



2009/2010

Request for TANF Funds/Eligibility Determination

Eligibility Requirement: To be eligible for the TANF funds: the child/family income must be less than 200% of the federal poverty level; the child must be living in the home of a parent or other specified relative; the individual must be a United States citizen or qualified non-citizen; and the child/family must be residing in Florida.

ZONE/DISTRICT/REGION/CBC Agency Date of Request:

Table 1: Information on Children and Adults in Household.

Table with 5 rows and 4 columns: #, Name, Social Security #, Date of Birth, Citizen or Qualified Noncitizen (Yes/No checkboxes).

1) Is (are) child(ren) living with a parent or other specified relative?

YES if Yes, continue with item # 2; list name of relative and relationship to child: /
NO if No, child is not eligible for TANF

2) Is (are) child(ren) residing in Florida?

YES if Yes, continue with item # 3
NO if No, child is not TANF eligible

3) Is the family currently receiving temporary cash assistance under WAGES or the Relative Caregiver Program?

YES if Yes, financial criteria met, submit to supervisor/designee for TANF eligibility determination.
NO if No, continue with item # 4.

4) Family Income. Information obtained from:

Parent/relative (Self declaration or documented: list document, i.e. pay stub, etc.)
Collateral Source: List the source

Using information obtained from the parent or specified relative or through available/collateral contact information, make the "best determination possible" of the family's gross income. When income information is not obtained from the family it may be obtained from the employment history of responsible adults or any prior determination of eligibility for public assistance [i.e., Food Stamps Temporary Cash Assistance (WAGES)].

Determine: (A) What is the family size?
(B) Estimated Family Income: \$ per month year

Table 2: 200% of the FPL by family size: Effective Date July 1, 2009. (For households larger than 10, add \$627 per month or \$7,480 per year for each additional household member.)

Table with 11 columns: Household size (1-10) and 2 rows: Monthly Income, Yearly income.

SIGNED: Date:

Based on the household information above, the family income is: (check one)

less than 200% of the FPL...CHILD/FAMILY IS ELIGIBLE
at or above 200% of the FPL... CHILD/FAMILY IS INELIGIBLE

SIGNED: Supervisor or Designee Date:

Comment [TAS1]: The Fiscal Year will pre-fill based on the date entered in the Effective From field on the TANF page and evaluating it against the Effective From and Effective To date fields on the FPL Update Information pop-up page where the FPL Update Complete options has been selected and saved to determine the fiscal year. If the date entered is less than or equal to June 30, 20XX the Fiscal Year will display Previous Year/Year entered in Effective From field. For example, date entered is June 1, 2010. Fiscal Year will display 2009/2010. If date entered is July 1, 2010 the Fiscal Year will display 2010/2011.

Comment [KKB2]: Agency associated to the "Completed By" Worker in the Eligibility Group box.

Comment [KKB3]: Entry Date from the Eligibility Information Group box.

Comment [KKB4]: Household Information Group Box- List all participants that have the "Include" Checkbox checked.

Comment [KKB5]: Question 1 on the TANF page.

Comment [KKB6]: Question 2 on the TANF page.

Comment [KKB7]: Question 3 on the TANF page.

Comment [KJ8]: Question 4 on TANF page. If self declaration or documented is selected select the corresponding check box. Explain will prefill next to documented if documented is selected.

Comment [KJ9]: Question 4 on the TANF page. Select check box if collateral is selected - the explain will populate as well.

If Unable to Obtain No information will be populated.

Comment [KKB10]: Question 4 on the TANF page.

Comment [AXJ11]: Year will pre-fill based on the date entered in the Effective From field. If the date entered is less than or equal to June 30, 20XX the year will display July 1, prior year. For exam...

Comment [TAS14]: Table 2 will pre-fill with the values entered on the FPL Update Information pop-up page. These fields will pre-fill based on the fi...

Comment [TAS12]: This field will pre-fill with the data entered in the Monthly Income field of the FPL Update Information page.

Comment [TAS13]: This field will pre-fill with the data entered in the Year Income field of the FPL Update Information page.

Comment [KKB15]: FPL Question, only pre-fill with a determination when a dollar amount is entered in the "Estimated Family Income" field

Comment [KKB16]: "Completed by" name populated at the initial save.

Comment [KKB17]: Approval Date

Child(ren)'s eligibility entered into FSFN on (the date):	Person entering information:
---	------------------------------

Comment [JLF18]: Name of the worker who initially saved the TANF.

Comment [JLF19]: Date the TANF was initially saved.

INSTRUCTIONS
Request for TANF Funds/Eligibility Determination

PURPOSE: TANF funding in Family Safety is used to pay the administrative costs of the Florida Abuse Hotline, eligible staff activities of protective investigators and protective services counselors, services for children who are in their own homes with a parent or specified relative and who are at imminent risk of removal and for services to expedite reunification. The information requested in this form is used to determine the child/family's eligibility for TANF.

INFORMATION REQUESTED:

1. Enter the name of the district/region/CBC in which the child/family resides.
2. Enter the date of request (date the form is initiated).
3. Enter the names of all the family members/children in the household, their social security numbers and dates of birth. Indicate whether each individual is a United States citizen or qualified noncitizen.

ELIGIBILITY:

1. When the application is being completed at the time of the investigation, check "YES" if the child is being removed from the home of a parent or specified relative; otherwise, check "NO". When the application is being completed to provide TANF funded protective services in the child's home or the home of a specified relative, check "YES" if the child is currently living with a parent or **specified** relative, otherwise check "NO".

If "YES", continue with Item # 3. Write the name of the specified relative with whom the child(ren) is(are) living and the relationship to the child(ren).

If "NO" the child is ineligible for TANF funding.

2. Check "YES" or "NO"

IF "YES," child/family meets residency criteria, continue with Item #3.

IF "NO," child is ineligible for TANF funding.

3. Check "YES" or "NO"

IF "YES," child/family meets financial criteria; submit form to supervisor or designee for TANF eligibility determination.

IF "NO," Continue with Item # 4.

4. **FAMILY INCOME:** If the family income information is "documented", list the type of documentation. When child is in the home of his/her parent(s) the income of the child(ren) and child's parent(s) living in the home is counted. The family size will include the parent(s) and the child(ren). When child is in the home of a non-parent specified relative, only the child's income is counted and each child will be considered a family on "one". Two hundred percent (200%) of the FPL by family size is listed in the chart.

Note: The source of the income information must be documented on the request form. When efforts to obtain income information are unsuccessful, the child will be ineligible for TANF funding. Indicate in the top margin of the request form that income information could not be obtained then initial and date.

The person completing the form - parent, non-parent specified relative, CPI, case manager or zone/district/region/CBC designee - must sign and date the form.

The supervisor or zone/district/region/CBC designee conducts the eligibility determination by indicating whether the family's income is less than 200% of the FPL for the household size and marks the appropriate space whether the child/family is eligible for TAFN 200% funds.

The supervisor or zone/district/region/CBC designee must sign and date the form.

DISTRIBUTION:

Original must remain in child's file (copies can be used when the family has more than one child)

Copy to District/region/CBC Revenue Maximization Unit, as appropriate.

CODING:

The child's eligibility must be recorded in FSFN. When the child's eligibility has not been determined, the child must be coded as "TANF Ineligible."