

Department of Human Services Allegheny County, Pennsylvania



TANF Determination Job Aid

The *TANF Determination* KIDS screen is used to document information that will determine if DHS is able be submit a claim for federal reimbursement on client specific services.

A TANF Determination should be completed for *every CYF active client under 18 years old* and is valid for 12 months. TANF Determinations should be updated annually or when a client's placement status changes.

TANF Determination Screen

Organizer Focus History	NE			
Organizer Focus History				
In Focus	TANF Determination		CARS Fields	
Line Name		venotes hair Mandatory Heids · Denotes A		
Oser Name:	LANF		1	
Family Assignment:	Determination Date	Begin Date End	Date Type	
Entity Type:			Non-Placement (MTV	V)
Entity Name:				
Entity ID:				
Entity Type:	Child Information (Contact	Caseworker for Updating Client Inforn	ation)	
Entity Name:	Child's Name (Last, First, M.I)	Gender	US Citizen Or Qualified Alien	
	Data of Dist.	County Martifica		
	Date of Birth SSN	County Identifier		
Entity ID:				
Entity ID:	Person with Whom the child is I	Living* Specify Name	Relationship to Child	SSN of Person with Whom the child is Living
Entity ID:	Person with Whom the child is I	Living* Specify Name	Relationship to Child	SSN of Person with Whom the child is Living
Entity ID:	Eligibility Determination Eligibility Determination Placement (887) Name of the person completing	For* © Non-Placement (MTW) the information*	Relationship to Child	SSN of Person with Whom the child is Living
Entity ID:	Eligibility Determination Eligibility Determination Eligibility Determination Placement (887) Name of the person completing Is the child under age 18? Yes	For* Non-Placement (MTW) the information* Verification Source*	Relationship to Child	SSN of Person with Whom the child is Living
Entity ID:	Eligibility Determination Eligibility Determination Eligibility Determination Placement (887) Name of the person completing Is the child under age 18? Yes Is the child a US Citizen or qual	For* Non-Placement (MTW) the information* Verification Source* lified alien?* Verification Source*	Relationship to Child	SSN of Person with Whom the child is Living
Entity ID:	Eligibility Determination Eligibility Determination Eligibility Determination Placement (887) Name of the person completing Is the child under age 18? Yes Is the child a US Citizen or qual Income Chart - 400% of Edera	Living* Specify Name For* Non-Placement (MTW) the information* Verification Source* lified alien?* Verification Source*	Relationship to Child	SSN of Person with Whom the child is Living
Entity ID:	Eligibility Determination Eligibility Determination Eligibility Determination Placement (837) Name of the person completing Is the child under age 18? Yes Is the child a US Citizen or qual Income Chart - 400% of Federa Family Unit Size	Living* Specify Name For* Non-Placement (MTW) the information* Ified alien?* Verification Source* al Poverty Guidelines 400% of FPG (Gross_Annual)	Relationship to Child	SSN of Person with Whom the child is Living
Entity ID:	Person with Whom the child is I Person with Whom the child is I Eligibility Determination Eligibility Determination Placement (887) Name of the person completing Is the child under age 18? Yes Is the child a US Citizen or qual Income Chart - 400% of Federa Family Unit Size 1	Living* Specify Name For* Non-Placement (MTW) the information* lified alien?* Verification Source* al Poverty Guidelines 400% of FPG (Gross_Annual) Less than \$45,960	Relationship to Child	SSN of Person with Whom the child is Living
Entity ID:	Person with Whom the child is I Person with Whom the child is I Eligibility Determination Cligibility Determination Placement (887) Name of the person completing Is the child under age 18? Yes Is the child a US Citizen or qual The child Size	Living* Specify Name For* Non-Placement (MTW) the information* Iffied alien?* Verification Source* al Poverty Guidelines 400% of FPG (Gross_Annual) Less than \$45,960 Less than \$45,960 Less than \$62,040	Relationship to Child	SSN of Person with Whom the child is Living
Entity ID:	Person with Whom the child is I Eligibility Determination Eligibility Determination Placement (887) Name of the person completing Is the child under age 18? Yes Is the child a US Citizen or qual A	Living* Specify Name For* Non-Placement (MTW) the information* lified alien?* Verification Source* al Poverty Guidelines 400% of FPG (Gross_Annual) Less than \$45,960 Less than \$45,960 Less than \$462,040 Less than \$78,120 Less than \$78,120 Less than \$78,720 Less	Relationship to Child V 400% of FPG (Gross_Monthly) Less than \$3,830 Less than \$5,170 Less than \$5,510 Less than \$5,510	SSN of Person with Whom the child is Living
Entity ID:	Person with Whom the child is I Person with Whom the child is I Person with Whom the child is I Person completing Placement (887) Name of the person completing Is the child under age 18? Yes Is the child under age 18? Yes Is the child u US Citizen or qual The child a US Citizen	For* Non-Placement (MTW) the information* iffied alien?* Verification Source* al Poverty Guidelines 400% of FPG (Gross_Annual) Less than \$45,960 Less than \$45,960 Less than \$47,120 Less than \$78,120 Less than \$10,280	Relationship to Child	SSN of Person with Whom the child is Living





Navigation and TANF List Screen

- 1. Navigate to the *My Services* Screen and bring the non placement Referral/Service Episode into focus.
- 2. Navigate to the *TANF List* screen.a. Case > TANF > TANF List
- 3. The *Clients* grid contains a list of all of the child clients on the Case. The list defaults to *Active Clients Participating as Child* but can be expanded to include *All Clients Participating as Child* by selecting the appropriate radio button.

lient	List								
Denc	tes Required Fields ** Denotes Half-Manda	tory Fields ‡	Denotes AFCAR	S Fields					
Clier	its								
	Name	Client ID	Age	Birth Date	Gender	Duplicate	Involvement	Removed?	Role
۲.	AIDEN MILLER	1004448	6	01/14/2009	Male	N	CYF	Y	Child
	ANGELA MILLER	1004447	10	03/15/2005	Female	N	CYF	Y	Child
Act	ive Clients Participating as Child								
) ali	Clients Participating as Child								
Sho	Cancel								

a. Select the client (only individuals 17 years old and younger are eligible) for whom the TANF Determination is to be made and click the **Show** button.

TANF Determination Screen

1. The TANF grid lists all of the TANF determinations that have been made for the selected client.

TANF					
		Determination Date	Begin Date	End Date	Туре
	•				Non-Placement (MTW)

- a. When entering the first TANF Determination on a client the New button at the bottom of the screen will be greyed out (New). After the first TANF Determination has been saved the user will click the New button at the bottom of the screen to document subsequent TANF Determinations.
- 2. Child Information:

Child Information (Contact Caseworker fo	r Updating Client Information)		
Child's Name (Last, First, M.I) Date of Birth SSN	Gender County Identifier	US Citizen Or Qualified Alien	a
Person with Whom the child is Living*	Specify Name	Relationship to Child	SSN of Person with Whom the child is Living b

a. The *Child's Name, Gender, US Citizen Or Qualified Alien, Date of Birth, SSN*, and *County Identifier* fields are all read only and are populated from the Client screens in KIDS. If there is incorrect or missing information contact the internal DHS Caseworker to request that this information be updated.





- b. Select the *Person with Whom the child is Living* from the drop down menu. If the person is not listed in the drop down choose "other" and complete the *Specify Name, Relationship to Child* and *SSN of Person with Whom the Child is Living* fields.
- 3. *Eligibility Determination*:

Eligibility Determination For Placement (857) Name of the person completing the information Is the child under age 18? Is the child a US Citizen or qualified alien?* Is the child a US Citizen or qualified alien?* Verification Source* Income Chart - 400% of Federal Poverty Guidelines Family Unit Size 400% of FPG (Gross_Annual) 1 Less than \$45,960 2 Less than \$78,120 3 Less than \$78,120 4 Less than \$42,000 5 Less than \$110,280 Note: For family units of more than 5 members, add \$15,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the the blank row at the bottom of the Table. Family Size* Exceeds Federal Poverty Guidelines (FPG) by 400%*	Eligibility Determination			
Name of the person completing the information a Is the child under age 18? Verification Source* Is the child a US Citizen or qualified alien?* Verification Source* Income Chart - 400% of Federal Poverty Guidelines Family Unit Size 400% of FPG (Gross_Annual) 1 Less than \$45,960 2 Less than \$45,040 3 Less than \$5,170 3 Less than \$78,120 4 Less than \$94,200 5 Less than \$110,280 Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the or the blank row at the bottom of the Table. Family Size* 6 Exceeds Federal Poverty Guidelines (FPG) by 400%* f	Eligibility Determination F	or* ● Non-Placement (MTW)		
Income Chart - 400% of Federal Poverty Guidelines Family Unit Size 400% of FPG (Gross_Annual) 1 Less than \$45,960 2 Less than \$45,960 3 Less than \$45,960 4 Less than \$78,120 Less than \$94,200 Less than \$7,850 5 Less than \$10,280 Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the cor the blank row at the bottom of the Table. Family Size* Exceeds Federal Poverty Guidelines (FPG) by 400%*	Name of the person completing Is the child under age 18?	Verification Source*	D	
Family Unit Size 400% of FPG (Gross_Annual) 400% of FPG (Gross_Monthly) 1 Less than \$45,960 Less than \$3,830 2 Less than \$45,960 Less than \$5,170 3 Less than \$78,120 Less than \$5,510 4 Less than \$94,200 Less than \$7,850 5 Less than \$110,280 Less than \$9,190 Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the cor the blank row at the bottom of the Table. Family Size*	Is the child a US Citizen or quali	Fied alien?* C Verification Source*		
1 Less than \$45,960 Less than \$3,830 2 Less than \$62,040 Less than \$5,170 3 Less than \$78,120 Less than \$6,510 4 Less than \$94,200 Less than \$7,850 5 Less than \$110,280 Less than \$9,190 Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the cor the blank row at the bottom of the Table. Family Size* Exceeds Federal Poverty Guidelines (FPG) by 400%*	Family Unit Size	400% of FPG (Gross Annual)	400% of FPG (Gross Monthly)	1
2 Less than \$62,040 Less than \$5,170 3 Less than \$78,120 Less than \$6,510 4 Less than \$94,200 Less than \$7,850 5 Less than \$110,280 Less than \$9,190 Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the cor the blank row at the bottom of the Table. Family Size* Exceeds Federal Poverty Guidelines (FPG) by 400%*	1	Less than \$45,960	Less than \$3,830	
3 Less than \$78,120 Less than \$6,510 4 Less than \$94,200 Less than \$7,850 5 Less than \$110,280 Less than \$9,190 Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the cor the blank row at the bottom of the Table. Family Size* Exceeds Federal Poverty Guidelines (FPG) by 400%*	2	Less than \$62,040	Less than \$5,170	
4 Less than \$94,200 Less than \$7,850 5 Less than \$110,280 Less than \$9,190 Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the cor the blank row at the bottom of the Table. Family Size* B Exceeds Federal Poverty Guidelines (FPG) by 400%*	3	Less than \$78,120	Less than \$6,510	
5 Less than \$110,280 Less than \$9,190 Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the cor the blank row at the bottom of the Table. Family Size* Exceeds Federal Poverty Guidelines (FPG) by 400%*	4	Less than \$94,200	Less than \$7,850	
Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the cor the blank row at the bottom of the Table. Family Size* Exceeds Federal Poverty Guidelines (FPG) by 400%*	5	Less than \$110,280	Less than \$9,190	
	Note: For family units of more the the blank row at the bottom of the Family Size* Exceeds Federal Poverty Guideling	nan 5 members, add \$16,080 annually (Column : he Table. nes (FPG) by 400%*	2) and \$1,340 monthly (Column 3) for each addition	nal member and place the corr
	Child living in the home of a par	ent, other adult specified relative or court design	nated legal Custodian?*	

- a. The *Name of the person completing the information* and *Is the child under age 18?* Fields are read only. These will display the name of the logged in user and the calculated age of the child.
- b. Choose the Verification Source (for the child's age) from the drop down menu.
- c. Answer the question *Is the child a US or qualified alien?* in the drop down menu.
- d. Choose the Verification Source (for the child's citizenship) from the drop down menu.
- e. Enter the Family Size
- f. Choose whether or not the family *Exceeds Federal Poverty Guidelines (FPG) by 400%* from the drop down menu.
- g. Answer the question *Child living in the home of a parent, other adult specified relative or court designated legal Custodian?* in the drop down menu.
- 4. Click the **Save** button at the bottom of the screen.
- 5. Click the Approval button at the bottom of the screen, check the **request** box and click the **ok** button in the approval pop up. Once the approval has been sent another pop up will appear stating "Your approval request has been sent." Click the **ok** button again to close this message.
- 6. To view a printable pdf version select the desired TANF Determination from the *TANF* grid and click the **Preview** button at the bottom of the screen.

When a child is in an out-of-home placement

- KIDS automatically pulls in the placement status of the client. If the child is in an out-of-home
 placement, the KIDS screen will select the Eligibility Determination as "Placement (887)," and the family
 of the client will need to be asked for a signature and the provider will need to mail in a paper copy.
- The paper form will be mailed to the CYF via the Department of Human Services within five days as proof that a signature was received, or two attempts were made to get one.



Department of Human Services Allegheny County, Pennsylvania



- Mailing address: Department of Human Services, Attn: CYF TANF Lead, 1 Smithfield St, 5th floor, Pittsburgh, PA 15222)
- Signature attempts shall be by letter, telephone, and / or home visits

If parents/guardians refuse to sign the form or you were unable to obtain the signature for other reasons, the form should still be submitted. Document those two efforts in KIDS as well.

For more information...

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <u>http://servicedesk.alleghenycounty.us</u>.

This job aid and additional user materials are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.htm