



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**October 1, 2011**

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

#### **Transmittal # 48**

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, 2011.

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:

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Page(s) Changed	Significant Changes
Section 201.5 – 201.6, pages 5 – 5a	Guidance regarding the Address Confidentiality Program (ACP) has been added at 201.6. In the case of an applicant/recipient who is participating in the ACP, residency is established by the individual's verbal statement that the family is residing in the locality where they have applied or are currently receiving assistance. While no additional verification is required from the applicant/recipient, the eligibility worker will verify participation in the ACP using the authorization card that

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Page(s) Changed

Significant Changes

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	<p>was issued to the participant by the Office of the Attorney General. Page 5a has been added to accommodate the additional guidance.</p> <p>Note: the actual physical address of the applicant/recipient must not be entered into any of the department's automated systems. The mailing address for the ACP (PO Box 1133, Richmond, Virginia, 23218-1133) should be used instead.</p>
Section 305.1, page 2	The standard deductions have been updated to reflect the latest amounts.
Section 305.1, page 9	The income chart has been updated to reflect 130% of the 2011 Federal Poverty Level.
Section 305.1, page 11	A spelling error was corrected at 305.1F (3) (b).
Section 305.3, page 14	<p>An outdated reference to Chore and Companion services in the self-employment guidance has been replaced with a reference to "child/adult care providers (including babysitters and companion service providers)".</p> <p>At 305.3A (2), it should be noted that the reference to the location of guidance regarding the allowance for meals and snacks provided by a TANF recipient who is providing child care services in her home has not been revised. However, the amounts have been revised in the Supplemental Nutrition Assistance Program (SNAP) manual. The new amounts are as follows: Breakfast - \$1.24 per meal; Lunch or Supper - \$2.32 per meal; and Snacks - \$.69 per meal.</p>

Page(s) Changed	Significant Changes
Section 305.4, pages 38, 40, and 41	The examples have been updated to reflect 150% of the 2011 Federal Poverty Level.
Section 503.8, page 3	An error regarding where to find the “Request for Repayment of TANF Benefits and/or Payments for VIEW Services” form has been corrected.
Section 500, Appendix I, page 4	<p>Guidance has been added to instruct staff to contact the Fiscal Processing Unit (FPU) at Home Office before taking any steps to reissue a Diversionary Assistance check when a vendor reports non-receipt of the check. This will allow FPU staff to confirm that the check has not already been cashed.</p> <p>Note: The current contact in the FPU is Margretta Patterson. She can be reached at (804) 726-7246 or <a href="mailto:margretta.patterson@dss.virginia.gov">margretta.patterson@dss.virginia.gov</a>.</p>
Section 500, Appendix I, page 9	<p>Guidance has been revised to instruct staff to contact the FPU at Home Office to lift a stop payment order for a check. A specific contact is no longer listed in the manual; however Margretta Patterson is the current contact for this.</p>
Section 801.7 – 801.8, page 5	<p>Guidance has been added to instruct staff to contact the Fiscal Processing Unit (FPU) at Home Office before taking any steps to reissue a Diversionary Assistance check when a vendor reports non-receipt of the check. This will allow FPU staff to confirm that the check has not already been cashed.</p> <p>Note: The current contact in the FPU is Margretta Patterson. She can be reached at (804) 726-7246 or <a href="mailto:margretta.patterson@dss.virginia.gov">margretta.patterson@dss.virginia.gov</a></p>

Page(s) Changed	Significant Changes
Section 901.5, pages 5b – 5d	Guidance has been revised to clarify procedures when an individual fails to sign a VIEW Agreement of Personal Responsibility (APR) then reapplies for TANF.
Section 900, Appendix 2, pages 1 - 5	The examples have been updated to reflect the new standard deduction amounts.
Section 900, Appendix 3, page 1	The poverty guidelines have been updated based on the 2011 Federal Poverty Level.
Section 1000.2, page 14b	At 1000.2G, a spelling error was corrected and additional language added to complete the instructions regarding verification of expected travel time through MapQuest or a similar site.
Section 1000, Appendix A, pages 44 – 46	The Hardship Exception Determination form (032-03-0376-06) has been revised to reflect the new standard deduction amount. Additionally, Section II has been revised to clarify that satisfactory participation in assigned components includes completing the assigned number of hours as well as providing verification of the hours and attending required appointments.
Section 1000, Appendix A, pages 68 - 69	The Holidays and Excused Absences for Participants in Unpaid Activities form (032-03-0106-04) has been updated to reflect these hours during the participant's 24 months of VIEW participation.
Index, page 2	The section and page number have been corrected for Verification of Information in Section 401.5.
Forms Drawer, Notice of Intentional Program Violations and Penalties (032-03-0646-11)	The income chart has been updated to reflect 130% of the 2011 Federal Poverty Level.

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Page(s) Changed

Significant Changes

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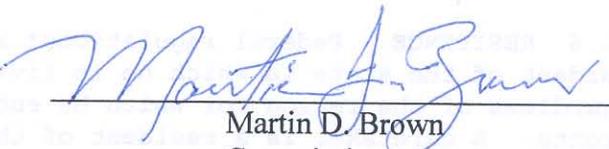
Forms Drawer, VIEW Grant Calculation form – TANF (032-03-0355-14)

The 2011 Federal Poverty Level Chart for TANF has been updated.

Forms Drawer, VIEW Grant Calculation form – TANF-UP (032-03-355A-12)

The 2011 Federal Poverty Level Chart for TANF has been updated.

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](mailto:mark.golden@dss.virginia.gov).



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Martin D. Brown  
Commissioner

When an appropriate adult-supervised supportive living arrangement is located, the minor parent and child shall be required to live there to continue receiving TANF. The worker must give the minor parent 30 days advance notice to move. If the minor parent fails or refuses to move to the adult-supervised living arrangement in the 30 day time period, the worker must close the case.

Example: Maybelle is a teen parent who moved in with her grandmother after her parents died. When Maybelle's grandmother died, she did not know where any other relatives lived, and now lives alone with her child. The agency approved the case for TANF and began the search to locate an adult-supervised living arrangement.

3. Protective Payment - When a minor parent and her dependent child are required to live with the minor parent's parent or person standing in loco parentis, then TANF must be paid in the form of a protective payment to the parent or person standing in loco parentis. (See 502.7).

201.6 RESIDENCE - Federal regulations\* require that a child be considered a resident of the state in which he is living, other than on a temporary basis, regardless of the reason for which he entered the state or the residence of his parents. A caretaker is a resident of the state in which he is living even though he may be homeless or may have entered the state seeking employment or with a job commitment as long as he, or the child, is not receiving assistance from another state. Temporary absence from the state, with subsequent return to the state or intent to return does not affect eligibility.

Residence must be verified except in unusual cases, such as homeless assistance units, migrant farm worker assistance units or assistance units newly arrived in a locality, where verification of residence cannot reasonably be accomplished. **In the case of an applicant/recipient who is participating in the Address Confidentiality Program (as referenced in Broadcast 6976 dated June 22, 2011), residency is established by the applicant/recipient's verbal statement that the family is residing in the locality where they have applied or are currently receiving assistance. The Office of the Attorney General will issue an Address Confidentiality Program (ACP) authorization card to each participant in the program. The card will have the participant's unique ACP authorization code on it (PMB#). The card will be used by the LDSS agency to verify participation in the ACP. If the LDSS has questions about the participant's status in the ACP or legal documents need to be served to the participant, the ACP Coordinator at the Office of the Attorney General should be contacted.**

The actual physical address of the applicant/recipient must not be entered into any of the department's automated systems. The mailing address for the ACP (PO Box 1133, Richmond, Virginia, 23218-1133) should be used.

\* 45 CFR 233.40

Verification of residence should be accomplished to the extent possible in conjunction with the verification of other TANF information. If verification cannot be accomplished in conjunction with the verification of other information the worker can use a collateral contact or other readily available documentary evidence, such as statements from migrant service agencies, letters from the people with whom the assistance unit is staying, hotel check-in receipts, day care enrollment forms and health clinic records for the family. Any document or collateral contact which reasonably establishes the applicant/recipient's residence must be accepted and no requirement for a specific type of verification may be imposed.

Continuing Eligibility - If a person receiving TANF moves to make his home in another state, eligibility for TANF in Virginia no longer exists.

- 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:

- (1) 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 [Appendix 3](#) to Section 305, Step 2 and Section [305.3.B.7.](#))

Assistance Unit	Standard Deduction
1-3 members	\$147
4 members	\$155
5 members	\$181
6 or more members	\$208

### 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:

Household Size	<u>Income Limits</u>			
	Monthly Amount	Weekly Amount	Bi-Weekly Amount	Semi-Monthly Amount
1	\$1,180	\$274.41	\$ 548.83	\$ 590.00
2	1,594	370.69	741.39	797.00
3	2,008	466.97	933.95	1004.00
4	2,422	563.25	1126.51	1,211.00
5	2,836	659.53	1319.06	1,418.00
6	3,249	755.58	1511.16	1,624.50
7	3,663	851.86	1703.72	1,831.50
8	4,077	948.13	1896.27	2,038.50
Each additional Person	+ \$414	+ \$96.27	+ \$192.55	+ \$207.00

3. Time standards for reporting and acting on changes.
  - a. All required changes must be reported timely, within 10 calendar days from the date the change becomes known to the assistance unit but is reported timely if reported by the tenth day of the month after the change occurs.

If the recipient is uncertain of the exact date or amount of the change, then the 10-day reporting period begins the day the change occurs. The recipient is not required to have full knowledge of the change when reporting it to meet the 10-day requirement for timely reporting. For new employment, the 10-day period may begin as late as the first day of employment. Once the recipient reports a change, the EW must evaluate the information within 10 days for potential impact and request additional information and necessary verifications that address rate of pay, number of hours, and how often paid.

    1. When a change will increase benefits, the verification required must be obtained prior to the second month following the change in order to reflect the change in that month. If the assistance unit does not provide verification, the assistance unit's benefits will revert to the original amount unless a refusal to cooperate is documented, in which case an advance notice must be sent to terminate the case. An advance notice is not required if benefits are reverted to the original level because verification was not received, and the assistance unit was so advised at the time of increase.
    2. Whenever a change will decrease benefits, verification must be obtained prior to or at renewal.
    3. When a change neither increases nor decreases benefits, required verifications must be obtained prior to or at renewal.
  - b. The worker is responsible for notifying the applicant/recipient when **income** must be verified. Income verification must be provided within 10 days of notification.
  - c. The worker must advise the applicant/recipient on the appropriate notice of the amount of gross income anticipated to be received, the net income counted in determining the payment, the payment month the net income will begin to be counted, and the changes that must be reported.

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 **and child/adult care providers (including babysitters and companion service providers)**.

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.

#### A. Definition of Gross Earnings or 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 the budget month shall be deducted from gross earnings or profit for the budget 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 assistance unit or for children excluded from her assistance unit. 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 Day Care Providers.

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

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

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

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 \$1,839.00. 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>-1,839.00</u>
Amount <u>greater than</u> 150% poverty guidelines	\$ 61.00
Standard of assistance for 3-person AU	\$ 320.00
Less countable income (\$61.00 - 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>- 261.00</u>
Grant amount	\$ 59.00

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>-1,839.00</u>
Amount <u>exceeding</u> 150% of poverty guidelines	\$ 161.00
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)

503.8 NOTIFICATION, RECOUPMENT AND RECOVERY OF OVERPAYMENTS - State Board policy, adopted in accordance with federal regulations,\* requires the local department to promptly recoup or recover any overpayments including overpayments resulting from assistance paid pending hearing decisions. Repayment by either a former or current recipient of the overpayment can occur through recoupment or recovery or both. The agency should discuss voluntary repayment with the client prior to initiating a recoupment.

- A. Notification to the assistance unit must be given before recoupment or recovery of an overpayment begins. After calculating the total amount of the overpayment, the local department of social services must send the Request for Repayment of TANF Benefits and/or Payments for VIEW Services' form. The form is available **in the Forms Drawer** on the **SPARK page**. The first page of the form displays the period over which the overpayment occurred and the total amount of the overpayment. The second page allows the individual to select the method of repayment.

A copy of the form must be sent to the TANF recipient or previous TANF recipient and a signed copy filed in the case record. The signed form must remain in the case record until the overpayment has been satisfied. Note: If the recipient fails to sign the form, the unsigned copy must be retained in the case record.

When the signed form is not returned on an active TANF case or on a case receiving a VIEW Transitional Payment (VTP) within 30 days, recoupment should begin the following month. When the TANF case closes prior to the month in which recoupment was scheduled to begin and the recipient later reapplies for TANF assistance, she will be advised that recoupment will begin in the first month that the case is eligible for assistance.

- B. Recoupment consists of withholding all or part of the assistance payment. An overpayment made to a current recipient must be recouped by reducing the amount of any future assistance payable to any assistance unit of which the individual is a member.
1. When the recipient has no cash reserve or countable income (payment equals the Standard of Assistance for the AU), 10% of the assistance payment may be recouped until the overpayment has been repaid. Enter 10% in the "Terms" field on the Create Overpayment/Claim (BATAOC) screen.

Example: TANF Grant of \$320; Recoup 10% (\$32); New grant amount is \$288.

2. In situations where the client has earned income, unearned income, or any combination thereof, in addition to his assistance payment, part or all of the assistance payment may be recouped as long as the assistance unit retains at least 90 percent of the standard of assistance when the total gross income and the amount of the current grant are considered.

To calculate the client's ability to repay the overpayment, the worker will follow steps a - d below:

- a. Determine the amount of the overpayment.
- b. Combine all gross income including any income that would be disregarded for TANF purposes (such as SSI) and the current grant to determine the amount of income available to the AU.

\* 45 CFR 233.20(a)(13)(i)

\*§63.2 - 512

2. State Check Returned to LDSS

Responsible  
Party

Action

- |      |   |
|------|---|
| LDSS | <ul style="list-style-type: none"><li>▪ When a check is returned to the LDSS, it must be cancelled. The EW must stamp the back of the check with the agency stamp and return it to FPU with a note to cancel the check and stating the reason the check was returned.</li><br/><li>▪ <u>Note</u>: Do not write VOID on the check.</li></ul> |
| FPU  | <ul style="list-style-type: none"><li>▪ FPU cancels the check and updates the Public Assistance Payment History (CHPAH1) in ADAPT to show the check status as "Cancelled."</li></ul>  |

3. Check Reported Undelivered by Payee

Responsible  
Party

Action

- |      |  |
|------|--|
| LDSS | <ul style="list-style-type: none"><li>▪ <b>When the payee is a vendor who reports nonreceipt of a Diversionary Assistance check, the EW will contact the Fiscal Processing Unit at Home Office to confirm the status of the check prior to taking any steps to reissue the check.</b></li><br/><li>▪ When the payee reports nonreceipt of the check, the EW determines if the payee has moved since the last check was received.<ul style="list-style-type: none"><li>▪ If the payee has moved, he/she should inquire at the former address about the delivery of the check there. The EW must immediately update the address section of the Case Information 1 (AECASE) screen to ensure that future checks are sent to the new address.</li><li>▪ If the payee has not moved, ask him/her to watch for the postal carrier the next day and inquire about the check delivery.</li></ul></li><br/><li>▪ The EW must verify that the check in question was issued. To do this, access Option 8 on the ADAPT Main Menu to bring up the Check Handling Menu (CHMENU). On CHMENU, access Option 1, PA Payment History Inquiry. This presents the Public Assistance Payment History (CHPAH1) screen where the status of the check is displayed. Transmit to last screen. Review the check mailing address (CHOADD) to verify where check was mailed. <u>Note</u>: The EW must check the Public Assistance Payment History (CHPAH1) at least daily.</li><br/><li>▪ If ADAPT shows a check was processed, follow the lost/stolen procedures. If ADAPT shows anything other than processed, follow the procedures for that status.</li></ul> |
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- A mutilated check cannot be cancelled. When the client returns any portion of the mutilated check to the LDSS, the EW must enter a status code of "S04" on the CHSTAT screen. NOTE: A supervisor must authorize this function.
- FPU
  - If the FPU receives the check, the FPU enters a check status code of M01. This updates the ADAPT PA Public Assistance Payment History (CHPAH1) check status to "Mutilated."
- LDSS
  - The EW issues a local check to the payee.

F. Lifting a Stop Payment Order

Responsible  
Party

Action

- LDSS
  - **Contact the Fiscal Processing Unit at Home Office** and request that the stop payment be lifted.
  - If the stop payment can be lifted and the LDSS has not issued a replacement check to the payee, the payee may cash the original.
  - If the stop payment can be lifted and the LDSS has issued a replacement check to the payee, retrieve the original State check from the payee. During the phone call to FPU, the LDSS will receive instructions concerning reimbursement if a local check was issued.

G. Check Cashed After Stop Payment Placed Against Check

Responsible  
Party

Action

- FPU
  - The bank voids the stop payment request if the check has been cashed on the same day. If the check is cashed the next day and the stop payment is in place, the cashier must request replacement from the recipient who received the cash.

H. Check Cashed Before Stop Payment Request

Responsible  
Party

Action

- FPU
  - The bank is checked for the status of the check. Fraud action will be initiated by FPU.

3. Divide the diversionary payment amount by the daily amount determined in Step 2 to determine how many days are covered in the payment amount. Round up to the next whole number.
  4. Determine the number of days of ineligibility by multiplying the number of days determined in Step 3 by 1.33. Round up to the next whole number. This number cannot exceed 160 days.
  5. Using the number of days determined in Step 4, determine the date that the period of ineligibility ends. Note: this date is automatically calculated by ADAPT and pre-filled on the AESANC screen.
- B. The assistance unit, or any member of an assistance unit who has received diversionary assistance, cannot receive TANF until the period of ineligibility for the receipt of TANF expires. During this period of ineligibility, the case will be considered a public assistance (PA) case for SNAP purposes.
- C. A child(ren) born to a client who is in a period of ineligibility for TANF due to receipt of a diversionary assistance payment is not eligible for TANF until the period of ineligibility expires.
- D. An assistance unit can receive diversionary assistance only once in a twelve-month period.

#### 801.8 VENDOR PAYMENTS

Supervisory approval is required for all diversionary assistance payments.

Diversionary 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 ADAPT on the BATASC screen. The account number, and name on the account, if different from the case name, must be entered on the "secondary line" so the payment can be correctly credited by the vendor. The client should be instructed to contact the vendor when diversionary assistance has been approved and advise the vendor to expect the check from the Virginia Department of Social Services. The EW should include a reminder about this on the Notice of Action.

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 a Diversionary Assistance check, the worker should review the Check Actions Due Listing in ADAPT. 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.**

## 901.5 PARTICIPATION AND COOPERATION REQUIREMENTS

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

The Agreement of Personal Responsibility will, at a minimum, explain the 24-month time limit and the following participant responsibilities:

1. To seek employment to support his own family.
  2. To participate in assignments made by the case manager.
  3. To notify the case manager of any change in the participant's circumstances which will impact the participant's ability to satisfactorily participate in the program.
  4. To accept a job offer. Refusal to accept a job offer may result in a sanction if so determined by the VIEW worker.
  5. To arrange and find transportation and day care. The case manager will assist the participant if he has tried, but has been unable to find transportation or day care.
- B. When an APR Must Be Signed:
1. At the initial VIEW assessment and upon re-referral following a reapplication or a period in which the individual was exempt.
  2. When a TANF case was closed while a sanction was still in effect and the sanctioned individual later reapplies for TANF, a new APR must be signed at the time the individual returns to the VIEW program. (The individual will return to the VIEW program only after the sanction has been lifted because the minimum fixed sanction period has been served *and* the individual has completed an act of compliance.)
  3. At the time of application if the client reapplies for assistance after the case was previously terminated for failure to sign the APR.

- C. Refusal to Sign the Agreement of Personal Responsibility (APR) - If the VIEW Worker advises the EW that a mandatory individual has refused to sign the APR the TANF case must be closed as soon as administratively possible. Prior to closing the TANF case in ADAPT, the EW will change the "VR" referral code to a "VB" on the AEGNFS screen. (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 grant and the case will remain open as a child only case. The individual cannot be included in the grant until an APR has been signed or the individual has become exempt.) Refusal to sign the APR means overt refusal to sign or failing to appear without good cause for an initial assessment interview in which the APR was to be signed. The VIEW Worker will notify the EW that the client did not appear for the initial assessment interview by sending a communication form requesting the EW to send the Advance Notice of Proposed Action to the client.
- 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 benefits, 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 should change the "VB" to a "VV" on the AEGNFS screen and enter the date the APR was signed then approve the case using a "GV" on the AEAUTA screen. The EW will keep a copy of the APR in the TANF record and will send the original to the ESW so the individual can be enrolled in VIEW.

- Countable Earnings

If the APR is signed within the application processing time frame and the household has countable earnings, those earnings will be screened in accordance with guidance in Section 305. The APR date should not be entered in ADAPT at this time - as the applicant is required to be eligible for TANF before the VIEW grant calculation should be applied (typically, the VIEW grant calculation would be applicable the month following the month the APR was signed).

- If the applicant is eligible for TANF without the VIEW enhanced disregards, the application should be approved. The EW will then enter either a "VR" or "VA" on the AEGNFS screen. If a "VR"

is entered, the case will be approved with a "GR". (The EW will then go back to the AEGNFS screen and enter the "VV" and the date the APR was signed. After running ED/BC, the EW will enter a "GV" on the AEAUTA screen.) If a "VA" is entered, the EW will enter the previous APR date and enter a "GV" on the AEAUTA screen. (The EW will then go back to the AEGNFS screen to enter the new APR date.) The EW will keep a copy of the APR in the TANF record and will send the original to the ESW so the individual can be enrolled in VIEW.

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

If the individual reapplies, the EW will enter a "VR" on AEGNFS if the individual has not participated in VIEW in the past 24 months. If the individual had participated in the VIEW program in the past 24-months, the EW will enter a "VA" and the date of the APR that was signed when the applicant last participated in the VIEW program (not the date of the APR that was only signed as a condition of eligibility) on the AEGNFS screen.

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
			<b>\$1,226.00</b> Monthly Federal Poverty Level for 2
Step (2)	-	Unearned Income	
			\$254.00 Standard of Assistance for 2
			<u>0</u> Unearned Income
			\$254.00 TANF Deficit
Step (3)	-	Earned Income Disregards	
			\$450.00 Gross Monthly Earnings
			<u>-147.00</u> Standard Deduction for 2
			\$303.00 x 20% = <b>60.60</b>
			<u>- 60.60</u>
			<b>\$242.40</b> Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	
			<b>\$242.40</b> Net Earned Income
			<u>+254.00</u> TANF Deficit
			<b>\$496.40</b> < 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 received \$120 unearned income monthly.

Step (1)	-	Screening at Federal Poverty Level	
			\$ 300.00 Gross Monthly Earnings
			<b>\$1,226.00</b> 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>-147.00</u>	Standard Deduction for 2
		\$153.00	x 20% = 30.60
		<u>- 30.60</u>	
		\$122.40	Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	
		\$122.40	Net Earned Income
		<u>+134.00</u>	TANF Deficit
		\$256.40	< 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 \$1,895 monthly gross income.

Step (1)	-	Screening at Federal Poverty Level	
		\$1,895.00	Gross Monthly Earnings
		\$1,863.00	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
		<b>\$2,500.00</b>	Monthly Federal Poverty Level for 6
Step (2)	-	Unearned Income	
		\$470.00	Standard of Assistance for 6
		<u>          0</u>	Unearned Income
		\$470.00	TANF Deficit
		\$443.00	Maximum Reimbursable Amount
Step (3)	-	Earned Income Disregards	
		\$450.00	Gross Monthly Earnings
		<u>-208.00</u>	<b>Standard Deduction for 6</b>
		\$242.00	x 20% = <b>48.40</b>
		<u>  - 48.40</u>	
		\$193.60	Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	
		\$193.60	Net Earned Income
		<u>+443.00</u>	Maximum Reimbursable TANF Deficit
		\$636.60	< 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
		<b>\$1,226.00</b>	Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

\$323.00	Standard of Assistance for 2
<u>- 60.00</u>	Unearned Income
\$263.00	TANF Deficit

Step (3) - Earned Income Disregards

\$960.00	Gross Monthly Earnings
<u>-147.00</u>	Standard Deduction for 2
\$813.00	x 20% = 162.60

- Deduct 20% from \$813.00

\$813.00	
<u>-162.60</u>	
\$650.40	Net Earned Income

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

\$650.40	Net Earned Income
<u>+263.00</u>	TANF Deficit
\$913.40	< Monthly Federal Poverty Level for 2

\$ 263.00 Actual Payment Amount

Step (5) - Apply Immunization Penalty

\$263.00	VIEW Payment
<u>- 50.00</u>	Immunization Penalty
\$213.00	Net VIEW Deficit

\$213.00 = VIEW Payment (TANF Grant)

Example 5 - 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 <  
**\$2,794.00** 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  
- 155.00 Standard Deduction for 4  
\$1345.00 x 20% = \$269.00  
- 269.00  
\$1076.00 Net Earned Income

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

\$1076.00  
+ 382.00 TANF Deficit  
\$1458.00 < 150% of the Monthly Federal Poverty Level for 4

\$ 382.00 = VIEW Payment (TANF Grant)

2011 FEDERAL POVERTY LEVEL

<u>Size of Family Unit</u> <u>Guideline</u>	<u>Monthly Poverty</u>
1.....	\$ 908.00
2.....	\$1,226.00
3.....	\$1,545.00
4.....	\$1,863.00
5.....	\$2,181.00
6.....	\$2,500.00
7.....	\$2,818.00
8.....	\$3,136.00

For each additional person add \$319

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.....	\$1,362.00
2.....	\$1,839.00
3.....	\$2,317.00
4.....	\$2,794.00
5.....	\$3,272.00
6.....	\$3,749.00
7.....	\$4,227.00
8.....	\$4,704.00

For each additional person add \$478

Example 3: Ms. A is scheduled to participate in community work experience for 6 hours each day, Monday through Friday. She is placed in the local school library. The library was closed on Christmas Day and the day after Christmas. Christmas day is one of the ten holidays that can be included in the calculation of actual hours. The day after Christmas cannot be counted as a holiday. Since Ms. A has only one previous excused absence for 4 hours in December, and since her excused absences total only 30 hours in the preceding 12-month period, the 6 hours for the day after Christmas when the placement site was not available can be included in the calculation of actual hours as an excused absence.

Example 4: Ms. B is participating in CNA classes that meet 6 hours each day. Ms. B's grandfather passed away in New York on May 26<sup>th</sup>, a Friday. Ms. B left for New York that weekend, and missed the entire next week - May 29<sup>th</sup>, May 30<sup>th</sup>, May 31<sup>st</sup>, June 1<sup>st</sup>, and June 2<sup>nd</sup> - a total of 30 hours. Since she had not had any previous absences from the program in May, and no excused absences in the preceding 12-month period, 16 of the 18 hours she missed on 5/29, 5/30, and 5/31 can be counted as excused absences. Both June absences, 6/1 and 6/2, totaling 12 hours, can be counted as excused and counted as actual participation.

Example 5: Continuing with example 2, Ms. B had to return to New York the last week in June to help with her grandfather's estate. She attended class on Monday and Tuesday, the 26<sup>th</sup> and 27<sup>th</sup>, but was absent on the 28<sup>th</sup>, 29<sup>th</sup>, and 30<sup>th</sup>, a total of 18 hours. Since she had used 12 hours of excused absences for the month of June when she went to New York the first time, only 4 hours of the 18 hours from her second visit to New York can be counted as an excused absence.

Example 6: Mrs. C was working at the Guy Noir Detective Agency. She earns 6 days of paid sick leave a year, but had used them by November when she was out of work for a week with the flu. Since she had already used all her leave, she was not paid for those five days, totaling 40 hours, even though her boss sympathized with her situation. None of the 40 hours can count as actual hours of participation. (Only hours of paid employment, including paid vacations, paid sick leave, and paid holidays can count as actual hours for clients who are working or are in OJT).

Unpaid activities - individual job search: It is the responsibility of the participant to record actual hours for each job contact listed on the Job Search form. Actual hours include travel time between interviews. Actual hours do not include travel time to the first interview or from the last interview. Questionable contact information will be verified by the agency with the employer. If travel time incorporated into actual hours reported appears questionable, verify **the expected travel time through** MapQuest or a similar site. Only actual hours reported (and verified, if questionable) can be counted in determining participation.

Since individual job search does not have to be conducted within a fixed daily schedule, and can be scheduled around holidays and other appointments, holiday closures and excused absences cannot be considered in determining actual hours of participation.

Case Record Documentation: The case record must be thoroughly documented using the Holidays and Excused Absences for Participants in Unpaid Activities form (032-03-0106) whenever holidays or excused absences are counted as actual hours of participation for unpaid activities.

10/11

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
VIEW PROGRAM

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 \$147 standard deduction.

TANF Grant	_____	Employment:	_____
Standard Deduction:	<u>\$147</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 - 032-03-0376-06-eng (10/11)

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.

10/11

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
TANF PROGRAM

Participant Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

HOLIDAYS AND EXCUSED ABSENCES FOR PARTICIPANTS IN UNPAID ACTIVITIES

**Holidays for unpaid activities (excluding Individual Job Search):** Only the following 10 holidays may be included in the calculation of actual hours of participation:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> New Year's Day (Jan)         | <input type="checkbox"/> Independence Day (July) | <input type="checkbox"/> Thanksgiving Day (Nov)       |
| <input type="checkbox"/> Martin Luther King Day (Jan) | <input type="checkbox"/> Labor Day (Sept)        | <input type="checkbox"/> Day After Thanksgiving (Nov) |
| <input type="checkbox"/> President's Day (Feb)        | <input type="checkbox"/> Veteran's Day (Nov)     | <input type="checkbox"/> Christmas Day (Dec)          |
| <input type="checkbox"/> Memorial Day (May)           |  |   |

**Excused Absences for unpaid activities (excluding Individual Job Search):** In addition to Holiday hours, **up to 80** additional hours of excused absences may be counted as VIEW participation **in any 12-month** period for clients scheduled to participate in unpaid activities. No more than 16 hours of excused absences may be **counted as participation in a single** month.

- The first month that excused absences may be counted is the month after the client signs the APR.
- Record an absence for the first month in which an absence occurs. If the client has had any absences in the previous 11 months, this will be used to determine the countable absence hours for the current month.
- NOTE: If the client has participated in VIEW in the past 24 months, be sure to include those months when looking at the previous 11 month period.

Number of months in VIEW	Mo/Yr	Date/Hours	Date/Hours	Date/Hours	Date/Hours	Total Hrs Absent/Month	Total Allowable Hrs/Month. (16 or less)	Cumulative Hours Used
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

HOLIDAYS AND EXCUSED ABSENCES FOR PARTICIPANTS IN UNPAID ACTIVITIES

**FORM NUMBER: - 032-03-0106-04-eng (10/11)**

**PURPOSE OF FORM** - This form is to be used to document holidays and/ or excused absences when they are included in the calculation of actual hours of participation for unpaid activities for the month. In order for the holiday or excused absence to be counted, the participant must have been scheduled to participate in the activity for that time period but was unable to do so due to holiday closure by the site or due to an excused absence. Excused absence hours should be counted toward participation only when the hours will enable the client to meet the participation requirement which would otherwise not have been met.

**USE OF FORM** - This form is placed in the participant's case record when the initial VIEW assessment is completed. The form should be updated each month that either a holiday or excused absence will be used in the calculation of actual hours of participation for unpaid activities.

**NUMBER OF COPIES** - Original

**DISPOSITION OF COPIES** – Original is to be kept in the case record

**INSTRUCTIONS FOR PREPARING THE FORM:**

**HOLIDAYS** – This section is to be used to document any holidays that have been included in the calculation of actual hours of participation for unpaid activities during the month. Only the ten holidays listed may be considered holiday closures for Federal reporting purposes.

**EXCUSED ABSENCES** - This section is to be used to document any excused absences that have been included in the calculation of actual hours of participation for unpaid activities during the month. Only eighty hours of excused absences may be counted as VIEW participation for the preceding 12-month period and no more than 16 hours of excused absences may be approved in any one month.

SUBJECT	SECTION/PAGE(S)
Application	
Application: Basic Requirements	401.1,
Date of Application	401.1, p. 3
Date of Authorization	401.1, p. 3
Death of Applicant	401.1, p. 5
Effective Date	401.1, p. 4
Face-to-Face Interview Requirements	401.2, p. 1; 401.3, p. 4
Inability to Locate Applicant	401.1, p. 5
Ineligible the Month Processed	305.1, p. 8
Option to Up-date Current Application	401.3, p. 5
Processing Time Standard	401.1, p.2a
Verification of Information	401.5, p. 12
Who Must Be included	401.1, p.1
Withdrawal of Application	401.1, p. 5
Assignment of Rights	201.9 - 201.10, p. 1
Assistance Unit (AU)	302.1; 302.7; 401.1, p. 1
Temporary Assistance for Needy Families-Unemployed Parent (TANF-UP)	701.3, p. 2
Minor Parents (Complex Unit)	302.8
Multiple Groups of Children (Complex Unit)	302.8
Authorized Representative	401.1, p. 1a
Beginning Date of Assistance (BDOA)	401.1, p. 4; 502.2, p. 3
Budgeting Income - Prospectively	305.1, p. 3
Calculating Monthly Income	305.1, p. 6a-8
Care and Control, Minor Parent	302.8, p. 4b-5a
Caretaker - Definition	302.3
Categorical Requirement	
Temporary Assistance for Needy Families (TANF)	201.1, p. 1
TANF-UP	701.2

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

<b>AGENCY USE ONLY</b>
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 10<sup>th</sup> 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	Gross Income Limits			
	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$1,180	\$274.41	\$ 548.83	\$ 590.00
2	1,594	370.69	741.39	797.00
3	2,008	466.97	933.95	1004.00
4	2,422	563.25	1126.51	1,211.00
5	2,836	659.53	1319.06	1,418.00
6	3,249	755.58	1511.16	1,624.50
7	3,663	851.86	1703.72	1,831.50
8	4,077	948.13	1896.27	2,038.50
For each additional Person	+ \$414	+ \$96.27	+ \$192.55	+ \$207.00

These amounts are good through 9/30/2012.

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

Applicant/Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Worker Signature \_\_\_\_\_ Date \_\_\_\_\_

## NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES

FORM NUMBER – 032-03-0646-11-eng (10/11)

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

**2011 100% FEDERAL POVERTY LEVEL**

Size	Monthly Amt
1	\$ 908
2	1,226
3	1,545
4	1,863
5	2,181
6	2,500
7	2,818
8	3,136
Each Additional	\$ 319

**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** - 032-03-0355-14-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 2011 FEDERAL POVERTY LEVEL**

Size	Monthly Amt
1	\$1,362
2	1,839
3	2,317
4	2,794
5	3,272
6	3,749
7	4,227
8	4,704
Each Additional	\$ 478

**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-12-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.