

# Eligibility Work Sheet for Title IV-E, TANF-EAF and Title XX-200%

(Citizenship or legally qualified alien status required for eligibility)

3-Jun-03

## Section I. Case Information

Eligibility

Foster Child (Title IV-E/TANF-EAF/Title XX-200%) Eligibility

Family (TANF-EAF/Title XX-200%) In-Home Eligibility

Case Name:

Date of Birth:

Entry Required Above

Entry Required

Case Number:

Date of Placement:

Entry Required

Office/Unit/Worker:

Case Initiation Date:

Entry Required

Child's Last Name:

SSI Clearance Date:

Child's First Name:

Entry Required For Individual

CIN:

PA Clearance Date:

Entry Required For Individual

enter y or n

Public Assistance Recipient

Note: (All dates should be entered as mm/dd/yy. If entered properly, d-Jan-yy will be displayed.)

Error Entry Must be y or n

enter y or n

SSI Recipient

Go To TANF-EAF

Error Entry Must be y or n

enter y or n

WMS Screen Print

ERRORS EXIST IN SECTION I

## Section II. General Eligibility

### A. Legal Authority

Was the child removed from the home of a parent/other relative as the result of a court order under Article 10 (abuse/maltreatment), 7 (PINS), 3 (JD), or SSL 358-a and does the order provide care and custody or custody and guardianship to the Commissioner and explicitly state that the court made a finding that continuation in the home would be contrary to the welfare of the child or removal was in the best interest of the child?

OR: Was a Voluntary Placement Agreement signed by the child's parent(s) or legal guardian(s) pursuant to SSL 384-a, that gives care and custody to the Commissioner?

enter X

Yes, SSL 384-a CCRS Legal Event 01

Entry Required

enter X

Yes, FCA Article 10 CCRS Legal Event 04

enter X

Yes, FCA Article 7 CCRS Legal Event 06

enter X

Yes, FCA Article 3 CCRS Legal Event 07

Date of Agreement:

enter X

Yes, SSL 358-a CCRS Legal Event 02

Date of Petition:

Meets Legal Authority

Docket Number

Date of Order:

enter X

No, child ineligible for Title IV-E - Complete Section then go to Section IV, TANF-EAF

**B. Income Information**

Number in Family:

Local District Name: Albany ▼

**Entry Required Above**

Income as of:

Income Frequency 1:  Amount 1 Source of Income 1:   
(if income is unknown enter u)

Income Frequency 2:  Amount 2 Source of Income 2:

Monthly Unearned Income:  Child Support:

Reportable CS:

Amount of Resources:  Monthly Day Care:

(for placements, as of the month of the voluntary agreement or a court petition; for services, the first month of services)

**C. Age - Was the child under the age of 18 on the date of the court order or on the date the Voluntary Placement Agreement was signed?**

Order/Agreement Date:

Date of Birth:

Yes

Age at Order/Agreement:

No, child ineligible for Title IV-E - Complete Section then go to Section IV, TANF-EAF

**D. Living With a Specified Relative - Was the child living in the home of a specified relative in the month or in any of the six months before the month that the court petition was filed or the Voluntary Placement Agreement was signed?**

Petition/Order/Agreement Date:

**Entry Required**

Last Living with Relative:

enter X  Yes

Months:

Name of Relative:

Relationship:

enter X  Time condition met, but the "specified relative" and the "relative foster parent" are the same person OR the "physical removal" and the "legal removal" were not from the same person. Child ineligible for Title IV-E - **Go to Section IV, TANF-EAF**

No, child ineligible for Title IV-E - Complete Section then go to Section IV, TANF-EAF

**E. Citizenship** - Is the child a citizen of the U.S. or a legally qualified alien as defined under the federal PRWORA (Personal Responsibility and Work Opportunity Reconciliation Act)?

enter X  Yes

**Entry Required**

No, child ineligible for Title IV-E/TANF-EAF - **Go to Section VI**

**Section III. Title IV-E Eligibility**

**A. Foster Child Must Meet All Requirements Below for Title IV-E Eligibility**

**1. Reasonable Efforts** - For a child placed in foster care by a court order, the court must make an explicit judicial determination to the effect that reasonable efforts were made to eliminate the need for removal or to return the child to the home, or the lack of such efforts was reasonable, or that reasonable efforts were not required. Otherwise the case is ineligible.

Meets Condition  N/A (placement by voluntary agreement)  
 Yes

enter X  No, child ineligible for Title IV-E - **Go to Section IV, TANF-EAF**

**2. Parental Deprivation** - Was the child deprived of parental support and care for one or more of the following reasons?

**Entry Required**

enter X  Absence of parent from the home

enter X  Incapacity of parent

enter X  Unemployed parent/Underemployed parent

enter X  Death of parent(s)

Parental Deprivation Met:

enter X  No, child ineligible for Title IV-E - **Go to Section IV, TANF-EAF**

**3. ADC Financial Eligibility** - Would the child have been financially eligible for ADC during the month of July, 1996 based on the family's income and resources in the month that the voluntary placement agreement was signed; or if no voluntary agreement, then whichever is earlier, the month of the petition, or the first court proceeding leading to the placement of the child?

Shelter Type:

Income as of :

Fuel Type:

Actual Shelter Unknown:

Monthly Shelter Expense:

Shelter Allowance

To Calculate Eligibility: **CONTROL-A, Tools, or Click Run**

Basic Need:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	Gross Income (1)
Energy:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	Gross Income (2)
Supp Energy:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	Gross Earned Inc.
Shelter Allowance:	<input type="text" value="\$0.00"/>	<input type="text" value=""/>	Work Exp (1)
Water:	<input type="text" value=""/>	<input type="text" value=""/>	Work Exp (2)
Fuel:	<input type="text" value=""/>		
Other Allowances:	<input type="text" value=""/>		
Needs:	<input type="text" value="\$0.00"/>	<input type="text" value=""/>	Day Care
Budgeted Needs	<input type="text" value="\$0.00"/>	<input type="text" value=""/>	Net Earned Income
Calculated Income:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	Unearned Income

Deficit   185% of Needs

- Yes, financial eligibility documented
- No, child ineligible for Title IV-E - **Go to Section IV, TANF-EAF**

**B. Title IV-E Eligibility Summary**

Child not IV-E perform an MA eligibility determination

Child is Not Title IV-E Eligible - Go to Section IV, TANF-EAF

## Section IV. TANF-EAF Eligibility

**A. This Emergency Situation is Due to the Following Circumstance(s)**

- FCA Article 10 Court Ordered Removal / Placement
- FCA Article 7 Court Ordered Placement
- FCA Article 3 Court Ordered Placement
- SSL 358-a Court Order
- SSL 384-a Placement made by Voluntary Placement Agreement
- SSL 384 Placement made by Voluntary Surrender Agreement
- FCA 651(b) Placement of Unaccompanied Refugee Minor

OR, enter x for emergency situation below:

- Authorized Protective Services
- PINS Diversion
- Authorized Preventive Services
- Homelessness / Minor Living on Own / Abandonment
- Domestic Violence
- Fire / Disaster / Other Emergency (specify)

Emergency Exists: 

(If emergency does not exist, go to Section V, Title XX-200%)

**B. TANF-EAF Eligibility Determination Checklist**

In order to determine child/family eligibility for EAF respond to the following questions:

1. Was the child under the age of 18, or under 19 in a secondary school (high school) or an equivalent level of vocation or technical training AND living with a specified relative sometime within the previous 6 months [Dept. Reg. 18 NYCRR 369.1(a)]?

- Yes, proceed to next question, OR
- enter X  Yes, a case member is a child or a pregnant woman in a family case
- Condition Met

 No, child/family ineligible for TANF-EAF - **Go to Section V, Title XX-200%**

2. Citizenship - Is the child/family a citizen of the U.S. or a legally qualified alien as defined under the federal PRWORA?

- Yes
- enter x  Yes, in a family case
- Meets Condition

 No, child/family ineligible for TANF-EAF - **Go to Section V, Title XX-200%**

3. Was there no EAF auth written in the past 12 months, except one written in the past 30 days, or one written for the same emergency where the auth has not been closed?

enter X  Yes, proceed to next question **Entry Required**

enter X  No, child/family ineligible for TANF-EAF - **Go to Section V, Title XX-200%**

4.

Is the foster care child without sufficient resources accessible to meet their needs OR if this is a family case, is a member of the family on PA or SSI?

enter X  Yes, proceed to next question **Entry Required**

enter X  No, child/family ineligible for TANF-EAF - **Go to Section V, Title XX-200%**

5. Did the need for services arise for reasons other than the parent/relative's refusal without good cause to accept employment or training?

enter X  Yes, proceed to next question **Entry Required**

enter X  No, child/family ineligible for TANF-EAF - **Go to Section V, Title XX-200%**

6. Did the need for services arise for reasons other than the parent/relative's mismanagement of a PA grant?

enter X  Yes, child/family eligible for TANF-EAF **Entry Required**

enter X  No, child/family ineligible for TANF-EAF - **Go to Section V, Title XX-200%**

**C. EAF Determination**

Family Case is not PA/SSI	<input type="checkbox"/>
Not TANF-EAF	Child/Family is not TANF-EAF & is not Title IV-E - Go to Section V, Title XX-200%
Not IV-E	

## Section V. Title XX-200% Eligibility

### A. Citizenship - Are all family members who are applying or in receipt of services US citizens or legally qualified aliens as defined under the Federal PRWORA?

enter X  Yes, proceed to next question

**Entry Required**

enter X  No or unknown, case is not eligible for Title XX-200% - Go to Section VI

### B. Minor Child/Pregnant Woman/Non Custodial Parent - Is anyone in the family:

enter X  An eligible minor who is defined as a child under the age of 18, or under the age of 19 and attending secondary school (high school) or equivalent level of technical training. The child may be living with other family members, living in foster care, living alone or with non family members.

**Entry Required**

OR  
enter X  A pregnant female.

OR  
enter X  A non-custodial parent (of a minor child) who has completed the Non-Custodial Parent Information Referral Form (LDSS-4728).

Meets Conditions:

enter X  No, applicant ineligible for services under Title XX-200% - Go to Section VI

### C. Family Income - Is the combined gross income of all family members below the 200% level of poverty (Using current federal poverty level standards).

enter X  Yes, income test is met based on all applicants receiving Family Assistance, Safety Net Assistance, Food Stamps, MA, HEAP or SSI

Family Size   
Yearly Income:

**Move to Family Detail Screen**

Yes, income test is met based on calculation of combined gross income of applicant's family members based on applicant's family size

Meets Condition:

No, applicant ineligible for services under Title XX-200% - Go to Section VI

**D. Title XX-200% Determination**

Not Title XX-200%	Child is not Eligible for Title XX-200% or TANF-EAF
Not TANF-EAF	Do Not Use an Eligibility Code of 04 and Do Not Use a Suffix of C or D

**Move to Documentation Screen**

**Section VI. Overall Eligibility**

Title IV-E

Not IV-E

**Save** : **Control-S** or

TANF-EAF

Not TANF-EAF

**Print** : **Control-P** or

Title XX-200%

Not Title XX-200%

**Summary Print** :

Worker Name

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

Supervisor Name

**Close** : **Control-C** or

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_