3 persons/Grant amount
<u>- 34.00</u>	Additional penalty
<b>\$294.00</b>	Net payment

Example 9

A non-parent caretaker in a Group II locality receives TANF for one child. The non-parent caretaker is not in the AU. There is no countable income. The Eligibility Worker is notified of the caretaker's failure, without good cause, to cooperate with DCSE. Calculate the revised grant amount as follows:

Step (1) - **\$177.00** SOA for 1 person

Step (2 ) - Calculate 25% reduction:

$$.25 \times \$177 = \$44.25$$

Step (3)- Net payment calculation:

<b>\$177.00</b>	SOA for 1 person/Grant amount
<u>- 44.25</u>	Penalty
<b>\$132.75</b>	Net payment
<b>\$132.00</b>	Actual payment amount

## 203.2 EMERGENCY ASSISTANCE FOR DISASTER OR FIRE

- A. **NEEDS COVERED** - Emergency Assistance shall be used to cover an applicant's immediate needs resulting from a disaster or fire. The case record must include documentation that the disaster or fire occurred and the date of the event. The immediate needs which can be covered include items such as food, shelter items, clothing, repair or replacement of household equipment which has been destroyed or rendered unusable and moving or storage of household equipment.

The total amount granted to a family under the EA Program shall not exceed \$500.00 during any one period of thirty (30) consecutive days in any twelve (12) consecutive months.

To determine eligibility for Emergency Assistance, the case will be screened at 185% of the **Standard of Assistance** if the applicant is not currently a TANF recipient. (If the applicant is currently receiving TANF assistance, the screening is not necessary.) The EW will evaluate all income that is available to the AU to determine if the income will meet all of the AU's needs. If the available income will not meet all of the AU's needs, EA may be granted to meet the unmet needs, up to the \$500 EA maximum.

Example 1: A case passes the 185% screening and is otherwise eligible. Current income is used to pay rent, utilities, etc., and there is \$100 remaining to cover the emergency. In this case, EA will be issued for \$400.

Example 2: A case passes the 185% TANF income screening and is otherwise eligible. Current income is used to pay rent, utilities, etc., and there is \$00.00 remaining to cover the emergency. In this case, EA will be issued for \$500.

304.1 STANDARDS OF ASSISTANCE - The State Board has established standards of assistance\*, based on the size of the assistance unit, to be used in TANF cash payment cases.

Because of wide variation in shelter cost within the State, three groups of standards have been established reflecting this variation. [Appendix 1](#) to Section 304 lists the localities in the State according to the group in which they fall.

The monthly standards of **assistance**, based on the number of eligible persons in the assistance unit and the locality group in which the assistance unit resides, are shown in [Appendix 2](#) to Section 304.

The appropriate standard of assistance, less all countable income of the assistance unit, as specified in Section [305](#), is the amount of the monthly cash payment for an otherwise eligible assistance unit, except that the State Board has established a maximum payment. The maximum reimbursable payment for each locality group is shown in [Appendix 2](#) to Section 304. Any locality wishing to meet the full budgetary deficiency, when this is in excess of the maximum reimbursable payment, may do so provided (a) the deficiency is computed on the basis of established standards, (b) the excess is paid from local funds and (c) the full deficiency is met in all TANF cases in the locality.

304.2 TOTAL ALLOWABLE INDIVIDUAL NEED - When it is necessary to determine whether one individual included in the TANF assistance unit is in need, the total amount allowed for his needs must be identified. This amount is his pro rata share of the appropriate standard of assistance for the assistance unit. The same procedure is used to determine whether or not a caretaker-relative other than the parent or an essential (EWB) person living in the home is in need and eligible for inclusion in the assistance unit. Once the caretaker- relative other than the parent is included in the assistance unit, he may continue to be eligible for TANF as long as his countable income (gross income less a standard deduction) is less than the current poverty level for one person. If his countable income exceeds the current poverty level for one person, he must be removed from the assistance unit.

When an individual is removed from the assistance unit, the TANF grant is recomputed on the basis of the standard of assistance specified for the number of persons remaining in the unit.



**ASSISTANCE STANDARDS**

GROUP I

Size of Assistance Unit	Standard of Assistance
1	<b>\$148</b>
2	<b>234</b>
3	<b>299</b>
4	<b>363</b>
5	<b>428</b>
6	<b>482</b>
7	<b>543</b>
8	<b>610</b>
9	<b>666</b>
10	<b>730</b>
Each person above 10	<b>\$64</b>

**MAXIMUM REIMBURSABLE PAYMENT \$454**

**ASSISTANCE STANDARDS**

GROUP II

Size of Assistance Unit	Standard of Assistance
1	<b>\$177</b>
2	<b>260</b>
3	<b>328</b>
4	<b>392</b>
5	<b>462</b>
6	<b>517</b>
7	<b>577</b>
8	<b>645</b>
9	<b>702</b>
10	<b>765</b>
Each person above 10	<b>\$64</b>

**MAXIMUM REIMBURSABLE PAYMENT \$491**

**ASSISTANCE STANDARDS**

GROUP III

Size of Assistance Unit	Standard of Assistance
1	<b>\$248</b>
2	<b>331</b>
3	<b>399</b>
4	<b>462</b>
5	<b>550</b>
6	<b>602</b>
7	<b>665</b>
8	<b>733</b>
9	<b>790</b>
10	<b>852</b>
Each person above 10	<b>\$64</b>

**MAXIMUM REIMBURSABLE PAYMENT \$584**

## 305.1 INCOME ELIGIBILITY

In order to meet the income requirements for the TANF Program, the assistance unit's countable income must be screened at 185% of the standard of **assistance** (prospective determination) to determine the assistance unit's need. Once the assistance unit is determined to be in need, the eligibility worker must calculate the TANF payment to determine if eligibility exists for the assistance unit. In screening countable income at 185% and the standard of assistance in the prospective determination and in calculating the amount of the TANF payment, anticipated income arrived at by one of the method's listed in Section [305.1.B.2.a.](#) is to be used.

A. Prospective Determinations (Screening at 185% and Standard of Assistance)

Income eligibility for all cases is based on a prospective determination which anticipates the total gross countable income of the assistance unit. The total gross countable income of the unit is screened at 185% of the standard of **assistance**. (Refer to Maximum Income Chart, [Appendix 1](#) to Section 305.) If the income of the assistance unit is equal to or less than the maximum income level, income is screened at the standard of assistance, allowing income disregards when appropriate.

A prospective determination must be conducted on applications/reapplications and ongoing cases whenever a change becomes known to the agency.

The gross income anticipated to be received during the month following the month the change became known to the agency must be screened at both 185% and the standard of assistance to determine if eligibility for the next payment exists. If the prospective determination of anticipated income represents less **or** more than a full month's income, the second month following the month the change became known to the agency must also be screened prospectively at both 185% and the standard of assistance.

1. 185% Screening

Total gross countable income for this purpose includes all gross earned income of both adults and children in the unit; unearned income, such as net countable support, benefits, etc.; income of an excluded individual required to be in the unit; and any income deemed available to the assistance unit. The following income is disregarded when income is screened at 185%:

- a. all income specifically disregarded in [305.4.A](#);

- b. for TANF-UP, unemployment compensation benefits;
- c. the earned income of a child (under age 18 or, if age 18, is scheduled to graduate no later than the month he/she turns 19) who is a full or part-time student.

If the income of the assistance unit exceeds 185%, 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 185% of **the standard of assistance**, 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.](#))

Assistance Unit	Standard Deduction
1-3 members	\$155
4 members	\$168
5 members	\$197
6 or more members	\$226

- c. Ongoing Cases

Once the total gross countable income of the assistance unit is determined to be less than or equal to 185% of **the standard of assistance**, 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

\*\*\* 22 VAC 40-295-60

8. Any portion of an SSI payment and/or Auxiliary Grant.\*
9. Payments to VISTA Volunteers under Title I, when the monetary value of such payments is less than minimum wage as determined by the Director of the action office,\*\* and payments for **supportive services or reimbursement** for out-of-pocket expenses made to individual volunteers serving as foster grandparents, senior health aides, or senior companions, and to persons serving in the Service Corps of Retired Executives (SCORE) and Active Corps of Executives (ACE) and other programs pursuant to Titles II and III, of Public Law 93-113, the Domestic Volunteer Service Act of 1973, including AmeriCorps VISTA.\*\*\* The worker must contact the Action Office at the following address or telephone number when VISTA payments are reported; Action Office, 400 N. 8th Street, Richmond, Virginia 23219, (804) 771-2197.

**Exception:** This disregard does not apply to payments to participants **funded by state or national AmeriCorps grants or to participants in the AmeriCorps National Civilian Community Corps (NCCC). Stipends paid to AmeriCorps volunteers in these programs are counted as earned income unless the participant is a student who is an eligible child (see 305.3B(2)).**

10. The Veterans Administration educational benefit for the caretaker 18 or older is disregarded in its entirety when it is the veteran's only source of assistance for education. No verification beyond the award letter or benefit payment check is needed.

If the veteran receives additional assistance in the form of a grant, loan, or scholarship, the VA educational benefit is to be disregarded in its entirety as long as any portion of the benefit is used to pay for tuition, books, fees, equipment required by the education/training program, transportation if the education/training institution is more than one mile from the veteran's residence, and/or child care services necessary for school attendance.

**Exception:** Any funds included in the benefit amount specifically for dependents are to be counted as income to the assistance unit.

**Exception:** Any separate housing allowance, including an allowance authorized under the Post 9/11 GI Bill, is to be counted as income to the assistance unit.

11. Foster care payments, including payments for Independent Living Assistance, received by anyone in the assistance unit.
12. All payments for supportive services under the Workforce Investment Act of 1998 (WIA).

Additionally, all payments issued to a student under age 18 or, if age 18, scheduled to graduate no later than the month he/she turns 19 under the Workforce Investment Act of 1998 (WIA), including Job Corps payments. (Note: Wages paid to an adult WIA participant are counted as earned income.)

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

\*\* 45 CFR 233.20(a)(4)(ii)(h)

\*\*\* 45 CFR 233.20(a)(4)(ii)(g)

4. Other nonresponsible persons - Cash contributions from non-responsible persons, such as cohabitants, are counted as income in the amount received or anticipated in establishing initial and continuing eligibility.

A cohabitant is a person cohabiting (as man and wife) with the parent of the TANF children.

- F. Deeming Income - In certain situations, the income of an individual living in the home with the assistance unit must be evaluated to determine what amount, if any, must be considered available to the assistance unit, or deemed, regardless of whether the income is actually made available to the unit. Income deeming is applicable to the following persons:

- a stepparent living with the assistance unit who is not included in the assistance unit. Income of a stepparent will be counted in determining the eligibility of the spouse. Income of a step-parent will also be deemed available to the spouse's natural or adopted child(ren) when the spouse is living in the home. See 305.4F to determine the amount, if any, of the stepparent's income that will actually be counted in determining the eligibility of the spouse and/or deemed to the step-children. The income of the stepparent will not be deemed available to a minor caretaker's assistance unit. Divorce terminates the stepparent's financial responsibility for the step-children, but not the degree of relationship.
- the parent(s) (but not a step-parent) of a minor parent, when the minor parent resides with the parent(s).
- an alien parent who is ineligible for assistance due to his alien status.

The procedures described below are to be used to determine the amount of income that must be deemed available to the assistance unit.

1. Stepparent Deeming Procedures\* - The two-step procedure in a. below must be followed to determine eligibility and the grant amount when there is a stepparent in the home but not in the assistance unit and the parent is otherwise eligible for inclusion in the assistance unit. If the parent has been excluded from the assistance unit due to any reason other than failure/refusal to cooperate with DCSE, only Step 2 is necessary. If the parent has been excluded due to failure/refusal to cooperate with DCSE, the procedure in b. below is applicable.
  - a. Step 1 - Determining Eligibility of the Parent in the Home - Compute the amount of the stepparent's income available to the assistance unit by subtracting the following from the verified anticipated gross monthly earned income (use net profit if from self-employment) and gross unearned income:
    - 1) The first \$90 of gross earned income (deeming disregard);
    - 2) The standard of **assistance** for household members claimed or who could be claimed as dependents on the stepparent's federal income tax return, excluding members of the assistance unit.

\* Code of Virginia, Section 63.2-614

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.1.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 grant 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 \$1,999.00 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	\$1,999.00
Less \$90 deeming disregard	<u>- 90.00</u>
	\$1,909.00
Less standard of <b>assistance</b> for 1 (group II)	<u>-177.00</u>
Amount deemed available to Ms. P.	<b>\$1,732.00</b>
Standard of assistance for 4 person AU	<b>\$ 392.00</b>

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 grant amount:

Stepparent's (Mr. P.'s) income	\$1,999.00
150% of poverty guidelines for 2 (monthly)	<u>-1,992.00</u>
Amount greater than 150% poverty guidelines	\$ 7.00
 Standard of assistance for 3-person AU	 <b>\$ 328.00</b>
 Less total countable income (\$7.00 - 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 \$207 in countable income)	 - <u>207.00</u>
Grant amount	<b>\$ 121.00</b>

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 <b>assistance</b> for 1 (group II)	<u>- 177.00</u>
	<b>\$ 533.00</b>
Less support paid by Mr. J. to non-household dependents	<u>- 400.00</u>
Income deemed available to Ms. J.	<b>\$ 133.00</b>
 Standard of assistance for 3-person AU	 <b>\$ 328.00</b>

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. Proceed to grant calculation, since Ms. J. is eligible.

2. To determine the grant amount:

Standard of assistance for 3-person AU	<b>\$ 328.00</b>
Less countable income (Ms. J.'s <b>unearned</b> income)	<u>- 100.00</u>
Grant amount	<b>\$ 228.00</b>

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 \$2,074 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	\$ 2,074.00
Less \$90 deeming disregard	<u>- 90.00</u>
	\$ 1,984.00
Less standard of <b>assistance</b> for 2 (group II) to include Mr. L. and his child	<u>- 260.00</u>
Income deemed available to Ms. L.	<b>\$1,724.00</b>
 Standard of assistance for 3-person AU	 <b>\$ 328.00</b>

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 grant amount:

Stepparent's (Mr. L.'s) income	\$2,074.00
150% of poverty guidelines for 2 monthly	<u>-1,992.00</u>
Amount <u>exceeding</u> 150% of poverty guidelines	\$ 82.00
 Standard of assistance for 2-person AU	 <b>\$ 260.00</b>
Less total countable income (\$82.00 – amount of Mr. L.'s income which exceeds 150% of poverty guidelines)	82.00
Grant amount	<b>\$ 178.00</b>

The 2 children are eligible for TANF, since Mr. L.'s income, while in excess of 150% of poverty guidelines, does not exceed the standard of assistance for an AU of 2.

3. 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.

When the minor caretaker is an SSI recipient, and lives in the home of his/her parent, the income of the senior parent(s) is deemed available to the minor caretaker's TANF assistance unit. If eligibility for TANF exists, the Social Security Office must be informed that the income is being counted for TANF purposes. The EW must document the case record to show that the Social Security office has been advised that the minor caretaker's parent's income is being counted for TANF purposes.\*

- b. Ineligible Alien Parent - If a parent living in the home with the eligible TANF child is an alien and is ineligible for assistance for himself due to his alien status, the 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.

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

- c. Calculating the Deemed Amount - Federal regulations provide the following procedure for determining the amount of income to be deemed available to the TANF assistance unit from the senior parent(s) or an ineligible alien parent,\* or a stepparent when the parent is not residing in the home because of military duty, employment or other reason, but the stepparent and parent are married and consider themselves to be living as husband and wife.

The amount to be deemed available is computed by subtracting the following from the verified anticipated gross monthly earned income (use net profit for earnings from self-employment) or gross unearned income of the senior parent(s), ineligible alien parent, or stepparent:

- 1) The first \$90 of gross earned income of each employed person (the deeming disregard)
- 2) The standard of **assistance** for household members claimed or who could be claimed as dependents on the senior parent's, stepparent's, or ineligible alien parent's federal income tax return, excluding members of the assistance unit.

If the senior parent, stepparent, or ineligible alien parent 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 senior parent, stepparent, or ineligible alien parent.

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, failure to comply with the declaration of citizenship/alienage status requirement, or failure to cooperate with DCSE will not be counted in determining the number of dependents.

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

If the senior parent, stepparent, or ineligible alien parent 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.

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

Verify by statement from the senior parent, stepparent, or ineligible alien parent.

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

Verify by statement from the senior parent or the ineligible alien parent.

The amount remaining after the above deductions will be compared to the Standard of Assistance in determining the eligibility of the AU and the grant amount, if any.

Example 1: The parent of a minor caretaker applies for assistance for the minor caretaker's child. The senior parent explains that she is employed, is able to support her daughter, but does not feel that she should have to support her daughter's child. Because the child of a minor caretaker is not eligible for assistance unless the minor caretaker is also included in the AU, the senior parent must make application for both her daughter and the grandchild. TANF eligibility is determined as follows:

\$1760	Gross Income of Senior Parent
- <u>90</u>	Less \$90 Deeming Disregard
\$1670	
- <u>248</u>	Less Standard of <b>Assistance</b> for 1 person, Group III
<b>\$1422</b>	Amount deemed available to AU
<b>\$ 331</b>	Standard of Assistance for 2, Group III

**\$1422** > **\$331** (SOA for 2) – AU is ineligible.

Example 2: TANF recipient has an assistance unit of three (mother and two children). The mother reports she was married yesterday; however, her husband is not the father of her children. She reports he has earned income of \$550 a month. TANF eligibility is determined as follows:

\$ 550	Gross Income of Stepparent
- <u>90</u>	Less \$90 Deeming Disregard
\$ 460	
- <u>177</u>	Less Standard of <b>Assistance</b> for 1 person Group, II
<b>\$ 283</b>	Amount deemed available to AU
- <u>0</u>	Support paid by the stepparent
<b>\$ 283</b>	Amount potentially available to AU
<b>\$ 328</b>	Standard of Assistance for 3, Group II

**\$283** < **\$328** (SOA for 3) — AU remains eligible.

Maximum Income Chart

<u>Size of Assistance Unit</u>	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>
1	<b>\$273</b>	<b>\$328</b>	<b>\$459</b>
2	<b>432</b>	<b>482</b>	<b>612</b>
3	<b>554</b>	<b>607</b>	<b>738</b>
4	<b>671</b>	<b>724</b>	<b>855</b>
5	<b>793</b>	<b>855</b>	<b>1,018</b>
6	<b>891</b>	<b>956</b>	<b>1,113</b>
7	<b>1,005</b>	<b>1,068</b>	<b>1,231</b>
8	<b>1,128</b>	<b>1,193</b>	<b>1,356</b>
9	<b>1,233</b>	<b>1,299</b>	<b>1,462</b>
10	<b>1,350</b>	<b>1,415</b>	<b>1,576</b>
Each person above 10	<b>118</b>	<b>118</b>	<b>118</b>

401.3 RENEWAL OF ELIGIBILITY - Eligibility for TANF recipients must be redetermined on all eligibility factors subject to change at least every 12 months, unless a shorter renewal period is required by SNAP. The renewal process is made up of the following three elements: a renewal application, a renewal interview, and reevaluation of all required eligibility factors. All elements are necessary in order for TANF eligibility to be renewed.

- A. A renewal of eligibility cannot be considered complete and the renewal date cannot be updated in ADAPT until the following requirements have been met:
1. All elements must be reevaluated and substantiated except date of birth; relationship, if the caretaker remains the same; citizenship; and social security number; or
  2. If all required elements have not been reevaluated and substantiated, assistance must be suspended in accordance with Section 401.3 G. The time limit on suspension of assistance (one month unless there is a different reason to suspend for a second month) is applicable to renewal suspensions.
  3. The month in which the renewal of eligibility is due to be completed is counted from the date of eligibility (include the month of initial eligibility in this computation) and any changes discovered during the review process should be reflected in the following month, unless such changes are prohibited by the time standards.

Example: Date of Application - July 3; Date of Approval - July 20; BDOA - July 3; Renewal Due – June, Effective July 1

Date of Application - July 10; Date of Approval - August 7; BDOA – July 10 Renewal Due – June, Effective July 1

Date of Application - July 21; Date of Approval - September 5; BDOA - August 1; Renewal Due – July, Effective August 1

B. Renewal Application

A renewal application may be made either electronically at <https://commonhelp.virginia.gov> or in writing by completing the Renewal Application for Auxiliary Grants (AG), SNAP, and TANF (032-03-729A). A renewal application made on line is considered signed by the applicant when submitted. The written application, Renewal Application for AG, SNAP, and TANF, must be signed by the applicant to be valid. Note: If a renewal interview is held without a formal application via CommonHelp or a Renewal Application for AG, SNAP, and TANF, the Statement of Facts (SOF) must be printed and signed by the recipient to meet the renewal application requirement.

C. Renewal Interview

1. An interview must be completed with the recipient once every 12 months. An interview may be conducted in the office of the local department of social services, the home of the recipient, or a place agreeable to both parties which will insure privacy and confidentiality, or by telephone. Home visits may be made as deemed necessary by the eligibility worker based on the recipient's circumstances.

TABLE OF CONTENTS

## TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GUIDANCE MANUAL

Chapter 500 - Authorization and Payment	
Amount of Payment	502.1
In the Regular TANF Program	502.1 A.
In Emergency Assistance to Needy Families with Children	502.1 B.
Period Covered by Payment	502.2
In the Regular TANF Program	502.2 A.
In TANF-UP	502.2 B.
In Emergency Assistance	502.2 C.
Method of Payment	502.3
Designated Payee	502.4
Money Payments	502.4 A.
Vendor Payments	502.4 B.
Issuance of Payment	502.5
Issuance Date	502.5 A.
Mailing of Checks	502.5 B.
Direct Deposit	502.5 C.
Debit Card	502.5 D.
Emergency Payments	502.5 E.
Intrastate Transfers	502.6
Transferring the Case	502.6 A.
Transferring Agency Responsibility	502.6 B.
Receiving Agency Responsibility	502.6 C.
Transfer Between Loudoun County DSS and other Local Agencies	502.6 D.
Handling of Appeals	502.6 E.
Medicaid Coverage	502.6 F.
Situations Affecting the Transfer Process	502.6 G.
Protective and Vendor Payments	502.7
Need for Protective and Vendor Payments	502.7 A.
Procedures for Making Protective or Vendor Payments	502.7 B.
Provision of Services	502.7 C.
Periodic Review of Need for Protective or Vendor Payments	502.7 D.
Termination of Protective and Vendor Payments	502.7 E.
Right of Appeal	502.7 F.
Safeguarding Information	502.7 G.
Definition of Improper Payment	503.1
Statutory Provisions for Refund of Overpayments and Payments to Ineligibles	503.2
Period Subject to Repayment	503.3
Computation of Repayment	503.4
Repayment Procedures	503.5
Waiver of Certain Overpayments	503.6
Overpayments Less than <b>\$125</b>	503.6 A.
Overpayments of <b>\$125</b> or More	503.6 B.
Retention of Information	503.6 C.
Intentional Program Violations (IPV)	503.6 D.



## 502.1 AMOUNT OF PAYMENT -

- A. In the TANF Program - The amount of the monthly payment is the amount of the budgetary deficiency (the appropriate standard of assistance for the assistance unit, as specified in Section 304, less countable income, as specified in Section 305), adjusted to the next lower dollar, except as provided below:
1. Maximum Reimbursable Payment in TANF - The State Board has approved an overall maximum amount of payment established for each group of localities, as shown in [Appendix 2](#) to Section 304.  
  
Any locality wishing to meet the full budgetary deficiency, even though in excess of the maximum reimbursable amount, may do so provided (a) the full (100%) standard of assistance is not exceeded in determining need; (b) the additional cost is paid from local funds and (c) the percentage of need met and/or the guidelines with respect to payment are used in all cases in the locality.
  2. Minimum Payment - If the budgetary deficiency is less than \$10.00, no payment is made. However, 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.
- B. In Emergency Assistance to Needy Families with Children - The total payment which may be granted to a family under the Emergency Assistance program must not exceed \$500.

## 502.2 PERIOD COVERED BY PAYMENT -

- A. Payment covers need for the entire calendar month of eligibility (Section [401.1.I.](#)), except when eligibility is determined in the same month in which an application for financial assistance is received or when an individual is added to an existing case. No payment may be issued, however, prior to the date of application. The effective date of payment is the date that initial eligibility for assistance or a change in amount of assistance begins.

No payment shall be made on an approved application for periods prior to the date of application. If the beginning date of assistance is not the first of the month, the benefit for that month must be prorated. This is accomplished by dividing the amount payable by 30 days, regardless of the total number of days in such month. This amount is then multiplied by the actual days in the month including and following the date of authorization. Additionally, when an individual is added to an existing case, the individual's portion of the grant must be prorated for the first month of eligibility with the beginning date of payment established in accordance with Section [401.2.B.2.c.](#)

Example #1: A Group II locality receives a signed application from Ms. Doe on August 18. She requested assistance for herself and two (2) children and reports no income. The agency determined she is eligible to receive an assistance payment on August 24. The beginning date of assistance for Ms. Doe is August 18. The agency will compute her first month's payment based on the following information:

1. 14 days = number of days for which Ms. Doe is eligible to receive assistance in August.
2. **\$328.00** - payment amount for full month's benefit.

The method of computation is as follows:

$$\mathbf{\$328.00} \div 30 = \mathbf{\$10.93} \times 14 = \mathbf{\$153.06}$$

**\$153.00** grant (rounded down)

Example #2: A Group II locality receives an application on August 5 requesting assistance for a mother and two (2) children. The family receives Social Security of \$88.50 each month. The agency determines eligibility on August 10. The beginning date of assistance for Ms. Doe is August 5. The first payment will be computed as follows:

$$\mathbf{\$328.00} - \$88.50 = \mathbf{\$239.50}$$
 full month deficit

$$\mathbf{\$239.50} \div 30 = \mathbf{\$7.98}$$
 daily rate

$$\mathbf{\$7.98} \times 27 \text{ days} = \mathbf{\$215.46}$$
 prorated deficit

**\$215.00** grant (rounded down)

Example #3: On September 5, a timely report is received that on that date a sibling of the child(ren) in the assistance unit moved back into the home. The child being added has unearned income of \$30 per month. Eligibility for the child is established on September 13. However, the payment is prorated for the period beginning September 5 (26 days), the date the required unit member entered the home.

**\$328** current grant  
**\$392** - \$30 = **\$362** full grant after adding child  
**\$362** - **\$328** = **\$34** child's portion to be prorated  
**\$34** ÷ 30 = **\$1.13**  
**\$1.13** x 26 days = **\$29.38**  
**\$29.00** (rounded down) supplement for September

If the individual's presence in the home is not reported timely, payment for the first month of eligibility will be prorated from the date the change was reported or became known to the agency. Or, if the unit failed or refused to cooperate in establishing eligibility without good cause, payment will be prorated from the date the last categorical verification is received or eligibility condition is met. (Refer to Section [401.2.B.2.c.](#))

- B. In TANF-UP - Follow guidance in 502.2 A. except when a second parent enters the home in an existing TANF case. Guidance [in 401.2 B.2.c](#) addresses handling the addition of a second parent.
- C. In Emergency Assistance - Payment covers specified needs related to the emergency as specified in Section [203.2](#). Payment is also limited to coverage of needs arising or anticipated during the 30-day period following initial authorization of EA.

503.8 NOTIFICATION, RECOUPMENT AND RECOVERY OF OVERPAYMENTS - State Board policy, adopted in accordance with federal regulations,\* requires the local department to 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.

- 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 Benefits and/or Payments for VIEW Services' form. The form is available in the Forms Drawer on the SPARK 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 on an active TANF case or on a case receiving a VIEW Transitional Payment (VTP) within 30 days, 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.
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. Enter 10% in the "Terms" field on the Create Overpayment/Claim (BATAOC) screen.

Example: TANF Grant of **\$328**; Recoup 10% (**\$32.80**; **amount of recoupment = \$32.00**); New grant amount is **\$296**.

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 grant 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

- b. Combine all gross income including any income that would be disregarded for TANF purposes (such as SSI) and the current grant to determine the amount of income available to the AU.
- c. Determine 90% of the standard of assistance for a family of equal size in the same locality. This represents the amount of money the client must have available.
- d. Subtract the amount in step c from the amount in step b. The difference represents the amount the client is able to repay on the overpayment.

Note: When the additional income or the TANF grant amount is either increased or reduced, the recoupment amount is to be recalculated.

Example 1:

Step a: Determine the amount of the overpayment.	
Step b: Available income	<b>\$604.00</b>
(\$344 gross wages + <b>\$260</b> grant amount)	
Step c: Minimum amount AU retains ( <b>\$260 X 90%</b> )	- <b>\$234.00</b>
Step d: Maximum amount that can be paid	<b>= \$370.00</b>

The EW will recoup the entire grant amount of **\$260**.

If the amount that can be paid is equal to or greater than the Standard of Assistance (grant amount), the amount to be recouped will be equal to the grant.

Example 2:

Step a: Determine the amount of the overpayment.	
Step b: Available income	<b>\$378.00</b>
(\$50.00 gross wages + <b>\$328</b> grant amount)	
Step c: Minimum AU retains ( <b>\$328 X 90%</b> )	- <b>\$295.20</b>
Step d: Maximum amount that can be paid	<b>= \$ 82.80</b>

The EW will recoup \$82.00 from the grant.

If the amount that can be paid is less than the Standard of Assistance (grant amount), the amount to be recouped will be equal to the amount that can be paid.

The monthly assistance payment will be reduced according to B (1) and (2) above until such time as the overpayment has been repaid. If, however, income and/or cash reserves have been counted in establishing the client's ability to repay, recovery of the overpayment may also be accomplished through voluntary repayment. This option is to be offered to the client prior to initiating a recoupment.

If recoupment reduces the grant to zero, the case will be retained as TANF eligible with no money payment.

- C. Recovery consists of making arrangements with a former or current recipient or payee for voluntary repayment of all or a portion of the overpayment even though the client may no longer be eligible for assistance. If a former recipient or payee fails to make the voluntary repayment, the agency must initiate action under Section 63.2-512, Code of Virginia, to collect the amount as a debt.

DIVERSIONARY ASSISTANCE EXAMPLES

**EXAMPLE #1:**

Ms. Elliott applied for diversionary assistance on 6/1 for herself and two children. She had been working full time but was laid off on 5/24. She will receive her final paycheck on 6/4 in the amount of \$403. She also has a part time job working 15 hours a week at \$8.00 an hour.

Ms. Elliott is requesting assistance in paying off a \$1200 medical bill. She is no longer able to make payments on it since she lost her full time job and has been threatened with court action. Her situation meets the Diversionary Assistance requirement of a crisis or emergency situation which can be solved by short-term aid.

Because the final check Ms. Elliott will receive is from a terminated source, that income will not be considered in determining her eligibility for diversionary assistance and will not be entered on the income grid. (Note: If the amount of the final paycheck is entered, it will be counted in determining eligibility even though it is from a terminated source.) Ms. Elliott has monthly income from her part time job of \$516.00 (\$8.00 per hour x 15 hours per week x 4.3 = \$516.00). That income is ongoing and will be counted in determining DA eligibility.

Ms. Elliott's monthly income of \$516.00 is less than \$607 maximum family income for a family of 3 in Group II agency and the case passes the 185% income screen. The Standard of Assistance for her family size is \$328, but the case is eligible for only \$39 per month based on Ms. Elliott's income. The total diversionary assistance amount available to the family is \$156. Ms. Elliott agreed that this amount would not help her situation. She needed a minimum of \$600 to forestall court action. She decided to proceed with an application for TANF instead of diversionary assistance.

Earned Income	\$ 516.00	(ongoing income)
Standard Deduction for 3	- 155.00	
Sub Total	\$ 361.00	
20% Reduction	- 72.20	
Total Grant Reduction	\$ 288.80	
Grant Amount	\$ 39.00	(Group II, SOA for 3 = \$328; \$328 - \$288.80 = \$39.20)
Maximum DA period	x 4	months Total Diversionary Allowable
	\$ 156.00	
Applicant Need	\$ 1200.00	(medical bill)
Diversionary Issued	None, based on client's decision to apply for TANF	

**EXAMPLE #2:**

Ms. Ortiz applies for diversionary assistance on 11/2 for herself and her two nieces. She works at a large retail nursery supplying herbs and produce to restaurants and grocery stores in the eastern states. The nursery closes from November 1 to February 28 each year.

Ms. Ortiz works between 25 and 40 hours a week and earns \$8.00 per hour. She worked 30 hours the last week in October and will receive her final paycheck on 11/9. That paycheck, for gross income of \$240.00, will be the only income, earned or unearned, that she and the children will receive for November. Ms. Ortiz states that she is optimistic that she will find a job in the next week or so, but does not have enough money to pay her November car payment of \$325, her rent of \$900 and her utility bill, including arrears, of \$163.

Ms. Ortiz's situation meets the Diversionary Assistance requirement of a crisis situation which can be solved by short-term aid, and she meets TANF income and other eligibility criteria.

While Ms. Ortiz has \$240.00 in earned income for November, the income is not counted in determining the amount of assistance since it is from a terminated source. The income is not entered on the income grid. Her needs total \$1388 which exceeds the maximum diversionary assistance payment of **\$1312**. The diversionary assistance granted is the maximum payment of **1312**. Ms. Ortiz's sister agrees to give her **\$76** to combine with the maximum diversionary amount so that the crisis situation can be resolved.

The household has no countable income.

Grant Amount	\$ <b>328.00</b>	(Group II, SOA for 3 = <b>\$328</b> )
Maximum DA period	x <u>4</u>	months
Total Diversionary Allowable	\$ <b>1312.00</b>	
Applicant Need	\$ 1388.00	(\$325.00 car payment + \$900.00 rent + \$163.00 utility bill)
Diversionary Issued	\$ <b>1312.00</b>	

**EXAMPLE #3:**

Mr. and Mrs. Carter apply for diversionary assistance on 7/25 for themselves and their three young children. Mr. Carter's employer, a small manufacturer supplying the automobile industry, closed abruptly on 3/20. The employees were given no notice and no severance pay. Mr. Carter received his last paycheck, which included his wages through the day the plant closed, in the mail the next week. Since then, the family has survived with the help of family and friends, and a hardship withdrawal of \$12,000 from his small 401k. The balance in the 401k is now \$2,000 and Mr. Carter is hesitant to use it since the family will then be destitute. The family is requesting help with August rent and utilities.

Since the Mr. Carter's employment income from March is from a terminated source and since the loss of income occurred within the six month preceding the application date, it is not considered in determining eligibility for Diversionary Assistance and is not entered on the income grid. The family has no other income and the case passes the 185% screen.

The Carter family’s need for rental and utility assistance meets the Diversionary Assistance requirement of a crisis or emergency situation which can be solved by short-term aid. However, the family did not have copies of the children’s birth certificates at the time of application so the agency was unable to immediately establish relationship and approve the DA application.

Mr. Carter returned to the agency on 8/11 with the children’s birth certificates and the agency was able to establish relationship. Mr. Carter told the agency at that time that his wife had begun caring for a neighbor’s child after school and would be making \$50 a week through the end of the school year. She was paid \$50 for one week of work on 8/9.

Since the agency had not yet approved the DA application, and since Mrs. Carter has received income which will be ongoing, the agency must re-determine the family’s eligibility for assistance.

Mrs. Carter’s monthly income of \$215 is less than the **\$1018** maximum family income for a family of 5 and the case passes the 185% income screen. The standard of assistance for a family of 5 in a Group III locality is **\$550.00**. After the earned income disregards are applied to Mrs. Carter’s income, the grant amount is reduced to **\$535**. The maximum diversionary assistance payment is determined by multiplying the grant amount by 4, the number of assistance payments the family could receive in a 4 month period. The actual diversionary payment is the maximum amount, or the eligible needs of the applicant, whichever is less.

Earned Income	\$ 215.00 (ongoing income)	
Standard Deduction for 5	- <b>197.00</b>	
Sub Total	\$ <b>18.00</b>	
20% Reduction -	- <b>3.60</b>	
Total Grant Reduction	\$ <b>14.40</b>	
Grant Amount	\$ <b>535.00</b>	(Group III, SOA for 5 = <b>\$550</b> ; <b>\$550 - \$14.40 = \$535.60</b> )
Maximum DA period	x <u>4</u>	months
Total Diversionary Allowable	\$ <b>2140.00</b>	
Applicant Need	\$ 1225.00	(\$875.00 rent + \$350 utilities)
Diversionary Issued	\$ 1225.00	

**EXAMPLE #4:**

Mr. Lawrence, a former VIEW participant with 22 months on the 24-month VIEW clock, applied for diversionary assistance on 3/28 for himself and one child. He had not been working steadily for some time but found what he believes to be secure employment one week before he applied for assistance. He makes \$12 an hour and will receive his first paycheck in two weeks. He has been living with friends, but has been asked to leave now that he has income. He has located an apartment but needs help in paying the rent and security deposit of \$575 each. His situation meets the Diversionary Assistance requirement of a crisis or emergency situation which can be solved by short-term aid.



Because Mr. Lawrence's income has not yet started, the income will not be considered in determining his eligibility for diversionary assistance. The delay in the receipt of income will meet the Diversionary Assistance guidance requirement. His anticipated income will not be entered on the income grid.

The Standard of Assistance for a family of two in a Group III agency is **\$331**. The maximum diversionary assistance payment is **\$1324**. (Note: The number of months used to calculate the maximum diversionary assistance amount is always 4 without regard to the number of months on the VIEW clock or 60-month clock at application).

Grant Amount	\$ <b>331.00</b>	(Group III, SOA for 2)
Maximum DA period	<u>x 4</u>	months
Total Diversionary Allowable	\$ <b>1324.00</b>	
Applicant Need	\$ 1150.00	(\$575.00 rent + \$575.00 security deposit)
Diversionary Issued	\$ 1150.00	

**Example #5:**

Ms. Clark applied for Diversionary Assistance on 8/15 after her boyfriend, Mr. Lawrence, moved out earlier in the month. They had lived together for four years and he is the father of her two children. He had been the sole support of the family. Ms. Clark has an AS degree in Business but has not worked since her youngest child was born two years ago.

Mr. Lawrence did not pay the \$827 mortgage on their home which was due 8/1, or the telephone and electric bills which total \$125, or make the \$235 car payment on Ms. Clark's car. Ms. Clark began looking for employment as soon as she realized that Mr. Lawrence had left permanently and has found full time employment at \$11.20 an hour beginning 8/20. Her first paycheck for one week's pay will be received on 9/3.

Because Ms. Clark has found employment and will be able to support her family in the future, the loss of income (from Mr. Lawrence) can be considered a temporary loss as required by Diversionary Assistance guidance. She meets the other criteria for Diversionary Assistance.

Grant Amount	\$ <b>399.00</b>	(Group III, SOA for 3)
Maximum DA period	<u>x 4</u>	months
Total Diversionary Allowable	\$ <b>1596.00</b>	
Applicant Need	\$ 1187.00	(\$125.00 utilities + \$235.00 car payment + \$827.00 mortgage)
Diversionary Issued	\$ 1187.00	

**EXAMPLE #6:**

Mrs. Noel applied for diversionary assistance on 12/3 for herself and four children. She has been employed by the same company for three years, working 30 hours per week, but has just received

notification that all employees would be cut back to 18 hours per week at least until February. The employer hopes to return all employees to their regular hours and pay at that time. Mrs. Noel makes \$8.00 an hour and received her last full pay check on 11/28 in the amount of \$240.00.

Ms. Noel is concerned that she will be unable to make her mortgage payments for December and January, and possibly February, and still keep up with her other bills. Ms. Noel has been purchasing her Habitat for Humanity Home for three years. Her mortgage payment of \$483 per month is due on the 15th.

Mrs. Noel's income for December will be \$619.20 (\$8.00 per hour x 18 hours per week x 4.3 = \$619.20) which is less than the **\$793** maximum family income for a family of 5 in a Group I agency. The case passes the 185% income screen.

Her situation meets the Diversionary Assistance requirement of a crisis or emergency situation which can be solved by short-term aid, and she meets TANF income and other eligibility criteria.

The standard of assistance for a family of 5 in a Group I locality is **\$428** but the case is eligible for only **\$90.00** per month based on Mrs. Noel's income. The total diversionary assistance amount available to the family is \$360. Mrs. Noel decided to rely on her family for help with her mortgage for December and January. The \$360 will not really help her with her mortgage payments, and she does not want to jeopardize her TANF eligibility in case her employer has to lay off employees in the future.

Earned Income	\$ 619.20	(ongoing income)
Standard Deduction for 5	<u>- 197.00</u>	
Sub Total	\$ <b>422.20</b>	
20% Reduction	- <u>84.44</u>	
Total Grant Reduction	\$ <b>337.36</b>	
Grant Amount	\$ <b>90.00</b>	(Group I, SOA for 5 = <b>\$428</b> ; <b>\$428 - \$337.76 = \$90.24</b> )
Maximum DA period	<u>x 4</u>	months
Total Diversionary Allowable	\$ <b>360.00</b>	
Applicant Need	\$ 483.00	(mortgage)
Diversionary Issued	None, based on client's decision.	

TANF-UP - In a TANF-UP case, both parents must be referred for participation, unless one meets an exemption; only one parent can be exempt. If both parents meet an exemption criterion, they must decide who will be referred for participation. If the household's situation changes and the recipients wish to change the VIEW participant, they may do so upon request and after advisement from the ESW or EW. Exception: The recipients may not switch VIEW participants in order to avoid termination of the case or in order to avoid or cure a sanction.

When both parents in a TANF-UP case are under the age of 18, they are exempt. Use Exemption Code V3. (See 901.2B)

Volunteers - TANF recipients under the age of 18 cannot volunteer for VIEW. Additionally, recipients of SSI benefits and ineligible aliens cannot be included in the TANF assistance unit and therefore cannot volunteer to participate in VIEW. Ineligible aliens include individuals who are in the country illegally and those who are lawful permanent residents who have been in the country for less than five years.

To the extent that funding is available, agencies may serve TANF recipients who are exempt from VIEW and who choose to volunteer. 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. (Note: The APR cannot be signed before the initial VIEW assessment except when it must be signed prior to TANF approval as a condition of eligibility).

An individual who is exempt from participation can volunteer for VIEW only if she is able to meet the same participation requirements as a mandatory recipient. Volunteers unable to meet VIEW program requirements will not be enrolled in VIEW. An exempt individual who volunteers for VIEW 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. The EW will update the AEGNFS screen with VV and the date the APR was signed. The VW code will not be used.

**If an individual volunteers and does not participate as required in the assigned activity, 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 with a V1 exemption who fails to comply and is sanctioned, the individual can reclaim her V1 exemption following the end of the fixed sanction period if she no longer wishes to participate in VIEW. Her V1 exemption will end when the child turns one year old or once she has used the balance of the 12-month V1 exemption period. She will then be referred to VIEW as a mandatory participant.**

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 (V5) or for caring for a disabled household member (V7), 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.

Note: Non-parent caretakers who meet the financial requirements of Section [304.2](#) and are included in the assistance unit must participate in VIEW unless otherwise exempt. These individuals are mandatory VIEW participants, not VIEW volunteers. However, these individuals are not subject to sanction for failure to participate as required. Instead, the non-parent caretaker will be removed from the TANF grant and the TANF case will remain open as a child only case. If the case closes and the household reappplies for TANF, the non-parent caretaker who was removed from the TANF grant for failing to participate in VIEW must be referred to VIEW (unless otherwise exempt) if the individual wishes to be included on the TANF grant.

VIEW GRANT 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 <
\$1,328.00	Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

<b>\$260.00</b>	Standard of Assistance for 2
- 0	Unearned Income
<b>\$260.00</b>	TANF Deficit

Step (3) - Earned Income Disregards

\$456.00	Gross Monthly Earnings
- 155.00	Standard Deduction for 2
\$301.00	x 20% = 60.20
- 60.20	
<b>\$240.80</b>	Net Earned Income

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

<b>\$240.80</b>	Net Earned Income
<b>+260.00</b>	TANF Deficit
<b>\$599.80</b>	< Monthly Federal Poverty Level for 2
<b>\$260.00</b>	= VIEW Payment (TANF Grant)

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 <
		\$1,328.00	Monthly Federal Poverty Level for 2
Step (2)	-	Unearned Income	
		<b>\$260.00</b>	Standard of Assistance for 2
		<u>-120.00</u>	Unearned Income
		<b>\$140.00</b>	TANF Deficit
Step (3)	-	Earned Income Disregards	
		\$305.00	Gross Monthly Earnings
		<u>-155.00</u>	Standard Deduction for 2
		\$150.00	x 20% = <b>30.00</b>
		<u>- 30.00</u>	
		<b>\$120.00</b>	Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	
		<b>\$120.00</b>	Net Earned Income
		<u>+140.00</u>	TANF Deficit
		<b>\$260.00</b>	< Monthly Federal Poverty Level for 2
		<b>\$140.00</b>	= VIEW Payment (TANF Grant)

Example 3 - Earnings Result in Ineligibility

Assistance unit of 4 in a Group III locality. Mom earns \$2,021 monthly gross income.

Step (1)	-	Screening at Federal Poverty Level	
		\$2,021.00	Gross Monthly Earnings =
		\$2,021.00	Monthly Federal Poverty Level for 4

The assistance unit is ineligible.

Example 4 - Maximum Reimbursable

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

Step (1)	-	Screening at Federal Poverty Level	
		\$ 457.00	Gross Monthly Earnings <
		\$2,715.00	Monthly Federal Poverty Level for 6
Step (2)	-	Unearned Income	
		<b>\$482.00</b>	Standard of Assistance for 6
		<u>- 0</u>	Unearned Income
		<b>\$482.00</b>	TANF Deficit
		<b>\$454.00</b>	Maximum Reimbursable Amount
Step (3)	-	Earned Income Disregards	
		\$457.00	Gross Monthly Earnings
		<u>- 226.00</u>	Standard Deduction for 6
		\$231.00	x 20% = 46.20
		<u>- 46.20</u>	
		\$184.80	Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	
		\$184.80	Net Earned Income
		<u>+454.00</u>	Maximum Reimbursable TANF Deficit
		<b>\$638.80</b>	< Monthly Federal Poverty Level for 6
		<b>\$454.00</b>	= VIEW Payment (TANF Grant)

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 AU receives \$60 SSA monthly. There is a \$50 immunization penalty.

Step (1) - Screening at Federal Poverty Level

\$ 966.00	Gross Monthly Earnings <
\$1,328.00	Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

<b>\$331.00</b>	Standard of Assistance for 2
<u>- 60.00</u>	Unearned Income
<b>\$271.00</b>	TANF Deficit

Step (3) - Earned Income Disregards

\$966.00	Gross Monthly Earnings
<u>- 155.00</u>	Standard Deduction for 2
\$811.00	x 20% = 162.20
<u>- 162.20</u>	
\$648.80	Net Earned Income

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

\$648.80	Net Earned Income
<u>+271.00</u>	TANF Deficit
<b>\$919.80</b>	< Monthly Federal Poverty Level for 2
<b>\$271.00</b>	= VIEW Payment (TANF Grant)

Step (5) - Apply Immunization Penalty

<b>\$271.00</b>	VIEW Payment
<u>- 50.00</u>	Immunization Penalty
<b>\$221.00</b>	Net VIEW Deficit
<b>\$221.00</b>	= VIEW Payment (TANF Grant)



Example 6 - TANF-UP Household

Assistance unit of 4 in a Group II locality. Dad earns \$1505 gross income.

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

\$1,505.00	Gross Monthly Earnings <
\$3,032.00	150% of the Monthly Federal Poverty Level for 4

Step (2) - Unearned Income

<b>\$ 392.00</b>	Standard of Assistance for 4
<u>0.00</u>	Unearned Income
<b>\$ 392.00</b>	TANF Deficit

Step (3) - Earned Income Disregards

\$1505.00	Gross Monthly Earnings
<u>- 168.00</u>	Standard Deduction for 4
<b>\$ 1337.00</b>	x 20% = <b>\$267.40</b>
<u>- 267.40</u>	
<b>\$ 1069.60</b>	Net Earned Income

Step (4) - Add Net Earned income and TANF Deficit

<b>\$1069.60</b>	
<u>+ 392.00</u>	TANF Deficit
<b>\$1461.60</b>	< 150% of the Monthly Federal Poverty Level for 4
<b>\$ 392.00 =</b>	VIEW Payment (TANF Grant)

**Contact Information**  
**Local Agencies Served by Refugee Social Services Refugee Employment Programs**

VDSS Region	Localities Served by RSSEP	RSSEP Provider Contact Information	Localities Not Served by RSSEP
Central	Chesterfield Hanover Henrico Richmond City	<b>International Rescue Committee                      Richmond Employment Program</b>  <u>Richmond Office</u> 8100 Three Chopt Road, Suite 128 Richmond, VA 23229 <u>Phone (804) 308-9144</u>	Amelia Buckingham Charles City Cumberland Essex Fluvanna Goochland Hopewell King & Queen King William Lancaster Lunenburg Middlesex New Kent Northumberland Nottoway Petersburg Powhatan Prince Edward Richmond County Westmoreland
	Caroline	<b>Migration and Refugee Services of                      Commonwealth Catholic Charities</b>  <u>Fredericksburg Office</u> 24 Butler Road Fredericksburg, VA 22405 <u>Phone (540) 899-6507</u>	

VDSS Region	Localities Served by RSSEP	RSSEP Provider Contact Information	Localities Not Served by RSSEP
<p><b>Eastern</b></p>	<p>Chesapeake                      Franklin City                      Hampton                      Isle of Wight                      Newport News                      Norfolk                      Portsmouth                      Suffolk                      Surry                      Virginia Beach                      Williamsburg                      York-Poquoson</p>	<p><b>Refugee Resettlement Services of Commonwealth Catholic Charities</b></p> <p><u>Hampton Roads Office</u>                      12284 Warwick Blvd., Suite 1-A                      Newport News, VA 23606  <u>Phone: (757) 247-3600</u></p>	<p>Accomack                      Brunswick                      Dinwiddie                      Franklin City                      Gloucester                      Greenville-Emporia                      Mathews                      Northampton                      Prince George                      Southampton                      Sussex</p>

VDSS Region	Localities Served by RSSEP	RSSEP Provider Contact Information	Localities Not Served by RSSEP
Northern Virginia	Alexandria Arlington Fairfax Falls Church Loudoun Manassas City Manassas Park	<p><b>Migration and Refugee Services Commonwealth Catholic Charities</b></p> <p><u>Arlington Office</u>                      80 North Glebe Road                      Arlington, VA 22203  <u>Phone: (703) 841-3876</u></p> <p>Manassas Office                      9200 Church Street, Suite 304                      Manassas, VA 20110  <u>Phone: (571) 364-8010</u></p> <p><b>Refugee Immigration Services Lutheran Social Services of the National Capital Area</b></p> <p><u>Falls Church Office</u>                      7401 Leesburg Pike                      Falls Church, VA 22043  <u>Phone: (703) 698-5026</u></p>	Clarke Fauquier Frederick Greene King George Louisa Madison Page Rappahannock Shenandoah Warren Winchester
	Culpeper Fredericksburg Orange Prince William Spotsylvania Stafford	<p><b>Migration and Refugee Services Catholic Charities of the Diocese of Arlington</b></p> <p><u>Fredericksburg Office</u>                      24 Butler Road                      Fredericksburg, VA 22405  <u>Phone: (540) 899-6507</u></p>	
	Harrisonburg/Rockingham	<p><b>Church World Services Refugee and Immigration Program</b></p> <p><u>Harrisonburg Office</u>                      250 East Elizabeth Street, Suite 109                      Harrisonburg, VA 22802  <u>Phone: (540) 433-7942</u></p>	

VDSS Region	Localities Served by RSSEP	RSSEP Provider Contact Information	Localities Not Served by RSSEP
<b>Piedmont</b>	Albemarle Charlottesville	<b>International Rescue Committee</b> <u>Charlottesville Office</u> 609 East Market Street, Suite 104 Charlottesville, VA 22902 <u>Phone: (434) 979-7772</u>	Alleghany- Covington Amherst Appomattox Bath Bedford Botetourt Campbell Charlotte Craig Danville Franklin County Halifax Henry-Martinsville Highland Lynchburg Mecklenburg Nelson Pittsylvania Rockbridge Area (Buena Vista, Lexington, & Rockbridge)
	Roanoke City Roanoke County	<b>Refugee Resettlement Program</b> <b>Commonwealth Catholic Charities</b>  <u>Roanoke Office</u> 820 Campbell Avenue SW Roanoke, VA 24016-3536 <u>Phone (540)-342-7561</u>	
	Shenandoah Valley (Staunton, Augusta & Waynesboro)	<b>Church World Services</b> <b>Refugee and Immigration Program</b>  <u>Harrisonburg Office</u> 250 East Elizabeth Street, Suite 109 Harrisonburg, VA 22802 <u>Phone: (540) 433-7942</u>	
<b>Western</b>	None	None	All

SUBJECT	SECTION/PAGE(S)
Living Arrangements Minor Parent	201.5, p. 1-5 201.5, p. 3-5; 302.8, p. 4b-5a
Living in a Home	201.1, p. 1; 201.5, p. 2- 3; 701.1, p. 1
Loans	305.4, p. 24b
Localities - Grouping	304, Appendix I
Lottery Winnings	305.4, p. 25
Lump Sums	305.4, p. 25-27
Net Support	304.4, p. 3; 601.2.p. 2; 602.1, p1; 602.3, p. 1a; 602.5, p. 4, 5, and 6a
Maximum Income Chart	305, Appendix I
Medicaid	401.6
Medical Exams	201.1, p. 3d; 304.3, p. 2; 901.2, p. 2; 901.11, p. 10
Migrant and Seasonal Farm Workers	305.1, p. 5
Minimum Payment (Non-money payment)	502.1, p. 1
Minor Parent	
Assistance Unit	302.8
Deemed Income	305.4, p. 37-43
Family Cap	201.12, p. 7-8
Living Arrangements/Residency Requirements	201.5, p. 3-5; 302.8, p. 4b-5a
Protective Payments	201.5, p. 5; 502.7, p. 7c-10
Multiple Groups of Children	See Assistance Units 302.1; 302.7; 401.1, p. 1
<b>Need and Payment Standard</b>	304, Appendix 2
New Application Requirements	401.3, p. 5
New Earnings	305.1, p. 8-10