



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**October 1, 2015**

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

#### **Transmittal # 57**

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 Programs.

The allowance for meals and snacks provided by a TANF recipient who is providing child care services in her home is referenced at Section 305.3.A.2, (page 14). The new amounts are: Breakfast - \$1.32 per meal; Lunch or Supper - \$2.48 per meal; and Snacks - \$.74 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, 2015.

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 deduction amounts were updated to reflect the 2015 amounts. <u>Note</u> : The amount did not change for assistance units with 1-3 members. Virginia Administrative Code cited on page 2 was changed from 22 VAC 40-295-60

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Page(s) Changed	Significant Changes
	to 22 VAC 40-295-50 to reflect the correct citation.
Section 305.1, page 9	The income chart was updated to reflect 130% of the 2015 Federal Poverty Levels.
Section 305.4, page 38	Guidance at item 4, step 2 was updated to reflect the revised amount for 150% of the 2015 Federal Poverty Level.
Section 305.4, pages 39-42	The examples were revised to reflect the revised amounts for 150% of the 2015 Federal Poverty Level.
Section 900, Appendix 2, pages 1-5	The examples of TANF VIEW grant calculations were revised to reflect the 2015 Federal Poverty Level and standard deduction amounts.
Section 900, Appendix 3, page 1	The Federal Poverty Levels were revised to reflect the 2015 amounts.
Form 032-03-0355-18	The TANF/VIEW Grant Calculation form was updated to reflect the 2015 Federal Poverty Levels.
Form 032-03-0355A-16	The TANF-UP/VIEW Grant Calculation form was updated to reflect 150% of the 2015 Federal Poverty Level.
Form 032-03-0646-16	The Notice of Intentional Program Violations and Penalties form was updated to reflect change reporting guidelines. Households must report income changes which exceed the income guidelines (130% of the 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).



Margaret Ross 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	\$155
4 members	<b>\$168</b>
5 members	<b>\$197</b>
6 or more members	<b>\$226</b>

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 40-295-50  
 \*\*\* 22 VAC 40-295-50

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:

<b>Report Income Change When Household Income Exceeds These Amounts</b>				
Household Size	Monthly Amount	Weekly Amount	Bi-Weekly Amount	Semi-Monthly Amount
1	<b>\$1,276</b>	<b>\$ 296.74</b>	<b>\$ 593.48</b>	<b>\$ 638.00</b>
2	<b>1,726</b>	<b>401.39</b>	<b>802.79</b>	<b>863.00</b>
3	<b>2,177</b>	<b>506.27</b>	<b>1,012.55</b>	<b>1,088.50</b>
4	<b>2,628</b>	<b>611.16</b>	<b>1,222.32</b>	<b>1,314.00</b>
5	<b>3,078</b>	<b>715.81</b>	<b>1,431.62</b>	<b>1,539.00</b>
6	<b>3,529</b>	<b>820.69</b>	<b>1,641.39</b>	<b>1,764.50</b>
7	<b>3,980</b>	<b>925.58</b>	<b>1,851.16</b>	<b>1,990.00</b>
8	<b>4,430</b>	<b>1,030.23</b>	<b>2,060.46</b>	<b>2,215.00</b>
Each additional Person	<b>+ \$451</b>	<b>+ \$104.88</b>	<b>+ \$209.76</b>	<b>+ \$225.50</b>

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 **\$1,992.00**. 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 receive unearned income in the amount of \$50 per month, as well. Ms. P.'s husband (not the children's father) is employed and earns **\$1,999.00** 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>\$1,999.00</b>
Less \$90 deeming disregard	- 90.00
	<b>\$1,909.00</b>
Less standard of need for 1 (Group II)	- 174.00
Amount deemed available to Ms. P.	<b>\$1,735.00</b>
 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	<b>\$1,999.00</b>
150% of poverty guidelines for 2 (monthly)	<b><u>-1,992.00</u></b>
Amount greater than 150% poverty guidelines	<b>\$7.00</b>
 Standard of assistance for 3-person AU	 \$320.00
 Less total countable income ( <b>\$7.00</b> - amount of Mr. P.'s income which exceeds 150% of poverty guidelines; plus \$50 - Ms. P.'s unearned income; plus \$150 - the children's unearned income for a total of \$207 in countable income)	 - <b><u>207.00</u></b>
Grant amount	<b>\$113.00</b>

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. Her husband (not the children's father), Mr. L., is employed and earns \$2,074 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	\$2,074.00
Less \$90 deeming disregard	- 90.00
	<u>\$1,984.00</u>
Less standard of need for 2 (Group II) to include Mr. L. and his child	- 257.00
Income deemed available to Ms. L.	\$1,727.00
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	\$2,074.00
150% of poverty guidelines for 2 (monthly)	<u>-1,992.00</u>
Amount <u>exceeding</u> 150% of poverty guidelines	<b>\$82.00</b>
Standard of assistance for 2-person AU	\$254.00
Less total countable income ( <b>\$82.00</b> - amount of Mr. L.'s income which exceeds 150% of poverty guidelines)	- <b>82.00</b>
Grant amount	<b>\$172.00</b>

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.\*

Ineligible Alien Parent - If a parent living in the home with the eligible TANF 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 for himself due to his alien status,

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

the 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.

- c. Calculating the Deemed Amount - Federal regulations provide the following procedure for determining the amount of income to be deemed available to the TANF assistance unit from the senior parent(s) or an ineligible alien parent,\* or a stepparent when the parent is not residing in the home because of military duty, employment or other reason, but the stepparent and parent are married and consider themselves to be living as husband and wife.

The amount to be deemed available is computed by subtracting the following from the verified anticipated gross monthly earned income (use net profit for earnings from self-employment) or gross unearned income of the senior parent(s), ineligible alien parent, or stepparent:

- 1) The first \$90 of gross earned income of each employed person (the deeming disregard)
- 2) The standard of need for household members claimed or who could be claimed as dependents on the senior parent's, stepparent's, or ineligible alien parent's federal income tax return, excluding members of the assistance unit.

If the senior parent, stepparent, or ineligible alien parent 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 senior parent, stepparent, or ineligible alien parent.

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, failure to comply with the declaration of citizenship/alienage status requirement, or failure to cooperate with DCSE will not be counted in determining the number of dependents.

- 3) Support, including wage assignments paid to individuals not living in the home who are claimed or could be claimed as dependents on the senior parent's, stepparent's, or ineligible alien parent's federal income tax return.

If the senior parent, stepparent, or ineligible alien parent 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.

\* 45 CFR 233.20(a)(3)(vii)

VIEW GRANT CALCULATION

Example 1 - Earnings

Assistance unit of 2 in a Group II locality. Mom earns \$456 gross income each month.

Step (1)	-	Screening at Federal Poverty Level	\$456.00 <b>\$1,328.00</b>	Gross Monthly Earnings < Monthly Federal Poverty Level for 2
Step (2)	-	Unearned Income	\$254.00 <u>- 0.00</u> \$254.00	Standard of Assistance for 2 Unearned Income TANF Deficit
Step (3)	-	Earned Income Disregards	\$456.00 <u>-155.00</u> \$301.00 <u>- 60.20</u> \$240.80	Gross Monthly Earnings Standard Deduction for 2 x 20% = 60.20 Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	\$240.80 <u>+254.00</u> \$494.80	Net Earned Income TANF Deficit < 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 \$305 gross monthly and the assistance unit also receives \$120 unearned income monthly.

Step (1)	-	Screening at Federal Poverty Level	
			\$305.00 Gross Monthly Earnings <
			<b>\$1,328.00</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	
			\$305.00 Gross Monthly Earnings
			<u>-155.00</u> Standard Deduction for 2
			\$150.00 x 20% = 30.00
			<u>- 30.00</u>
			\$120.00 Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	
			\$120.00 Net Earned Income
			+ <u>134.00</u> TANF Deficit
			\$254.00 < 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 \$2,021 monthly gross income.

Step (1)	-	Screening at Federal Poverty Level	
			<b>\$2,021.00</b> Gross Monthly Earnings =
			<b>\$2,021.00</b> Monthly Federal Poverty Level for 4

**The assistance unit is ineligible.**

Example 4 - Maximum Reimbursable

Assistance unit of 6 in a Group I locality. Mom earns \$457 gross monthly income.

Step (1)	-	Screening at Federal Poverty Level	
			\$457.00 Gross Monthly Earnings <
			<b>\$2,715.00</b> Monthly Federal Poverty Level for 6
Step (2)	-	Unearned Income	
			\$470.00 Standard of Assistance for 6
			<u>- 0.00</u> Unearned Income
			\$470.00 TANF Deficit
			\$443.00 Maximum Reimbursable Amount
Step (3)	-	Earned Income Disregards	
			\$457.00 Gross Monthly Earnings
			<b>-226.00</b> <b>Standard Deduction for 6</b>
			<b>\$231.00</b> x 20% = <b>46.20</b>
			<u>- 46.20</u>
			<b>\$184.80</b> Net Earned Income
Step (4)	-	Add Net Earned Income and TANF Deficit	
			<b>\$184.80</b> Net Earned Income
			<u>+443.00</u> Maximum Reimbursable TANF Deficit
			<b>\$627.80</b> < 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 \$966 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

\$966.00	Gross Monthly Earnings <
<b>\$1,328.00</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

\$966.00	Gross Monthly Earnings
<u>-155.00</u>	Standard Deduction for 2
\$811.00	x 20% = 162.20
<u>-162.20</u>	
\$648.80	Net Earned Income

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

\$648.80	Net Earned Income
<u>+263.00</u>	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
<u>- 50.00</u>	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 \$1505 gross income.

Step (1) - Screening at 150% of the Federal Poverty Level

\$1,505.00	Gross Monthly Earnings <
<b>\$3,032.00</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

\$1505.00	Gross Monthly Earnings
<u>- 168.00</u>	Standard Deduction for 4
\$1337.00	x 20% = \$267.40
<u>- 267.40</u>	
\$1069.60	Net Earned Income

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

\$1069.60	
<u>+ 382.00</u>	TANF Deficit
\$1451.60	< 150% of the Monthly Federal Poverty Level for 4
\$382.00	= VIEW Payment (TANF Grant)



**2015 FEDERAL POVERTY LEVELS**

<u>Size of Family Unit</u>	<u>Monthly Poverty Guideline</u>
1.....	\$ <b>981.00</b>
2.....	\$ <b>1,328.00</b>
3.....	\$ <b>1,675.00</b>
4.....	\$ <b>2,021.00</b>
5.....	\$ <b>2,368.00</b>
6.....	\$ <b>2,715.00</b>
7.....	\$ <b>3,061.00</b>
8.....	\$ <b>3,408.00</b>

For each additional person add **\$347**

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.....	\$ <b>1,472.00</b>
2.....	\$ <b>1,992.00</b>
3.....	\$ <b>2,512.00</b>
4.....	\$ <b>3,032.00</b>
5.....	\$ <b>3,552.00</b>
6.....	\$ <b>4,072.00</b>
7.....	\$ <b>4,592.00</b>
8.....	\$ <b>5,112.00</b>

For each additional person add **\$520**

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

**2015 100% FEDERAL POVERTY LEVEL**

Size	Monthly Amt
1	\$ 981
2	1,328
3	1,675
4	2,021
5	2,368
6	2,715
7	3,061
8	3,408
Each Additional	\$ 347

**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** - 032-03-0355-18-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 2015 FEDERAL POVERTY LEVEL**

Size	Monthly Amt
1	\$1,472
2	1,992
3	2,512
4	3,032
5	3,552
6	4,072
7	4,592
8	5,112
Each Additional	\$ 520

**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-16-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.

**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 that 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	\$1,276	\$ 296.74	\$ 593.48	\$ 638.00
2	1,726	401.39	802.79	863.00
3	2,177	506.27	1,012.55	1,088.50
4	2,628	611.16	1,222.32	1,314.00
5	3,078	715.81	1,431.62	1,539.00
6	3,529	820.69	1,641.39	1,764.50
7	3,980	925.58	1,851.16	1,990.00
8	4,430	1,030.23	2,060.46	2,215.00
For each additional Person	+ \$451	+\$ 104.88	+ \$209.76	+ \$225.50

These amounts are good through 9/30/2016.

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 – 032-03-0646-16-eng (10/15)

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.