

FY2017 MDSVPTB TANF Eligibility Form

This form is used to confirm TANF eligibility for residential clients served by MDSVPTB DV & TSH contracts.

Which program are you determining eligibility for? DV <input type="checkbox"/> TSH <input type="checkbox"/>	Date Entered Temp. Housing/TSH Unit:
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Resident/Caretaker Number or Initials:	
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Number of adults in temp. housing/TSH unit _____	Number of dependent child/ren with adult in temp. housing/TSH unit _____
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DEPENDENTS	<p style="text-align: center;">COMPLETE THIS SECTION FOR ALL DV AND TSH RESIDENTS</p> <p>1. Is the resident pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is the resident a caretaker for dependent children? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If yes and dependent child/ren are not with the resident, is the temporary absence¹ expected to be 30 days or less? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">¹ If temporary absence is expected to be 30 days or less, complete a new TANF form when caretaker's dependent child/ren enter temporary emergency housing or TSH unit. If no, see back side for further instructions.</p>
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ONLY COMPLETE THIS SECTION FOR TSH								
INCOME	The Family Size Is	The Monthly Income is Less Than	Yes	No	The Family Size Is	The Monthly Income is Less Than	Yes	No
	1	\$1,980			6	\$5,430		
	2	\$2,670			7	\$6,122		
	3	\$3,360			8	\$6,815		
	4	\$4,050			9	\$7,508		
	5	\$4,740			10	\$8,202		

CERTIFICATION OF ELIGIBILITY
I certify that this family is:
<input type="checkbox"/> Not TANF eligible (no dependents, not pregnant)
<input type="checkbox"/> Confirmed TANF Eligible for:
<input type="checkbox"/> DV - Domestic Violence Comprehensive Services (has dependents and/or is pregnant)
<input type="checkbox"/> TSH - Transitional Supportive Housing (has dependents and/or is pregnant and meets income eligibility as noted above)

To the best of my knowledge, the information given above is accurate.

Signature of Organization Representative

Date

Verified by: Signature of Organization Representative

Date

Note: MDSVPTB TANF Eligibility forms should be filed together, not in individual resident files.

INSTRUCTIONS

The purpose of this form is to determine whether the resident is TANF eligible for DV Comprehensive Services (DV) or Transitional Supportive Housing (TSH) funded services. All residents must be victims of domestic violence to be eligible.

TANF Eligibility Criteria for MDSVPTB Contracts:

Domestic Violence Comprehensive Services (DV) – Residents are TANF eligible if they are:

- 1) victims of domestic violence **and**
- 2) the caretaker for one or more dependent child/ren and/or pregnant.

Transitional Supportive Housing (TSH) – Residents are TANF eligible if they are:

- 1) victims of domestic violence **and**
- 2) the caretaker for one or more dependent child/ren and/or pregnant, **and**
- 3) meet the income eligibility criteria.

NOTE: Temporary emergency housing clients do not have to be TANF eligible to receive services through the DV contract. Sexual assault clients are not eligible for DV and TSH services.

Resident/Caretaker Number or Initials – Enter the residential client number and/or initials for the adult resident seeking services.

Number of Adult Residents – Enter the number of adults (18 years of age or older) seeking residential services within the same family.

Number of Dependent Child/ren with the Adult in Temporary Emergency Housing/TSH unit – Enter the number of dependent child/ren for which the Adult Resident/Caretaker is responsible and are accompanying the Adult Resident/Caretaker to the temporary emergency housing or the TSH unit.

Dependent Eligibility Section – Complete for DV Comprehensive and TSH Contracts: Complete the section marked DEPENDENTS. If any of the boxes are marked “Yes” in this section, the resident and their dependent children are TANF eligible for DV services. Complete the Certification of Eligibility section certifying that the family is TANF eligible for DV. If any of the boxes are marked “No” in this section, the resident is not TANF eligible. Complete the Certification of Eligibility section certifying that the resident is not TANF eligible.

- **Is the Resident pregnant** - Check “yes” if the Resident states that she is pregnant. Complete the Certification of Eligibility section certifying that the resident is TANF eligible for DV. Count 1 adult in the Number of Adults in Temporary Emergency Housing/TSH Unit and 1 child in the Number of Dependent Children in Temporary Emergency Housing/TSH Unit.
- **Is the Resident a caretaker for dependent children** - Check “yes” if the resident is the caretaker of dependent children. If the resident is accompanied to the temporary emergency housing/TSH unit by her dependent children, the resident is TANF eligible for DV Comprehensive. Complete the Certification of Eligibility section certifying that the resident is TANF eligible for DV.
- **If yes and dependent child/ren are not with Resident, is the temporary absence expected to be 30 days or less** - Check “yes” if the child/ren is/are expected to return to the resident caretaker in 30 days or less. The resident is TANF eligible for DV. Complete the Certification of Eligibility section certifying that the resident is TANF eligible for DV.
- **If yes and dependent child/ren are not with Resident and the temporary absence is expected to be more than 30 days** Check “no” if child/ren is/are not expected to return to the caretaker/resident in 30 days or less. The resident is TANF eligible for first 30 days. Complete the Certification of Eligibility section certifying that the resident is TANF eligible for DV. **COMPLETE A NEW TANF FORM AT THE END OF 30 DAYS IF DEPENDENT CHILDREN DO NOT ACCOMPANY RESIDENT INTO TEMPORARY EMERGENCY HOUSING/TSH UNIT OR WHEN THE DEPENDENT CHILDREN JOIN THE RESIDENT IN THE TEMPORARY EMERGENCY HOUSING/TSH UNIT BEFORE 30 DAYS.**
- If after 30 days the child/ren is/are not in temporary emergency housing/TSH unit, the caretaker/resident is no longer TANF eligible. Complete the Certification of Eligibility section certifying that the resident is not TANF eligible for DV or TSH.

COMPLETE THE INCOME SECTION ONLY IF YOUR ORGANIZATION HAS TSH FUNDING AND THE RESIDENT IS ALSO TANF ELIGIBLE BASED ON DEPENDENT STATUS.

Income Eligibility Section – Complete for TSH only - Circle the size of the family on the chart and answer YES or NO to the question about monthly income. Income means the money the family *currently receives and/or has access to*. Examples are: earnings before deductions, social security benefits, supplemental security income, other disability benefits, unemployment benefits, pensions or other retirement benefits, workers compensation, child support, etc. If the resident’s income is less than the amount shown, mark “Yes”. The resident and dependent child/ren is/are TANF eligible for TSH. Complete the Certification of Eligibility section certifying that the family is TANF eligible for TSH.

Signature of Organization Representative – Program/Organization’s staff person signs to certify that the information provided on the form reflects information provided to them by the Resident/Caretaker.

Verified by: Signature of Organization Representative – Another program/organization staff person signs verifying that the Resident/Caretaker has requested the marked services and the form is completed correctly.

DEFINITIONS

Adult Resident/Caretaker – A caretaker is a parent, stepparent, or other person who acts as a parent to a dependent child by providing physical care, and supervision of the child and/or a person who is pregnant.

Dependent Child - A dependent child is an unemancipated child who lives with a caretaker and is under age 18 or 18 and a full-time high school student.

Emancipated Child - A child is emancipated if validly married; or emancipated by court order; or on active duty with the armed forces of the United States.

Temporary Absence – A person’s absence is temporary if

- her/his location is known; and
 - s/he plans to return; and
 - s/he lived with the caretaker before the absence (newborns are considered to have lived with the caretaker); and
 - the absence has lasted or is expected to last 30 days or less.
- A temporarily absent person is considered to be living in the home.**