



# TANF Determination Job Aid

The *TANF Determination* KIDS screen is used to document information that will determine if DHS is able to 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

**TANF Determination**  
\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields †Denotes AFCARS Fields

**TANF**

Determination Date	Begin Date	End Date	Type
			Non-Placement (MTW)

**Child Information (Contact Caseworker for Updating Client Information)**

Child's Name (Last, First, M.I)  Gender  US Citizen Or Qualified Alien

Date of Birth  SSN  County Identifier

Person with Whom the child is Living\*  Specify Name  Relationship to Child  SSN of Person with Whom the child is Living

**Eligibility Determination**

Eligibility Determination For\*  
 Placement (887)  Non-Placement (MTW)

Name of the person completing the information\*

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)	400% of FPG (Gross_Monthly)
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 correct figures in the blank row at the bottom of the Table.

Family Size\*

Exceeds Federal Poverty Guidelines (FPG) by 400%\*

Child living in the home of a parent, other adult specified relative or court designated legal Custodian?\*

[New] [Save] [Void] [Preview] [Approval] [Service History] [Cancel]



### 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.

**Client List**  
 \* Denotes Required Fields    \*\* Denotes Half-Mandatory Fields    † Denotes AFCARS Fields

Clients									
Name▲	Client ID	Age	Birth Date	Gender	Duplicate	Involvement	Removed?	Role	
AIDEN MILLER	1004448	6	01/14/2009	Male	N	CYF	Y	Child	
ANGELA MILLER	1004447	10	03/15/2005	Female	N	CYF	Y	Child	

Active Clients Participating as Child  
 All Clients Participating as Child

  

- 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	Type
			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 for Updating Client Information)**

Child's Name (Last, First, M.I.)	Gender	US Citizen Or Qualified Alien
Date of Birth	SSN	County Identifier
Person with Whom the child is Living*	Specify Name	Relationship to Child
		SSN of Person with Whom the child is Living

- 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**

Eligibility Determination For\*  
 Placement (887)     Non-Placement (MTW)

Name of the person completing the information\* a

Is the child under age 18? b

Verification Source\* b

Is the child a US Citizen or qualified alien?\* c

Verification Source\* d

Income Chart - 400% of Federal Poverty Guidelines

Family Unit Size	400% of FPG (Gross_Annual)	400% of FPG (Gross_Monthly)
1	Less than \$45,960	Less than \$3,830
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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 correct figures in the blank row at the bottom of the Table.

Family Size\* e

Exceeds Federal Poverty Guidelines (FPG) by 400%\* f

Child living in the home of a parent, other adult specified relative or court designated legal Custodian?\* g

- 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



Key Information and Demographic System

- Mailing address: Department of Human Services, Attn: CYF TANF Lead, 1 Smithfield St, 5<sup>th</sup> 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](mailto:servicedesk@alleghenycounty.us) or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>.

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