



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**October 1, 2013**

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

#### **Transmittal # 53**

This transmittal includes annual changes to program calculation elements 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 guidance and forms for both the TANF and VIEW Program. In Section 305.3, page 14, 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 Program (SNAP) manual and reference to this change is mentioned in the TANF guidance manual. The new amounts are: Breakfast - \$1.28 per meal; Lunch or Supper - \$2.40 per meal; and Snacks - \$.71 per meal. 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, 2013.

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 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 2013 Federal Poverty Levels.
Section 305.4, page 38	Guidance at item 4, step 2 has been updated to reflect the revised amount for 150% of the Federal Poverty Level for 2013.

Page(s) Changed	Significant Changes
Section 305.4, pages 40 and 41	The examples have been revised to reflect 150% of the Federal Poverty Levels for 2013.
Section 900, Appendix 2, pages 1-5	The examples for the TANF VIEW grant calculations have been revised to reflect Federal Poverty Levels and standard deduction amounts for 2013.
Section 900, Appendix 3, page 1	The Federal Poverty Levels have been revised with 2013 amounts.
Section 1000.24, page 88	Guidance has been revised at 1000.24F(1) to reflect the standard deduction amount for 2013.
Forms Drawer	The Hardship Exception Determination Form (032-03-0376-08) was updated to reflect the 2013 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.
Forms Drawer	The TANF/VIEW Grant Calculation form (032-03-0355-15) has been updated to reflect the 2013 Federal Poverty Level.
Forms Drawer	The TANF-UP/VIEW Grant Calculation form (032-03-0355A-13) has been updated to reflect 150% of the 2013 Federal Poverty Level.

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

  
 Margeret R. Schultze  
 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	\$152
4 members	\$163
5 members	\$191
6 or more members	\$219

### 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	\$1,245	\$289.53	\$ 579.06	\$ 622.50
2	1,681	390.93	781.86	840.50
3	2,116	492.09	984.18	1,058.00
4	2,552	593.48	1,186.97	1,276.00
5	2,987	694.65	1,389.30	1,493.50
6	3,423	796.04	1,592.09	1,711.50
7	3,858	897.20	1,794.41	1,929.00
8	4,294	998.60	1,997.20	2,147.00
Each additional Person	+ \$436	+ \$101.39	+ \$202.79	+ \$218.00

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 **\$1,940.00**. The latter is a standard amount and must be used in all cases regardless of the actual number

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

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

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

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

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

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

EXAMPLE #1:

Ms. P. is applying for TANF for herself and her 3 children. Ms. P. receives unearned income in the amount of \$50 per month, and each of the 3 children receives unearned income in the amount of \$50 per month, as well. Ms. P.'s husband (not the children's father) is employed and earns **\$1,948.00** per month. Mr. P. has no other dependents.

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

Mr. P.'s income	<b>\$1,948.00</b>
Less \$90 deeming disregard	- 90.00
	<u>\$1,858.00</u>
Less standard of need for 1 (group II)	-174.00
Amount deemed available to Ms. P.	<u>\$1,684.00</u>
Standard of assistance for 4 person AU	\$ 382.00

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

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

Stepparent's (Mr. P.'s) income	\$1,948.00
150% of poverty guidelines for 2 (monthly)	<u>-1,940.00</u>
Amount <u>greater than</u> 150% poverty guidelines	\$ 8.00
Standard of assistance for 3-person AU	\$ 320.00
Less countable income (\$108.00 - 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	- 90.00
		<u>\$1,910.00</u>
	Less Standard of need for 2 (group II) to include Mr. L. and his child	- 257.00
	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	\$2,048.00
150% of poverty guidelines for 2 (monthly)	<u>-1,940.00</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)



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 <  
**\$1,293.00** 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

\$453.00 Gross Monthly Earnings  
-152.00 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 \$303 gross monthly and the assistance unit also receives \$120 unearned income monthly.

Step (1)	-	Screening at Federal Poverty Level	
			\$ 303.00 Gross Monthly Earnings <
			<b>\$1,291.00</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	
			\$303.00 Gross Monthly Earnings
			<u>-152.00</u> Standard Deduction for 2
			<b>\$151.00</b> x 20% = <b>30.20</b>
			<u>- 30.20</u>
			<b>\$120.80</b> Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	
			<b>\$120.80</b> Net Earned Income
			<u>+134.00</u> TANF Deficit
			<b>\$254.80</b> < 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 **\$1,963** monthly gross income.

Step (1)	-	Screening at Federal Poverty Level	
			<b>\$1,963.00</b> Gross Monthly Earnings =
			<b>\$1,963.00</b> 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

\$ 455.00 Gross Monthly Earnings <  
**\$2,633.00** 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

\$455.00 Gross Monthly Earnings  
-219.00 **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 ^  
**\$1,293.00** 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

\$963.00 Gross Monthly Earnings  
-152.00 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 <
<b>\$2,945.00</b>	150% of the Monthly Federal Poverty Level for 4

Step (2) - Unearned Income

\$ 382.00	Standard of Assistance for 4
<u>\$ 0.00</u>	Unearned Income
\$ 382.00	TANF Deficit

Step (3) - Earned Income Disregards

\$1503.00	Gross Monthly Earnings
<u>- 163.00</u>	Standard Deduction for 4
\$1340.00	x 20% = \$268.00
<u>- 268.00</u>	
\$1072.00	Net Earned Income

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

\$1072.00	
<u>+ 382.00</u>	TANF Deficit
<b>\$1454.00</b>	< 150% of the Monthly Federal Poverty Level for 4

\$ 382.00 = VIEW Payment (TANF Grant)

**2013 FEDERAL POVERTY LEVELS**

<u>Size of Family Unit</u>	<u>Monthly Poverty Guideline</u>
1.....	\$ 958.00
2.....	\$1,293.00
3.....	\$1,628.00
4.....	\$1,963.00
5.....	\$2,298.00
6.....	\$2,633.00
7.....	\$2,968.00
8.....	\$3,303.00

For each additional person add \$335

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.....	\$1,436.00
2.....	\$1,940.00
3.....	\$2,442.00
4.....	\$2,945.00
5.....	\$3,447.00
6.....	\$3,950.00
7.....	\$4,452.00
8.....	\$4,955.00

For each additional person add \$502

- 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 **\$152**.
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>\$152</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 - 032-03-0376-08-eng (10/13)

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**

<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 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. Changes of address (also let us know if your telephone number changes so we can contact you if needed)
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	\$1,245	\$289.53	\$ 579.06	\$ 622.50
2	1,681	390.93	781.86	840.50
3	2,116	492.09	984.18	1,058.00
4	2,552	593.48	1,186.97	1,276.00
5	2,987	694.65	1,389.30	1,493.50
6	3,423	796.04	1,592.09	1,711.50
7	3,858	897.20	1,794.41	1,929.00
8	4,294	998.60	1,997.20	2,147.00
For each additional Person	+ \$436	+101.39	+ \$202.79	+ \$218

These amounts are good through 9/30/2014.

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 – 032-03-0646-14-eng (10/13)

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

**2013 100% FEDERAL POVERTY LEVEL**

Size	Monthly Amt
1	\$ 958
2	1,293
3	1,628
4	1,963
5	2,298
6	2,633
7	2,968
8	3,303
Each Additional	\$ 335

**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** - 032-03-0355-16-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 2013 FEDERAL POVERTY LEVEL**

Size	Monthly Amt
1	\$1,436
2	1,940
3	2,442
4	2,945
5	3,447
6	3,950
7	4,452
8	4,955
Each Additional	\$ 502

**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-14-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.