

TANF Grant Quarterly Webinar

March 26th and 30th, 2015

First Quarter

TANF Grant Updates

- Websites
- Finance
- Outcomes
- Monitoring
- DWS Point of Contact
- Eligibility

Websites

- TANF Needy Family Contractor Site
 - <http://jobs.utah.gov/services/tevs/tanfcontract.html>

Dashboard

- <http://jobs.utah.gov/wi/statewide/communitygrants.html>

Finance

- Invoice and Categories
 - Review Process
 - Reimbursement Time Frame
- Billing Allowable Costs
- Travel Reimbursement
- Sales Tax

*Finance Questions:

Contact Debbie Lyberger (801) 526-9334

Outcomes

- First Quarter – Thanks!
- Quarterly Outcome Reports
 - <http://jobs.utah.gov/services/tevs/tanfcontract.html>
- Next quarter due date: May 29, 2015

Monitoring

- Program Monitoring Checklist
 - Staff Files
 - Code of Conduct (DWS)
 - Non-Disclosure (DWS)
 - Background Check

Code of Conduct and Non-Disclosure

- Organizations **MUST** comply with the DWS Code of Conduct and Non-Disclosure included in the grant agreements.
- Staff files must contain DWS Code of Conduct and Non-Disclosure agreements and not Organization's own policy, unless approved in writing **BEFORE** grant agreement was signed.

Background Check Clarification

- Type of Background Check needed depends on the service Contractor provides and who their primary customers are.
- Section A of Background Check Policy states:

“All Contractors/Sub-Contractors and Grantees/Sub-Grantees (collectively referred to herein as “Contractors”) must obtain an annual Utah Bureau of Criminal Identification (BCI) Utah criminal background check for all of their employees and volunteers who have access to DWS customer confidential information. In addition, if the Contractor’s primary customers are minors or vulnerable adults, the Contractor must obtain an annual fingerprint-based national criminal history record check for all employees and volunteers who provide direct services to or have direct access to minors and/or vulnerable adults.”

What it Means

- ❑ All Contractors must obtain annual Utah BCI for all employees and volunteers who:
 - Have access to **DWS customer confidential information.**

In addition:

- ❑ If the Contractor's primary customers **ARE minors or vulnerable adults:**
 - Need **annual fingerprint-based** national criminal history record check for all employees and volunteers who **provide direct services** to or **have direct access to minors and/or vulnerable adults.**
- ❑ If the Contractor's primary customers **ARE NOT minors or vulnerable adults:**
 - **Only need annual NON-fingerprint based BCI** for all employees and volunteers who have **access to DWS customer confidential information.**
- ❑ If the employees and volunteers **DO NOT** have access to **DWS customer confidential information and their primary customers are not minors or vulnerable adults:**
 - No background checks are required.

Case File Review Checklist

- Case File

- Income (Full month prior) for Section 3
- Or Categorical Eligibility – myCase Printout or Benefit Approval Letter
- ID of parent/adult caretaker
- Birth certificates (Family relationship)
- TEVS entry
- Completed Form 300
- Completed Form 115
- Refer to Table 9 and Table 13 on TANF Needy Family Contractor website

DWS Local Points of Contact

- Roles- Analyst vs POC
- Collaboration with POC
- Eligibility Training (OPS staff)

Eligibility Updates

- TANF Contractor website
- <http://jobs.utah.gov/services/tevs/tanfcontract.html>
- Eligibility Q & A
- Family Statement Form
 - Addiction Intervention, Fatherhood Initiatives, and Skills Training for Transitioning Out of Incarceration
- Sample Form 115
- Eligibility Process
 - Categorical Eligibility
 - myCase Benefits Page

Categorical Eligibility Updates

- For customers **currently** on any of the Categorical Eligibility programs listed in Section 2 of Form 300, contractors may now use a myCase benefit printout or monthly benefit approval letter to verify TANF eligibility.
 - Medicaid programs include: Family, Child, or Pregnant Medicaid.
- Contractor no longer needs to gather documentation to verify:
 - Income, Household Composition, and Citizenship.
- Families that are **NOT** on any of the programs listed must follow the regular TANF eligibility process, including copies of ID, SSN card, Household Composition, and Income verification in case file.

Categorical Eligibility Process

- If the individual/family is receiving any of the Categorical Eligibility programs, the contractor only needs to collect:
 1. **Identity** (picture ID) for parent or adult caretaker.
 2. **myCase printout** for the **current benefit month or a benefit approval letter** verifying which benefits currently receiving.
 3. **Fill out Form 300** listing all eligible household members including SSN for each household member. (Do not need copy of SSN card.)
 4. **Signed and dated Form 115** in case file.

(Current benefit month refers to the same month that the Form 300 is completed, signed and dated.)

- *Documentation of Categorical Eligibility must in case file.*

TANF Needy Family Eligibility Guide

Non-Public Assistance	Current Public Assistance
<p>Must follow regular TANF Eligibility process.</p> <ol style="list-style-type: none">1. Complete Form 300 listing all TANF household member's Name, SSN, and DOB.2. Collect all documentation for Household, Citizenship, Income and Identity. Documents include: SSN cards, birth certificates or permanent resident cards, court decrees, and paystubs.3. Collect picture ID of parent/adult caretaker.4. Signed and dated Form 300 and Form 115 in case file.5. Enter information into TEVS. <p>*Include all documentation in case file.*</p>	<p>Customer must be current recipient of Categorical Eligibility programs listed in Section 2 of Form 300.</p> <ol style="list-style-type: none">1. Complete Form 300 listing all TANF household member's Name, SSN, and DOB.2. On Form 300- Section 2: Mark programs received.3. Collect current benefit printout from myCase account or benefit approval letter.4. Collect picture ID of parent/adult caretaker.5. Signed and dated Form 300 and Form 115 in case file.6. Enter information into TEVS. <p>*Include all documentation in case file.*</p>

Questions?