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

## Chapter 900 – The Virginia Initiative for Education and Work Program (VIEW)

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The Virginia Initiative for **Education and Work** Program (VIEW) is a program of employment, **education, and training** opportunities to assist individuals in attaining the goal of self- sufficiency.\*

The program goals are to offer Virginians living in poverty the opportunity:

- To achieve economic independence by removing barriers and disincentives to work and by providing positive incentives to work;
- To provide work skills necessary for self-sufficiency;
- To allow families living in poverty to contribute materially to their own self-sufficiency;
- To set out the responsibilities of and expectations for recipients of public assistance;
- To obtain work experience through the Virginia Initiative for **Education and Work** (VIEW).

901.1 PARTICIPATION - As a condition of eligibility, each recipient of TANF and TANF-UP must participate as required in VIEW, unless otherwise exempt.

The eligibility worker in the local agency must determine which applicants and recipients are not required to participate (exempt) and which are required to participate (non-exempt). The eligibility worker will refer to the VIEW Program a non-exempt individual at the time of application approval or when an individual's VIEW status changes.

Note: JOINT TANF AND SNAP APPLICATIONS: In situations requiring joint processing of TANF and SNAP applications, the work registration form or affidavit, whichever is appropriate, is to be used for SNAP purposes in the event that the TANF application is denied. (Refer to Volume V, Part VIII, A. of the [SNAP Manual](#)).

901.2 EXEMPTION CRITERIA - An applicant/recipient of TANF or TANF-UP must participate in the VIEW Program unless the individual meets one of the following exemption criteria:

- A. Any child, (including minor caretakers) age 17 and under.
- B. Any minor, age 17 and under, who is a parent on his/her own case.
- C. Individuals at least 18, but no more than 19 years of age, who are enrolled in elementary or secondary school, including vocational or technical school programs. The vocational or technical school must be equivalent to secondary school.

- D. Individuals unable to participate because of a temporary medical condition that prevents entry into at least 20 hours per week of employment and training activities, as determined by a medical professional. For these individuals, **the EW must complete the Disability – Details screen in VaCMS.** (Note: Pregnancy does not exempt an individual from participation. However, complications of pregnancy, as diagnosed by a medical professional, may result in a medical exemption).

A medical professional is defined as a medical doctor, including psychiatrist, or doctor of osteopathy, or a licensed physician's assistant or nurse practitioner working under the auspices of a medical doctor or doctor of osteopathy. This definition of medical professional also applies in [901.2F](#) below.

The individual must provide the local agency a completed Medical Evaluation (form 032-03-0654) completed by the medical professional that states the nature and scope of the incapacity, including abilities and limitations of the individual, and the duration of the incapacity. **The medical exam for which a medical evaluation is based, must have been conducted no more than 90 days prior to the date the medical professional signs the form.** The duration indicated is measured from the date the form was completed and signed by the medical professional. If the medical form does not specify the duration of the medical condition, or if the form is otherwise incomplete, the eligibility worker must contact the medical professional to obtain the missing information before acting on the medical.

The form is to be completed by a medical professional with thorough knowledge of the condition(s) that are believed to limit or prohibit the client's ability or participate in VIEW. Typically, this is the doctor or other medical professional who is currently treating the client for the condition. If, however, in the opinion of the agency, the client's condition is such that a specialist should evaluate it, then the specialist should make the evaluation, complete and sign the form.

Medical exams necessary to determine exemption status for VIEW or to assess a VIEW participant's ability to participate in the program will be arranged through Medicaid when possible. When medical coverage does not exist, the agency will pay for the first medical exam using VIEW funds, or other funds the agency deems appropriate. The agency may pay for additional exams, but is not required to do so.

The agency may choose to request and pay for a 2<sup>nd</sup> evaluation from a medical professional whenever the 1<sup>st</sup> evaluation is deemed by the agency to be inadequate to determine the client's exemption status, or ability to work or participate, or is otherwise questionable.

Note: If the agency is unable to secure a medical evaluation for a person required to participate in VIEW, the individual will be referred to VIEW. The ESW will work with the participant to secure a medical evaluation as part of the VIEW assessment process.

If the individual is unable to participate in VIEW for at least 20 hours per week because of a temporary medical condition substantiated by a medical statement, the eligibility worker must obtain a new medical and reevaluate the exempt individual's incapacity immediately following the

anticipated end of the incapacity as originally noted. If the duration indicated on the form is for more than 12 months, or is identified as permanent, a new form must be obtained every 12 months. Disability is defined at 101.1D and in Chapter 1000, VIEW definitions).

If the physician indicates that the individual is able to participate in employment and training activities but is limited in the types of activities that can be performed, or the hours of participation, the eligibility worker must refer the individual to VIEW and share the information with the ESW so suitable accommodations can be arranged. The employment services worker must work with the individual to find suitable component assignments, taking into account any limitations indicated by the physician. The agency shall ensure that reasonable accommodations are made if needed.

Note: If there are two parents in the assistance unit and one parent is exempt because of a temporary medical condition or disability, the case is a TANF case rather than a TANF-UP case.

- E. Individuals who are incapacitated, as determined by receipt of Social Security Disability (SSDI) benefits or Supplemental Security Income (SSI). The EW must complete the **Disability – Details** screen in VaCMS.

The eligibility worker must provide all applicants/recipients who have a permanent incapacity with information about services provided by the **Department for Aging and Rehabilitative Services** to assist SSI/SSDI recipients in finding employment. This information is available at [www.vadrs.org/downloads/drsflyer.pdf](http://www.vadrs.org/downloads/drsflyer.pdf).

Note: If there are two parents in the assistance unit and one parent is exempt because of a permanent incapacity as determined by receipt of Social Security Disability benefits or Supplemental Security Income, the case is a TANF case rather than a TANF-UP case.

- F. Any individual 60 years of age or older.

- G. An individual who is needed on a substantially continuous basis to care for a family member living in the household. The family member must have a verified disability. The family member must have “caretaking needs” that will prevent the individual from participating in work activities. Caretaking needs that prevent the individual from participating in work activities include the need for attendance, supervision and home care, and other needs related to the family member’s disability. When the family member who requires care is also a member of the AU, the EW must complete the Disability – Details screen for the disabled individual. The EW must also answer “Yes” to the question, “Is the individual taking care of the disabled individual in the household?” on the caregiver’s Client Demographics screen.

A medical professional must complete a Statement of Required Presence of Caregiver form (032-032-03-0020) to verify the family member’s condition, and the need for the individual to be available on a substantially continuous basis. The date the form was completed will be used in conjunction with the anticipated duration of the need for the caregiver’s presence to determine when the exemption will end. For example, if the individual provides a form on November 1, which states the medical professional completed the form on October 1 and the expected duration of the need for a caregiver is 60 days, the exemption would be allowed until November 30 (60 days after October 1). If a new form was not provided by November 30, the caregiver would be referred to the Virginia Initiative for **Education and Work** (VIEW) program.

It is the responsibility of the EW to request a new Statement of Required Presence of Caregiver form immediately following the anticipated end of the need for the caretaker. If the duration indicated on the form is for more than 12 months, or is identified as permanent, a new form must be obtained every 12 months. Exception: if the disabled individual who requires a caregiver is an SSI or SSDI recipient and the medical professional does not provide a specific duration of less than one year for the anticipated need for a caregiver, the form will be completed annually and the exemption allowed for one year. **Note: For the caretaker acting as a caregiver for a disabled member living in the household, a task and reminder to obtain a new medical form must be set 30 days prior to the end of the anticipated duration as noted on the medical form or every 12 months, whichever occurs first.**

If the documentation does not result in exemption from VIEW, the documentation must be forwarded to the ESW. If the disabled family member is out of the home for substantial parts of the day, for example, to attend school, then the caretaking individual does not meet the requirement for this exemption.

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

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

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

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

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

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

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

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

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

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

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

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.

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.

**Local agencies must 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. **An individual exempt from VIEW participation because of a temporary medical condition or caring for a disabled household member who wishes to participate in VIEW must provide a new Medical Evaluation form (032-03-0654) completed by a medical professional. The Medical Evaluation must state that the individual is able to participate and list limitations, if any that would affect the individual's ability to participate.** 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 notify the ESW of the individual's request to volunteer for VIEW. The ESW will be required to create a manual referral in the ESP module for individuals with an exemption status that choose to volunteer.

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 caring for a child under 12 months exemption who fails to comply and is sanctioned, the individual can reclaim her caring for a child under 12 months exemption following the end of the fixed sanction period if she no longer wishes to participate in VIEW. Her caring for a child under 12 months exemption will end when the child turns one year old or once she has used the balance of the caring for a child under 12 months 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 or for caring for a disabled household member, she must secure a new medical if she states she is unable to participate in VIEW for either of those reasons. If the client is determined to be exempt at reapplication and again wishes to give up her exemption and participate, she may do so if funding is available.

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 **payment** 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 **payment** for failing to participate in VIEW must be referred to VIEW (unless otherwise exempt) if the individual wishes to be included on the TANF **payment**.

901.3 RESPONSIBILITIES OF THE ELIGIBILITY WORKER - Regarding VIEW, the eligibility worker must:

- A. Determine VIEW or exemption status prior to the initial approval, at redetermination when adding an individual to the assistance unit, or when a change in the individual's situation would affect her VIEW status. Such determinations should be documented on the Case Narrative - Details screen in VaCMS.

Explain the exemption criteria to all applicants at application and to recipients at redetermination, and explain their obligation to report changes affecting their status. The recipient must provide information and verify all reported changes in exemption status. The eligibility worker must change the exemption status in the month in which the change is verified.

Exempt individuals who lose their exemption status must be referred to VIEW within three working days after the exemption ends. Changes that result in VIEW status changing from exempt to non-exempt but which are reported late, do not constitute an overpayment.

Mandatory individuals who become exempt must be advised of the status change and their right to participate in VIEW as volunteers.

- B. Provide a copy of the completed "Do You Have a Disability?" form (for the adult applicant or payee who completed the application for TANF) to the ESW for the VIEW record when the adult is referred to or volunteers for VIEW.
- C. Explain the requirements of the VIEW Program and the related supportive services to all applicants/recipients at application and redetermination. The EW should also cover transitional services that may be available when the TANF case closes: transitional childcare, transitional medical/dental services, transitional work-related expenses, transitional emergency intervention, transitional employment and training services (TET), transitional transportation, and VIEW Transitional Payment (VTP). All applicants and recipients, including non-parent caretakers in the assistance unit, who are not mandatory, must be offered the opportunity to volunteer for the VIEW Program.
- D. Advise all applicants/recipients of the sanctions/penalties that apply for failing/refusing to participate in VIEW, without good cause. The ESW will evaluate good cause.
- E. Provide to persons with an incapacity, information from the Department for Aging and Rehabilitative Services (DARS) that explains employment services provided by DARS. The information is available at <https://www.vadars.org/publications.htm#gsc.tab=0>.
- F. Review the individual's exempt/non-exempt status when changes are reported and as a part of the TANF eligibility redetermination process, unless the eligibility worker determined the individual to be 60 years old or older, or permanently incapacitated.

- G. **When the APR/POP Signed Date field is completed by the ESW, the APR signed date will automatically be populated on the Program Request – Client screen for the individual(s). The EW will receive a task and reminder that the APR has been signed and to run eligibility to update the Program/TOA on the TANF – Eligibility Summary screen to TANF/VIEW or TANF-UP/VIEW.**

**Note: The ESW will be responsible for maintaining the 24-month clock.**

- H. Advise applicants/recipients who are exempt from VIEW that they may volunteer to participate in VIEW, unless: they are SSI recipients; a parent who is a court convicted offender serving a sentence while still living in the home who is not allowed to leave the home to work or attend education/ training activities; or illegal aliens.

In the case of a recipient who has become employed and wants to volunteer for VIEW in order to receive the VIEW enhanced disregards, the EW will advise the individual to contact the ESW to schedule the VIEW initial assessment appointment.

- I. Advise all volunteers that once they enter VIEW by signing the VIEW APR they become mandatory participants subject to the same participation requirements and penalties for non-participation as other mandatory VIEW participants.
- J. Make appropriate changes in VaCMS that affect the individual's VIEW status. The **ESW** will be notified via **task and reminders** of these changes. **These changes** include, but are not limited to, the individual:

1. **Losing employment;**
2. **TANF/VIEW or TANF-UP/VIEW case closes;**
3. **VTP case established;**
4. **Changes to VTP status; or**
5. **TANF case has been reinstated on a case with a prior VIEW enrollment.**

- K. Upon notification from the **ESW** indicating that a non-exempt individual claims to be exempt, verify the exemption claim and notify the **ESW** of the findings within thirty (30) days. If the eligibility worker is unable to verify an exemption claim, the individual will continue in non-exempt status in VIEW until verification is received.
- L. Sanction the TANF case by suspending the **payment** based on the **ESW's** recommendation. The EW will send the ANPA (032-03-0018) within three working days of receipt of the notification from the ESW.
- M. Upon notification by the **ESW**, that prior to the scheduled date of the initial VIEW assessment date, the recipient has made a request that the TANF case be closed, the EW will close the TANF case per the recipient's request. The EW will send the ANPA (032-03-0018) within three working days of receipt of the notification from the **ESW**.

If the recipient subsequently requests that the TANF case be reopened prior to the effective date of the case closure, she must complete the initial assessment appointment before the TANF case will be reopened.

- N. Upon receiving a task and reminder that the recipient has refused to **participate in** an initial assessment appointment or refused to sign the Agreement of Personal Responsibility without good cause, close the TANF case. Note: The client will be required to sign the Agreement of Personal Responsibility as a condition of eligibility if she reapplies for assistance. The EW will send the ANPA (032-03-0018) within three working days of receipt of the notification from the ESW.
- O. Obtain verification and impact the assistance payment when a recipient obtains employment.
- P. Send the Advance Notice of Proposed Action to the recipient at least 60 days prior to the case termination effective date when the 24 months time limit is to expire.
- Q. Upon notification from the ESW indicating that the VIEW participant is being placed in a Full Employment Program (FEP) placement, the EW will update the employment details information and run Eligibility. The TANF payment will continue per 901.14. The eligibility worker must conduct a prospective determination of eligibility in the last month of the FEP placement.
- R. When closing a TANF case with a VIEW participant, determine VTP eligibility. Inform the ESW when a VTP is started or terminated in VaCMS.
- S. Close the VTP case when the client is no longer eligible.
- T. Transfer the VTP case when a client moves to another locality in Virginia.

Note: It is the responsibility of the receiving agency to determine if the client continues to meet all of the VTP eligibility requirements.

901.4 RESPONSIBILITIES OF THE EMPLOYMENT SERVICES WORKER - The **ESW** must:

- A. Send a Communication form, within three working days, to advise the EW when a recipient requests the closure of the TANF case prior to the scheduled date of the initial VIEW assessment.

Note: If the recipient subsequently requests that the TANF case be reopened prior to the effective date of the case closure, she must complete the initial assessment appointment before the TANF case will be reopened. The **ESW** will make every effort to schedule this appointment prior to the effective date of the TANF case closure. Additionally, the recipient will be advised that if she fails to attend the appointment, the TANF case will be closed based on her original request.

- B. Have the recipient sign the VIEW Agreement of Personal Responsibility as part of the initial assessment interview.

Note: Explain Intentional Program Violation (IPV) reporting requirements and penalties to the participant. See Section 102.

Obtain a copy of the “Do You Have a Disability?” form from the EW. If the EW failed to have the client complete the form, the ESW will complete the form with the client and give a copy to the EW for the TANF record.

- C. Enter the date that the recipient signs the VIEW Agreement of Personal Responsibility as the assessment date in **the ESP module of VaCMS. The action will begin the 24-month clock which is maintained by the ESW.**
- D. Advise the eligibility worker, within three working days, when a non-exempt recipient refuses to sign the VIEW Agreement of Personal Responsibility.
- E. Determine in which component(s) an individual must participate and whether he complies.
- F. **Report to the EW, within three working days, any changes that have occurred in the VIEW activities that will impact the VIEW participant financially, e.g. securing employment or entering the Full Employment Program (FEP).**
- G. Advise the eligibility worker that a case is to be sanctioned and the appropriate sanction period. The EW will send the ANPA (032-03-0018) within three working days of receipt of the notification from the ESW.
- H. The **ESW** will advise the eligibility worker of the date the individual began to comply. However, the sanction will not be removed until the sanction time frame elapses. If participation begins after the fixed period, the **payment** will be prorated for the month in which he begins to participate.

Notify the eligibility worker of changes associated with FEP participation that require action. Changes may include initiation of a FEP stipend, issuance of a replacement check to the employer, or evaluation of continuing eligibility upon termination of the placement. Notification is sent using the FEP Communication Form (032-03-0655). The form is available online and may be sent by email. The online version can be accessed on the intranet at <https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Forms>.

- I.
- J. Inform VIEW participants of his or her right to request a disability screening if the individual is having difficulty participating in an assigned activity. The participant has the right to be referred for an assessment, by a qualified professional, if the screening indicates a possible disability.
- K. Inform VIEW participants that screening and assessment to identify disabilities and other barriers to program participation are voluntary. Ensure that a copy of the “Do You Have a Disability?” form is in the VIEW record.
- L. Inform VIEW participants that they have a right to meet with the ESW to discuss the need to revise the Activity and Service Plan to reflect disabilities, or those of household members that affect the ability to engage in work activities or require accommodations.
- M. Inform VIEW participants that they have a right to an Activity and Service Plan that includes the supports, services and any needed accommodations that will be provided to the individual that will enable the individual to participate in work activities or other program requirements.
- N. Complete job follow-up for VTP and inform the EW when the participant is no longer eligible for the VTP.
- O. Federal regulations require that protective services be made available to any child on whose behalf TANF is being requested or received when it appears that the child is being neglected, abused, or exploited or is in a situation which is otherwise detrimental to his welfare. If the ESW has reason to believe that a child, on whose behalf TANF is being applied for, or received, is in an unsuitable environment because of known or suspected instances of physical or emotional injury, it is the responsibility of the ESW to make a referral to the services staff for protective services.

Known or suspected instances of physical or emotional injuries include instances of sexual abuse or exploitation, and negligence and/or maltreatment of such child under circumstances which indicate that the child's health or welfare is threatened.

### 901.5 PARTICIPATION AND COOPERATION REQUIREMENTS

- A. Agreement of Personal Responsibility - As a condition of eligibility, all non-exempt individuals must sign a written APR. (Because applicants for DA are not required to meet all conditions of eligibility, including participation in VIEW, they are exempt from signing the VIEW APR). Except in the circumstance outlined in D below, an individual who signs an APR is a VIEW participant at the point the APR has been signed and will be considered to be participating in VIEW unless notice is received from the **ESW** that he has failed or refused to participate. If an individual fails/refuses to participate/cooperate without good cause, the case is not eligible to receive a **payment**.

The APR, at a minimum, will explain the 24-month time limit and the following participant responsibilities:

1. To seek employment to support his own family.
2. To participate in assignments made by the case manager.
3. To notify the case manager of any change in the participant's circumstances which will impact the participant's ability to satisfactorily participate in the program.
4. To accept a job offer. Refusal to accept a job offer may result in a sanction if so determined by the **ESW**.
5. To arrange and find transportation and day care. The case manager will assist the participant if he has tried, but has been unable to find transportation or day care.

B. When an APR Must Be Signed:

1. At the initial VIEW assessment and upon re-referral following a reapplication or a period in which the individual was exempt.
2. When a TANF case was closed while a sanction was still in effect and the sanctioned individual later reapplies for TANF, a new APR must be signed at the time the individual returns to the VIEW program. (The individual will return to the VIEW program only after the sanction has been lifted because the minimum fixed sanction period has been served *and* the individual has completed an act of compliance.)
3. At the time of application, if the client reapplies for assistance after the case was previously terminated for failure to sign the APR.

- C. Refusal to Sign the Agreement of Personal Responsibility (APR) - Refusal to sign the APR means overt refusal to sign or failing to **participate** without good cause **in** an initial assessment interview in which the APR was to be signed. If the ESW advises the EW that a mandatory individual has refused or failed to sign the APR, the TANF case must be closed as soon as administratively possible. When the ESW completes the Compliance/Non-Compliance Details screen in the ESP module for failure to sign the APR, the non-compliance information will populate on the Non-Compliance Details screen in Data Collection. A task and reminder will be generated to the EW to run eligibility to close the case. Note: If the individual who failed to sign the APR is a non-parent caretaker, the EW will remove that individual's needs from the TANF payment and the case will remain open as a child-only case. The individual cannot be included in the payment until an APR has been signed or the individual has become exempt.
- D Subsequent Reapplication after Refusal to Sign the Agreement of Personal Responsibility (APR) - Upon a subsequent re-application for TANF, the applicant(s) determined to be VIEW mandatory must sign the APR before a final determination of eligibility and the issuance of payments, if appropriate. However, the signing of the APR is not a condition of eligibility for TANF if the case has been closed for 24 months or more.

Either the EW or ESW may obtain the applicant's signature on the APR. This is the only instance in which the EW may obtain the signed APR and the only instance when an APR is to be signed prior to approval of the TANF application.

If the APR has not been signed within the application processing time frame (refer to Section [401.1.E](#)), the TANF application must be denied.

- No Countable Earnings  
If the APR is signed within the application processing time frame and the household has no countable earnings, the EW will enter the date the APR is signed on the Program Request - Client screen and run Eligibility. The Program/TOA on the TANF - Eligibility Summary screen will change from TANF or TANF-UP to TANF/VIEW or TANF-UP/VIEW the month following the month after the APR was signed. The EW will scan and upload the signed APR to the TANF record in VaCMS.
- Countable Earnings  
If the APR is signed within the application processing timeframe and the household has countable earnings, the earnings will be screened in accordance with guidance at Section [305](#) (which does not include the VIEW enhanced disregard). The APR date should not be entered in VaCMS at this time.
  - If the applicant is eligible for TANF without the VIEW enhanced disregards, the application will be approved. The EW will then enter the date the APR is signed on the Program Request Screen, then run eligibility. The client will be referred to VIEW. The EW will scan and upload the signed APR to the TANF record in VaCMS.

- If the applicant is not eligible because the countable earnings exceed the countable income limit, the application will be denied. **The EW should still have the applicant sign an APR as part of the application process.** The EW will not enter the date the APR was signed **in VaCMS**. The signed APR **must be scanned and uploaded to VaCMS**. The TANF case record must be thoroughly documented, **on the Case Narrative Details screen**, so the individual will not have to sign another APR as a condition of eligibility at a subsequent application. Additionally, a Communication Form will be sent to the ESW to notify him that the individual has signed an APR but the TANF application was denied.

If the individual reapplies, **the system will automatically refer him to VIEW**.

901.6 SANCTIONS - Participants who fail to participate in the VIEW Program will be sanctioned.

- A. The sanction will be imposed by suspending the TANF payment for the period of time specified at 901.6F.
- B. For needy non-parent caretakers, the caretaker is to be removed from the **payment**, rather than suspending the payment. The caretaker may not be added back to the TANF **payment** during the current period of TANF assistance. If the case closes and the caretaker files a new TANF application, and will be included on the TANF **payment**, she will be referred to VIEW unless otherwise exempt.
- C. The ESW must advise the EW of the decision to sanction and the sanction count.
- D. The EW is to sanction the participant unless otherwise advised by the **ESW**. If the participant requests that the TANF case be closed following the referral of the case for sanctioning, the EW must still enter the sanction in **VaCMS** prior to closing the case.
  1. If the EW is aware that the participant might have been exempt during the required participation period, or was unable to participate for reasons of disability or language barrier, the EW must advise the ESW.

The ESW is responsible for making the final decision as to whether to proceed with the sanction. If the ESW determines that the participant was exempt, or was unable to participate for reasons of disability or language barrier, the ESW will advise the eligibility worker not to impose the sanction.

Exception: The EW will not impose the first sanction when the client obtains and provides verification of full-time employment (at least 30 hours per week) prior to the effective date of the proposed sanction. The EW will delete the sanction information from **VaCMS** and inform the ESW of the employment and that the 1st sanction was not imposed. Employment prior to the imposition of a 2nd or 3rd sanction will not impact the proposed sanction; the eligibility worker will impose 2nd and 3rd sanctions regardless of client employment status.

2. When a participant becomes exempt during a sanction period and the verified exemption still exists at the end of the minimum fixed sanction period, the EW will remove the sanction.

If the EW is notified by the ESW that the sanction was imposed in error or that the client's failure to participate was due to disability or language barrier, the sanction must be lifted immediately by the ESW and deleted from the automated system by the EW. The sanction will not be included in the client's overall sanction count.

3. When a sanctioned individual becomes disabled or becomes required to care for a disabled family member living in the household during the 24-month POI, and such disability or situation prevents the individual from being self-supporting, the individual must serve the fixed sanction period before the individual can be eligible for TANF due to his/her disability, or need to care for the disabled family member, during the 24-month POI.

Example: A VIEW sanction was imposed effective July 1, **2017** for six months. The client's 24<sup>th</sup> month of assistance is September **2017**. The 24-month POI begins October 1, **2017**. The client becomes disabled (unable to work) and applies for TANF on October 13, **2017**. She still has to serve the remaining two months of the fixed sanction period (in this example, six months) before she can be eligible for TANF due to disability. The earliest date that she can be eligible for TANF due to disability is January 1, **2018**.

- E. The EW must apply the sanction effective the month following the month in which she receives notice to sanction, if administratively possible. If this cannot be done, the action must be taken for the second month. The EW must mail the Advance Notice of Proposed Action as soon as possible after receipt of the Notice to Sanction. The advance notice must indicate the duration of the sanction.

Exception: In the case of a TANF-UP household, when one parent is participating in a FEP placement and the VIEW sanction is the result of non-compliance by the other parent, the ESW will advise the EW to delay imposition of the sanction until the month following the end of the FEP placement. This will allow the FEP placement to continue and not be disrupted by the closure of the TANF-UP case due to the sanction

- F. The sanction time frames are as follows:

1. For the first sanction, the **payment** will be suspended for a minimum period of one month and will continue to be suspended until the client complies.
2. For the second sanction, the **payment** will be suspended for a minimum period of three consecutive months and will continue to be suspended until the client complies.
3. For the third and subsequent sanctions, the **payment** will be suspended for a minimum period of six consecutive months and will continue to be suspended until the client complies.

In determining the length of time that the sanction will be imposed, if the **ESW** determines that a previous sanction was due to an unaccommodated disability which

prevented compliance, the current sanction should be imposed as if the previous sanction had not occurred. For example, if this would have been the second sanction but the ESW determines that non-compliance with program requirements that resulted in the first sanction was the result of a disability, the second sanction will be treated as if it is the first sanction and the penalty for a first sanction will be applied.

- G. While a **payment** is suspended for a sanction period, the assistance unit members are considered TANF recipients for all other purposes. The time clock for VIEW participants continues during the sanction.
- H. The ESW will advise the eligibility worker of the effective date of compliance. If the date of compliance is during the fixed sanction period, the sanction will be lifted effective the first day of the month following the end of the fixed period. (**Note:** If the case is approved in a sanction, and the payment suspended, each of the month(s) of suspended payment, including a partial month, will count toward the fixed sanction period.) If the date of compliance is after the fixed period has ended, the sanction will be lifted as of that date and the **payment** for that month will be prorated.
- I. When the sanctioned individual becomes exempt after the minimum sanction period has elapsed, the sanction will be lifted effective with the date the exemption was verified.

An underpayment will not exist when an exemption change, which should result in an increased **payment** amount, is reported or verified late.

Exception: If the ESW verifies that the non-compliance with program requirements that resulted in the sanction was the direct result of a disability, the need to care for a household member with a disability, or limited English proficiency, the ESW will notify the EW, who will immediately lift the sanction, reinstate payments, and enter the exemption information into the computer system.

- J. Sanctions when a client reapplies following case closure:
  - 1. If the sanction is in the fixed period when the case closes, the sanction resumes at approval at the point it left off when the case closed.  
  
Example: A second VIEW sanction was imposed effective 1/1. Client requested that her TANF case be closed effective 1/31. Client reapplied for TANF on 6/15. The application is approved on 7/12 with payments suspended for June and July since the minimum sanction period has not been served. June (though a partial month) and July will count as the second and third months of the three-month sanction period. Once the fixed period has ended and the client has complied with program requirements, the ESW will schedule the client for reassessment at which time a new APR will be signed.
  - 2. If the fixed sanction period passed while the client's case was suspended but still open, and she did not cure the sanction, the TANF case will be approved in a suspended status if she applies for assistance again.

The eligibility worker will not issue a payment until notified by the ESW that the client has complied.

Example: The client failed to complete her job search assignment and was sanctioned for one month beginning 4/1. She notified the worker on 4/12 that she had moved and was now living out of state. Her case was closed effective 4/30. On 8/15, the client reapplied for assistance. Because the sanction was still in place, she was instructed to contact the **ESW** in order to cure the sanction. She agreed to complete a job search assignment, but because she did not do so by the end of the 30-day processing timeframe, her application was approved in a suspended status. The client successfully completed the job search assignment on 10/27 thereby curing the sanction. The **ESW** notified the EW of the client's compliance on that date, the suspension was lifted and the client's **payments** began 10/27, the date she completed the activity.

In both sanction situations, the time clock for the twenty-four month time limit, which includes months in which partial payments were made, resumes at re-approval. The client is still allowed the VIEW disregards when employed and in a sanction.

- K. Sanctions when a client moves to another case: When a sanctioned individual moves from one case to another, the sanction continues uninterrupted. The sanction always follows the adult VIEW participant; it does not follow the children or the case.
- L. When a sanctioned VIEW participant leaves the household in a sanctioned month, the **payment** for the remaining household members will be reinstated for the following month. The agency must verify the date on which the sanctioned individual left the home.

Example: Household consists of mom, father, and three children. The father of the children was sanctioned effective 7/1 for non-compliance with VIEW. The payment to the family is suspended as a result of the sanction. The father leaves the household 7/8 and this is verified by the landlord. The month of July remains a sanctioned month. The **payment** is reinstated effective 8/1 as long as the father has not returned to the home.

- M. VIEW Appeal Procedures: The following procedures must be followed at all appeals involving VIEW Sanctions:
1. A representative from the Employment Services Program Service Staff (VIEW) must be present during the appeal hearing.
  2. The hearing officer will notify Employment Services Staff of the date and time of the appeal hearing.
  3. The summary of facts must be prepared jointly by the Eligibility Staff and Employment Services Staff to ensure that both ESP eligibility and participation issues are stated in the summary.
  4. If the appeal is filed timely and **payments** continue pending the hearing decision, the sanction must be imposed as soon as administratively possible when the decision sustains agency action. There is no overpayment in this situation.

901.7 VIEW PAYMENT CALCULATION - To reward work, a VIEW participant may earn up to the assistance unit's federal poverty level (or up to 150% of the federal poverty in the case of TANF-UP households) and remain eligible for TANF for up to twenty-four months from the date that the initial Agreement of Personal Responsibility is signed.

- A. The VIEW payment calculation applies to the following:
1. Unsubsidized employment and,
  2. Paid on-the-job training listed at 1000.13.G.
- B. This calculation does not apply to the following:
1. FEP Program at 1000.13.D, and
  2. Hardship cases (Section [901.9](#)).

The VIEW payment calculation differs from the TANF payment calculation located in Section 305, Appendix 3.

An individual who is working when she signs the Agreement of Personal Responsibility is entitled to the VIEW earned income calculation the month following the month in which she signs the Agreement. If it is not administratively possible to impact that payment, a supplement must be issued.

For those VIEW participants who obtain unsubsidized employment during VIEW participation, the VIEW earned income calculation is to be used for payments effective the month following the month when employment begins. If it is not administratively possible to impact that payment, a supplement must be issued.

VIEW participants do not have earned income screened at **the maximum income amount** and the standard of assistance. They may receive the standard deduction from gross income and 20% of the remainder,\* and child or adult care costs as disregards.

See Chapter 900, [Appendix 1](#) for the VIEW Payment Calculation, [Appendix 2](#) for VIEW Income Examples, and [Appendix 3](#) for the Federal Poverty Level table.

A TANF recipient who enters the VIEW program erroneously, i.e., the recipient did not report earnings that he received or expected to receive prior to entering VIEW that would have made the case ineligible for assistance using the **maximum income** and standard of assistance income screenings, must have continuing eligibility determined by using **the maximum income** and standard of assistance screenings (see Section [305.1.A.](#)) If the case does not pass the **maximum income** and standard of assistance screenings, the case must be closed as soon as administratively possible. If the case is eligible at the standard of assistance screening, the VIEW payment calculation is appropriate for the month following the month in which the earnings were reported to the agency. Overpayments should be calculated per [503.7](#).

Note: For a case that contains an individual who is a VIEW participant, the VIEW payment calculations applies to the total countable earnings of all required assistance unit members.

901.8 VEHICLE VALUE LIMIT - Repealed effective December 1, 2003.

901.9 TWENTY-FOUR MONTH LIMIT FOR TANF ELIGIBILITY - An assistance unit participating in the VIEW Program is limited to twenty-four months of TANF eligibility. The twenty-four months of eligibility is an accumulated period of time, which includes any month that an individual was a mandatory participant on the first day of the month.

A month in which the TANF **payment** is suspended is counted as a month of participation. When a mandatory VIEW participant becomes exempt, the case is placed in inactive status, or the TANF case closes, the 24-month count stops. If a TANF case closes with months remaining in the 24-month period, the count will resume at the point it stopped, when a new TANF application has been approved and a new Agreement of Personal Responsibility has been signed.

An assistance unit (AU) that had time left on the clock when the TANF case closed begins a new 24-month period if the AU did not receive TANF for at least 24-months after case closure. (Note: This does not apply to cases that were not closed but were in a suspended status. For TANF purposes, a suspended TANF case is considered an open TANF case even though no **payments** are issued for the month of suspension. Therefore, if the reason the AU did not receive TANF for a particular month was due to suspension instead of closure, that month will not be included in the count of months in which the AU did not receive TANF.) Sanctions will not carry over into a new twenty-four month period.

Hardship Exception to the Twenty-Four Month Time Limit:

The **ESW** may grant a hardship exception according to the hardship criteria found in Section 1000.24. The **ESW** must notify the eligibility worker when the hardship exception is to end, allowing time for the ten-day Advance Notice of Proposed Action to be mailed by the eligibility worker to the participant. The eligibility worker must close the TANF case. A hardship exception is an extension of the time limit and cannot be granted during the period of ineligibility (see 901.11).

A TANF case that is granted a hardship extension is not eligible for the VIEW **payment** calculation. (See 901.7.)

24-Month Time Limit Rules for Two-Parent Cases:

Prior to March 2008, the 24-month clock advanced simultaneously for both parents even if only one parent participated in VIEW. Effective March 1, 2008, the 24-month clock advances based on actual months of VIEW participation for each parent.

1. Each parent has his own VIEW clock. The months on the clock will advance only when the parent participates in VIEW, or is in a VIEW sanction.

When a VIEW participant leaves the assistance unit for any reason, the time on his clock stays on his individual clock. If the other parent did not participate in VIEW, she does not have a 24-month clock. If she has participated in VIEW, her VIEW months will stay with her.

Note: When either parent reaches 24 months on the VIEW clock, the TANF case will close. All family members in the household at the time of the TANF case closure will be subject to a VIEW period of ineligibility.

Example: Mr. and Mrs. X and their children receive TANF-UP. Mr. X enrolled in VIEW in December, and his VIEW clock started in January. He has six months on his clock. In June, Mr. X moved out along with one child, and applied for TANF for himself and the child. The months on the VIEW clock for Mrs. X are zero because she did not participate in VIEW **due to the “caring for a child in the AU under 12 months” exemption.**

2. When one parent leaves, the children are subject to the time limit and period of ineligibility of the parent with whom they reside.
3. When a caretaker who has never participated in VIEW is added to a case with a person who has a VIEW clock he is not subject to a clock until he participates in VIEW.

Example: Mr. Y and his six-month-old child move into the home with Mrs. Y. Mr. Y is the father of Mrs. Y's child, so this will be a TANF-UP case. Mr. Y has never received TANF. He does not have a VIEW clock and is exempt from VIEW because he is the caretaker for his six-month-old child. Mrs. Y has a clock count 10 months. Mr. Y will not have a VIEW clock until he begins to participate.

4. When a caretaker who has participated in VIEW (has a VIEW clock) is added to a case where the other caretaker has also participated in VIEW (has a VIEW clock), each caretaker will retain his/her individual VIEW clock.

Example: Both Mr. and Mrs. Y have received TANF and participated in VIEW for the past six months. Mr. Y leaves the household and moves in with Ms. A, who is a VIEW participant with a VIEW clock of three months. Mr. Y will have a clock count of six months and Ms. A will have a clock count of three months.

5. When a caretaker who participated in VIEW is added to a case with a non-VIEW participant, he will keep the months on his clock. The non-VIEW participant will not have a clock until she begins to participate in VIEW.

Example: Mr. and Mrs. Y receive TANF and each has six months on their VIEW clock. Mr. Y leaves the household and moves in with Ms. A and their three-month-old child. Ms. A is exempt from VIEW as the caretaker for the three-month-old child and does not have a VIEW clock. Mr. Y will have a clock count of six months and Ms. A will not have a VIEW clock until she begins to participate.

901.10 NOTICE AND APPEAL OF THE TIME LIMIT\* - VaCMS will generate the TANF 24-month Advance Notice of Proposed Action on the 15<sup>th</sup> day of the twenty-second month of VIEW participation and a copy will be retained in the forms history within VaCMS. **(Note: If an authorized representative was given permission to receive letters regarding actions taken on the case, then the authorized representative will also be mailed the notice.)** The notice will inform the VIEW participant that her payments will be terminated at the end of the 24<sup>th</sup> month. The notice will also inform the participant of her right to appeal a case closure and the circumstances which constitute a hardship exception and how a hardship application is made. In addition, the ESW must make a good faith effort to inform the person verbally.

If a case is not in approved status in the system on the first of the month twenty-two, the eligibility worker must send a manual Advance Notice of Proposed Action. This notice must inform the recipient that financial assistance is scheduled to terminate due to the 24-month time limit and that she and her family will be ineligible for financial assistance for at least 24 months after termination of TANF. Information regarding circumstances which constitute a hardship and how to apply for a hardship exception must also be provided.

If an applicant is reapplying for TANF, and has already received a 60-day notice, the agency must note the number of remaining VIEW months on the Notice of Action to approve the case.

In the event the notice is not issued in a timely manner, the agency must not close the case due to the 24-month time limit until the full 60-day advance notice period has expired. Exception: At the recipient's request, the agency must allow the recipient to waive the 60-day advance notice period. The recipient must provide a signed, written statement indicating that 1) she understands that action will be taken to close her case due to the 24-month time limit; 2) she waives her right to the full 60-day advance notice period; and 3) she understands that if she wants to request a hardship exception, she must submit a signed and dated written request postmarked prior to the effective date of the TANF case closure. Any payments received after the 24<sup>th</sup> month are an overpayment and must be recovered.

If a hearing is requested prior to the effective date of the proposed change to terminate payments due to the 24-month time limit, a participant appealing such change shall have the right to continued direct payment of TANF payments pending final administrative action on such appeal.

Termination of financial assistance due to expiration of the VIEW 24-month time limit is the only circumstances which requires a 60-day advance notice. For any other action regarding notification, adhere to guidance found in Chapter 400.

\* Code of Virginia, §63.2-612

**901.11 PERIOD OF INELIGIBILITY**

- A. A VIEW participant, and all other adults and children in the assistance unit at the time of TANF case closure due to receipt of twenty-four months of assistance, is ineligible for TANF (including Diversionary Assistance) for a period of twenty-four months. The period of ineligibility (POI) begins with the effective date of TANF case closure. Individuals subject to the twenty-four-month VIEW period of ineligibility include:
1. A parent who is a VIEW participant;
  2. A non-parent caretaker who is a VIEW participant. (Note: In no circumstance can the non-parent caretaker be removed from the assistance unit after the 60-day ANPA has been sent in order to create a child-only case for the purpose of avoiding imposition of the period of ineligibility);
  3. Any other adult who is part of the VIEW participant's assistance unit, including a second caretaker or a person considered essential to well-being (EWB);
  4. An individual whose needs are not included on the payment due to a penalty but who otherwise is a required member of the assistance unit;
  5. All children in the assistance unit. (See [305.4A\(36\)](#) for treatment of income of a child who is ineligible for assistance as the result of a VIEW POI);
  6. All natural or adoptive children of the participant who move into the participant's home during the period of ineligibility, even if the child did not receive TANF with the participant during VIEW participation or received assistance only for part of the time. The same child will no longer be subject to the POI if he/she subsequently leaves the participant's home;
  7. A baby who is born to the participant or to a minor caretaker who is part of the assistance unit during the period of ineligibility. (Note: See Exception (2) at [901.11A](#) for child of a minor parent who applies in her own right after becoming 18); and,

The 24-month period of ineligibility status remains with any participating family member who moves out of the caretaker's home during the period of ineligibility unless the individual meets one of the exceptions outlined in 901.11B.

The eligibility worker must inform the individual who applies for TANF for such children when the period of ineligibility expires.

Example 1: Ms. Smith's TANF case was closed effective January 2018, due to expiration of the period of eligibility while she was participating in the VIEW Program. Her son, Joe, who was an assistance unit member while Ms. Smith participated in the VIEW Program, moved to his grandparent's home in June 2018.

In that same month, Joe's grandmother filed an application for TANF, for herself and Joe. The application for TANF is denied because Joe was an assistance unit member during Ms. Smith's VIEW participation in which the period of eligibility had expired. Joe will remain ineligible for receipt of

TANF until the entire 24-month period of ineligibility has expired.

Example 2: Ms. Smith, who is a TANF recipient with her sons Josh and Joe, began participating in the VIEW Program in March 2018. Josh moved out of Ms. Smith's home in June 2018 to move in with his aunt. The aunt applied for TANF, on Josh's behalf, in June 2018. The aunt's TANF application for Josh may be approved if Josh is otherwise eligible because Ms. Smith's TANF case was not in a period of ineligibility when Josh left.

- B. EXCEPTIONS: (1) If the caretaker dies during the period of ineligibility, the children may receive TANF with another relative, if otherwise eligible. (2) A minor parent or child who turns 18 during the period of ineligibility may apply and receive TANF in her own right for herself and her child(ren), if otherwise eligible. (3) If it is determined that the caretaker (both caretakers in a two-parent TANF household) became totally disabled during the period of ineligibility or became required to care for a disabled family member living in the household, and such a disability or situation prevents the individual from being self-supporting, the caretaker and children in the family may receive TANF payments without regard to the period of ineligibility. The worker must assist the parent in pursuing other benefits, as appropriate. (4) If a child is removed from the home of a parent as a result of a child protective services report or complaint during the period of ineligibility and is placed in the home of a relative, the relative may be eligible to receive assistance if otherwise eligible.

A Medical Evaluation (032-03-1040) completed by a medical professional will be used to verify the disability of the caretaker. (The client's disability will be considered total if the medical indicates that she cannot work 20 hours a week or more). The disability must be re-evaluated based on new verification at the end of the anticipated duration as originally noted on the medical form. If the duration indicated on the form is for more than 12 months or is identified as permanent, a new form must be obtained every 12 months. If the medical form is incomplete, the eligibility worker must contact the medical professional to obtain the missing information before acting on the medical. The medical exam for which a medical evaluation is based, must have been conducted no more than 90 days prior to the date the medical professional signs the form.

When the caretaker is needed on a substantially continuous basis to care for a family member who is living in the household (the family member does not have to be included on the TANF payment), the family member must have a verified physical or mental disability and must have caretaking needs that prevent the caregiver from being self-supporting. These caretaking needs include the need for attendance, supervision, and home care, and other needs related to the family member's disability. A medical professional must complete a Statement of Required Presence of Caregiver form (032-03-0020) to verify the family member's condition, and the need for the caregiver to be available on a substantially continuous basis. If the disabled family member is out of the home for substantial portions of the day, the caretaker will not be considered to be needed on a substantially continuous basis, and the TANF payments will not be extended beyond the 24<sup>th</sup> month. For the caretaker acting as a caregiver for a disabled member living in the household, a task and reminder to obtain a new medical form must be set 30 days prior to the end of the anticipated duration as noted on the medical form or every 90 days, whichever occurs first.

When the disabled caretaker is eligible to receive Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI), on-going verification of the disability will not be required. When the disabled family member who requires a caregiver is eligible to receive SSI or SSDI, additional verification of the need for a caregiver for the disabled family member will

be required annually. In addition, when the medical professional has indicated a specific duration that the caregiver will be needed, the eligibility worker will request verification of the need for the caregiver at the end of the anticipated duration as noted on the Statement of Required Presence of Caregiver form.

The TANF case is to be closed as soon as administratively possible upon verifying that the caretaker is able to work or is no longer needed to care for a disabled family member living in the home. Once the TANF case is closed, the 24-month POI will resume.

Example: Mrs. Waters began her 24-month POI on August 1, 2017. On October 15, 2017, she applied for TANF. On the date of application, she provided a medical form verifying she was expected to be disabled from September 20, 2017 to June 30, 2018. She is approved for TANF beginning October 15. Since any month the client receives TANF is not counted toward the 24-month POI, October will not be a POI month.

Mrs. Waters **must provide a medical form at the end of the anticipated duration as originally noted on the medical form (06/30/2018) to verify her continued disability.** A medical form was submitted on June 15, 2018, which indicated she was no longer disabled. The worker closed the case effective June 30, 2018. Mrs. Waters had 22 months (24 months minus the two POI months she completed – August and September) remaining in her 24-month POI. The POI resumed July 1, 2018. Mrs. Waters' VaCMS case was updated to reflect the new POI period on the 24-month VIEW Clock – Details screen for all AU members for July 1, 2018 to April 30, 2020.

901.12 TRANSFERS - Active VIEW cases transferred to another agency should be treated as follows:

- A. After notification from the EW that the TANF case transfer to the new locality/agency has been completed, the ESW will transfer the open ESP enrollment to the new locality/agency. All attempts should be made to transfer the ESP enrollment within five working days of notification. Whenever possible, the benefit and the VIEW record should be transferred together.
- B. The receiving agency's ESW will make sure the appropriate months are reflected on the 24-month clock. The 60-month clock continues to advance for each month TANF is received.
- C. When a VIEW case with earnings transfers to another agency, the VIEW clock continues. In the case of a UP household in which one participant is employed, there will be no break in the months on the individual's clock. When the new agency opens the client's ESP enrollment, the ESW should make sure the appropriate months are reflected on the 24-month clock. The clock for the other participant will stop unless she was in a sanction at the time of the transfer. Her clock will resume in the month after the ESW completes an assessment and updates her APR.

Example: Mr. and Mrs. Waters' case is transferred from locality A to locality B on May 26. Mr. Waters is employed when the case transfers. Locality B will restart his clock beginning with the month of June. Mrs. Waters is participating in VIEW but is not employed and not sanctioned. Locality B will restart her clock the month after an assessment is completed and the APR is updated.

- D. A sanction period continues when a sanctioned VIEW case transfers to another agency.

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

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

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

Criteria for Receipt of the VTP:

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

Additional Considerations in Establishing a VTP:

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

the time she becomes eligible for a VTP. In some rare circumstances, this will not be the case but the client will still meet the definition of a VIEW participant and may be determined eligible for a VTP.

Example: Client is sanctioned but reports employment after the end of the fixed sanction period, thereby curing the sanction. Prior to any action by the EW, the ESW will open the VIEW enrollment and notify the EW to lift the sanction. If the client's income from employment makes the client ineligible for the next month, the client will still be evaluated and approved for VTP if she meets the VTP eligibility criteria. The ESW will close the VIEW enrollment and open the VTP enrollment in the ESP module. (Note: Individuals who report employment during the fixed sanction period do not meet VTP eligibility criteria.)

2. Prior to establishing a VTP, the EW must verify the client's wages. For previously reported employment, **the EW must have a copy of the previous month's pay stubs or verification of employment (not more than 30 days old)**. If the wage verification is more than 30 days old, the client must provide current verification of employment prior to the effective date of the TANF case closure. **The number of pay stubs will vary based on the client's pay schedule.** For new employment, the client will have 10 days from the date the new employment is reported to verify the employment. This 10-day period may extend beyond the effective date of the TANF case closure. (For example, TANF case is closing effective April 30. Client reports new employment on April 29. The client will have until May 9 to provide verification of the new employment.
3. The client may be eligible for VTP if he/she meets all other VTP eligibility criteria. Client statement may be used for prospective calculations to determine ongoing TANF eligibility but not for the establishment of the VTP. In all instances, a VIEW case must already be open prior to the establishment of a VTP.

The first of the twelve VTP payment months should be the month established by the VaCMS system following TANF case closure. This will be either the month immediately after the TANF case is closed or the next month.

Example: The EW enters the TANF case closure on February 14 effective February 28. The EW does not enter the VTP until February 27, after the February 26 cut-off date. The VTP period will then begin April 1, the first month when the action can be implemented. The client will not receive a TANF payment or a VTP payment for March. However, the client will be entitled to a full twelve months of VTP as long as she continues to meet VTP eligibility criteria. The VTP period will run from April 1 through March 31.

4. When the client is eligible for a VTP, the EW will contact the ESW to make sure that the ESP enrollment is open prior to closing the TANF/VIEW or TANF-UP/VIEW case. The EW will then enter information in VaCMS to establish the VTP and generate the monthly payment. A Notice of Action will generate through Central Print to notify the individual of the VTP approval, the TANF/VIEW or TANF-UP/VIEW case closure and reporting requirements.
5. If a client who is approved for, and begins receiving a VTP, appeals the TANF case closure and requests that the TANF payment be reinstated during the appeal, the VTP will be stopped. If the client loses the appeal and the TANF case is closed, the EW will again evaluate eligibility for a VTP following VTP guidelines. If the client is eligible for VTP, the 12-month VTP eligibility period will begin with the month after the second TANF case closure.

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

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

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

#### Criteria for Termination of VTP:

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

**Additional Considerations in Terminating a VTP:**

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

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

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

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

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

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

901.14 Full Employment Program - The Full Employment Program (FEP) is a subsidized, training-oriented employment activity for VIEW participants who have been unable to find a job on their own. FEP uses government funds to directly subsidize wages paid by the employer. Wages are paid through the regular employer payroll based upon hours worked. A monthly stipend is issued to the employer for the duration of the FEP placement. The VIEW participant is an employee of the FEP employer and receives a paycheck **and** a TANF payment.

The FEP placement and stipend periods are a fixed six-month period unless the case will reach either the 24-month or 60-month limit on the receipt of TANF. Under those conditions, a shorter placement (of at least three months) can be established so that the placement end will coincide with the end of the receipt of TANF payments. The placement begins the month FEP employment begins and ends on the last day of the final month of the placement, e.g., placement begins June 10 and continues through November 30, and the corresponding stipend period begins on July 1 and ends on December 1.

Any caretaker who is participating in VIEW may participate in FEP. **Any active VIEW participant** on a case shall be assigned to a FEP placement at any time. No member of a case serving a VIEW sanction can participate in FEP unless the minimum sanction period has elapsed. **For TANF-UP cases, both parents can participate in FEP – these placements may be simultaneous. FEP participants may only participate in one FEP job placement at a time for no more than 6 months during the VIEW participation period.**

**Example: An individual is enrolled in a FEP activity for 6 consecutive months - 2 months are with Employer A and 4 months are with Employer B. The total months participating will be 6 months and the income will be countable beginning the 7<sup>th</sup> month of VIEW participation.**

**Example: TANF household with 1 parent, John Smith, is enrolled in a FEP activity component with Employer A for 4 consecutive months and the FEP activity is closed. ESP worker will inform the EW of the closure and the EW should re-run eligibility to re-evaluate TANF benefits for the household. Upon running eligibility, the household will be evaluated for TANF benefits. Earned income of the household will be considered by eligibility while determining TANF benefit amount. The FEP stipend will end the following month.**

- A. **Payment To Employer - Upon receipt of notification from the ESW that the participant has entered a FEP placement, the eligibility worker will complete the required VaCMS screens to start the employer's stipend as soon as administratively possible.** The recipient is enrolled in FEP by completion of the Activity and Employer/Employment Details screens in the ESP module of VaCMS.

If the Eligibility worker receives notification of a FEP placement during the 10-day notice period, the VaCMS system should not be updated until the first of the following month. It will be necessary to issue the initial employer stipend out of Benefit Adjustment. The EW should act on the reported change within three business days whenever possible. However, the EW must act on the reported change within 10 days.

**Example: On May 23, the Eligibility Worker receives the FEP Communication Form from the ESW indicating a FEP Placement began on May 18. The Eligibility Worker should wait until June 1 to**

enter the information into the VaCMS system. A TANF payment will be made to the client for June.

**This is not an overpayment since the Eligibility Worker was not able to provide timely notice. The initial employer stipend for the month of May should be issued out of TANF Benefit Adjustment at the beginning of June. The June employer stipend will be issued through the monthly batch process and will be received by the employer at the beginning of July.**

- B. TANF Eligibility During FEP Placement - A participant remains eligible for TANF for the duration of the FEP placement, with two exceptions:**
- 1. no eligible children remain in the home, and**
  - 2. a VIEW sanction is imposed on the FEP case as a result of non-compliance with the VIEW program by the FEP participant. See 901.6.**

Eligibility continues during FEP participation even though changes reported would otherwise cause the case to be ineligible, e.g., a parent with income in excess of 130% of the federal poverty level.

1. During placement in FEP employment, the recipient must continue to report required changes (Section 401.2.B.2.), and the changes must be entered in VaCMS. Although the information entered does not affect eligibility of the TANF case, the changes must be evaluated in accordance with SNAP and Medicaid requirements and may impact the assistance unit's eligibility for SNAP or Medicaid.
  2. If a redetermination is due anytime during the FEP placement and the case is receiving TANF and SNAP, the redetermination must be completed when due. Changes in the participant's circumstances will not affect TANF eligibility during the FEP placement, except as noted in paragraph B above.
  3. If the case is TANF only, the eligibility worker may postpone the redetermination until the last month of the FEP placement, since a full evaluation of eligibility must be completed at that time. In determining ongoing eligibility following termination of the FEP placement, the EW must take into account any changes that have occurred during the placement. If the FEP participant is retained by the employer following termination of the placement, wages received are evaluated the same as for unsubsidized employment.
  4. **Any wages earned while participating in the FEP will be excluded for up to six months per each participating individual. For example, if two people on a VIEW case are participating in FEP, then both of their wages will be excluded for up to six months during the VIEW participation period. If both parents are participating in VIEW and only one parent participates in FEP, then only the income for the FEP participant will be excluded.**
- C. Issuance of Stipend Payments to the Employer - The employer stipend is a monthly payment paid as partial reimbursement of expenses incurred by the employer for wages and training provided to the FEP participant. **The stipend is predetermined and will be distributed in tiers:**
- **Tier I: Participant works 20 or more hours per week – employer will receive \$500**
  - **Tier II: Participant works 30 or more hours per week – employer will receive \$750**
  - **Tier III: Participant works 40 or more hours per week – employer will receive \$1000**

Stipends are normally issued on the first of each month through the monthly batch process. However, the first stipend must be issued through Benefit Adjustment when VaCMS cannot be updated because of the 10-day timely notice period.

Stipends are paid beginning the month after the participant enters a FEP placement. FEP stipends are issued for up to six consecutive months unless notified by the ESW to discontinue the payments prior to the end of the placement. In no instance are stipends to be paid for more than six months.

**Example: TANF household with one parent, Mary Jay, is enrolled in FEP activity with Employer A for 3 consecutive months working at least 20 hours per week. In the 4<sup>th</sup> month, Mary worked more than 30 hours per week for the month. Worker changes the FEP Tier in the Activity Details screen from Tier 1 to Tier 2 in the 5<sup>th</sup> month. The ESW will inform the EW to re-determine TANF benefits for the household. Upon running eligibility, the household will be evaluated for TANF benefits. Mary Jay will be considered as a FEP individual and earned income for her will be not considered. A FEP stipend issued to Employer A will be issued with a Tier 2 benefit amount for the 6<sup>th</sup> month.**

Example: TANF household with one parent, Sallie Jones, is enrolled in FEP activity with Employer A for 3 consecutive months working at least 40 hours per week. In the 4th month, Sallie worked less than 40 but more than 30 hours per week for the month. ESW changes the FEP Tier in the Activity Details screen from Tier 3 to Tier 2 in the 5th month. The ESW will inform the EW to re-determine TANF benefits for the household. Upon running eligibility, the household will be evaluated for TANF benefits. Sallie will be remain a FEP individual and her earned income will be excluded. The FEP stipend will be issued to Employer A with a Tier 2 benefit amount for the following month.

Example: TANF household with one parent, Cliff Bean, is enrolled in FEP with Employer B for 4 consecutive months. EW performs a case change in the 5th month which leads to a TANF benefit closure effective the 6th month. Upon running eligibility, household will be evaluated for TANF benefits. TANF is closed based on the eligibility determination. FEP stipend will no longer be issued to Employer B.

Example: TANF-UP household, James and Marie, are both enrolled in FEP activities with Employer A and Employer B respectively. Upon running eligibility, the household will be evaluated for TANF benefits. The FEP stipend will be issued to Employer A for James and Employer B for Marie based on the FEP Tiers selected for each of them.

Example: TANF-UP household, Jovi and Cindy enrolled in FEP activities - Employer C who employs Jovi has already received 6 consecutive months of TANF FEP stipends. Employer D who employs Cindy has received only 3 consecutive months of TANF FEP stipends. Upon running eligibility, the household will be evaluated for TANF benefits. Earned income will be excluded for Cindy and the FEP stipend will be issued to Employer D based on the FEP Tier selected for Cindy. If Jovi starts to earn income after the six months of FEP, then his income would be countable on the 7th month while Cindy's FEP income would be excluded until she exhausts her 6 months of FEP participation.

- D. Issuance of TANF Payments during the FEP Placement - Both a TANF payment and monthly FEP stipend **to the employer** must be issued in the final month of the FEP period **if an eligibility criterion exists.**
- E. **Treatment of Child Support Payments - FEP participants must continue to redirect all support to the Division of Child Support Enforcement (DCSE) while in a FEP placement. DCSE will issue to FEP participants all child support payments they would otherwise be entitled to receive. This includes \$100 disregard payments and other support payments they would receive if they were receiving a TANF payment.**
- F. **Replacement of Stipend - The FEP employer will contact the ESW if check replacement is necessary, and the ESW will notify the EW using the VIEW Full Employment Program Communication Form (032-03-0655). If a stipend is reported as lost, stolen, or mutilated, follow procedures in Section 502.5.D. and Appendix I to Chapter 500 to stop payment.**

**The employer must complete the required three copies of the Affidavit on Check Endorsement. The employer will determine the appropriate person to complete and sign the affidavit. This is usually an employee in the accounting department with responsibility for endorsing checks received. If the employer endorses his checks with a stamp, the endorsement stamp should be stamped once on the signature section at the end of the affidavit.**

**FEP check replacements follow the same process as reissuing or replacing TANF or DA checks. Once the worker is notified of a lost/stolen/mutilated/cancelled/returned check, the worker must update the status and reissue the check through Maintain Checks. Under no circumstances should a local check be written to replace the original check as no process exists to reimburse the locality.**

901.15 Reaching Independence through Savings and Education (RISE) – The 2021 General Assembly appropriated funds for the implementation of an individual development account (IDA)\* program. RISE is a **match savings program** administered by the Virginia Department of Social Services (VDSS) **and is** designed to support TANF **recipients’ purchases of a qualified assets for the purposes** of homeownership, transportation acquisition, pursuing post-secondary education, small business ownership, or achieving self-sufficiency through matched savings and training.

TANF will provide \$8 for every \$1 saved by the participant to purchase an allowable asset (i.e., homeownership, transportation, education, small business ownership, or self-sufficiency). Under the RISE account, the matching funds together with the participant’s savings from their employment are available to purchase one or more of the five asset goals. Once the participant meets their savings goal, TANF match funds will be paid to a vendor to purchase the participant’s qualifying asset.

A. Participant eligibility requirement includes:

- Must be a current TANF recipient **who is part of the TANF assistance unit;**
- At least 18 years old;
- a U.S. citizen, or legal alien;
- a Virginia resident; and
- the saver must have earned income from full-time, part-time wages, or self-employment

B. Recruitment of participants into the RISE program will be the responsibility of the VDSS, the local departments of social services, **and the approved community action agencies serving as intermediaries for the RISE program.**

1. During reassessment, the ESW will explain the RISE eligibility requirements to all VIEW participants. The ESW will provide participants who are interested and meet the RISE requirements with the RISE application to complete and return. Upon the ESW receiving the completed RISE application, the ESW will **provide the candidate with the *Receipt of Application Submission*, complete the *RISE Referral Notice from the Local Department of Social Services to the Intermediary*, encrypt and email the *Candidate Application* and RISE Referral Notice to [riseida@dss.virginia.gov](mailto:riseida@dss.virginia.gov). The candidate must be informed by the DSS worker that after the Candidate Application has been submitted, the client will be contacted by a representative from the Community Action Agency to schedule the initial appointment and to begin the RISE program discussion. The RISE forms are available in Fusion.**

C. An Intermediary is a **community action agency**, accessible throughout the state, that the VDSS has entered into an agreement with who will provide comprehensive engagement with the RISE participant to increase successful saving and training outcomes. The Intermediary will provide ongoing support and monitoring of all aspects of the Saver’s RISE program participation. VDSS will provide a list of participating intermediaries per locality.

The Intermediary at a minimum will:

1. **Conduct monthly appointments with the participant;**
2. **assist the participant in setting realistic monthly savings goals;**
3. **monitor monthly savings account balance;**
4. **identify financial resources;**
5. **counsel and assist the saver in finding a reputable vendor; and,**

6. review and approve the participant's paperwork and assist in submitting the required documentation to VDSS to complete the asset purchase.
- D. **The RISE Program applicant will be notified by VDSS or the community action agency of their acceptance or denial in the RISE Program. If accepted**, the participant, hereby known as the Saver, will be required to work with a local Intermediary as identified by the local agency ESW. While working with the Intermediary, the Saver will be required to:
1. Meet monthly with the Intermediary;
  2. Open a **new** savings account (**in the RISE saver's name**) with an initial deposit of \$25 (money order);
    - a) Deposit a minimum of \$25 per month
    - b) Set up direct deposit with their employer
  3. Complete at least eight hours of Financial Management training;
  4. Complete at least six hours of training related to the asset goal; and,
  5. Participate in the RISE program at least six months before requesting withdrawal of match funds to make an asset-specific purchase.
- E. **Savings accounts opened for the purpose of saving to participate in the RISE program should only contain** the saver's deposit of earned income. With the exception of tax refunds, no other funds should be deposited in the account. **While participating in the RISE program, savers should not withdraw money from the savings account without an approval from the Intermediary!** Note: Savers who withdraw funds from their savings accounts outside of the prescribed asset withdrawal process will be terminated from the RISE program.
- Upon the Saver's request to make their asset purchase and receive the RISE match funds, the Intermediary will ensure the Saver has met all withdrawal criteria, notify VDSS of the Saver's intent and assist the saver in completing and submitting the required asset-specific backup documentation to the VDSS.
- F. The Saver never has direct access to the match funds. In a 24- month period, the maximum savings amount deposited by the Saver that will be matched is \$500 with a maximum TANF match vendor payment of \$4,000. The maximum TANF match payment paid to a qualified vendor will be eight times the amount the Saver has deposited into the RISE account, accordingly, reflecting the \$8 to \$1 match.

Example 1: Over 10 months, the Saver deposits a total of \$300 into a **new savings account to participate in the RISE program**. His match total is \$2,400 and all of the RISE program requirements are met, **the intermediary** will remit payment to the vendor in the amount of \$2,400.

- G. Both parents in a TANF-UP household can participate in the RISE program as long as both meet all RISE eligibility requirements.
- H. As long as all RISE eligibility requirements are met, regardless of the TANF case status (approved, closed, suspended), the Saver will have 24 months from the date of the account establishment to achieve the asset saving goal.
- I. **The intermediary will monitor all RISE program savers' savings accounts.**
- J. **The RISE program participant must agree to only use the saving account for purposes of participating in the RISE program and provide monthly bank statements to the Community Action Agency serving as the Intermediary.**
- K. **RISE program participants must agree to use the match for its intended purposes. If the match payment is directly received by the saver and not used for its intended purpose, the payment will be considered a lump sum payment for TANF. The saver will also be terminated from the RISE program and will be required to return the match payment to VDSS.**

## VIEW PAYMENT CALCULATION

**STEP 1:** Determine the total gross earned income of all required assistance unit members. Compare the total gross earned income to the Federal Poverty Level (see Federal Poverty Level Chart found in Appendix 3 of this Chapter) for the appropriate assistance unit size. The federal poverty level is to be applied uniformly in all locality groupings in Virginia.

If the gross countable earned income equals or exceeds the federal poverty level, the case is ineligible.

If the countable gross earned income is less than the federal poverty level, go to STEP 2.

**STEP 2:** Determine countable unearned income and compare it to the standard of need for the assistance unit. If the countable unearned income equals or exceeds the standard of need, the case is ineligible.

If the countable unearned income is less than the standard of need, the difference is the deficit amount. Go to STEP 3.

**STEP 3:** Use the gross earned income total of all required assistance unit members.

In the following order:

- a. Deduct the standard deduction\* per assistance unit from total gross earned income if the assistance unit qualifies for this deduction and the income is not exempted.  
The standard deduction is defined in Section 305.3.B.3; standard deduction amounts by family size are listed at 305.1.A.1.b.
- b. Deduct 20% of the remainder.
- c. Deduct anticipated expenses, up to the allowable maximum as specified in Section 305.3.B.5 for care of each child or incapacitated adult included in the assistance unit if the member qualifies for this disregard.

\* 22 VAC 40-295-50

STEP 4: Add the total net countable earned income and the TANF deficit from STEP 2. The net countable earned income plus the TANF deficit shall not exceed the federal poverty level. (Note: If the net countable income plus the TANF deficit exceeds the federal poverty level, reduce the TANF payment so the poverty level is not exceeded.)

STEP 5: Subtract any penalties from the TANF payment.

Note: If the TANF payment calculates to \$9.99 or less, the assistance unit will be ineligible for a money payment but the case will be deemed eligible for TANF (VIEW) and will be carried as an active TANF case.

#### TANF-UP **PAYMENT** CALCULATION

STEP 1: Determine the total gross earned income of all required assistance unit members. Compare the total gross earned income to 150% of the Federal Poverty Level (see Appendix 3 of this Chapter) for the appropriate assistance unit size. One-hundred fifty percent of the federal poverty level is to be applied uniformly in all locality groupings in Virginia.

If the gross countable earned income equals or exceeds 150% of the federal poverty level, the case is ineligible.

If the countable gross earned income is less than 150% of the federal poverty level, go to STEP 2.

STEP 2: Determine countable unearned income and compare to the standard of assistance for the assistance unit. If the countable unearned income equals or exceeds the standard of assistance, the case is ineligible.

If the countable unearned income is less than the standard of assistance, the difference is the deficit amount. Go to STEP 3.

STEP 3: Use the gross earned income total of all required assistance unit members.

In the following order:

- a. Deduct the standard deduction as defined in Section 305.3.B.3 for the assistance unit from total gross earned income if the assistance unit qualifies for this deduction and the income is not exempted.
- b. Deduct 20% of the remainder\*
- c. Deduct anticipated expenses, up to the allowable maximum as specified in Section 305.3.B.5 for care of each child or incapacitated adult included in the assistance unit if the member qualifies for this disregard.

STEP 4: Add the total net countable earned income and the TANF-UP deficit from STEP 2. The net countable earned income plus the TANF-UP deficit shall not exceed 150% of the federal poverty level. If necessary, reduce the TANF-UP payment so that the total of the net earned income plus the TANF-UP payment equals 150% of the federal poverty level.

If the TANF-UP payment calculates to \$9.99 or less, the assistance unit will be ineligible for a money payment; but the case will be deemed to be eligible for TANF-UP (VIEW) and will be carried as an active TANF-UP case.



## Example 2: Earned and Unearned Income

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

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

## Example 3: Earnings Result in Ineligibility

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

income. Step (1) Screening at Federal Poverty Level

<b>\$2,695.00</b>	Gross Monthly Earnings
<b>\$2,500.00</b>	Monthly Federal Poverty Level for 4

The assistance unit is ineligible.

## Example 4: Maximum Reimbursable

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

## Step (1) Screening at Federal Poverty Level

\$ 457.00	Gross Monthly Earnings <
<b>\$3,357.00</b>	Monthly Federal Poverty Level for 6

## Step (2) Unearned Income

\$ 761.00	Standard of Assistance for 6
<u>- 0.00</u>	Unearned Income
\$ 761.00	TANF Deficit
\$723.00	Maximum Reimbursable Amount

## Step (3) Earned Income Disregards

\$ 457.00	Gross Monthly Earnings
<u>- 279.00</u>	Standard Deduction for 6
\$ 178.00	x 20% = <b>\$35.60</b>
<u>- 35.60</u>	Net Earned Income
<b>\$ 142.40</b>	

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

<b>\$ 142.40</b>	Net Earned Income <
<u>+ 723.00</u>	Maximum Reimbursable TANF Deficit
<b>\$ 865.40</b>	< Monthly Federal Poverty Level for 6
\$ 723.00	= VIEW Payment (TANF Payment)

## Example 5: Earned Income Case with Immunization Penalty

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

## Step (1) Screening at Federal Poverty Level

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

## Step (2) Unearned Income

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

## Step (3) Earned Income Disregards

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

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

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

## Step (5) Apply Immunization Penalty

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

## Example 6: TANF-UP Household

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

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

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

## Step (2) Unearned Income

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

## Step (3) Earned Income Disregards

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

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

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

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

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

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

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

Step (2) Unearned Income

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

Step (3) Earned Income Disregards

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

Step (4) Add Net Earned Income and TANF Deficit

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

**2023 FEDERAL POVERTY LEVELS**

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

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

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

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

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