



TANF Determination – Non Placement Provider Job Aid

The *TANF Determination* (Temporary Aid to Needy Families) screen is used by Non Placement Providers to document information that will help determine if the service is eligible for government reimbursement.

TANF Determination Screen

Department of Human Services
Allegheny County, Pennsylvania

Key Information and Demographics System

Referral

Case

Provider

Admin

Help Logout Case

Case TANF List of Clients TANF

Organizer Focus History

In Focus

User Name:

Family Assignment:

Entity Type:

Entity Name:

Entity ID:

Entity Type:

Entity Name:

Entity ID:

TANF Determination

* Denotes Required Fields ** Denotes Half-Mandatory Fields *Denotes AFCARS Fields

TANF

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

Child Information (Contact Caseworker for Updating Client Information)

Child's Name (Last, First, M.I.)

Gender

US Citizen Or Qualified Alien

Date of Birth

SSN

County Identifier

Person with Whom the child is Living*

Specify Name

Relationship to Child

SSN of Person with Whom the child is Living

Eligibility Determination

Eligibility Determination For*

☐ Placement (887)

☒ Non-Placement (MTW)

Name of the person completing the information*

Is the child under age 18?

Verification Source*

Is the child a US Citizen or qualified alien?*

Verification Source*

Income Chart - 400% of Federal Poverty Guidelines

Family Unit Size	400% of FPG (Gross_Annual)	400% of FPG (Gross_Monthly)
1	Less than \$45,960	Less than \$3,830
2	Less than \$62,040	Less than \$5,170
3	Less than \$78,120	Less than \$6,510
4	Less than \$94,200	Less than \$7,850
5	Less than \$110,280	Less than \$9,190

Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the correct figures in the blank row at the bottom of the Table.

Family Size*

Exceeds Federal Poverty Guidelines (FPG) by 400%*

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

New

Save

Void

Preview

Approval

Service History

Cancel



Navigation and TANF List Screen

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

Client List

* Denotes Required Fields ** Denotes Half-Mandatory Fields *Denotes AFCARS Fields

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

☒ Active Clients Participating as Child

☐ All Clients Participating as Child

Show Cancel

- a. Select the client for whom the TANF Determination is to be made and click the **Show** button.

TANF Determination Screen

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

TANF			
	Determination Date	Begin Date	End Date
▶			
			Non-Placement (MTW)

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

2. *Child Information:*

Child Information (Contact Caseworker for Updating Client Information)

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

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



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

3. Eligibility Determination:

Eligibility Determination

Eligibility Determination For*
☐ Placement (887) ☒ Non-Placement (MTW)

Name of the person completing the information* a

Is the child under age 18? b

Verification Source* b

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

Verification Source* d

Income Chart - 400% of Federal Poverty Guidelines

Family Unit Size	400% of FPG (Gross_Annual)	400% of FPG (Gross_Monthly)
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5	Less than \$110,280	Less than \$9,190

Note: For family units of more than 5 members, add \$16,080 annually (Column 2) and \$1,340 monthly (Column 3) for each additional member and place the correct figures in the blank row at the bottom of the Table.

Family Size* e

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

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

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

For more information...

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

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