



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**October, 2021**

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

#### **Transmittal # 72**

This transmittal includes annual changes to the program calculations for the Temporary Assistance for Needy Families (TANF) Program and the Virginia Initiative for Education and Work (VIEW) Program. The purpose of this transmittal is to provide new, clarified and revised guidance for both the TANF and VIEW Programs.

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, 2021.

This transmittal and manual are available on the Intranet through FUSION at <https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Guidance> and on the Internet at <http://www.dss.virginia.gov/benefit/tanf/index.cgi>.

Significant changes to the manual are as follows:

Page(s) Changed	Significant Changes
Page 201.1, Page 3a	A note was added to clarify when fleeing felons and parole violators will regain TANF eligibility.
Section 304.5, pages 4	We added a clarification about eligibility requirements for the Relative Maintenance Payment. Children placed with a relative in the Commonwealth of Virginia by another state are not eligible for the Relative Maintenance Support Payment.

Page 305.1, Page 2	The standard deduction amounts were updated to reflect the 2021 amounts.
Section 305.1, page 9	The income chart was updated to reflect 130% of the 2021 Federal Poverty Levels.
Section 304.6, page 5	Minor language updates were made to the RISE program.
Section 305.4, pages 38, 40 and 41	The examples were revised to reflect the updated amounts for 150% of the 2021 Federal Poverty Level.
Section 401.1, page 1a	<p>We have clarified guidance requirements for an Authorized Representative. If an authorized representative is applying on behalf of a household, written permission from the applicant must be provided to the local agency. The written statement must include the name, address, and telephone number of the authorized representative. Additionally, the written statement must include the applicants/client's signature, date, address and duties the authorized representative is to perform. The written statement must be filed in the case record.</p> <p>When an authorized representative applies on behalf of a household, the agency must verify the identity of both the authorized representative and the applicant. The agency may verify identity through readily available documentary evidence, including DMV inquiries through SPIDeR, or through collateral contact, if no other source is available. Acceptable documentary evidence includes, but is not limited to, a driver's license, work or school ID, ID for health benefits or assistance or social services program, a voter registration card, wage stubs, a Social Security card or card stub issued by the Social Security Administration (SSA), or a birth certificate. The agency must accept any documents that reasonably establish the applicant's identity. Households do not have to provide a specific type of verification.</p> <p>A note was added to clarify that the authorized representative can apply on behalf of a TANF applicant or receive notices.</p>

Chapter 400, Appendix II, pages 2-4	Updates were made to the Voter Registration guidance.
Section 901.7, page 8	The references to the 185% screening were replaced with maximum income.
Multiple Sections, Page and an Example: examples: 901.13, pages 11-12a; 1000.1, page 8; 1000.13, pages 40, 52, 73, 83, 83a and 84	With the May 1, 2021 increase in the State's minimum wage, the term "federal minimum wage" was removed and has been updated to "minimum wage". The \$9.50 state minimum wage will be used in evaluation of all cases.
Section 900, Appendix II, pages 1-6, and Appendix III, page 1	The examples were revised to reflect the updated amounts for 100% and 150% of the 2021 Federal Poverty Level.
Multiple Section and pages: Section 1000.4, pages 16 and 18; Section 1000.8, page 24; and Appendix G, page 2	We clarified guidance to reflect additional barriers to evaluate during the VIEW assessment.
Section 1000.24, page 86	Clarification was added regarding "hardship exceptions" that exceed one year.
Form 032-03-0355-23	The TANF/VIEW Grant Calculation form was updated to reflect the 2021 Federal Poverty Levels.
Form 032-03-355A-23	The TANF-UP/VIEW-UP Grant Calculation form was updated to reflect 150% of the 2021 Federal Poverty Levels.
Form 032-03-0646-21 and 032-03-0646-21-spa	The Notice of Intentional Program Violations and Penalties form was updated to reflect 130% of the 2021 Federal Poverty Levels. Households must report income changes that exceed the income guidelines (130% of the 2021 Federal Poverty Level).
Form 032-03-0376-13	The Hardship Exception Determination Form was updated to reflect the 2021 Standard Deduction amount.

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).

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S. Duke Storen  
Commissioner

DRAFT

- E. Drug Felons - Repealed effective July 1, 2020.
- F. An individual is ineligible if he is:
- 1) fleeing to avoid prosecution or custody for a felony under the laws of the place from which the individual flees; (Note: To be considered “fleeing” an individual must have knowledge of an outstanding warrant. An individual must have an opportunity to document that he has fulfilled the requirements of the warrant) or
  - 2) fleeing to avoid confinement after conviction for a felony under the laws of the place from which the individual flees; or
  - 3) in violation of a condition of probation or parole imposed under federal or state law.\*

**Note: The individual will regain eligibility once compliance has been verified by the parole, probation officer or the court. If the individual is sentenced to serve time, eligibility will be regained upon completion of time served.**

- G. SIXTY (60) MONTH LIMIT ON RECEIPT OF TANF - An assistance unit that includes an adult who has received 60 months of assistance under TANF as defined below, is not eligible for assistance.\* "An assistance unit that includes an adult" means an assistance unit where the adult's needs are included in the payment or a case where the adult's needs are not included in the payment but the adult is required to participate in VIEW. (See 901.2.) (Note: At the time the adult on the case has received 60 months of TANF assistance, all members of the assistance unit, including minor caretakers included on the case as eligible children, become ineligible. A former minor caretaker who subsequently applies for TANF for herself and her child when she becomes 18 will be the parent on the new case as an eligible adult and the case will be subject to a new 60- month clock.) The 60 months of TANF eligibility is an accumulated period of time. The 60- month clock will reflect each month for which a TANF payment is issued, even if it is a partial payment. For example, if TANF benefits are issued in November for both October and November, both October and November will appear on the clock.

Effective March, 2008, the 60-month time limit applies to the following individuals whose needs are included in the TANF payment: an adult caretaker on a case, the spouse of the caretaker, a minor caretaker with her own case, and the spouse of the minor caretaker. Both parents in a TANF-UP case, including minor parents, will have a 60- month clock regardless of marital status. (Note: Prior to March, 2008, the 60-month clock was not based on months of TANF receipt in Virginia. Instead, only VIEW months, including months in a VIEW sanction, and months of TANF received in another state, were counted on the clock. The individual 60-month clocks of parents in TANF-UP or TANF two-parent households were identical in terms of months counted that were based on VIEW participation; months of TANF counted in another state may have been different for each parent.)

The 60-month time limit will apply to an individual who has been removed from the TANF payment due to one of the following reasons:

- 1) SSN requirement is not met
- 2) IPV disqualification
- 3) Questionable citizenship
- 4) Failure to cooperate with child support enforcement
- 5) Ineligible alien excluded due to sponsor's income
- 6) Ineligible parent excluded due to spouse's income
- 7) Questionable legal presence
- 8) Fleeing felon/parole violator

- d. the earned income of a child if age 18, but not yet 19, who is a full-time student attending a secondary school or vocational/technical school of secondary equivalency and is meeting the enrollment and attendance requirements as determined by the local school board.

If the income of the assistance unit exceeds the maximum allowable income, the case is ineligible for a payment.\*

#### 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 maximum allowable income, income must then be screened at the standard of assistance in order to allow 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.](#))

- c. Ongoing Cases

Assistance Unit	Standard Deduction
1-3 members	<b>\$177</b>
4 members	<b>\$184</b>
5 members	<b>\$215</b>
6 or more members	<b>\$246</b>

Once the total gross countable income of the assistance unit is determined to be less than or equal to the maximum allowable income, income must then be screened at the standard of assistance in order to allow earned income disregards where applicable.

- b. 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

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 past 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% 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>\$ 1,396</b>	<b>\$ 324.65</b>	<b>\$ 649.30</b>	<b>\$ 698.00</b>
2	<b>1,888</b>	<b>439.06</b>	<b>878.13</b>	<b>944.00</b>
3	<b>2,379</b>	<b>553.25</b>	<b>1,106.51</b>	<b>1,189.50</b>
4	<b>2,871</b>	<b>667.67</b>	<b>1,335.34</b>	<b>1,435.50</b>
5	<b>3,363</b>	<b>782.09</b>	<b>1,564.18</b>	<b>1,681.50</b>
6	<b>3,855</b>	<b>896.51</b>	<b>1,793.02</b>	<b>1,927.50</b>
7	<b>4,347</b>	<b>1,010.93</b>	<b>2,021.86</b>	<b>2,173.50</b>
8	<b>4,839</b>	<b>1,125.34</b>	<b>2,250.69</b>	<b>2,419.50</b>
Each additional Person	<b>+ \$492.00</b>	<b>+ \$114.41</b>	<b>+ \$228.83</b>	<b>+ \$246.00</b>

304.5 RELATIVE MAINTENANCE SUPPORT PAYMENT – The 2020 General Assembly appropriated funds to create the Relative Maintenance Support Payment.\* TANF assistance units that include one or more eligible children, meeting all eligibility criteria for a TANF payment, will be entitled to a Relative Maintenance Support Payment when a relative caretaker assumed care of the child(ren) on or after July 1, 2020, to prevent the child(ren) from entering Foster Care **in the Commonwealth of Virginia**, as verified by a LDSS Family Services worker. This includes TANF assistance units with a budgetary deficiency that is less than \$10, and no payment is made. If an assistance unit's ineligibility is based solely on this minimum payment provision, the case will be approved and retained as an active TANF case. TANF assistance units that include a parent are not eligible.

**Note: Children placed with a relative in the Commonwealth of Virginia by another state are not eligible for the Relative Maintenance Support Payment.**

The Relative Maintenance Support Payment is a monthly payment that is included in the TANF payment, and will be paid to eligible assistance units in the amount of \$200 for each eligible child in the qualifying TANF assistance unit that was diverted from Foster Care. This includes TANF assistance units that include a needy relative caretaker. If the child does not meet TANF eligibility requirements, the relative caretaker will not be eligible to receive the Relative Support Maintenance payment. The Relative Support Maintenance payment does not apply to Diversionary Assistance, Emergency Assistance or VTP.

When a TANF application is received for a non-parent caretaker, a separate TANF case should be established. All children not belonging to the payee shall be placed in a separate case.

The Family Services Specialists will be responsible for identifying the child(ren) that has been diverted from Foster Care. The Family Services Specialists will complete the Relative Maintenance Verification Form and provide the relative caretaker with a copy to verify that the child(ren) is living in the relative caretaker's home to avoid placement into Foster Care. If applying for TANF assistance at a Local Department of Social Services, the relative caretaker must provide the Relative Maintenance Verification Form to the Benefits Programs Worker to qualify for the additional \$200 monthly payment. The Relative Maintenance Verification Form includes the caretaker(s), child(ren) and referring agency's information, in addition to the date the child began living in the home of the relative caretaker. The receiving locality is responsible for uploading the Relative Maintenance Verification Form into the Document Management Information System (DMIS).

Example 1: Ms. Perry assumed care of her grandchild Terri Lee on 07/02/2021, to prevent her from being placed in Foster Care. On 07/05/2021, Ms. Perry applied for TANF assistance for her grandchild Terri. On 07/20/2021, Ms. Perry provided all the requested verifications, to include the Relative Maintenance Verification Form that was provided by her Family Services Specialist, which verified Terri was placed with her on 07/02/2021. On 07/23/2021, the TANF application was approved, as all eligibility requirements were met. Ms. Perry received the \$249 standard of assistance for one in a Group II locality. In addition, Ms. Perry received the additional \$200 monthly Relative Maintenance Support Payment. Ms. Perry will receive a total of \$449 on a monthly basis.

Unlike TANF, Relative Maintenance Support Payments are not prorated based on the date of the TANF application. If a relative caretaker applies for TANF any date after the first of the month, as long as all eligibility criteria are met, the assistance unit will receive the entire \$200 payment per eligible child, for that month.

Example 2: On 10/15/2020, Ms. Tee assumed care of her niece Lala to prevent her from being placed in Foster Care. On 10/15/2020, the Family Services Specialist completed the Relative Maintenance Verification form for Ms. Tee. On 10/16/2020, Ms. Tee applied for TANF assistance for her niece Lala. On 10/23/2020, Ms. Tee submitted all the requested verifications to the local agency, to include a copy of the Relative Maintenance Verification Form that was provided by her Family Services Specialist. On 10/26/2020, the Benefits Programs Worker approved the TANF application. Although the initial TANF payment was prorated from the 10/16/2020 application date, Ms. Tee received the entire additional \$200 Relative Maintenance Support Payment for Lala for the month of October.



Example 3: Mr. Jones assumed care of his nephew Anthony Jones to prevent him from being placed in Foster Care, as verified by Family Services. Anthony receives a monthly SSI payment. Although Mr. Jones assumed care of Anthony to prevent him from being placed in Foster Care, Anthony is ineligible for TANF due to the receipt of SSI. Therefore, Mr. Jones is not eligible for the additional \$200 Relative Maintenance Support Payment. However, if Mr. Jones requests assistance for himself as a needy relative caretaker, he could receive a TANF payment if all other eligibility criteria are met.

Example 4: Ms. Martin applies for TANF for her niece Shelly and nephew John. Ms. Martin has an existing TANF case for herself and her two children Aiden and Ava. A separate TANF case shall be established for Shelly and John.

Example 5: Ms. Brown applies for TANF for her granddaughter Robin. Ms. Brown has an active SNAP and Medicaid case for herself and her son Larry. The non-parent caretaker TANF application shall not be added to Ms. Brown's existing case number. A new and separate case number shall be established for the TANF application.

In order to ensure the Relative Maintenance Payment is generated correctly, at no time should the non-parent caretaker and her child(ren) be included on the payee TANF case.

Payment information about the Relative Maintenance Support Payment will be provided to the customer in the TANF Notice of Action at initial application, reapplication, in conjunction with changes, and at renewal.

**304.6 REACHING INDEPENDENCE THROUGH SAVINGS AND EDUCATION (RISE) –** The 2021 General Assembly appropriated funds for the implementation of an individual development account (IDA)\* program. RISE is an IDA administered by the Virginia Department of Social Services (VDSS) designed to support TANF **recipients** for the purposes of home ownership, transportation acquisition, **pursuing post-secondary** education, small business ownership, or to achieve self-sufficiency.

To be eligible to participate in the RISE program, the TANF recipient must be employed, part-time, full-time or self-employed, and must complete financial and asset specific trainings. Additionally, the participant shall work with an intermediary who will review program requirements, work with the participant in establishing a savings goal, and assist in establishing and monitoring the RISE account. Once the participant meets their savings goal, TANF funds will be deposited in the RISE account. TANF will provide \$8 for every \$1 saved by the participant to purchase a qualified asset (i.e., home ownership, transportation, education, small business ownership, or self-sufficiency).

\*Appropriations Act of 2021

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 payment, and no stepparent income is deemed available. Only the income of the parent and child(ren) is to be considered in determining the payment 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 Payment - Determine the child(ren)'s eligibility and payment 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 **\$2,178.00**. The latter is a standard amount and must be used in all cases regardless of the actual number of dependents the

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

Stepparent's (Mr. P.'s) income	\$2,162.00
150% of poverty guidelines for 2 (monthly)	<u>-2,178.00</u>
Amount exceeding 150% of poverty guideline	<b>\$16.00</b>
 Standard of assistance for a 3-person AU	 \$ 459.00
 Less total countable income ( <b>\$16.00</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 <b>\$216</b> in countable income.	          <u>- 216.00</u>
Payment amount	<b>\$243.00</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 assistance for I (Group II)	 <u>- 249.00</u>
	\$ 461.00
Less support paid by Mr. J. to non-household dependents	<u>- 400.00</u>
Income deemed available to Ms. J.	\$ 61.00
 Standard of assistance for a 3-person AU	 \$459.00

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 payment calculation, since Ms. J. is eligible.

2. To determine the payment amount:

Standard of assistance for a 3-person AU	\$ 459.00
Less countable income (Ms. J.'s unearned income)	<u>- 100.00</u>
Payment amount	\$ 359.00

## 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 \$2,199 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	\$2,199.00
Less \$90 deeming disregard	<u>- 90.00</u>
	\$2,109.00
Less standard of assistance for 2 (Group II) to include Mr. L. and his child	<u>- 366.00</u>
	\$1,743.00
Income deemed available to Ms. L.	\$1,743.00
Standard of assistance for a 3-person AU	\$ 459.00

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 payment amount:

Stepparent's (Mr. L.'s) income	\$ 2,199.00
150% of poverty guidelines for 2 (monthly)	<u>- 2,178.00</u>
Amount exceeding 150% of poverty guidelines	<b>\$ 21.00</b>
Standard of assistance for 2-person AU	\$ 366.00
Less total countable income (\$21.00 - amount of Mr. L.'s income which exceeds 150% of poverty guidelines)	<u>- 21.00</u>
Payment amount	<b>\$ 345.00</b>

The two children are eligible for TANF. Though Mr. L.'s gross income exceeds 150% of poverty guidelines, his countable income does not exceed the standard of assistance for an AU of 2.

2. 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.

The Food Stamp Act of 1997 requires that each applicant who is applying for TANF and also wishes to apply for Supplemental Nutrition Assistance Program (SNAP) benefits, must be allowed to do so in one interview if all members of the TANF assistance unit will be the same as those individuals who comprise the SNAP household.\*

All applications for TANF, except on those on which the household has indicated that it does not want SNAP benefits, shall be regarded as SNAP applications. (At application the household will indicate if it does not want SNAP.) If the household's intention to apply for SNAP is unclear, the local agency shall determine at the interview, or in other contact with the household, whether or not the household wants to apply for SNAP benefits. The local agency shall conduct a single interview at initial application for both TANF and SNAP purposes. TANF households shall not be required to see a different EW or otherwise be subjected to two interview requirements to obtain the benefits of both programs. (Refer to the SNAP Manual, Volume V, Part II, H.)

- B. Where/How Applications are Made – An application may be made either electronically or in writing.\*\* Forms must be made freely available to the public upon request. The request for assistance must be made with the local department of social services in the county/city in which the applicant resides on either a permanent or temporary basis. Applications may be completed in the local agency and an intake interview conducted. Applicants may also apply, make changes and complete renewals at <https://commonhelp.virginia.gov>.

Any individual may request that an application be mailed to him. This must be done. An applicant may also file the TANF application by fax. When an application is filed the applicant must be advised that an interview with an EW is required in order to complete the processing of the application. This interview must be scheduled at the earliest date convenient to the applicant and may be conducted either in the local department, in the applicant's home, or by telephone. Any individual may request an application on someone else's behalf. If an individual requests an application on someone else's behalf, the local department must provide an application to the individual or mail the application directly to the person on whose behalf the application has been requested.

Definition of Applicant - In TANF, the applicant is the parent or relative with whom the child is living who has, either directly or through an authorized representative, made application for assistance and whose eligibility has not been determined. An authorized representative must be at least 18 years of age and must have sufficient knowledge of the applicant's circumstances to provide the necessary information. The authorized representative is usually a spouse, a guardian, or another relative who is able to provide the essential information. **If an authorized representative is applying on behalf of a household, written permission from the applicant must be provided to the local agency. The written statement must include the name, address, and telephone number of the authorized representative. Additionally, the written statement must include the applicants/client's signature, date, address and the duties that the authorized representative is to perform. The written statement must be filed in the case record.**

**When an authorized representative applies on behalf of a household, the agency must verify the identity of both the authorized representative and the applicant. The agency may verify identity through readily available documentary evidence, including DMV inquiries through SPIDeR, or through collateral contact, if no other source is available. Acceptable documentary evidence includes, but is not limited to, a driver's license, work or school ID, ID for health benefits or assistance or a social services program, a voter registration card, wage stubs, a Social Security card or card stub issued by the Social Security Administration (SSA), or a birth certificate. The agency must accept any documents that reasonably establish the applicant's identity. Households do not have to provide a specific type of verification.**

**Note:** For TANF, an authorized representative can only apply for benefits and receive notices (see notices at 401.4.F.).

\* 7 CFR 273.2(j)

\*\* 63.2-501

- D. acceptance of voter registration application forms.

The only exception to offering voter registration application services is when the customer has previously indicated that they are currently registered to vote where they live, there is a completed agency certification form, application for benefits, or statement of facts in the customer's case record indicating the same, and the customer has not moved from the address where they stated that they were registered to vote.

- I. **NVRA Coordinator** - is the designated contact for the local agency for NVRA purposes. Each agency must have a NVRA Coordinator. If the local agency needs to report a change in the NVRA Coordinator, email the new name, title, agency name, and telephone number to **Mark.Golden@dss.virginia.gov**.

- A. After the client completes the voter registration form, the form is to be given to the NVRA Coordinator.
- B. The NVRA Coordinator must submit each completed registration application to the registrar every Friday (if Friday is a holiday, the forms must be forwarded to the local registrar on the last working day before Friday.) Completed forms are to be forwarded to the local registrar in an envelope, notated with an "A" in the upper left-hand corner and listing the number of completed registration applications included in the envelope.
1. For split/combined agencies, all voter registration applications are to be transmitted to the general registrar in the locality where the local social services agency is located.
  2. If the individual chooses, he/she may take a voter registration application to be mailed to the State Board of Elections at his/her own cost.
- C. Maintain a list of local staff completing NVRA training and submit it to the Assistant Director of Benefit Programs in Home Office.
- D. Maintain an adequate supply of voter registration applications and related materials, including agency training manuals/references, display boxes, agency transmittal envelopes, and posters. A complete list of voter registration materials is available through the **Virginia Department of Elections**. They may be ordered by U.S. mail or electronically by contacting:

**Taylor S. Melton**  
**Registrar Liaison NVRA/Voter Registration Coordinator**  
**Virginia Department of Elections**  
**1100 Bank Street**  
**Richmond, VA 23219**  
E-mail address: [taylor.melton@elections.virginia.gov](mailto:taylor.melton@elections.virginia.gov)

- E. Ensure that a sign or poster is posted in a visible location in the office notifying clients that the office provides voter registration services. Posters are found at <https://fusion.dss.virginia.gov/bp/BP-Home/VOTER-REGISTRATION>. You may print copies of the posters to display or order posters from the State Board of Elections.

#### IV. Voter Registration Forms

- A. Voter Registration Application - in Virginia, one voter registration application form will be used to serve a twofold purpose:
  - 1. the voter registration application will be completed by the customer with necessary assistance from local agency staff during the application/review process and left at the local agency for transmittal to the local general registrar; or,
  - 2. for customers who do not wish to complete the voter registration during the application process, they may take a voter registration form for mail-in registration.

#### V. Individuals Required to be Offered Registration Services – In order to be offered voter registration services, an individual must:

- A. Be a member of the TANF assistance unit/SNAP household/Medicaid family unit.
- B. Be at least 18 years old by the next general election. General elections are held in all localities on the Tuesday after the first Monday in November or on the first Tuesday in May to fill offices regularly scheduled by law to be filled at those times. If any question arises as to whether the individual will turn 18 before the next general election, complete the registration application and the local registrar will determine if the individual may be registered.
- C. Be present in the office at the time of the application/review interview or when a change of address is reported (if a change of address is not reported in person, a registration application will be sent to the individual upon request for mail-in purposes.) Any change in household/assistance unit/Medicaid family unit composition that does not occur concurrent with an application/review or change of address will be handled at the next scheduled review.
- D. **Have had voting rights restored if they have ever been convicted of a felony.**
- E. **Have had capacity restored if they have ever been adjudicated incapacitated (mentally incompetent) by a court.**

Any individual accompanying the customer to the local agency who is not a member of the assistance unit/household (including payees and authorized representatives) will not be offered voter registration services by the local agency; however, a registration application is to be provided to the non-unit member upon request for mail-in purposes.

Any request for a mail-in application for assistance must include a mail-in voter registration application. When an authorized representative is applying on another individual's behalf, the local agency is to offer a mail-in application. In both situations, the bottom of the certification form is to be completed accordingly.

VI. Voter Registration Application Sites – Local social services agencies are required to offer voter registration application services at each local office (including satellite offices) for applicants/recipients of TANF, SNAP, and Medicaid assistance. Voter registration application services are **also** offered by out stationed staff **accepting TANF, SNAP and/or Medicaid applications.**

VII. Reporting

- A. Local agencies must report monthly, on Fusion, <https://fusion.dss.virginia.gov/bp/BP-Home/VOTER-REGISTRATION> the number of voter registration applications submitted to their local registrar.
- B. Reports must be submitted electronically by the 15th of each month for registrations submitted the preceding month.

It is important that EWs submit all voter registration applications to the agency coordinator as soon as possible after completion by the client.

VIII. Restoration of Rights – For individuals who have lost the right to vote, **they may contact the Office of the Secretary of the Commonwealth. To request restoration of their civil rights, they may apply online at [www.restore.virginia.gov](http://www.restore.virginia.gov), call (804) 692-0104, or return a completed Restoration of Rights form [<https://www.restore.virginia.gov/media/governorvirginiagov/restoration-of-rights/pdf/Restoration-of-Rights-Contact-Form-3-16-2021.pdf>] to:**

**Secretary of the Commonwealth  
Restoration of Rights Division  
P.O. Box 2454  
Richmond, Virginia 23218**



901.7 VIEW PAYMENT CALCULATION - To reward work, a VIEW participant may earn up to the assistance unit's federal poverty level (or up to 150% of the federal poverty in the case of TANF-UP households) and remain eligible for TANF for up to twenty-four months from the date that the initial Agreement of Personal Responsibility is signed.

A. The VIEW payment calculation applies to the following:

1. Unsubsidized employment and,
2. Paid on-the-job training listed at 1000.13.G.

B. This calculation does not apply to the following:

1. FEP Program at 1000.13.D, and
2. Hardship cases (Section 901.9).

The VIEW payment calculation differs from the TANF payment calculation located in Section 305, Appendix 3.

An individual who is working when she signs the Agreement of Personal Responsibility is entitled to the VIEW earned income calculation the month following the month in which she signs the Agreement. If it is not administratively possible to impact that payment, a supplement must be issued.

For those VIEW participants who obtain unsubsidized employment during VIEW participation, the VIEW earned income calculation is to be used for payments effective the month following the month when employment begins. If it is not administratively possible to impact that payment, a supplement must be issued.

VIEW participants do not have earned income screened at **the maximum income amount** and the standard of assistance. They may receive the standard deduction from gross income and 20% of the remainder,\* and child or adult care costs as disregards.

See Chapter 900, [Appendix 1](#) for the VIEW Payment Calculation, [Appendix 2](#) for VIEW Income Examples, and [Appendix 3](#) for the Federal Poverty Level table.

A TANF recipient who enters the VIEW program erroneously, i.e., the recipient did not report earnings that he received or expected to receive prior to entering VIEW that would have made the case ineligible for assistance using the **maximum income** and standard of assistance income screenings, must have continuing eligibility determined by using **the maximum income** and standard of assistance screenings (see Section 305.1.A.) If the case does not pass the **maximum income** and standard of assistance screenings, the case must be closed as soon as administratively possible. If the case is eligible at the standard of assistance screening, the VIEW payment calculation is appropriate for the month following the month in which the earnings were reported to the agency. Overpayments should be calculated per 503.7.

Note: For a case that contains an individual who is a VIEW participant, the VIEW payment calculation applies to the total countable earnings of all required assistance unit members.

901.13 Transitional Benefits - VIEW participant may be eligible for transitional services for up to 12-months beginning with the month following TANF case closure. VIEW transitional services are child care, medical/dental services, work-related expenses, emergency intervention services, transportation, Transitional Employment and Training Services (TET) and the VIEW Transitional Payment (VTP). The exact period of eligibility will depend on the specific service and the client's employment status. Eligibility criteria for transitional child care paid from Child Care funds are located in the Child Care Guidance Manual. Eligibility for all other transitional services, including transitional child care paid from VIEW funds, is located in Chapter 1000 of this manual.

A. VIEW Transitional Payment (VTP)

The purpose of the transitional payment is to encourage job retention. The amount of the VTP is \$50 for each VIEW participant who meets the criteria listed below. The VTP amount is \$100 for a two-parent household in which both parents meet the VTP criteria. If one parent leaves the home, the payment must be reduced by \$50.

Criteria for Receipt of the VTP:

1. The TANF case closes for any reason other than:
  - a. when there is no eligible child in the home (including a child ineligible due to truancy);
  - b. when the client cannot be located; or
  - c. when the renewal has not been submitted and completed by the 30<sup>th</sup> day after the renewal end date.
2. The TANF recipient must not be in an IPV penalty period for TANF at the time of the TANF case closure.
3. The TANF recipient is a VIEW participant at time of the TANF/VIEW or TANF-UP/VIEW case closure. (Note: It is important that the EW confirm that the ESW has an open ESP enrollment before closing the TANF case to establish the VTP).
4. The VIEW participant must be employed at least 30 hours per week, and earning at least the **minimum wage** at the time of TANF case closure. (Note: If the client's scheduled hours of employment for a given week fall below 30, a VTP may still be established as long as the average weekly scheduled hours for the month are 30 or more).
5. The VIEW participant must not be in a sanction or referred for sanction at the time of the TANF case closure. Note: In a two-parent household, if either parent has been referred for a VIEW sanction or is currently in a VIEW sanction at the time of the TANF case closure, the entire household is ineligible for a VTP.

Additional Considerations in Establishing a VTP:

1. An individual is considered a VIEW participant if she has been assessed, has a current APR and an open TANF/VIEW or TANF-UP/VIEW case, even if she does not have a current component assignment. In most circumstances, a VIEW participant will be assigned to a component activity at

6. If the client relocates to another locality in Virginia, the agency will transfer the VTP case. The client will continue receiving VTP as long as VTP eligibility requirements are met. If the client is no longer eligible, a notice must be sent to advise the client of this.
7. If a renewal is due and a change that could result in VTP eligibility requires verification, but is not verified until after the renewal end date, VTP cannot be established unless a renewal is submitted and completed prior to the last day of the month following the renewal month.

Example 1: A TANF/VEW case has a renewal end date of 08/31/2019. The client calls on 08/25/2019 and reports new employment. The worker generates a verification checklist and requests income verification. On 09/05/2019, the client submits the income verification, but does not submit and complete a renewal. The case will close because the renewal was not completed and VTP cannot be established.

Example 2: A TANF/VEW case has a renewal end date of 08/31/2019. The client calls on 08/25/2019 and reports new employment. The worker generates a verification checklist and requests income verification. On 09/05/2019, the client submits the income verification, and submits and completes the renewal. The worker determines that the family is no longer eligible for TANF/VIEW because of excess income. The TANF/VIEW case is closed due to excess income. Although the change was verified after the 08/31/2019 renewal end date, VTP can be established because the client submitted and completed the renewal prior to 09/30/2019, the last day of the month following the renewal month.

#### Criteria for Termination of VTP:

1. The client is no longer working at least 30 hours per week.
2. The client's earnings fall below the current **minimum wage**.
3. There are no TANF eligible children in the home. Note: If the only eligible child(ren) in the home at the time the TANF case closed reaches the age of 18 (or has already reached the age of 18, but had remained eligible for TANF because he/she was enrolled and attending a secondary school or vocational/technical school of secondary equivalency) during the VTP period, the caretaker's eligibility for VTP will not be affected.
4. The client files a TANF reapplication.
5. The client failed or refused to provide employment verification required for a VTP job follow-up. Note: If a client provides employment verification that shows he is working at least 30 hours per week and is earning at least the **minimum wage**, but does not return the VTP Job Follow-up form, the VTP must not be terminated.
6. The worker is unable to locate the client.
7. The client moves to a locality that is not in Virginia.
8. The 12-month VTP period ends.

## Additional Considerations in Terminating a VTP:

1. If the VTP closes for any of reasons listed above, or if the VTP is closed automatically by VaCMS at the end of the 12-month period, no notice is required prior to case closure. If the VTP closes per the client's request, a notice is required.
2. When employment ends, hours fall below 30 per week, wages decrease to below the current **minimum wage**, or the only eligible child leaves the home, the VTP must be closed and cannot be re-established. The VTP must be terminated if there is a job change causing a break in employment which results in the average hours for the month falling below 30 per week.
3. The VTP must also be ended if the employment is with an educational or training institution and the job ends because the employer closes for summer break (lasting more than thirty days).

Official closures by educational or training institution employers for quarter or semester breaks (lasting less than thirty days) during which the client cannot work will not impact the VTP payment.

- B. VTP and TANF Reapplication - When a former TANF recipient reapplies for TANF in the same month that a VTP is received, the VTP is countable income for the VTP recipient only.

Example 1: Ms. Smith received a \$50 VTP on 09/01/2019. She lost her job on 09/10/2019 and reapplied for TANF on 09/15/2019. The \$50 VTP is countable income for the AU in the month of application.

Example 2: Ms. Brown received a \$50 VTP on 09/01/2019. She was incarcerated on 09/05/2019 and is expected to remain incarcerated for several months. Her three children are now residing with their grandmother. The grandmother applied for TANF for the children on 09/20/2019. The \$50 VTP is not countable income for the children.

Example 3: Mr. Jones received a \$50 VTP on 09/01/2019. The TANF-UP/VIEW AU consisted of Mr. Jones, Mrs. Jones and their two children. On 09/07/2019, Mr. and Mrs. Jones separated. On 09/10/2019, Mrs. Jones applied for TANF for herself and the two children. The \$50 VTP received by Mr. Jones is not countable income for Mrs. Jones and the two children.

VIEW PAYMENT 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	Gross Monthly Earnings <
		<b>\$1,452.00</b>	Monthly Federal Poverty Level for 2
Step (2)	Unearned Income		
		\$ 366.00	Standard of Assistance for 2
		<u>- 0.00</u>	Unearned Income
		\$ 366.00	TANF Deficit
Step (3)	Earned Income Disregards		
		\$ 456.00	Gross Monthly Earnings
		<u>- 167.00</u>	Standard Deduction for 2
		\$ 289.00	x 20% =57.80
		<u>- 57.80</u>	
		\$ 231.20	Net Earned Income
Step (4)	Add Net Earned Income and TANF Deficit		
		\$ 231.20	Net Earned Income
		<u>+366.00</u>	TANF Deficit
		\$ 597.20	< Monthly Federal Poverty Level for 2
		\$ 366.00	= VIEW Payment (TANF Payment)

## 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>\$1,452.00</b>	Monthly Federal Poverty Level for 2
Step(2)	Unearned Income		
		\$ 366.00	Standard of Assistance for 2
		<u>-120.00</u>	Unearned Income
		\$ 246.00	TANF Deficit
Step (3)	Earned Income Disregards		
		\$ 305.00	Gross Monthly Earnings
		<u>-167.00</u>	Standard Deduction for 2
		\$ 138.00	x 20% = 27.60
		<u>-27.60</u>	
		\$ 110.40	Net Earned Income
Step (4)	Add Net Earned Income and TANF Deficit		
		\$ 110.40	Net Earned Income
		<u>+ 246.00</u>	TANF Deficit
		\$ 356.40	< Monthly Federal Poverty Level 2
		\$ 246.00	= VIEW Payment (TANF Payment)

## Example 3: Earnings Result in Ineligibility

Assistance unit of 4 in a Group III locality. Mom earns **\$2,392** monthly gross income.

Step (1)	Screening at Federal Poverty Level		
		<b>\$2,392.00</b>	Gross Monthly Earnings
		<b>\$2,209.00</b>	Monthly Federal Poverty Level for 4

The assistance unit is ineligible.

## Example 4: Maximum Reimbursable

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

## Step (1) Screening at Federal Poverty Level

\$ 457.00	Gross Monthly Earnings <
<b>\$2,965.00</b>	Monthly Federal Poverty Level for 6

## Step (2) Unearned Income

\$ 724.00	Standard of Assistance for 6
- 0.00	Unearned Income
<u>\$ 724.00</u>	TANF Deficit
\$688.00	Maximum Reimbursable Amount

## Step (3) Earned Income Disregards

\$ 457.00	Gross Monthly Earnings
- 243.00	Standard Deduction for 6
<u>\$ 214.00</u>	x 20% = 42.80
- 42.80	
<u>\$ 171.20</u>	Net Earned Income

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

\$ 171.20	Net Earned Income <
+ 688.00	Maximum Reimbursable TANF Deficit
<u>\$ 859.20</u>	< Monthly Federal Poverty Level for 6
\$ 688.00	= VIEW Payment (TANF Payment)

## 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 assistance unit receives \$60 SSA monthly. There is a \$50 immunization penalty.

## Step (1) Screening at Federal Poverty Level

\$ 966.00	Gross Monthly Earnings <
<b>\$1,452.00</b>	Monthly Federal Poverty Level for 2

## Step (2) Unearned Income

\$ 465.00	Standard of Assistance for 2
<u>- 60.00</u>	Unearned Income
\$ 405.00	TANF Deficit

## Step (3) Earned Income Disregards

\$ 966.00	Gross Monthly Earnings
<u>- 167.00</u>	Standard Deduction for 2
\$ 799.00	x 20% = 159.80
<u>- 159.80</u>	
\$ 639.20	Net Earned Income

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

\$ 639.20	Net Earned Income
<u>+ 405.00</u>	TANF Deficit
\$1,044.20	< Monthly Federal Poverty Level for 2
\$ 405.00	= VIEW Payment (TANF Payment)

## Step (5) Apply Immunization Penalty

\$ 405.00	VIEW Payment
<u>- 50.00</u>	Immunization Penalty
\$ 355.00	Net VIEW Deficit
\$ 355.00	= VIEW Payment (TANF Payment)



## Example 6: TANF-UP Household

Assistance unit of 4 in a Group II locality. Dad earns \$1,505 gross income.

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

\$1,505.00	Gross Monthly Earnings
<b>\$3,313.00</b>	< 150% of the Monthly Federal Poverty Level for 4

## Step (2) Unearned Income

\$ 549.00	Standard of Assistance for 4
<u>- 0.00</u>	Unearned Income
\$ 549.00	TANF Deficit

## Step (3) Earned Income Disregards

\$1,505.00	Gross Monthly Earnings
<u>- 181.00</u>	Standard Deduction for 4
\$1,324.00	X 20% = \$264.80
<u>- 264.80</u>	
\$1,059.20	Net Earned Income

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

\$1,059.20	
<u>+ 549.00</u>	TANF Deficit
\$1,608.20	< 150% of the Monthly Federal Poverty Level for 4
\$ 549.00	= VIEW Payment (TANF Payment)

## Example 7: Earned Income Case with DCSE Non-cooperation

Assistance unit of 3, mom and two children, in a Group II locality. Mom earns \$1,100 gross income. She is not cooperating with DCSE. Her needs have been removed from the TANF payment and the assistance unit size has been reduced to 2.

Step (1) Screening at 100% of the Federal Poverty Level for an AU of 2

\$1,100.00	Gross Monthly Earnings
<b>\$1,452.00</b>	< 100% of the Monthly Federal Poverty Level for 2

Step (2) Unearned Income

\$ 366.00	Standard of Assistance for 2
<u>- 0.00</u>	Unearned Income
\$ 366.00	TANF Deficit

Step (3) Earned Income Disregards

\$1,100.00	Gross Monthly Earnings
<u>- 167.00</u>	Standard Deduction for 2
\$ 933.00	X 20% = \$186.60
<u>- 186.60</u>	
\$746.40	Net Earned Income

Step (4) Add Net Earned Income and TANF Deficit

\$ 746.40	Net Earned Income
<u>+ 366.00</u>	TANF Deficit
\$1,112.40	< 100% of the Monthly Federal Poverty Level for 2
\$ 366.00	= VIEW Payment (TANF Payment)

2021 FEDERAL POVERTY LEVELS

<u>Size of Family Unit</u>	<u>Monthly Poverty Guideline</u>
1.....	\$ 1,074.00
2.....	\$ 1,452.00
3.....	\$ 1,830.00
4.....	\$ 2,209.00
5.....	\$ 2,587.00
6.....	\$ 2,965.00
7.....	\$ 3,344.00
8.....	\$ 3,722.00

For each additional person add **\$379**

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.....	\$ 1,610.00
2.....	\$ 2,178.00
3.....	\$ 2,745.00
4.....	\$ 3,313.00
5.....	\$ 3,880.00
6.....	\$ 4,448.00
7.....	\$ 5,015.00
8.....	\$ 5,583.00

For each additional person add **\$567**

During a twelve-month period, the total countable hours of participation in job search and/or job readiness assignments cannot exceed 120 hours for a single parent with a child under age 6 in the home or 180 hours for all other individuals . (This is equivalent to 6 *weeks* of participation in the work activity.) If appropriate to meet the needs of the participant, additional participation in job search and/or job readiness in a twelve-month period can be assigned and entered into the ESP module in VaCMS, but will not be counted in the calculation of the federal participation rate.

- Unsubsidized Employment, including self-employment. Unsubsidized employment is employment in which no government funds are used to directly subsidize the individual's salary and in which the individual earns at least the **minimum wage**. Minimum wage means an hourly rate directly equaling the **minimum wage** or an hourly rate of at least \$2.13 which, when supplemented by tips, equals at least the minimum wage.
- Subsidized Employment. Subsidized employment is employment in which government funds are used to directly subsidize the participant's wages. Subsidized employment is designed to provide training while the participant works on the job. The VIEW Program provides one subsidized employment component – the Full Employment Program (FEP). FEP is subsidized employment in which the employer receives a fixed monthly stipend and the client receives wages and a TANF check.
- Community Work Experience Program (CWEP). CWEP is an unpaid work placement in a public or private non-profit organization. An assignment to CWEP is appropriate for participants who need to learn or improve skills or work behaviors, or to secure a job reference, in order to find paid employment. The number of hours of a CWEP assignment is based on the TANF payment amount and SNAP allotment.
- Public Service Program (PSP). Public Service includes volunteer work performed by the VIEW participant. It is similar to work experience in that the client will be engaged in unpaid work in a public or private non-profit organization with the goal of improving employability. PSP placements must additionally provide a clearly defined public service. Examples of public service activities include court-ordered, unpaid work, as well as participation in other programs or placements that benefit the community. TANF and SNAP benefits are not considered in the calculation of public service hours. Public service assignments will in no case exceed 35 hours per week, with the exception of court-ordered assignments of greater length.
- On-the-Job Training (OJT). On-the-job training is training provided by an employer to a paid employee to help the employee become proficient on the job. A portion of the employee's wages are typically reimbursed to the employer. OJT includes paid on-the-job training offered through WIOA, paid college work study and internships, apprenticeship, and AmeriCorps placements in which the individual is paid a stipend to cover living expenses.
- Vocational Education and Training. Vocational education and training is training or education directly related to employment designed to prepare the participant for a specific trade, occupation, or vocation. It does not include advanced degree education. It does not include ABE, GED, or ESL. Examples of activities that can be classified as vocational education and training are technology, business, and health sciences programs leading to certificates, associate degrees, or baccalaureate degrees in such areas as HVAC repair (heating and air conditioning), information technology, medical equipment repair, accounting administration, medical assisting, and practical or registered nursing. Programs meeting the definition of vocational education and training are offered by a wide range of institutions including vocational-technical schools, community colleges, 4-year colleges, other post-secondary institutions, proprietary schools, and secondary schools offering vocational education.

#### 1000.4 VIEW PROGRAM FLOW

The VIEW Program is designed to promote the self-sufficiency of program participants through intensive and continuous engagement in program activities until the client finds employment. This may result in periods during which a client may be assigned to an activity that promotes self-sufficiency but which does not contribute to the agency's overall participation rate.

- A. The ESW will complete an initial assessment of the participant within 10 calendar days of referral to the ESP queue, if possible, but in all cases within 30 calendar days. The 10-day and 30-day periods begin with, and count, the date the client was assigned to the queue.

The assessment will include an explanation of VIEW program opportunities and requirements. Additionally, it may include an explanation of the availability of screening for **domestic violence**, learning disabilities, mental health problems, **physical disabilities**, and alcohol and substance abuse, and of reasonable accommodations if needed. The participant must be told about the availability of disability screening within 90 days of signing the APR if it is not explained at the initial assessment.

- B. The ESW will review and explain the VIEW Agreement of Personal Responsibility (032-02-0310) individually with the participant at the time of the initial assessment, and then both the ESW and the client will sign the document.
- C. The assignments should be made taking into consideration the knowledge, skills, and abilities of the participant. In situations in which it has been determined that the client is job-ready, the client's initial assignment will include individual job search, group job search, or job club.

The client may also be assigned to Job Readiness, a separate component activity, as part of the overall initial job search assignment. Job Readiness may be offered before, during, or after an assignment to one of the three job search components.

The length of the initial job search assignment will depend on the type of job search and the point in the month at which the assignment is made.

Clients who are assigned to individual job search should have the assignment begin immediately, as long as any needed supportive services are in place, and continue through the end of the month. At or near the end of the job search assignment, the client will be reassessed. If the client has not found employment, she should be reassigned to activities for the next three months starting with a full month of job search beginning on the first day of the next month. See also 1000.4.D. If the client and/or agency need to arrange supportive services before the client can begin to participate in the program, this will be completed during the month of the initial assessment and the first assignment will begin on the first day of the month following the initial assessment.

Agencies who operate 4-week group job search or job search programs may wish to begin the programs at the start of the month and assign the client to individual job search until that time. Agencies who operate their 4 week group job search programs on a Monday-Friday basis may need to begin the activity at the end of one month, continue through the next month, and add an individual job search assignment at the end in order to have the client fully engaged for the entire month.

Agencies who are able to offer longer group job search or job club programs can assign the client immediately once the initial assessment is completed, and then reassign the client to 4 weeks of the activity beginning with the next month.

The ESW will offer the client screening for **domestic violence**, learning disabilities, mental health problems, **physical disabilities**, and alcohol and substance abuse if a disability determination has not been made and if it seems likely that a disability may be affecting the client's progress in the program. All VIEW participants must be offered the screenings within 90 days of signing the APR. If the screening indicates that the client may have a disability, the ESW will refer the client to a qualified professional for an in-depth disability evaluation.

The client's Activity and Service Plan will be revised and updated to reflect all needed services and any accommodations relating to disabilities or other barriers to participation.

- D. Unless the client is employed full time sixty days prior to the end of her two-year limit on assistance, the ESW will reassess the client and assign her to Individual Job Search, Group Job Search, or Job Club and to either FEP, CWEP, PSP, or OJT. If the participant is currently working at least 30 hours 60 days prior to the two-year time limit, she is not required to participate in additional component activities.

If a VIEW participant is employed full time 60 days prior to the end of her 24-month period then loses her job, her hours decrease to less than 30 hours per week, or her wages decrease to less than minimum wage, she will be assigned to Individual Job Search, Group Job Search, or Job Club, and also to either FEP, CWEP, PSP, or OJT for the remainder of her VIEW enrollment.

This assignment will be made even if the client has already participated in the maximum 6 weeks of countable Job Search for the fiscal year.

- E. A participant can apply for a hardship exception during the 60-day period prior to the end of the two-year time period. Clients who are granted a hardship exception will have the period of TANF eligibility extended.

which establish an approximate educational/basic literacy level, can be used in place of the Information Sheet if the score is no more than one year old. [Note: The literacy determination can be made at the initial assessment, or can be conducted later; in all cases, it must be completed by the first reassessment].

1. An initial identification of the client's employment/educational goal(s) and the types of program assignments that may be completed throughout the client's VIEW participation. The VIEW Assessment form, Part 2 (032-02-0303) will be used to record this information.
2. A detailed evaluation of child care and other supportive service needs.
3. An initial discussion of possible disabilities of the client or family household member that may interfere with the client's ability to participate in VIEW and/or to work. A copy of the "Do You Have a Disability" form must be in the case record.
  - a. All VIEW participants must be offered screening for **domestic violence**, learning disabilities, mental health disabilities, **physical disabilities**; and substance abuse within 90 days of signing the APR. Examples of valid screening tools can be found in "Screening for Employment Barriers: Issues and Tools", which can be accessed in FUSION under Benefit Programs on the TANF/VIEW Training Documents page. The link is <https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Training-Documents>
  - b. Participants whose screenings indicate the possible presence of a disability will, with the client's agreement, be referred for an in-depth evaluation.
  - c. All individuals, including those who choose not to be screened, and those who have been screened and referred for an in-depth evaluation, will be assigned to an appropriate program activity based on the initial assessment.
  - d. If the in-depth evaluation indicates the existence of a disability, treatments and/or services to address the disability will be made part of the client's required program assignments and will be recorded on the Activity and Service Plan.
4. An evaluation of other issues that may clearly affect program participation or employment. Such issues may include verified barriers to employment.

Verified barriers to employment include mental and physical disabilities, learning disabilities, substance abuse and domestic violence. Each of these barriers requires verification by another agency or professional qualified to identify the specific barrier before it is entered on the VIEW Screening and Assessment Details page in the ESP module in VaCMS. Additionally, a "yes" response to "Are there barriers to employment?" relates only to verify barriers. Unless the worker has verification of a barrier, the response must be "no" and no barrier entered. Verification may be provided by agencies such as domestic violence shelters or substance treatment programs, as well as by professionals qualified to assess learning disabilities, health or mental health conditions. In all cases in which the worker receives documented confirmation of the condition or situation from the referral source, the worker will enter the verified barrier:

- **Domestic Violence**
- **Learning Disability**
- Mental Health
- Physical Disability
- Substance Abuse

If the participant states she has been self-employed for a year or more, a copy of the previous year's income tax return will suffice to show that the participant is engaged in a legitimate business. If the tax return is provided and the worker is satisfied with the documentation, the up-front job search can be waived if the participant is engaged in self-employment for 30 or more countable hours of self-employment per week.

- a. For self-employment to be a countable activity for VIEW, the participant must be paid at least minimum wage. Countable weekly hours are actual hours worked, or hours computed as follows, whichever is less:

Determine the monthly net income by subtracting the monthly business expenses from the monthly gross income. The VIEW case record must contain a copy of the verification of the gross income and business expenses. This will apply even when the information is contained in the TANF case record.

Divide the monthly net income by the minimum wage.

Divide this figure by 4.33 and round the result to the next whole number. Compare the computed hours to those that are verified as actual hours of participation. The countable hours are the actual hours worked (if verified by a source other than the client), or the hours computed above, whichever is less. If the countable hours are 30 or more, the assignment to (full-time) self-employment should be for a period of six months. If the countable hours are less than 30, the client must be assigned to additional activities.

Example: Ms. A is self-employed as a nail technician. She provides a signed statement from the property owner verifying that the business is in operation 40 hours per week. Her gross income is \$550 for the month and she has business expenses of \$340 per month.

$$\begin{array}{r}
 \$ 550 - \text{gross income} \\
 \underline{- 340} - \text{business expenses} \\
 \$ 210 - \text{net monthly income} \\
 \div \underline{9.50} - \text{minimum wage} \\
 \mathbf{22.11} \\
 \div \underline{4.33} \\
 \mathbf{5.11} - \text{will be rounded up to } \mathbf{6} \text{ countable hours per week}
 \end{array}$$

Only **6** hours per week are countable. Ms. A must be assigned to an additional **29** hours per week in other activities.

2. Employment and the TANF Earned Income Enhanced Disregard
- a. A TANF recipient who is employed in an unsubsidized job at the time she signs the Agreement of Personal Responsibility at the initial VIEW assessment will receive the TANF enhanced earned income disregards the following month. Enhanced disregards allow a participant to remain eligible for TANF benefits as long as the participant's total household income does not exceed 100% of the federal poverty limit for the size of his household or 150% of the federal poverty level for TANF-UP households.



- d. The weekly number of hours of a CWEP assignment equal the total TANF dollar amount plus the SNAP benefit amount divided first by the **minimum wage** and then by 4.33.
  - e. The number of hours of a CWEP assignment is calculated at the time of the placement and is fixed. They do not vary from week to week or month to month. The hours are recalculated at each reassessment and at any time there is a change in the size of the assistance unit which also changes the benefit amount. Note: Mass changes to the SNAP allotment amounts and changes to the **minimum wage** amount will be addressed at the next reassessment after the change.
  - f. CWEP hours are not reduced by travel time to and from the placement. All CWEP hours are to be worked; meals and breaks can be included with hours worked or can be subtracted based on how they are treated for paid employees of the work site.
  - g. Calculation of Work Hours for TANF and TANF-UP Cases: Combine the total TANF dollar amount with the SNAP benefit amount received by members of the TANF household. Do not include the value of SNAP benefits received by household members who are not included in the TANF payment. Divide the total of the TANF payment plus SNAP benefits by the **minimum wage**, to determine the number of CWEP hours to be worked each month. Divide that result by 4.33 and round the final result down to the next whole number to determine the number of hours to be worked each week in the CWEP assignment.  
  
CWEP placements cannot exceed 32 hours a week. The weekly CWEP assignment will be reduced to 32 hours if the calculated hours exceed that number.
  - h. CWEP Assignments for TANF-UP Cases: Both parents in a TANF-UP case may be placed in CWEP. In that circumstance, each will be required to participate the calculated hours. For example, if the calculation requires 25 hours of participation, and if both parents are assigned to CWEP, each individual will participate 25 hours a week. Additionally, each individual will have to be assigned to another activity for an additional 10 hours per week to meet his/her VIEW participation requirement.
5. Referral of the Client to the Work Site: After the client's hours of CWEP participation are determined, and a good work site match is made, the ESW will work with the client and the work site to schedule an appointment for the client to be interviewed for a position. The ESW will complete the VIEW Referral to Work Site form (032-02-0300), make a copy for the record, and give the referral to the client to take to the interview. The work site supervisor will complete the bottom portion of the form, copy it for the work site, and send it back to the ESW showing the outcome of the interview. If the work site accepts the client for the placement, the worker will proceed with putting the client in CWEP and in arranging any needed supportive services.
- If the client does not have Medicaid coverage, the worker will provide both the client and the work site supervisor with a signed copy of the Notification of Workers' Compensation Requirements and Procedures form (032-03-0675) and will explain the responsibilities of all parties should there be an injury at the work site.
6. Concurrent Assignments: Since it is not possible for a CWEP assignment to meet the 35-hour participation requirement, all participants assigned to CWEP must also be assigned to another component that will enhance employability.

A. Reasons for Applying VIEW Sanctions

The following are reasons for applying VIEW sanctions:

- 1) Failure to report for reassessments, job interviews or other required interviews;
- 2) Failure to actively participate in any VIEW component or activity or to complete requirements designated in the Agreement of Personal Responsibility or Activity and Service Plan, the local Employment Services Plan and State guidance. This includes failing or refusing to complete and/or return forms or provide other information by the required date;
- 3) Failure to accept bona fide job offers. A bona fide job offer is an actual job offer given in good faith without dishonesty, fraud or deceit. The job offer must:
  - a) not be beyond the physical or intellectual capabilities of the participant;
  - b) provide at least **minimum wage** or the prevailing wage for an occupation not covered by minimum wage standards;
  - c) not require travel time from the participant's home to the jobsite that exceeds one hour each way, based on the transportation available to the participant.
- 4) Termination of employment without good cause. A sanction will be imposed in the following circumstances:
  - a) removal from a community work experience or public service program work site for misconduct or violation of employer rules governing the work site;
  - b) termination from unsubsidized or subsidized employment by the employer due to problems with attendance and/or performance or inappropriate behavior, without good cause;
  - c) non-participation for the assigned hours in a component other than FEP. Participants in FEP will only be sanctioned if the employer requests that the participant's placement be terminated;
  - d) quitting a job, refusing a bona fide offer of increased work hours, or requesting a reduction in work hours without good cause, including FEP.

B. Documentation Required for Failure to Report for Assessment, Reassessment, Job Interviews or Other Required Interviews;

- 1) Correspondence advising the participant of the scheduled interview. The required contents of this correspondence are described at [1000.8](#).
- 2) The Activity and Service Plan (unless the recipient fails to appear for assessment, or appears but refuses to participate in the assessment) identifying the VIEW activity to which the participant was assigned and any actions required by the participant.

Evaluation of continued eligibility and the need for transitional transportation will be made every 6 months. Minimally, the re-evaluation will verify the former VIEW participant's employment hours. The client's failure to respond to requests for information will result in termination of transitional transportation services. Adequate documentation supporting reasons for termination shall be filed in the case record. When Transitional Transportation services are terminated, a written VIEW Transitional Transportation Notice of Action (032-03-0901) or letter providing the same basic information, must be sent at least 10 days in advance of the effective date of action.

B. VIEW Transitional Payment (VTP)

1) Eligibility for VTP

The VTP is an incentive payment designed to encourage job retention. The VTP will be provided to employed VIEW participants whose TANF case is closed for any reason, except no eligible child in the home or unable to locate, and whose case is not in a VIEW sanction or referred for a VIEW sanction or in an IPV. Neither participant in a TANF-UP household is eligible for a VTP payment if the other participant is in a VIEW sanction or has been referred for a sanction.

The case must contain at least one VIEW participant who at time of TANF case closure was employed at least 30 hours per week with hourly wages of at least the current **minimum wage**. The VTP payment for each participant is \$50. When both parents in a TANF-UP case are VIEW participants and are each employed at least 30 hours per week with hourly wages of at least the current **minimum wage**, the payment is \$100. If one parent leaves the two-parent household, the payment will be reduced to \$50 dollars.

Note: Depending on the number of VIEW participants in the Assistance Unit, the VTP amount may exceed \$100. Example: Mr. Jones is married to Mrs. Jones and they have one child. Ms. Smith and her child with Mr. Jones also reside in the household. Mr. Jones, Mrs. Jones and Ms. Smith are all VIEW participants on the same case. They all obtain full-time employment resulting in the household exceeding the 150% FPL for the household size. They all meet the criteria for establishing VTP. The VTP amount will be \$150.

The VTP is initiated in VaCMS by the EW. A onetime notice is sent to the client by the EW that informs the client that her case is eligible for the payment, the reason for the payment and conditions that will terminate the payment. (See 901.13.) Once the EW certifies and authorizes the VTP EDG, a task and reminder will be generated to the ESW informing her that the VIEW participant's TANF/VIEW or TANF-UP/VIEW case has been closed and that VTP has been approved. The status of the open ESP record will change to VTP the first day of the month following the TANF/VIEW or TANF-UP/VIEW closure.

The ESW must have a copy of the previous month's pay stubs or verification of employment (not more than 30 days old). If the worker does not have the previous month's pay stubs or verification of employment, the ESW is to get the pay stubs or verification from the EW. The number of pay stubs will vary based on the client's pay schedule. Once the VTP begins in the ESP module in VaCMS, the ESW is to send the VIEW participant a new Activity and Service Plan with the appropriate boxes checked for VTP.

If the ESW determines the EW opened the VTP in error (Example: client not working 30 hours per week at **minimum wage**) the ESW is to immediately send a communication to the EW to close the VTP and provide the reason. The ESW should leave the VIEW record open and continue regular job follow-up if necessary.

If a client who is approved for a VTP appeals the TANF case closure and requests that the TANF payment be reinstated during the appeal, the VTP will be stopped. In the event that the client would like to continue participating in VIEW during the appeal and no VTP payments have been issued, the VTP will be closed, and the TANF/VIEW or TANF-UP/VIEW case reinstated. Reinstatement of the VIEW case will allow the ESW to then reopen the previous ESP enrollment. If the client loses the appeal and the TANF/VIEW or TANF-UP/VIEW case is closed, the EW will again evaluate eligibility for a VTP following VTP guidelines. If the client is eligible for VTP, the 12-month VTP eligibility period will begin the month after the second TANF/VIEW or TANF-UP/VIEW case closure.

If a client who is approved for VTP relocates to another locality in Virginia, the agency will transfer the VTP case. The Eligibility Worker in the receiving agency will determine if the client will continue to meet all of the VTP eligibility requirements after she relocates. If the client will no longer be eligible for VTP, the EW will send the client a Notice of Action regarding the VTP case closure.

2) When to open and close a VTP

a) VTP should be opened when:

1. the client is in VIEW at TANF case closure;
2. the TANF case is closed for any reason, except when no eligible children are in the home, or when the renewal has not been submitted and completed by the 30<sup>th</sup> day after the renewal end date, or when the agency is unable to locate the client;
3. the VIEW participant is employed an average of 30 hours or more per week;
4. the VIEW client is earning the **minimum wage** or higher;
5. the VIEW participant is not in a sanction or referred for sanction at case closure.

b) VTP must be closed when:

1. the client reapplies for TANF;
2. the VTP recipient fails to provide verification of employment by the last day in month six of the VTP period;
3. there are no eligible children in the home, including a child who is ineligible due to truancy; Note: If the only eligible child(ren) in the home at the time the TANF case closed reaches the age of 18 (or has already reached the age of 18, but had remained eligible for TANF because he/she was enrolled and attending a secondary school or vocational/technical school of secondary equivalency) during the VTP period, the caretaker's eligibility for VTP will not be affected;
4. the worker is unable to locate the client;
5. the client requests closure of the VTP;
6. the client is no longer working or client's hours decrease to less than 30 hours per week.
7. the client's wages decrease to less than the **minimum wage**;
8. the VTP recipient moves to another locality that is not in Virginia; or
9. the twelve-month VTP period ends.

## 3) VTP Follow-up

When the client is eligible for a VTP payment, regular job follow-up will end even if the minimum three monthly job follow-ups have not been completed. Note: On the first day of the month that a VIEW participant is VTP eligible, the VaCMS will change the participant's ESP status to VTP. The ESW must complete a reassessment by completing the activity details, enter the employment/employer details, and enter the ESP participation for months one through six. The six job follow-ups will be entered at the same time using the same employment information.

Example: The ESW receives notification that the TANF/VIEW case will close effective December 31<sup>st</sup> and VTP has been established January 1<sup>st</sup>. On January 1<sup>st</sup>, the ESP status will change to VTP. On or after January 1<sup>st</sup>, the ESW enters the December follow-up information and the VTP job follow-up information as outlined above.

Note: Regular VIEW job follow-ups end when VTP follow-ups begin. Regular VIEW follow-ups made while the client had an open TANF case do not count toward the required number of VTP follow-ups.

On the 1<sup>st</sup> day of the 5<sup>th</sup> month of VTP enrollment, VaCMS will generate the VTP Job Follow-up letter and the Verification of Employment form. The forms are due back the 5<sup>th</sup> day of the 6<sup>th</sup> month. On the 6<sup>th</sup> day of the 6<sup>th</sup> month of VTP enrollment, a task and reminder will be sent to remind the ESW to, "Enter the 7<sup>th</sup> through 12<sup>th</sup> months VTP Job Follow-up". If the client is still eligible for VTP, the ESW must enter the job follow-ups no later than the 15<sup>th</sup> day of the 6<sup>th</sup> month. If the job follow-ups are not entered in the ESP module in VaCMS by the 15<sup>th</sup> day of the 6<sup>th</sup> month, a task and reminder will be sent to the EW instructing the EW to "Close VTP. Job Follow-up letter not received or VTP criteria not met."

If employment verification is not returned or the employment verification does not show the recipient is employed at least 30 hours per week and earning at least the **minimum wage**, the payment must be stopped. If the client provides employment verification that shows he is employed at least 30 hours per week and earning at least the **minimum wage**, but fails to return the VTP Job Follow-up letter, the payment must not be stopped. If the hours are less than 30 per week when the 7<sup>th</sup> job follow-up information comes back, the ESW must close the VTP enrollment in the ESP module. The client is no longer eligible for the VTP. The ESW will also send an Employment Services Communication form (032-02-0072) to the EW requesting her to close the VTP in VaCMS.

The VTP should be terminated when employment ends, hours fall below 30 per week, wages decrease to below the current **minimum wage**, when the client changes jobs causing a break in employment which results in the average hours for the month falling below 30 per week, when the only eligible child leaves the home, and when the client does not provide employment verification by the last day in month six of the VTP period. The VTP must also be terminated when the employment is with an educational or training institution that closes for the summer (longer than thirty days) and the client cannot work.

Official closures by educational or training institution employers for quarter or semester breaks (lasting less than thirty days) during which the client cannot work will not impact the VTP.

Once the client loses employment and the VTP is stopped, she continues to be ineligible for VTP as long as she is in the transitional period even if she becomes employed again.

## 1000.24 HARDSHIP EXCEPTIONS

Exceptions to the two year limit on TANF assistance may be granted under certain circumstances which are specified by the Code of Virginia and outlined below.\* (See [901.11](#) for reasons that the client might be eligible for assistance during the POI based on disability rather than hardship).

- A. Application for An Exception - The client is notified that an extension of benefits is possible by the TANF 24-Month Advance Notice of Proposed Action. This notice is generated by VaCMS on the 15<sup>th</sup> day of the 22<sup>nd</sup> month of the 24-month TANF eligibility period.

The ESW will explain the criteria for a hardship exception to all VIEW participants who are in the final two months of receipt of TANF. However, the ESW is only required to evaluate the individual for approval of a hardship exception when the participant provides a written request to be considered for an exception. The client must submit a signed and dated written request to the ESW, postmarked within the 60-day period prior to the effective date of TANF case closure shown on the notice, identifying the specific type of exception requested. The agency may assist a client who is illiterate in writing the request, but the request must be submitted timely and must be signed and dated by the client. An individual who has exhausted the 24-month TANF eligibility period and whose TANF case has already been closed may not apply for an exception.

- B. Exceptions and Eligibility for TANF and VIEW - If a hardship exception is granted, TANF benefits will be issued for the period of the exception as long as all TANF eligibility factors continue to be met. The client will be a mandatory VIEW participant and will be eligible for supportive services.

- C. Criteria for Granting Hardship Exceptions - Hardship exceptions may be granted under the following circumstances provided the client meets all general and specific eligibility criteria:

1. Exceptions of up to one year
  - a. The client lives in an area of high unemployment.
  - b. The client has been enrolled in employment-related post-secondary education or skills training unless the education or skills training was self-initiated.
2. Exceptions of up to 90 days
  - a. The client is unable to find employment.
  - b. The client has lost her job.
3. **Exceptions exceeding one year**
  - a. Natural disasters as declared by the department.

- D. General Eligibility Criteria for Hardship Exceptions

In order to be considered for a hardship exception, the participant's program participation must be evaluated. Determination must be made that:

1. The participant was not sanctioned more than one time for failure to satisfactorily participate in any assigned component activity while in the program. Assigned component activities must be reflected on the client's Activity and Service Plan.

## Barriers to Employment

All VIEW participants must be offered screening for **domestic violence**, learning disabilities, mental health, **physical disabilities**, and alcohol and substance abuse within 90 days of signing the APR. Participants whose screenings indicate the possible presence of a disability will, with the client's agreement, be referred for an in-depth evaluation. A verified barrier is selected in the ESP module in VaCMS after verification by another agency or professional qualified to identify the specific barrier is received. Verified barriers to employment are listed below:

### **Domestic Violence**

### **Learning Disability**

### **Mental Health**

### **Physical Disability**

### **Substance Abuse**

Examples of valid screening tools can be found in “Screening for Employment Barriers: Issues and Tools”, which can be accessed in FUSION under Benefit Programs on the TANF/VIEW Training Documents page. The link is <https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Training-Documents>

**VIEW Grant Calculation - TANF**

CaseName: \_\_\_\_\_

Pay Date	Employer	Gross Pay
<b>Total Gross</b>		_____
Average= _____	<b>Converted=</b>	_____

**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 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 4**

1. Net Earnings (Step 3, Line 5) \$ \_\_\_\_\_

2. Plus TANF Deficit Amount (Step 2, Line 3) + \_\_\_\_\_

3. Total AU Income \$ \_\_\_\_\_

**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

⇒ 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

**2021 100% Federal Poverty Level**

Size	Monthly Amount
1	\$1,074
2	1,452
3	1,830
4	2,209
5	2,587
6	2,965
7	3,344
8	3,722
Each Additional	\$ 379



## VIEW GRANT CALCULATION -TANF

**FORM NUMBER** - 032-03-0355-23-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**

CaseName: \_\_\_\_\_

Pay Date	Employer	Gross Pay
<b>Total Gross</b>		_____
Average=	_____	Converted= _____

**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 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 4**

1. Net Earnings \$ \_\_\_\_\_  
 (Step 3, Line 5)

2. Plus TANF Deficit Amount + \_\_\_\_\_  
 (Step 2, Line 3)

3. Total AU Income \$ \_\_\_\_\_

**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

⇒ 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

**2021 150% Federal Poverty Level**

Size	Monthly Amount
1	\$1,610
2	2,178
3	2,745
4	3,313
5	3,880
6	4,448
7	5,015
8	5,583
Each Additional	\$ 567

## VIEW GRANT CALCULATION -TANF

**FORM NUMBER** - 032-03-355A-23-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.

**Commonwealth of Virginia  
 Department of Social Services  
 Temporary Assistance for Needy Families**

AGENCY USE ONLY
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	\$1,396	\$ 324.65	\$ 649.30	\$ 698.00
2	1,888	439.06	878.13	944.00
3	2,379	553.25	1,106.51	1,189.50
4	2,871	667.67	1,335.34	1,435.50
5	3,363	782.09	1,564.18	1,681.50
6	3,855	896.51	1,793.02	1,927.50
7	4,347	1,010.93	2,021.86	2,173.50
8	4,839	1,125.34	2,250.69	2,419.50
For each additional Person	+\$492	+\$114.41	+\$228.83	+\$246

These amounts are good through 9/30/2022.

I have read this notice and understand my responsibility to report the above changes by the 10<sup>th</sup> day of the month following the change.

Applicant/Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Worker Signature \_\_\_\_\_ Date \_\_\_\_\_

## NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES

FORM NUMBER - 032-03-0646-21-eng (10/21)

PURPOSE OFFORM-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 FORPREPARATION OFFORM-Explain the information on the form to the client. The client and the worker are to sign the form and date it.

Commonwealth of Virginia  
 Department of Social Services  
 Temporary Assistance for Needy Families

AGENCY USE ONLY
Case Name
Case Number
Eligibility Worker Number

**AVISO DE VIOLACIONES INTENCIONAL DEL PROGRAMA Y SANCIONES**

La ley de Virginia requiere que los solicitantes de TANF y receptores para que el departamento local de servicios sociales sabe deciertos cambios que podrian causar un cambia en su asistencia. Si usted oculta informacion o dar falsa informacion, que puede ser procesado par peijurio, hurto o fraude del bienestar. Usted puede estar sujeto a una audiencia descalificacion. Si se le encuentra culpable, usted no sera elegible para recibir TANF par si mismo para seis meses par la primera ofensa, 12 meses par la segunda ofensa, y pemanentemente par la tercera ofensa.

Los siguientes cambios deben ser reportados dentro de los 10 dias del dia en que se producen, pero a mas tardar, que tienen hasta el dia 10 del mes siguiente para reportar el cambia. Si usted no esta seguro si debe informar de un particular, cambiar, por favor discutir el cambia con su trabajador.

1. Los cambios de direccion (tambien haganoslo saber si su numero de telefono cambia para que podamos contactar con usted si esnecesario)
2. Cambios en la composicion de los hogares como consecuencia de una de las siguientes personas que entren o salgan de la casa:
  - Un nino elegible, incluyendo un recien nacido, o
  - El padre o la madre de un niilo elegible, incluyendo un recien nacido
3. Los cambios que puedan afectar a la participacion VISTA incluyendo cambios en la necesidad de transporte, cuidado de nifios, o cualquier otro servicio de apoyo.
4. Los ingresos de su hagar Balon por encima del limite por debajo.

Cantidad de Personas en su Hogar	Informar cambios en los ingresos cuando los ingresos del hogar superen estas cantidades			
	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$1,396	\$ 324.65	\$ 649.30	\$ 698.00
2	1,888	439.06	878.13	944.00
3	2,379	553.25	1,106.51	1,189.50
4	2,871	667.67	1,335.34	1,435.50
5	3,363	782.09	1,564.18	1,681.50
6	3,855	896.51	1,793.02	1,927.50
7	4,347	1,010.93	2,021.86	2,173.50
8	4,839	1,125.34	2,250.69	2,419.50
Por cada miembro adicional agregue	+\$492	+\$114.41	+\$228.83	+\$246

Estas cantidades son buenos traves 09/30/2022.

He leido este aviso y entiendo mi responsabilidad de informar de los cambios mencionados par el decimo dia de lames siguiente al cambia.

Solicitante/Firma Cliente \_\_\_\_\_ Fecha \_\_\_\_\_

Firma deltrabajador \_\_\_\_\_ Fecha \_\_\_\_\_

## AVISO DE VIOLACIONES intencional del programa Y SANCIONES

FORMULARIO NUMERO- 032-03-0646-21-spa (10/21)

PROPOSITO DE LA FORMA - El propósito de la forma es asesorar al cliente de Violaciones Programa intencional (IPV) y las sanciones. También informa al cliente de los TANF y ver los cambios que deben informarse.

USO DE LA FORMA -La forma informa al cliente de los tipos de información que deben informarse, y las sanciones IPV que se pueden imponer, y el periodo de tiempo de las sanciones.

NUMERO DE COPIAS - Dos.

DISPOSICION DE LA FORMA- El trabajador de elegibilidad le explica la notificación al solicitante cuando se procesa una solicitud de TANF. El trabajador de elegibilidad y el cliente firman el formulario y sale con él. El original se archiva en el expediente TANF y una copia se entrega al cliente.

INSTRUCCIONES PARA LA PREPARACION DE LA FORMA - Explicar la información en el formulario para el cliente. El cliente y el trabajador deben firmar la solicitud y la fecha .

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
VIEW PROGRAM**

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 more than one time 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 \$177 standard deduction.

TANF Grant	_____	Employment:	_____
Standard Deduction:	<u>\$177</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 - 032-03-0376-13-eng (10/21)

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.