



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

October 1, 2012

Temporary Assistance for Needy Families Manual

Transmittal # 50

This transmittal includes annual changes to program calculation elements and clarifications of guidelines for the Temporary Assistance for Needy Families (TANF) Program and the Virginia Initiative for Employment not Welfare (VIEW) Program. The purpose of this transmittal is to provide new, clarified, and revised guidance and forms for both the TANF and VIEW Program. Unless otherwise stated, the provisions included in this transmittal are effective for all TANF eligibility determinations and VIEW Program assessments and reassessments completed on or after October 1, 2012.

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

Significant changes to the manual are as follows:

Page(s) Changed	Significant Changes
Section 305.1, page 2	The standard deductions have been updated to reflect the latest amounts. The sentence containing guidance citations has been rewritten and the citations updated.
Section 305.1, page 9	The income chart has been updated to reflect 130% of the 2012 Federal Poverty Levels.
Section 305.3, page 14	This page has not changed but the allowance for meals and snacks provided by a TANF recipient who is providing child care services in her home has been revised in the Supplemental Nutrition Assistance

Page(s) Changed	Significant Changes
Section 305.4, page 38	Program (SNAP) manual. The new amounts are as follows: Breakfast - \$1.27 per meal; Lunch or Supper - \$2.38 per meal; and Snacks - \$.71 per meal.
Section 305.4, pages 40 and 41	Guidance at item 4, step 2 has been updated to reflect the revised amount for 150% of the Federal Poverty Level for 2012.
Section 401.1, page 2	The examples have been revised to reflect 150% of the Federal Poverty Levels for 2012.
Section 401.2, page 1a	The Code of Virginia, Chapter 63.2-501, has been revised to require that information about rights and responsibilities be given the applicant in writing and orally, and that the client acknowledge receipt of the information. Section 401.1D has been revised to describe the use of the Rights and Responsibilities form (032-03-0449) and/or case record documentation in meeting this requirement.
Section 401.3, page 5	Section 401.2A(6) has been revised to update the requirements regarding provision of information about rights and responsibilities at the intake interview. The revision is based on changes to the Code of Virginia, Chapter 63.2-501.
Section 900, Appendix 1, pages 1-2	A note has been added to 401.3B(2) regarding the responsibility of the worker to secure the client's acknowledgement that rights and responsibilities have been provided orally and in writing if the record does not document that this acknowledgement was made at the time of application.
	Steps 2 and 4 of the VIEW Grant Calculation have been revised for clarity. Step 3a has been rewritten to include a

Page(s) Changed	Significant Changes
Section 900, Appendix 2, pages 1-5	<p>guidance reference to the standard deduction amounts. A new Step 5 has been added to describe the treatment of penalties in the calculation of the grant.</p> <p>The examples for the TANF VIEW grant calculations have been revised to reflect Federal Poverty Levels and standard deduction amounts for 2012.</p>
Section 900, Appendix 3, page 1	The Federal Poverty Levels have been revised with 2012 amounts.
Section 1000.24, page 88	<p>A minor revision has been made to guidance at 1000.24E(2c) for clarity. Guidance has been revised at 1000.24F(1) to reflect the standard deduction amount for 2012.</p>
Forms Drawer	The Hardship Exception Determination Form (032-03-0376-07) was updated to reflect the 2012 standard deduction amount.
Forms Drawer	The Notice of Intentional Program Violations And Penalties form (032-03-0646-12) has been updated to reflect change reporting guidelines. The heading for the income columns has been changed.
Forms Drawer	The TANF/VIEW Grant Calculation form (032-03-0355-15) has been updated to reflect the 2012 Federal Poverty Level.
Forms Drawer	The TANF-UP/VIEW Grant Calculation form (032-03-0355A-13) has been updated to reflect 150% of the 2012 Federal Poverty Level.

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



Martin D. Brown
Commissioner

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

If the income of the assistance unit exceeds 185%, the case is ineligible for a payment.*

2. Screening at the Standard of Assistance

The following procedures are applicable to the standard of assistance screening:

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

Once the total gross countable income of the assistance unit is determined to be less than or equal to 185% of need, income must then be screened at the standard of assistance allowing earned income disregards where applicable.

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

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

Assistance Unit	Standard Deduction
1-3 members	\$149
4 members	\$160
5 members	\$187
6 or more members	\$214

c. Ongoing Cases

Once the total gross countable income of the assistance unit is determined to be less than or equal to 185% of need, income must then be screened at the standard of assistance allowing earned income disregards where applicable.

- d. The following income is disregarded when income is screened at the standard of assistance:

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

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

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 percent 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	\$1,211	\$281.63	\$ 563.26	\$ 605.50
2	1,640	381.40	762.79	820.00
3	2,069	481.16	962.33	1,034.50
4	2,498	580.93	1,161.86	1,249.00
5	2,927	680.70	1,361.40	1,463.50
6	3,356	780.47	1,560.93	1,678.00
7	3,785	880.23	1,760.47	1,892.50
8	4,214	980.00	1,960.00	2,107.00
Each additional Person	+ \$429	+ \$99.77	+ \$199.53	+ \$214.50

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 grant, and no stepparent income is deemed available. Only the income of the parent and child(ren) is to be considered in determining the grant 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 Grant - Determine the child(ren)'s eligibility and grant 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 **\$1,892.00**. The latter is a standard amount and must be used in all cases regardless of the actual number

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

Stepparent's (Mr. P.'s) income	\$1,900.00
150% of poverty guidelines for 2 (monthly)	<u>-1,892.00</u>
Amount <u>greater than</u> 150% poverty guidelines	\$ 8.00
Standard of assistance for 3-person AU	\$ 320.00
Less countable income (\$8.00 - amount of Mr. P.'s income which exceeds 150% of poverty guidelines; \$50 - Ms. P.'s unearned income; \$150 - the children's unearned income)	<u>- 208.00</u>
Grant amount	\$ 112.00

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 need for 1 (group II)	<u>- 174.00</u>
	\$ 536.00
Less support paid by Mr. J. to non-household dependents	<u>- 400.00</u>
Income deemed available to Ms. J.	\$ 136.00
Standard of assistance for 3-person AU	\$ 320.00

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

2. To determine the grant amount:

Standard of assistance for 3-person AU	\$ 320.00
Less countable income (Ms. J.'s income)	<u>- 100.00</u>
Grant amount	\$ 220.00

EXAMPLE #3:

Ms. L. is applying for TANF for herself and her 2 children. Ms. L. works 10 hours per week, and earns \$50 weekly. Her husband (not the children's father), Mr. L., is employed and earns \$2,000 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	\$2,000.00
	Less \$90 deeming disregard	<u>- 90.00</u>
		\$1,910.00
	Less Standard of need for 2 (group II) to include Mr. L. and his child	<u>- 257.00</u>
	Income deemed available to Ms. L.	\$1,653.00
	Standard of assistance for 3-person AU	\$ 320.00

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 grant amount:

Stepparent's (Mr. L.'s) income	\$2,000.00
150% of poverty guidelines for 2 (monthly)	<u>-1,892.00</u>
Amount <u>exceeding</u> 150% of poverty guidelines	\$ 108.00
Standard of assistance for 2-person AU	\$ 254.00

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

3. Deeming Income in Minor Caretaker and Ineligible Alien Cases - Income must also be deemed to an assistance unit in the following situations. Applicable policies and procedures are explained below.

- a. Minor Caretaker Living with Senior Parent(s) - When living together, the income of a senior parent(s) is to be deemed available to the minor caretaker's assistance unit.* The senior parent's income must be considered available to the eligible child(ren) by applying the deeming procedure in Section 305.4.F.2.c. below. A stepparent's income is not deemed available to a minor caretaker's assistance unit.

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

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

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

- D. Who Completes the Application - If an individual is able to complete the application him or herself, the individual should do so. However, the local agency must assist individuals who have disabilities or language barriers who need assistance filling out the application. This help may consist of reading the application to the individual, explaining the meaning of the questions on the application, writing in the answers, or providing other forms of help. The local agency must inform all applicants verbally that this help is available when the DSS office provides the individual with the application, and must offer this assistance during the interview if there is an indication that the individual has had difficulty completing the application. If the individual needs help completing the application, this help must be provided. If help is needed, the interactive interview must include time to read each section of the application to the applicant, with sufficient explanation and rephrasing to make the meaning clear. During the interview the eligibility worker will enter the information provided into the ADAPT system. Additionally, the following forms must be reviewed and completed with the applicant prior to case approval:
- Do You Have a Disability? (032-03-0670)
 - Notice of Personal Responsibility for the TANF Program (032-03-0750)
 - Notice of Cooperation and Good Cause (032-03-0036)
 - Notice of Intentional Program Violations and Penalties (032-03-0646)

After the interview is completed, the information entered must be reviewed with the applicant. The eligibility worker must also read and explain to the applicant/spouse the statements pertaining to the applicant's responsibilities including the responsibility for providing accurate information and the penalties for withholding or providing false statements. **The case record must contain the Rights and Responsibilities form (032-03-0440-00) or be otherwise documented to show that the applicant was provided with oral and written information about his rights and responsibilities and acknowledged receipt of the information.**

If the application is made by an adult, including an authorized representative, or by a married minor parent living with a spouse, only the signature of the person making the application is required on the application and required forms. The signature of the spouse should be obtained if the spouse participates in the interview. However, the absence of the spouse's signature will not negate the validity of an application.

If the application is made by a minor parent who is single, separated, or divorced and who is living with a parent or relative, or with an individual standing in *loco parentis*, the application must also be signed by the parent or relative or individual standing in *loco parentis*. If the minor parent does not live with a parent, relative or an individual standing in *loco parentis*, and the agency determines that the minor parent meets an exemption to the minor parent residency requirement at 201.5C, only the minor's signature is required.

If the applicant wishes to change any of the information he has provided or any information as it appears on the application, the worker must make the change in the ADAPT system.

- (4) To obtain the additional information needed for a decision as to definitive eligibility.
- (5) To explain to the applicant the provisions of the Division of Child Support Enforcement and the right to claim good cause for refusing to cooperate. The worker must also explain provisions regarding continued DCSE services following the termination of assistance.
- (6) **To provide an oral and written explanation of the applicant's rights and responsibilities and the consequences to the applicant if these responsibilities are not met.**
- (7) To inform the applicant of the services the agency provides.
- (8) To inform the applicant that he may be selected to participate in an audit for a complete verification of information.
- (9) To inform the applicant(s) of the family cap provision.
- (10) To ensure that any necessary help is provided to individuals who might otherwise have difficulty completing the application for literacy, language, or disability-related reasons.

eligibility worker based on the recipient's circumstances. If a home visit is made, the eligibility worker must complete the redetermination interview using the Application for Benefits or the Eligibility Review form, Parts A and B.

2. The recipient's rights and responsibilities must be reviewed and explained. **(Note: Secure the client's acknowledgement that rights and responsibilities have been reviewed orally and in writing at renewal if this information was not documented in the record at the time of application.)**
- C. Joint Processing - The Food Stamp Act of 1977 requires that renewals for TANF and SNAP be handled in a single interview when the following conditions exist:
1. When all persons in the case receive TANF and SNAP benefits as the same household, and
 2. When the SOF is completed prior to the month or in the same month in which the certification period ends. (Refer to the SNAP [Manual, Volume V](#), Part 2, H.) The provisions in Section [401.1.A](#). also apply to renewals.
- Joint processing is also required when conducting an Interim Report review. TANF and SNAP cases with the same case number will receive one Interim Report. Information provided must be used to determine both SNAP and TANF eligibility.
- D. Overdue Renewals - In the event that a renewal of eligibility is not completed according to the above, the worker will adjust the time frame by scheduling the intervals at no later than 12 months from the month in which the application is completed. Example: The regularly scheduled renewal was due to be completed in January; however, it is not done until March to be effective April 1. The next renewal will be due in March.
- E. Establishing Separate Assistance Units - A new application must be completed when an individual or family separates from a family group which is receiving assistance and forms a separate assistance unit. The new application must be processed in accordance with guidance.
- F. When Completion of a New Application Is Not Required
1. Adding an individual to an existing assistance unit. Verification of all eligibility requirements must be obtained on the new individual and an evaluation of the new assistance unit's need and eligibility must be made. (See [401.2 B.2.c. and d.](#))
 2. A guardian, committee, or personal representative payee is appointed or the payee changes. The new payee, identified as committee or personal representative, must sign a new SOF.
 3. Emergency Assistance is granted to a current recipient of TANF.
 4. The action to deny an application is reversed by a hearings decision.
 5. Action taken to deny an application or close a case as a result of the lack of required verification is reevaluated as a result of information received by the worker within 30 days following the application date or prior to the effective date of closing and eligibility is determined to exist. (See [401.2.B.](#))

VIEW GRANT 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 AU size. The federal poverty level is to be applied uniformly in all of the three groupings of localities 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 assistance for the AU. 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* 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.2b](#).
- 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 40-295-60

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 to be eligible for TANF (VIEW) and will be carried as an active TANF case.

TANF-UP GRANT 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 AU size. One-hundred fifty percent of the federal poverty level is to be applied uniformly in all of the three groupings of localities 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 AU. 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.

* 22 VAC 40-295-60

VIEW GRANT CALCULATION

Example 1 - Earnings

Assistance unit of 2 in a Group II locality. Mom earns \$450 gross income each month.

Step (1) - Screening at Federal Poverty Level

\$ 450.00 Gross Monthly Earnings
\$1,261.00 Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

\$254.00 Standard of Assistance for 2
- 0 Unearned Income
\$254.00 TANF Deficit

Step (3) - Earned Income Disregards

\$450.00 Gross Monthly Earnings
-149.00 Standard Deduction for 2
\$301.00 x 20% = **60.20**
- 60.20
\$240.80 Net Earned Income

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

\$240.80 Net Earned Income
+254.00 TANF Deficit
\$494.80 < Monthly Federal Poverty Level for 2

\$254.00 = VIEW Payment (TANF Grant)

Example 2 - Earned and Unearned Income

Assistance unit of 2 in a Group II locality. Mom earns \$300 gross monthly and the assistance unit also receives \$120 unearned income monthly.

Step (1)	-	Screening at Federal Poverty Level	
			\$ 300.00 Gross Monthly Earnings
			\$1,261.00 Monthly Federal Poverty Level for 2
Step (2)	-	Unearned Income	
			\$254.00 Standard of Assistance for 2
			<u>-120.00</u> Unearned Income
			\$134.00 TANF Deficit
Step (3)	-	Earned Income Disregards	
			\$300.00 Gross Monthly Earnings
			<u>-149.00</u> Standard Deduction for 2
			\$151.00 x 20% = 30.20
			<u>- 30.20</u>
			\$120.80 Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	
			\$120.80 Net Earned Income
			<u>+134.00</u> TANF Deficit
			\$254.80 < Monthly Federal Poverty Level for 2
			\$134.00 = VIEW Payment (TANF Grant)

Example 3 - Earnings Result in Ineligibility

Assistance unit of 4 in a Group III locality. Mom earns \$1,921 monthly gross income.

Step (1)	-	Screening at Federal Poverty Level	
			\$1,921.00 Gross Monthly Earnings
			\$1,921.00 Monthly Federal Poverty Level for 4
			Ineligible.

Example 4 - Maximum Reimbursable

Assistance unit of 6 in a Group I locality. Mom earns \$450 gross monthly income.

Step (1) - Screening at Federal Poverty Level

\$ 450.00 Gross Monthly Earnings
\$2,581.00 Monthly Federal Poverty Level for 6

Step (2) - Unearned Income

\$470.00 Standard of Assistance for 6
- 0 Unearned Income
 \$470.00 TANF Deficit

\$443.00 Maximum Reimbursable Amount

Step (3) - Earned Income Disregards

\$450.00 Gross Monthly Earnings
-214.00 **Standard Deduction for 6**
 \$236.00 x 20% = **47.20**
- 47.20
 \$188.80 Net Earned Income

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

\$188.80 Net Earned Income
+443.00 Maximum Reimbursable TANF Deficit
 \$631.80 < Monthly Federal Poverty Level for 6

\$443.00 = VIEW Payment (TANF Grant)

Example 5 - Earned Income Case with Immunization Penalty

Assistance unit of 2 in a Group III locality. Mom earns \$960 gross monthly income. One member of the AU receives \$60 SSA monthly. There is a \$50 immunization penalty.

Step (1) - Screening at Federal Poverty Level

\$ 960.00 Gross Monthly Earnings
\$1,261.00 Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

\$323.00 Standard of Assistance for 2
- 60.00 Unearned Income
\$263.00 TANF Deficit

Step (3) - Earned Income Disregards

\$960.00 Gross Monthly Earnings
-149.00 Standard Deduction for 2
\$811.00 x 20% = **162.20**
-162.20
\$648.80 Net Earned Income

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

\$648.80 Net Earned Income
+263.00 TANF Deficit
\$911.80 < Monthly Federal Poverty Level for 2

\$263.00 = VIEW Payment (TANF Grant)

Step (5) - Apply Immunization Penalty

\$263.00 VIEW Payment
- 50.00 Immunization Penalty
\$213.00 Net VIEW Deficit

\$213.00 = VIEW Payment (TANF Grant)

Example 6 - TANF-UP Household

Assistance unit of 4 in a Group II locality. Dad earns \$1500 gross income.

- Step (1) - Screening at 150% of the Federal Poverty Level
- \$1,500.00 Gross Monthly Earnings <
\$2,882.00 150% of the Monthly Federal Poverty Level for 4
- Step (2) - Unearned Income
- \$ 382.00 Standard of Assistance for 4
\$ 0.00 Unearned Income
 \$ 382.00 TANF Deficit
- Step (3) - Earned Income Disregards
- \$1500.00 Gross Monthly Earnings
 - 160.00 Standard Deduction for 4
 \$1340.00 x 20% = \$268.00
 - 268.00
 \$1072.00 Net Earned Income
- Step (4) - Add Net Earned income and TANF Deficit
- \$1072.00**
 + 382.00 TANF Deficit
\$1454.00 < 150% of the Monthly Federal Poverty Level for 4
- \$ 382.00 = VIEW Payment (TANF Grant)

2012 FEDERAL POVERTY LEVEL

<u>Size of Family Unit Guideline</u>	<u>Monthly Poverty</u>
1.....	\$ 931.00
2.....	\$1,261.00
3.....	\$1,591.00
4.....	\$1,921.00
5.....	\$2,251.00
6.....	\$2,581.00
7.....	\$2,911.00
8.....	\$3,241.00

For each additional person add \$330

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.....	\$1,397.00
2.....	\$1,892.00
3.....	\$2,387.00
4.....	\$2,882.00
5.....	\$3,377.00
6.....	\$3,872.00
7.....	\$4,367.00
8.....	\$4,862.00

For each additional person add \$495

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

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

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

1. The client is actively seeking but is unable to find employment
 - a. The participant is enrolled in a job seeking activity and has been satisfactorily participating, but has been unable to find employment that, in combination with all other income (this includes earned and unearned income) or sources of assistance available to the individual, would pay an amount equal to or exceeding the TANF cash benefit plus a standard deduction of **\$149**.
2. The client has been employed but has lost employment due to factors not related to job performance.
 - a. The participant has applied for unemployment compensation from the Virginia Employment Commission and has been denied.
 - b. The participant is able to provide a copy of the determination of ineligibility for unemployment compensation from the Virginia Employment Commission.
 - c. The Virginia Employment Commission determination of ineligibility verifies that eligibility for unemployment compensation would have existed if the participant had worked sufficient hours to qualify.

G. Responsibilities of the ESW – Decision on Exception Request

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

Participant Name: _____

Case Number: _____

ESW: _____

HARDSHIP EXCEPTION DETERMINATION FORM

I. HARDSHIP REQUESTED (Check One)

Factors Related to Job Availability are Unfavorable

- Actively Seeking Employment Yes No

Employment-related Education/Training

- Loss of Employment Unrelated to Job Performance Yes No

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

Excluding any sanctions improperly imposed:

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

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

Application was timely: Yes No

Date Request Received: _____/_____/_____

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

Required Copy of Request Attached Yes No

Does the participant meet all qualifying criteria? Yes No

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

III. EVALUATION OF ELIGIBILITY FOR HARDSHIP EXCEPTION

Meets the conditions of a 90 day hardship? Yes No

A. 90-Day Hardship Conditions

1. Actively Seeking Employment

Unable to find employment that, when combined with all other sources of income, equals or exceeds the TANF grant plus the \$149 standard deduction.

TANF Grant	_____	Employment:	_____
Standard Deduction:	<u>\$149</u>	Other Income:	_____
Total:	_____	Total:	_____

Satisfactorily participated in all job searching activities while in VIEW.

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

2. Loss of Employment Unrelated to Performance

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

Yes No Meets the conditions of a 12 month hardship?

B. 12-Month Hardship Conditions

1. Employment-Related Education/Training

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

2. Factors Related to Job Unavailability

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

=====
IV. DISPOSITION

Yes No Eligible for hardship exception? If not, why? _____

Approved: One year hardship for (Reason): _____

From: ____/____/____ To: ____/____/____

Approved: 90 Day hardship for (Reason): _____

From: ____/____/____ To: ____/____/____

ESW Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Comments: _____

HARDSHIP EXCEPTION DETERMINATION FORM

FORM NUMBER - 032-03-0376-07-eng (10/12)

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

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

NUMBER OF COPIES - One original in case record.

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

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

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

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

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

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

AGENCY USE ONLY
Case Name
Case Number
Eligibility Worker Number

NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES

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

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

1. Change of address.
2. Changes in the household composition resulting from one of the following individuals entering or leaving the home:
 - An eligible child, including a newborn, or
 - The father or mother of an eligible child, including a newborn
3. Changes that may affect VIEW participation including changes in the need for transportation, child care, or any other supportive services.
4. Income from your household goes over the limit below.

Number of People in your Household	Report Income Change When Household Income Exceeds These Amounts			
	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$1,211	\$281.63	\$ 563.26	\$ 605.50
2	1,640	381.40	762.79	820.00
3	2,069	481.16	962.33	1,034.50
4	2,498	580.93	1,161.86	1,249.00
5	2,927	680.70	1,361.40	1,463.50
6	3,356	780.47	1,560.93	1,678.00
7	3,785	880.23	1,760.47	1,892.50
8	4,214	980.00	1,960.00	2,107.00
For each additional Person	+ \$429	+ \$99.77	+ \$199.53	+ \$214.50

These amounts are good through 9/30/2013.

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

Applicant/Client Signature _____ Date _____

Worker Signature _____ Date _____

NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES

FORM NUMBER – 032-03-0646-12-eng (10/12)

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

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

NUMBER OF COPIES – Two.

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

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

VIEW Grant Calculation - TANF

Case Name: _____

Pay Date	Employer	Gross Pay

Average = _____ **Total Gross** _____
Converted _____

Step 1 - Screening

1. Total Earnings _____
(Including Student Income if applicable)

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

If Line 1 is Larger: Ineligible
If Line 2 is Larger: Go to Step 2

Step 2 - Unearned Income

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

2. Total Countable Unearned - _____

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

If Line 1 is Larger: Go to Step 3
If Line 2 is Larger: Ineligible

2012 100% FEDERAL POVERTY LEVEL

Size	Monthly Amt
1	\$ 931
2	1,261
3	1,591
4	1,921
5	2,251
6	2,581
7	2,911
8	3,241
Each Additional	\$ 330

Step 3 - Earned Income Disregards

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

2. Minus Standard Deduction - _____

Subtotal: = _____

3. Minus 20% Disregard: - _____

Subtotal: \$ _____

4. Minus Total Adult or
Child Care Cost: - _____

5. Net Earnings \$ _____

Step 4

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

2. Plus TANF Deficit Amount _____
(Step 2, Line 3)

3. Total AU Income \$ _____

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

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

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

Federal Poverty Level = \$ _____

Minus Step 3, Line 5 - _____

Equals VIEW payment = \$ _____

*No payment less than \$10.00 issued

VIEW GRANT CALCULATION – TANF

FORM NUMBER - 032-03-0355-15-eng

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

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

NUMBER OF COPIES - One.

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

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

VIEW Grant Calculation - TANF-UP

Case Name: _____

Pay Date	Employer	Gross Pay

Average = _____ **Total Gross** _____
Converted _____

Step 1 - Screening

1. Total Earnings _____
(Including Student Income if applicable)

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

If Line 1 is Larger: Ineligible

If Line 2 is Larger: Go to Step 2

Step 2 - Unearned Income

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

2. Total Countable Unearned - _____

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

If Line 1 is Larger: Go to Step 3

If Line 2 is Larger: Ineligible

150% OF 2012 FEDERAL POVERTY LEVEL

Size	Monthly Amt
1	\$1,397
2	1,892
3	2,387
4	2,882
5	3,377
6	3,872
7	4,367
8	4,862
Each Additional	\$ 495

Step 3 - Earned Income Disregards

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

2. Minus Standard Deduction - _____

Subtotal: = _____

3. Minus 20% Disregard: - _____

Subtotal: \$ _____

4. Minus Total Adult or
Child Care Cost: - _____

5. Net Earnings \$ _____

Step 4

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

2. Plus TANF Deficit Amount _____
(Step 2, Line 3)

3. Total AU Income \$ _____

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

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

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

Federal Poverty Level = \$ _____

Minus Step 3, Line 5 - _____

Equals VIEW payment = \$ _____

*No payment less than \$10.00 issued

VIEW GRANT CALCULATION – TANF-UP

FORM NUMBER - 032-03-355A-13-eng

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

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

NUMBER OF COPIES - One.

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

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