



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

October 1, 2022

Temporary Assistance for Needy Families Manual

Transmittal # 75

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

Unless otherwise stated, the provisions included in this transmittal are effective for all TANF eligibility determinations and VIEW Program assessments and reassessments completed on or after October 1, 2022.

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

Significant changes to the manual are as follows:

Page(s) Changed	Significant Changes
The Main Table of Contents, Sections 102.2, page 2a.; 502.5, page 5; Chapter 500, Appendix III, pages 3 and 4; Chapter 600, Table of Contents, and Appendix III	The intranet hyperlinks were updated from SPARK to FUSION.
Section 201.1, page 2a	At Item 2.c., a note was added to clarify the verification requirements when the parent/caretaker of the child objects to the administration of immunization agents due to a conflict with religious tenets or practices.
Section 203.2, page 2c	The date was corrected in example 2.

Section 302., page 2	The standard deduction amounts were updated to reflect the 2022 amounts.
Section 305.1, page 9	The income chart was updated to reflect 130% of the 2022 Federal Poverty Levels.
Section 305.3, page 14	Guidance was added on virtual currency and cryptocurrency and when it is to be evaluated as earned income.
Section 305.3, page 14a	This page was added and sections A., 1, and 2 were moved from page 14 due to the addition of guidance on virtual currency and cryptocurrency.
Section 305.4, page 25	Guidance was added on when to evaluate virtual currency and cryptocurrency as lump sum payments.
Section 305.4, pages 38, 39, 40 and 41	The examples were revised to reflect the updated amounts for 150% of the 2022 Federal Poverty Level.
Chapter 500, Appendix I, page 6	The contact email address of the Fiscal Processing Unit (FPU) was added.
Section 901.2, page 2c	At Item H., we added back to guidance the note which was inadvertently removed referencing the VIEW six-week exemption. <u>Note:</u> 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.
Section 901.3, page 3b	At Item E., the link to the Department of Aging and Rehabilitative Services (DARS) was updated.
Section 901.3, page 4a	At Item N., language was updated because initial assessments and reassessments may be conducted face-to-face, by telephone, or virtually.

Section 901.5, page 5c	At Item A., we updated guidance to state that initial assessments and reassessments may be conducted face-to-face, by telephone, or virtually.
Section 900, Appendix II, pages 1-6, and Appendix III, page 1	The examples and chart were revised to reflect the updated amounts for 100% and 150% of the 2022 Federal Poverty Level.
Section 1000.8, pages 22 and 23	We added clarification to guidance that the initial assessment interviews can be conducted face-to-face, by telephone, or virtually.
Multiple Sections; 1000.18, pages 67-69; and 1000.19, page 70	We added clarification to guidance that the job follow-up meetings and reassessment interviews can be conducted face-to-face, by telephone, or virtually.
Forms 032-03-0051-40-eng and 032-03-0051-40-spa	The Change Report form was updated to reflect 130% of the 2022 Federal Poverty Levels.
Form 032-03-0355	The TANF/VIEW Grant Calculation form was updated to reflect the 2022 Federal Poverty Levels
Form 032-03-355A-23	The TANF-UP/VIEW-UP Grant Calculation form was updated to reflect 150% of the 2022 Federal Poverty Levels.
Form 032-03-0376-13	The Hardship Exception Determination Form was updated to reflect the 2022 Standard Deduction amount.
Forms 032-03-0646-21-eng and 032-03-0646-21-spa	The Notice of Intentional Program Violations and Penalties form was updated to reflect 130% of the 2022 Federal Poverty Levels. Households must report income changes that exceed the income guidelines (130% of the 2022 Federal Poverty Level).
Form 032-03-0376-13	The Hardship Exception Determination Form was updated to reflect the 2022 Standard Deduction amount.

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

Dr. Danny TK Avula
Commissioner

circumstances. A determination must be made that there has been a deliberate misrepresentation on the part of the applicant/recipient. Consideration should be given to: (1) whether the incorrect or unreported information was, in fact, known to the applicant/recipient and (2) whether the applicant/recipient understood the eligibility and reporting requirements.

- A. The local agency is required to proceed against any individual alleged to have committed an intentional program violation by referring the matter to the appropriate authorities for criminal action in a federal or state court or through an administrative disqualification hearing (ADH).

An individual may be charged with an IPV even if the application was denied. An overpayment does not have to exist for there to be a determination of an IPV. Individuals may be charged with an IPV for VIEW even if supportive or transitional services have not yet been received. For a VIEW IPV the agency is not to terminate future supportive or transitional services if those services are needed to assist the client to maintain employment.

The local agency may refer a case for prosecution or initiate an ADH regardless of the current eligibility of the individual.

- B. The local agency must coordinate its actions with any corresponding actions being taken against the individual under the Supplemental Nutrition and Assistance Program if the factual issues involved arise out of the same or related circumstances.
- C. The forms listed below must be used in the IPV process. The forms and instructions for their use may be accessed from the Local Agency DSS Intranet site (<https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Forms>). (Note: When these forms are sent to the individual, if an authorized representative was granted permission to receive letters regarding action taken on a case, then the authorized representative will also receive the same notices. See 401.4.F.)
1. Notice of Intentional Program Violation (032-03-0721)
 2. Waiver of Administrative Disqualification Hearing (032-03-0722)
 3. Referral for Administrative Disqualification Hearing (032-03-0725)
 4. Advance Notice of Administrative Disqualification Hearing (032-03-0724)
 5. Administrative Disqualification Hearing Decision (032-03-0723)
 6. Notice of Disqualification for Intentional Program Violation (032-03-0052)
- D. Cases in which an IPV is alleged will be referred for prosecution in accordance with the agreement established between the local Commonwealth's Attorney or other legal authority and the local agency. This agreement shall include information on how and under what circumstances cases will be accepted for possible prosecution. Additionally, it will contain any other criteria set by the prosecutor for accepting cases for prosecution, such as a minimum for the overpayment which resulted from the IPV. The local agency will refer for prosecution all individuals meeting the criteria established by the Agreement.

The receiving agency shall not impose an immunization penalty unless the transferring locality initiated the penalty or the receiving locality's redetermination occurs at least six months after notification of the requirement.

1. VERIFICATION - Workers should attempt to use the Virginia Immunization Information System (VIIS) to verify childhood immunizations whenever possible. When the VIIS verification has returned no results, or when the client disagrees with the VIIS results, then workers should use the Childhood Immunization Certification form (032-03-0960) to verify receipt of immunizations. Physicians or medical personnel should complete this form indicating that the child is age appropriately immunized, medically exempt, or in the process of being brought up to date.

If the client provides another form of verification that does not clearly indicate whether or not the child has the required immunizations, the worker should seek assistance by contacting the locality's Immunization Action Plan coordinator at the Health Department, or by calling the Bureau of Immunization hotline at 1-800-568-1929.

2. EXEMPTIONS - If the eligible child meets any one of the following criteria, he is exempt from immunization verification requirements:
 - a. The child is enrolled in school (public school, private or parochial school, or Head Start classes operated by the school division), or has been enrolled in school up to grade six;
 - b. The child is enrolled in a licensed family day home or a licensed child day center;
 - c. The parent of the child objects on the grounds that the administration of immunizing agents conflicts with his religious tenets or practices. **Note: The parent or caretaker relative shall provide a signed statement attesting to the objection to immunizations based on religious tenets or practices, or verification must be obtained from the local school division of receipt of an affidavit attesting to the parent's or caretaker relative's objection to immunizations based on religious tenets or practice;** or
 - d. The parent or guardian of the child presents a statement from a physician licensed to practice medicine in Virginia which states that the physical condition of the child is such that the administration of one or more of the required immunizing agents could be detrimental to the health of the child.
 - (1) If a child is exempt from meeting the immunization requirements under part d. above, then the caretaker/ relative shall provide the local department of social services with a plan developed by the child's physician or the local health department for completing the immunizations.
 - (2) The caretaker/relative must verify compliance with the plan for completing the immunizations at subsequent redeterminations of eligibility for TANF until the child has received all required immunizations. If a child is not in compliance with the plan for completing immunizations, the worker must reduce the TANF payment.

Example 1: Applicant applies for EA on 07/20/2020 because the family experienced a fire. The household is over income for the month of July, but will have no income in the month of August. She states her July paychecks were used to pay for normal household expenses, and that she will not have money to purchase clothing and furniture items as needed. Since the applicant has remaining unmet needs, EA must be approved based on August's income as long as all other eligibility criteria are met.

Example 2: Applicant applies for EA on 08/20/2020 because the family experienced a fire. The household is over income for the month of August, but meets the income requirements for September. She states her August paychecks were used to pay for normal household expenses. In **September**, she will only receive one check in the amount of \$300. She will not have money to purchase clothing and furniture items as needed. She declares remaining unmet needs of \$1,500. Since the applicant has remaining unmet needs, EA must be approved for \$1,200, based on September's income, as long as all other eligibility criteria are met.

- A. **METHOD OF PAYMENT** - Supervisory approval is required for all emergency assistance payments. Payment for purchase, repair, moving or storage of household equipment must be made by the vendor method to the provider of goods or services.

Payment to meet other needs may be either a money payment to the recipient or a vendor payment to the provider, whichever is most practicable and advantageous to the family.

If EA is approved for a client that has an ongoing TANF case, EA payments can be issued using the same method of issuance in which the client receives the TANF payment. If the client does not have an ongoing TANF case, the method of issuance must be made in the form of a check.

203.3 **VENDOR PAYMENTS** – Emergency assistance payments are to be made in the form of vendor payments whenever possible in order to ensure that the specific emergency or crisis situation is resolved. These payments are issued as TANF supplemental checks to be sent directly to the vendor and are entered in VaCMS on the TANF Diversionary/Emergency Assistance Details screen. The name on the account, if different from the case name, must be entered in the "Address Line/PO Box" field and the Account Number must be entered in the "Account Number as on the bill" field so the payment can be correctly credited by the vendor. The client should be instructed to contact the vendor when emergency assistance has been approved and advise the vendor to expect the check from the Virginia Department of Social Services.

Note: If the worker cannot issue a vendor payment due to systems limitations, or if a vendor payment is not appropriate based on the circumstances of the case, a payment may be made directly to the recipient. The recipient should be advised that she is expected to use the payment to pay the vendor.

Prior to beginning the process to reissue a check when a vendor reports non-receipt of an emergency assistance check, the worker should review the Finance Status on the Check/Direct Deposit Action screen in VaCMS. If the check does not appear on the list, the worker should contact the Fiscal Processing Unit at Home Office to confirm that the check has not already been cashed.

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

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

Screening at the Standard of Assistance

The following procedures are applicable to the standard of assistance screening

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

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

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

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

- c. Ongoing Cases

Assistance Unit	Standard Deduction
1-3 members	\$193
4 members	\$193
5 members	\$225
6 or more members	\$258

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

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

*45 CFR 233.20(a)(3)(xiii)
**22 VAC 40-295-60

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

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

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

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

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

D. Handling Changes in Income (Earned and Unearned)

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

The income limits are as follows:

Report Income Change When Household Income Exceeds These Amounts				
Household Size	Monthly Amount	Weekly Amount	Bi-Weekly Amount	Semi-Monthly Amount
1	\$ 1,473	\$ 342.55	\$ 685.11	\$ 736.50
2	1,984	461.39	922.79	992.00
3	2,495	580.23	1,160.46	1,247.50
4	3,007	699.30	1,398.60	1,503.50
5	3,518	818.13	1,636.27	1,759.00
6	4,029	936.97	1,873.95	2,014.50
7	4,541	1,056.04	2,112.09	2,270.50
8	5,052	1,174.88	2,349.76	2,526.00
Each additional Person	+ \$512.00	+ \$119.06	+ \$238.13	+ \$256.00

305.3 EARNED INCOME - Earned income is defined as income earned by an individual through the receipt of wages, salary, and/or commissions, or through profit from activities in which he is engaged as a self-employed individual.* Earned income includes pay for jury duty, severance pay, and vacation pay. Sick/disability pay from the employer or from employer obtained insurance is counted as earned income as long as the payment is made directly from the employer to the employee. If the payment is made from the insurance company to the employee, the income is counted as unearned income.

Note: income received from a supplemental sickness or disability insurance policy that was obtained solely by the employee (and payments are issued directly from the insurance company to the employee) will be counted as unearned income.

Self-employment is defined as a business, farming or commercial enterprise in which the individual receives income earned by his own efforts, including his active engagement in management of property. Income from property when the individual is not actively engaged or when no managerial responsibilities are involved is not considered earned income.** In addition, for TANF purposes, self-employment situations include, but are not limited to, domestic workers, companion service providers, and child care providers.

Example: Income from DoorDash, Uber, Instacart and other similar roles are considered self-employment income and must be treated as such for purposes of determining eligibility for TANF. Individuals providing services under such company names receive 1099s and have to account for their own taxes, determine their own hours and are responsible for their business related expenses such as gas, vehicle maintenance and etc. that would be considered self-employment expenses.

Contract earnings are defined as wages guaranteed by a contract. This does not include work on an hourly or piecework basis or self-employment. A guaranteed wage is one which is received by an individual employed on a contractual basis and paid over a period of time. Earnings of this nature will be prorated according to [305.1.B.2.a.4](#).

When income is received from property, the eligibility case record must clearly indicate the basis for determining whether or not the individual produces it by his own efforts or whether or not he is actively engaged in management.

There are differences in the provisions for counting U.S. Census Bureau income paid to census workers depending on the source of the income. Income paid directly to the employee by the U.S. Census Bureau is not countable. Earnings received from temporary employment agencies or third party entities are countable.

Virtual Currency is defined in the Code of Virginia* as an electronic representation of value intended to be used as a medium of exchange, unit of account, or store of value. Virtual currency does not exist in a physical form; it is intangible and exists only on the blockchain or distributed ledger associated with a particular virtual currency. The owner of virtual currency holds cryptographic keys associated with the specific unit of virtual currency in a digital wallet, which allows the rightful owner of the virtual currency to access and utilize it. Virtual currency that has an equivalent value in real currency, or that acts as a substitute for real currency, is referred to as convertible virtual currency. Cryptocurrency is a type of convertible virtual currency. Bitcoin is an example of cryptocurrency.

Cryptocurrency and any other types of convertible virtual currency will be countable earned income if the following applies:

- 1. Cryptocurrency or any other types of convertible virtual currency is received as wages from an employer.**
- 2. Cryptocurrency or any other types of convertible virtual currency is received in the form of income through an exchange for services rendered or goods provided through self-employment (See 305.3).**

Note: To determine the equivalency of virtual currency to real currency, the fair market value of the virtual currency in United States dollars must be used as of the date payment is received.

* [Code of Virginia, Section 6.2-818.1](#)

A. Definitions of Gross Earnings and Profit

1. Gross earned income from wages, salary or commissions means the total amount of pay, irrespective of deductions, withholding or work expenses.*** It is not the "take home" pay. Exception: Money advanced from an employer prior to the regular pay date must be counted as part of the gross income in the month of receipt. Any amount withheld to repay an advance in salary received prior to that month shall be deducted from gross earnings or profit for the month in which it is withheld.
2. Gross earned income of child care providers means the income of a TANF recipient who provides child care in her home minus an allowance for the cost of meals and snacks that are provided. The allowance is not given for children included in the child care provider's TANF AU or for children excluded from her AU. The allowance is the same as those in the Supplemental Nutrition Assistance Program (SNAP) formerly Food Stamp Program Manual, at [Part XII.A.7](#), under Allowable Costs of Producing Income for Child Care Providers.

* 45 CFR 233.20 (a)(6)(iii)

** 45 CFR 233.20(a)(6)(vii)

*** 45 CFR 233.20(a)(6)(iv)

- B. Income From Social Security and Other Benefits - Monthly benefits received or anticipated to be received by members of the assistance unit, or individuals required to be in the assistance unit, must be counted as income.

Exceptions:

1. Educational benefits received from Veterans Administration. (See 305.4.A.10.)
2. Medicare Part B premium deducted from the Social Security or Railroad Retirement benefits of an individual who is also receiving Medicaid. In that case, the amount of benefits actually received, plus the amount of the Part B premium, is counted as income since Medicaid will pay the premium during the time the individual receives Medicaid.

See 305.2.B. to determine whether the gross monthly benefit or the actual benefit received should be counted for Social Security, Veterans' benefits, Railroad Retirement or other retirement benefit, or Unemployment Compensation.

- C. Lump Sum Payments - A lump sum is a nonrecurring payment which is received by a member of the assistance unit, or by an individual such as a stepparent or a parent of a minor caretaker, whose income must be considered in determining the eligibility of the AU.

Lump sum payments include payments for the accumulation of benefits for a prior period, including Social Security and Workers' Compensation benefits; payments in the nature of a windfall, e.g., inheritances or lottery winnings; personal injury awards; a life insurance settlement; or income from any other nonrecurring source. Money received from the sale of a resource is not considered a lump sum.

Lump sum payments for casualty property losses for the repair or replacement of damaged/lost property will not be considered as countable income since the payment is designated to replace or repair the property. A casualty property loss is a loss caused by a sudden, unexpected event such as a car accident, fire, flood, or earthquake.

A lump sum payment which exceeds 130% of the federal poverty level for the household (AU plus other required members; see 401.2), or which causes the total income for the household to exceed 130%, must be counted as income. If the amount of the lump sum and the date it is to be received are reported in advance, the lump sum will be counted in the month it is to be received. Otherwise, the lump sum will be counted in the month following receipt or as soon as administratively possible following the report of the payment.

When an AU member owns a cryptocurrency resource, when converted to real currency, cryptocurrency and any other types of convertible virtual currency will be treated as a lump sum. (Note: To determine the equivalency of virtual currency to real currency, the fair market value of the virtual currency in United States dollars must be used as of the date payment is received.)

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

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

Verify by statement from the stepparent.

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

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

Verify by statement from the stepparent.

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

Verify by statement from the stepparent.

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

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

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

Step 2 - Eligibility Determination For the Children When the Parent's Needs Must Be Excluded From the Payment - Determine the child(ren)'s eligibility and payment amount by counting the parent's income, the child(ren)'s income, and that portion of the stepparent's gross income in excess of 150% of the poverty level for two persons (the parent and stepparent), which is **\$2,289.00**. The latter is a standard amount and must be used in all cases regardless of the actual number of dependents the

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

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

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

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

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

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

Example 1:

Ms. P. is applying for TANF for herself and her 3 children. Ms. P. receives unearned income in the amount of \$50 per month, and each of the 3 children receives unearned income in the amount of \$50 per month, as well. Ms. P.'s husband (not the children's father) is employed and earns **\$2,305** per month. Mr. P. has no other dependents.

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

Mr. P.'s income	\$2,305.00
Less \$90 deeming disregard	- 90.00
	\$2,215.00
Less standard of assistance for 1 (Group II)	- 262.00
Amount deemed available to Ms. P.	\$1,953.00
Standard of assistance for a 4-person AU	\$ 577.00

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

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

Stepparent's (Mr. P.'s) income	\$2,305.00
150% of poverty guidelines for 2 (monthly)	<u>-2,289.00</u>
Amount exceeding 150% of poverty guideline	\$16.00
Standard of assistance for a 3-person AU	\$ 482.00
Less total countable income (\$16.00-amount of Mr. P.'s income which exceeds 150% of poverty guidelines, plus \$50.-Ms. P.'s unearned income, plus \$150 the children's unearned income for a total of \$216 in countable income.	<u>- 216.00</u>
Payment amount	\$266.00

Example 2:

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

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

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

2. To determine the payment amount:

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

Example 3:

Ms. L. is applying for TANF for herself and her 2 children. Her husband (not the children's father), Mr. L., is employed and earns **\$2,310** per month. Mr. L. has 1 child, who lives in the household also.

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

Mr. L.'s income	\$2,310.00
Less \$90 deeming disregard	<u>- 90.00</u>
	\$2,220.00
Less standard of assistance for 2 (Group II) to include Mr. L. and his child	<u>- 385.00</u>
Income deemed available to Ms. L.	\$1,835.00
Standard of assistance for a 3-person AU	\$ 482.00

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

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

Stepparent's (Mr. L.'s) income	\$ 2,310.00
150% of poverty guidelines for 2 (monthly)	<u>- 2,289.00</u>
Amount exceeding 150% of poverty guidelines	\$ 21.00
Standard of assistance for 2-person AU	\$ 385.00
Less total countable income (\$21.00 - amount of Mr. L.'s income which exceeds 150% of poverty guidelines)	<u>- 21.00</u>
Payment amount	\$ 364.00

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

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

4. TANF Child Support Supplement Payment (304.4) – TANF Child Support Supplement payments are issued in the month following the month support is collected and are issued as a payment separate from the TANF payment and the disregard payment.
 - B. Mailing of Checks – All checks, including the initial money payment, are mailed via the United States Postal Service unless the recipient has a justifiable reason for requesting to appear in person at the office to pick-up the check. Such reasons should be stated by the recipient in writing and his signed and dated written request should be filed in the case record. A receipt should be secured for any checks delivered personally in the office. Proper identification should be requested if there is any doubt as to the identity of the recipient.
 - C. Direct Deposit – The process by which TANF payments are electronically posted to a client’s bank account. The client must be provided the Direct Deposit Enrollment Authorization form (032-03-672) if she requests direct deposit. The form is available at <https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Forms>. Direct deposit procedures are found See Section 500, [Appendix II](#), Direct Deposit Procedures.
 - D. Debit Card – The process by which TANF payments are electronically posted to a state-issued debit card. Debit card procedures are found, at Section 500, [Appendix III](#).
 - E. Emergency Payments – Emergency payments shall be issued by local boards in emergency situations or in the event of delay or error in a state issuance of checks for payments of assistance.* The Virginia Department of Social Services is to reimburse the local board for such payments. In emergency situations which result from lost or stolen checks, the Virginia Department of Social Services shall assume liability for losses incurred by local agencies due to fraudulent acts by recipients provided the local agency referred the case to the Commonwealth Attorney who has made the decision to prosecute the case or not.
1. In the event of lost or stolen checks, a replacement check will not be issued when the payee fails to report the lost/stolen check within 45 days of issuance. A replacement check cannot be issued prior to the fourth mail delivery day and completion of the stop payment process. The Virginia Department of Social Services and the local agency must ensure that no undue delays occur in issuing replacement checks. A replacement check must be issued upon receipt of notification that the stop payment process has been completed. This includes receipt of the notarized affidavits by the Virginia Department of Social Services Fiscal Processing Unit (FPU). For a stolen check, the payee must file a police report and provide a copy of the police report or the police report number to the EW at the time of the completion of the three required affidavits. See Chapter 500, [Appendix I](#) for detailed check handling procedures. The Affidavit on Check Endorsement (032-06-118) is available at <https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Forms>.

* Code of Virginia, Section 63.2-323

questions are answered. The EW must also ensure that the payee is aware that by signing the affidavits/reports, he is agreeing to cooperate with the Department of Social Services and any law enforcement agencies in the investigation and/or prosecution of any person(s) who may be responsible.

- If the payee is reporting the check as stolen, the payee must agree to file a police report and provide a copy of the report, or the report number, within 45 days of issuance of the original check to the LDSS in order to be eligible to receive a replacement check.
- The EW should contact FPU to determine if a copy of the cashed check can be faxed to the LDSS while the payee is in the office to complete the affidavits. If not, schedule an appointment for the payee to return to the LDSS within 48 hours of receipt of the Lost/Stolen Check Report and the Bank of America form. The payee must return to the LDSS to review the signature on the check prior to the LDSS issuing a replacement check to see if he recognize the signature.
- The affidavits must be notarized and stamped with the notary seal. (See Section D for mutilated check procedures.)
- If the affidavits are incomplete, incorrect, or are photocopies, FPU will return them to the LDSS for correction. FPU will not make corrections to the forms. All three affidavits must be original copies with an original signature.

Note: The payee for the check is the only person allowed to sign the affidavits. If the payee and recipient are two different people, be sure the payee is signing the affidavits.

- Send two of the affidavits (which will include the Lost Check Report or Stolen Check Report containing the police report number to the FPU in a large envelope. The affidavits forms must not be folded. Send the affidavits via overnight pouch to:

FPU – TANF Affidavits
VDSS Home Office
Division of Finance
Fiscal Processing Unit

- File the third affidavit (which will include the Lost Check Report or Stolen Check Report with police report/ police report number) in the eligibility record.
- Furnish the police report to the Fraud Unit upon request.
- **Note: For inquiries related to check status (returned undeliverable, stop payment, canceled, and/or remailed), contact the FPU Banking Unit at dssbankingdepositcertificates@dss.virginia.gov. All other TANF Methods of Issuance inquiries should be directed to the Regional Consultant.**

C. How TANF Payments Will Be Issued When a Payment Fails to Post to an Existing Debit Card Account

<u>Responsible Party</u>	<u>Action</u>
VaCMS	<ul style="list-style-type: none"> If the client already has an existing account/Debit Card (not initial request) and the TANF payment fails to post to the debit card account (with another program such as VEC Unemployment Insurance), VaCMS will issue the payment by check. VaCMS will update the Issuance Summary/Search screen with the Issuance Method of “Check”.
EW	<ul style="list-style-type: none"> The EW will inquire the Issuance Summary/Search screen to view the details of the issuance. Once the issuance method is confirmed, the EW will inform the client payments were issued by check and the EW will research why payments did not go out by debit card. The EW is to contact the Regional Consultant when a debit card rejects and sends a payment by check.

D. How to Change the Payment Issuance Method from Check to Debit Card

<u>Responsible Party</u>	<u>Action</u>
EW	<p>Client Request</p> <ul style="list-style-type: none"> Upon receiving a request in writing or a completed Request for Change of Issuance Method form (032-03- 0996) available at https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Forms, the EW will select from the Left Navigation, Eligibility → TANF Method of Issuance → Enter the case number → Search. The TANF Method of Issuance screen displays, the “Pay To” field will be prefilled with the name of the TANF Benefit Recipient selected on the SNAP/TANF Case Level - Details screen. From the drop-down, select Debit Card → Submit. If the client has a valid social security number, the message “Request Submitted Successfully” will display in the upper left corner of the screen.

G. How to Change the Payment Issuance Method from Direct Deposit to Debit Card

<u>Responsible Party</u>	<u>Action</u>
EW	<p>Client Request</p> <ul style="list-style-type: none"> • Upon receiving a request in writing or a completed Request for Change of Issuance Method form (032-03-0996) available at https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Forms, the EW will select from the Left Navigation, Eligibility → TANF Method of Issuance → Enter the case number → Search. • The TANF Method of Issuance screen displays, the “Pay To” field will be prefilled with the name of the TANF Benefit Recipient selected on the SNAP/TANF Case Level - Details screen. • At the Method of Issuance field, from the drop-down select Debit Card → Submit. Debit Card will display as the issuance method and the direct deposit information will disappear. • On the upper left corner of the message “Request Submitted Successfully” will display. The debit card request will be sent to Conduent. • If the client already has an account, including an account establishment with another program such as DCSE or Unemployment Insurance, a separate TANF Program account will be set up for her TANF payments. A new card will not be sent unless it is time for a new card or the client requests a new card. If the client does not have an existing debit card account a new account will be set up. A MasterCard package with her debit card and instructions will be sent to her.

H. How to Change the Payment Issuance Method from Debit Card to Check

<u>Responsible Party</u>	<u>Action</u>
EW	<p>Client Request</p> <ul style="list-style-type: none"> • Upon receiving a request in writing or a completed Request for Change of Issuance Method form (032-03-0996) available at https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Forms. From the Left Navigation, the EW will select Eligibility → TANF Method of Issuance → enter the case number. “Pay To” will be prefilled with the TANF Benefit Recipient selected on the SNAP/TANF Case Level - Details screen. At the Method of Issuance field click on the down-box and choose Check. Click Submit. • Check will display as the issuance method. The direct deposit information will disappear. Click Submit. At the top left-hand side of the screen the message “Request Submitted Successfully” will display.

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DCSE District offices information can be accessed at <https://fusion.dss.virginia.gov/dcse/>, or
<https://fusion.dss.virginia.gov/dcse/DCSE-HOME/Resources/Contacts>

- 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-month-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 are taking courses as part of a curriculum that leads to a postsecondary credential, such as a degree or an industry-recognized credential, certification, or license. (Reference House Bill 484)

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

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

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

901.3 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.

- 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.

- A. 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.

VIEW PAYMENT CALCULATION

Example 1: Earnings

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

Step (1) Screening at Federal Poverty Level

\$ 456.00
\$1,526.00

Gross Monthly Earnings <
Monthly Federal Poverty Level for 2

Step (2) Unearned Income

\$ 385.00
- 0.00
\$ 385.00

Standard of Assistance for 2
Unearned Income
TANF Deficit

Step (3) Earned Income Disregards

\$ 456.00
- 193.00
\$ 263.00

- 52.60
\$ 210.40

Gross Monthly Earnings
Standard Deduction for 2
x 20% = **\$52.60**

Net Earned Income

Step (4) Add Net Earned Income and TANF Deficit

\$ 210.40
+ 385.00
\$ 595.40

\$ 385.00

Net Earned Income
TANF Deficit
< Monthly Federal Poverty Level for 2

= VIEW Payment (TANF Payment)

Example 2: Earned and Unearned Income

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

Step (1)	Screening at Federal Poverty Level		
		\$ 305.00	Gross Monthly Earnings <
		\$1,526.00	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>- 193.00</u>	Standard Deduction for 2
		\$ 112.00	x 20% = \$22.40
		<u>- 22.40</u>	
		\$ 89.60	Net Earned Income
Step (4)	Add Net Earned Income and TANF Deficit		
		\$ 89.60	Net Earned Income
		<u>+ 265.00</u>	TANF Deficit
		\$ 354.60	< 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 \$2,392 monthly gross income.

Step (1)	Screening at Federal Poverty Level		
		\$2,392.00	Gross Monthly Earnings
		\$2,313.00	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 <
\$3,100.00	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>- 258.00</u>	Standard Deduction for 6
\$ 199.00	x 20% = \$39.80
<u>- 39.80</u>	Net Earned Income
\$ 159.20	

Step (4) Add Net Earned Income and TANF Deficit

\$ 159.20	Net Earned Income <
<u>+ 723.00</u>	Maximum Reimbursable TANF Deficit
\$ 882.20	< 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 <
\$1,526.00	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>- 193.00</u>	Standard Deduction for 2
\$ 773.00	x 20% = \$154.60
<u>- 154.60</u>	
\$ 618.40	Net Earned Income

Step (4) Add Net Earned Income and TANF Deficit

\$ 618.40	Net Earned Income
<u>+ 429.00</u>	TANF Deficit
\$1,047.40	< 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
\$3,470.00	< 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>- 193.00</u>	Standard Deduction for 4
\$1,312.00	X 20% = \$262.40
<u>- 262.40</u>	
\$1,049.60	Net Earned Income

Step (4) Add Net Earned Income and TANF Deficit

\$1,049.60	
<u>+ 577.00</u>	TANF Deficit
\$1,626.60	< 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
\$1,526.00	< 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
- 193.00	Standard Deduction for 2
<u>\$ 907.00</u>	X 20% = \$181.40
- 181.40	
<u>\$ 725.60</u>	Net Earned Income

Step (4) Add Net Earned Income and TANF Deficit

\$ 725.60	Net Earned Income
+ 385.00	TANF Deficit
<u>\$1,110.60</u>	< 100% of the Monthly Federal Poverty Level for 2
\$ 385.00	= VIEW Payment (TANF Payment)

2022 FEDERAL POVERTY LEVELS

<u>Size of Family Unit</u>	<u>Monthly Poverty Guideline</u>
1.....	\$ 1,133.00
2.....	\$ 1,526.00
3.....	\$ 1,920.00
4.....	\$ 2,313.00
5.....	\$ 2,706.00
6.....	\$ 3,100.00
7.....	\$ 3,493.00
8.....	\$ 3,886.00

For each additional person add **\$394**

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.....	\$ 1,700.00
2.....	\$ 2,289.00
3.....	\$ 2,880.00
4.....	\$ 3,470.00
5.....	\$ 4,059.00
6.....	\$ 4,650.00
7.....	\$ 5,240.00
8.....	\$ 5,829.00

For each additional person add **\$591**

1000.8 VIEW INITIAL ASSESSMENTSA. Overview - Local Agency Responsibilities.

Each local agency will establish a process so that the initial assessment of VIEW clients includes the following:

1. An identification and evaluation of the participant's job readiness skills, occupational skills and interests, education, work history, and family/life circumstances including disabilities.
2. A determination of the participant's functional literacy if the participant does not have a GED, associate degree, or bachelor's degree.
3. An initial identification of the program activities that will be needed if the client does not find full-time employment.
4. A detailed evaluation of child care and other supportive service needs.
5. The signing of the Agreement of Personal Responsibility (APR).

B. Scheduling the Initial Assessment Interview

1. The ESW will assess the participant within 10 calendar days if possible after assignment to the queue, but in all cases within 30 calendar days of assignment.
2. The assessment will take place during an individual, face-to-face, **telephone, or virtual** interview between the participant and the ESW. The assessment interview will be scheduled at a time that does not conflict with work hours, or with previously scheduled medical or mental health appointments, whenever possible. When necessary, the worker can meet with the participant at a mutually agreed upon location outside the agency.

If the initial assessment is conducted by telephone or virtually, the ESW should document the case file specifying the date on which the Activity and Service Plan was discussed and agreed to by the participant, mail a copy of the Activity and Service Plan and all other required documents to the participant to sign and return, and key the assignment information into the ESP module in VaCMS. The Activity and Service Plan is valid even if the client does not return a signed copy. The participant should be advised that the program assignment must be carried out even if she does not return the signed Activity and Service Plan.

3. The ESW will send the participant a letter informing her of the date of the assessment interview. The letter will explain that appearance for the assessment interview is a condition of continued eligibility for TANF and that failure to attend the interview and sign the Agreement of Personal Responsibility (APR) may result in termination of the TANF payment. The letter will also tell the participant how to contact the ESW if she is unable to attend the interview and needs to reschedule it.

Note: When the VIEW client is a refugee in a locality served by a Refugee Resettlement agency, the local agency should initiate contact with the resettlement agency to coordinate employment and training services. (See Appendix I for refugee resettlement agency contact information and local agencies served.) The resettlement agency will be responsible for sending the local agency a copy of the refugee's Individual Employment Plan (IEP) which details the employment services the resettlement agency will provide. Some of these services may count toward the client's VIEW participation requirement, but the overall responsibility for insuring that the refugee meets VIEW program requirements, including assignment of additional hours if needed, and verification of participation, remains with the local agency.

Refugees who receive Refugee Cash Assistance (RCA) rather than TANF or TANF-UP are not eligible to participate in VIEW and are not referred to the VIEW program. The responsibility for meeting their employment and training needs rests solely with the refugee resettlement agency serving the locality.

C. Client Failure to Attend the Initial Assessment Interview

If the recipient requests the closure of her TANF case prior to the scheduled date of the initial assessment appointment,

the ESW will send a Communication form to advise the EW to close the case. 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 and sign the Agreement of Personal Responsibility before the TANF case will be reopened. The VIEW worker will make every effort to schedule this appointment prior to the effective date of the TANF case closure. The recipient will be advised that if she fails to attend the appointment, the TANF case will be closed based on her original request.

1. If the participant does not appear for the interview, the ESW must attempt to contact the client verbally. If the ESW determines from the contact that the participant did not have good cause for missing the appointment, or if the ESW is unable to contact the client verbally, the ESW must take action to begin the termination process. Based on agency procedures, the ESW will either send the client the VIEW Notice of Sanction/Termination (032-02-0307) or the Advance Notice of Proposed Action within 3 business days of the missed appointment. Alternately, the ESW will immediately notify the EW who will send the ANPA within 3 business days of receipt of the notification.
2. The ANPA notifies the client that she must contact the ESW within 10 days from the date of the notice with documented good cause or the agency will take action to terminate the TANF case.
3. If the client decides to be interviewed by the ESW and to sign the APR, and does both prior to the effective date of case closure as specified on the ANPA, the case will not be closed.

D. Client Failure to Attend the Initial Assessment Interview After Having Signed the APR as a Condition of TANF Eligibility.

If a client's TANF case is closed because she refused to sign the APR, she must sign the APR as a condition of eligibility if she reapplies for TANF. If her TANF case is approved and she is referred to VIEW, and if she then fails to keep the appointment for the initial assessment interview, her case will be sanctioned, not terminated.

E. The VIEW Assessment Interview

The ESW will conduct **an interview** with the client **either face-to-face, by telephone, or virtually**, to determine her prior education, training, work experience, service needs and current job readiness. The interview will be strength-based and will focus on the client's strengths in all areas of life and work rather than on deficits or barriers.

The interview will include:

1. An identification and evaluation of the participant's job readiness skills, occupational skills and interests, education, work history, and family/life circumstances. The assessment will focus on the skills and abilities the participant already possesses that would allow her to progress to living wage employment. The VIEW Assessment form (032-02-0303-05-eng), or other assessment instrument approved by the agency's TANF/VIEW Regional Consultant, will be used to record the information obtained in the interview.
2. A determination of the participant's functional literacy. If the participant does not have a GED, associate degree, or bachelor's degree, her functional literacy will be determined through use of the Information Sheet (032-03-0311-02-eng) or other literacy assessment tool such as the Test of Adult Basic Education (TABE) or the Comprehensive Adult Student Assessment Systems (CASAS) instrument. Prior test scores from the TABE or CASAS,

1000.18 JOB FOLLOW – UP

- A. Job follow-up is provided to all VIEW participants once they find full or part- time employment. Follow-up is provided for a minimum of three months unless the client begins receiving a VIEW Transitional Payment (VTP). (See [1000.22 B](#) for information about VTP including job follow-up requirements).
1. Job Follow-Up - Open TANF Case

Job follow-up is carried out each month for each employed (either full or part-time) VIEW participant with an open TANF case. Job follow-up will continue for up to 24 months if the participant is employed throughout her VIEW participation and the TANF case is still open.
 2. Job Follow-Up - Closed TANF Case Without VTP

Follow-up will continue for each employed (either full or part-time) VIEW participant once the TANF case has closed if the minimum three contacts have not been made and the client is not receiving a VTP payment. The VIEW enrollment will be closed and follow-ups ceased once the minimum three contacts have been completed or three months after the TANF case is closed – whichever comes first. The VIEW enrollment will remain open in the ESP module in VaCMS during the follow-up period but should be closed when the follow-ups are complete.
- B. Job follow-ups must be made on or after the last day of the employment month and entered into the ESP module by the 15th of the following month. For example, the client begins employment on October 25th. The first follow-up will be made on or after October 31st and the data will be entered in the ESP module by November 15th. The second follow-up will be made on or after November 30th and the data will be entered in the ESP module in VaCMS by December 15th.
- The first follow-up** contact will be **either** a face-to-face, **telephone, or virtual meeting** between the worker and the client. All other follow-up contacts may be completed **face-to-face, by telephone, or virtually**. The date and result of the contact will be recorded on the Job Follow-Up Contact – Current VIEW Participants form (032-03-0403). If the client cannot be reached, the ESW will mail the client the VIEW Job Follow-Up form (032-03-0402) and record the date mailed on the Job Follow-Up Contact form.
- Follow-up calls should be made between the last day of the month and the 5th of the next month so that any VIEW Job Follow-Up forms which have to be mailed can be returned by the client and follow-up entered into the ESP module system by the 15th.
- Clients for whom the follow-up contact could not be successfully completed, and who are sent but do not return the VIEW Job Follow-Up form, will be referred for sanction if the TANF case is still open. If the client complies with program requirements and responds to the job follow-up request prior to the implementation date of the sanction, the sanction will not be imposed.
- C. Job follow-up consists of two separate activities: on-going client contact to support job retention/career advancement, and wage verification.
1. Job Retention/Career Advancement Follow-up: The basic purpose of job follow-up is to assist the client in resolving any problems that may affect her employment. This purpose can best be

achieved through a conversation with the client in which problems can be discussed. Problems may relate directly to the job, or may involve difficulties in other areas of the client's life.

Additionally, job follow-up provides the worker the opportunity to help the client in the area of career advancement – either with her current employer or through a move to a new position. Specific services which may be provided include:

- a. job retention counseling
 - b. career exploration focused on employment with better wages, hours, benefits, or other factors that make a job a better fit for the client and lead to increased self-sufficiency
 - c. referrals to other program activities including education or training
 - d. provision of job leads or other resources for additional job search
 - e. work-related workshops or seminars
2. Wage Verification: The client's hourly rate of pay and number of hours of employment per week must be verified by the first job follow-up. Verification may consist of information from the EW based on employer verification, pay stubs, wage forms, or direct contact with the employer by the ESW. The VIEW record should contain a copy of any wage and hours verification in the TANF record.

The hours and rate of pay verified at the first follow-up will be entered into the ESP module in VaCMS at that time. They will remain unchanged at the time of the 2nd, 3rd, 4th, 5th, and 6th monthly follow-ups unless a change is reported by the client.

If the client continues to have an open TANF/VIEW or TANF-UP/VIEW case, the worker will schedule a face-to-face, **telephone, or virtual** reassessment for the 6th month of follow-up and will again verify the hours and rate of pay at that time. That information will be entered into the ESP module at the time of the follow-up in the 7th month, and when the 8th, 9th, 10th, 11th, and 12th follow-ups are made unless a change is reported by the client. The same procedure will be followed at the time the client has the next reassessment in the 12th and 18th months of participation.

- D. There are three possible outcomes to a job follow-up contact:
1. The participant is employed
 2. The participant has left employment
 3. The ESW is unable to contact the participant, or the participant does not respond to the job follow-up contact

Job follow-up information is recorded in the ESP module as well as on the Job Follow-Up Contact – Current VIEW Participants form. The ESW may also document follow-up information on the contact sheet or in the narrative.

Example: The VIEW client becomes employed effective October 4th. Complete a new Activity and Service Plan showing the client's employment and outlining her responsibilities regarding monthly follow-ups. Enter the employment, wages, and hours information into the ESP module in VaCMS. This action will result in the client's name being added to the monthly Job Follow-Up Report beginning with month two.

A face-to-face meeting, follow-up call, **or virtual meeting** will be **conducted** between October 31st and November 5th which will focus on job retention and career advancement. The ESW will complete the Job Follow-Up Contact form documenting the meeting or the call. If the wage and hours verification was not made at the time the employment information was entered into the ESP module, the ESW will verify that information at the follow-up.

The ESW receives notification that the TANF case will close effective December 31st. If the client is not eligible for VTP, enter the December follow-up information in the ESP module and continue doing regular VIEW job follow-ups until the required three minimum follow-ups have been completed. (See guidance at [1000.22.B](#) for information regarding eligibility criteria for VTP).

1000.19 REASSESSMENT

Reassessment provides the ESW and the participant the opportunity to review the participant's progress in the VIEW program and address any problems which may present an obstacle to achieving self-sufficiency. The reassessment will identify the reason the participant was unable to obtain full-time unsubsidized employment or participate fully in the program and the ESW will assist the participant in resolving the identified barriers.

If there is a reason to believe that the participant's failure to find full-time employment or participate fully in the program is related to a disability, the worker may offer screening, and if the screening identifies that the individual is likely to have a disability, will offer an in-depth evaluation, to identify the nature and severity of the disabilities, the individual's limitations, and any accommodations needed. The individual's Activity and Service Plan will be revised to reflect this information.

The ESW will conduct a reassessment whenever the participant leaves or completes an assignment. Reassessments may be completed prior to the end of the current assignment to ensure that participants are placed in new activities immediately after the end of an activity. (For example, if an assignment is scheduled to end 1/15, the ESW can schedule the reassessment appointment to take place prior to 1/15). The participant's activity end date will not be shortened due to early reassessment unless the assigned activity actually ended before the scheduled end date shown on the Activity and Service Plan. In all cases, the reassessment must be completed no later than one week following the end of an assignment. New assignments will be scheduled to begin no later than two weeks after the reassessment and immediately, if possible. Prompt reassessment and reassignment will reduce the "down" time between activity assignments and will positively affect the agency's participation rate.

The ESW must conduct a face-to-face, **telephone, or virtual** reassessment interview with the participant following the completion of the initial Job Search. All subsequent reassessments may be completed through a face-to-face, **telephone, or virtual interview**, in all cases, the ESW must conduct an interview with the participant at least every six months.

If the reassessment is conducted by phone **or virtually**, the ESW should document the case file specifying the date on which the new Activity and Service Plan was discussed and agreed to by the participant, mail the participant a copy of the Activity and Service Plan to sign and return, and key the new assignment information into the ESP module in VaCMS. The Activity and Service Plan is valid even if the client does not return a signed copy. The participant should be advised that the new program assignment must be carried out even if she does not return the signed Activity and Service Plan.