

# ELIGIBILITY WORKSHEET

## Title IV-E

## TANF-EAF

## Title XX-200%

### *User's Guide*

Instructions for filling out the EXCEL worksheet to determine  
Title IV-E, TANF-EAF and Title XX-200% Eligibility



State of New York  
George E. Pataki, Governor

Office of Children and Family Services  
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# Eligibility Worksheet: Title IV-E/TANF-EAF/Title XX-200% User's Guide

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# Eligibility Worksheet: Title IV-E/TANF-EAF/Title XX-200% User's Guide

## Set Up Instructions for the Title IV-E/TANF-EAF/Title XX-200% Worksheet

To install the worksheet from the Public Folder:

The necessary files are in the following path:

- Public Folders
- All Public Folders
- \*Statewide
- OCFS
- Finance
- Eligibility
- Eligibility Worksheet

The files needed are:

- Elig Summary.xls
- Title IV-E\_EAF\_TANF\_worksheet.xls for NT 3.51 machines OR
- Title IV-E\_EAF\_TANF\_worksheet 2000 for WINDOWS 2000 machines

Copy the Elig Summary file and the appropriate worksheet file (depending on your computer) to C:\Data\EXCEL

Title IV-E\_EAF\_TANF\_worksheet.xls is the worksheet that will be used to make eligibility determinations.

Elig summary.xls is where the completed determinations will be stored.

### Disabling AutoComplete:

Once the two files are copied, the AutoComplete must be turned off in EXCEL. To do this, open the worksheet file, and:

- Click on Tools
- Click on Options
- Click on the Edit tab

Under settings, you will see "Enable AutoComplete for cell values"

Make sure that the box in front of it does NOT have a check mark.

To remove the check if one is there, just click on it and click on OK.

**Set up is complete.**

## Foreword

This version of the Eligibility Worksheet User's Guide is being issued to reflect changes that have been made to the Eligibility Worksheet for Title IV-E, TANF-EAF and Title XX-200%. The term Title XX-200% used in the Eligibility Worksheet and this User's Guide is an abbreviation for the funding stream Title XX below 200%. "Title XX-200%" means Title XX below 200% of the federal poverty level.

Changes include:

**The revised worksheet is now entitled "Eligibility Worksheet for Title IV-E, TANF-EAF and Title XX-200%."**

**TANF-200% now becomes Title XX-200%**, which is available for other services in addition to child preventive. Title XX-200% funding results from the transfer of TANF funds to Title XX. The transfer allows for greater flexibility in using the TANF funds than would otherwise be possible for such funds directly expended as TANF. Under provisions of Title IV-A of the Social Security Act states are allowed to transfer up to 10% of their TANF Block Grant each year to the Title XX Program. TANF funds transferred to Title XX are distinguished from traditional Title XX by using the phrase "Title XX Below 200%" to denote that the countable income received by all case members must be under 200% of the federal Poverty Level.

**It is possible for a family to be dually eligible for TANF-EAF and Title XX-200%.**

**When making a Title IV-E eligibility determination for a child and income is unknown, there is now a way for the user to specifically indicate this.** Entering a "u" for unknown in the designated field will always default to a determination of the child being ineligible for Title IV-E.

**There is a change in the definition of Unemployed Parent, one of the four reasons for Parental Deprivation required for Title IV-E eligibility.** A family member may be either unemployed or underemployed provided the ADC income threshold or the medical assistance threshold is met.

**Navigational push buttons** - In most sections of the worksheet, after a "*No, child/family ineligible*" statement, there are instructions telling the user to "*Go to*" another section of the worksheet. To enable the user to navigate quickly to that section, there is a **Go button** after each of the "*Go to*" statements. By pressing the **Go button**, the user will be taken directly to the section specified in the instructions. A **Review Summary button** has been added to the last page of the Eligibility Worksheet. Clicking on this button will bring the user to a one page summary sheet which summarizes the entire worksheet completed for each child/family and their eligibility determination for each category.

**A one page summary of the entire worksheet** - Clicking on the **Print Summary button** will print a one sheet summary of the complete worksheet showing all the data entered and the determinations made by the automated worksheet. A hard copy of this summary, signed by the worker and the worker's supervisor (along with the documentation form) and then placed in the case folder may be substituted for a printed copy of the complete worksheet.

**Updated Federal poverty levels for the current year, effective 6/1/02, have been added for the Title XX-200% determination.** Users should save the previous version of the worksheet with a new name and use this previous version to determine eligibility for cases initiated prior to 6/1/02.

**SSI (Supplemental Security Income) Benefit Levels Chart** - If a foster child is determined to be eligible for Title IV-E and SSI, the worker must determine whether funding should be claimed under Title IV-E or SSI. The SSI benefit levels chart in Appendix D of the User's Guide is included to assist users in making this determination.

**The user is now able to enter the actual amount of child support.** The user no longer has to manually deduct the fifty dollar disregard as required previously in order to mimic ABEL logic. The revised Eligibility Worksheet contains a macro which performs this calculation.

## Purpose

The Eligibility Worksheet for Title IV-E, TANF-EAF and *Title XX Below-200%* of poverty, referred to on the Worksheet and in this user's guide as *Title XX-200%*, is a standalone Excel application that calculates funding and programmatic eligibility. Based on an analysis of a series of responses, the Excel application derives eligibility for Title IV-E, TANF-EAF and Title XX-200% of poverty. The application replicates the WMS ABEL logic required in Title IV-E determinations. Therefore, staff using the worksheet will no longer be required to perform a WMS Scratchpad budget for Title IV-E eligibility. Once completed, the spreadsheet should be saved, printed, signed, and placed in the case record. It is also possible to print a one sheet summary of the worksheet. A hard copy of this summary, signed by the worker and the worker's supervisor (along with the documentation form) and then placed in the case folder may be substituted for a printed copy of the complete worksheet.

The Title IV-E part of the worksheet is only for the initial Title IV-E determination when a child goes into foster care. For redeterminations and adoption subsidy determinations, please refer to Chapter 1 of the NYS OCFS Eligibility Manual for Child Welfare Programs.

## Program Background

This user's guide is designed to assist social services staff in utilizing the newly developed Title IV-E, TANF-EAF, and Title XX-200% Eligibility Worksheet to determine, document, and authorize the correct funding for foster care and services. Correctly determining and documenting eligibility for a case is crucial. Without the correct determination, the social services district is not entitled to claim reimbursement. If a child is determined to be ineligible for Title IV-E at the time he or she goes into foster care, he or she can never be eligible for Title IV-E for that placement. Additional programmatic information on these eligibility categories is found in the NYS OCFS Eligibility Manual for Child Welfare Programs.

## Cases with Dual Eligibility

Pursuant to instructions in 00-OCFS ADM-3 and 94-LCM-52, all foster care cases are to be reviewed for TANF-EAF, so that services not eligible for Title IV-E reimbursement may be reimbursed under TANF-EAF if the case is determined eligible.

Cases may also be dually eligible for TANF-EAF and Title XX below 200%. Districts are to review child welfare cases for both TANF-EAF and Title XX-200% eligibility. Regardless of the TANF-EAF determination, districts are to do a determination for Title XX-200% funding. If the case is determined eligible for TANF-EAF and Title XX-200%, the case has dual eligibility.

**Important Note:** Citizenship or legally qualified alien status is required for all eligibility categories addressed in this worksheet. However, for preventive and protective cases, when the adult caretaker relative is not a citizen or legally qualified alien, but the child is, then the child can be considered to be the applicant for services and eligibility will exist if all other conditions are met.

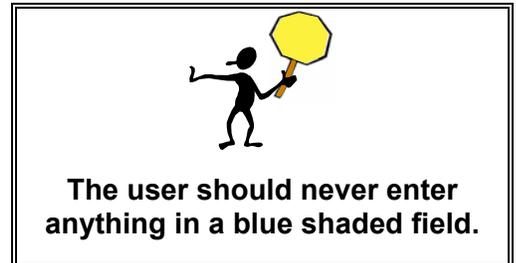
## Instructions for completing the Title IV-E, TANF-EAF and Title XX-200% Eligibility Worksheet

The instructions for completing the Worksheet are presented in the following pages. The organization of the instructions corresponds to the format of the Worksheet.

The user will note that all data fields are either shaded YELLOW or BLUE.

*YELLOW* shaded fields are *user* entry fields.

*BLUE* shaded fields are *populated by the system* based on information previously entered in the worksheet. Although the user is able to tab to certain blue shaded fields, no entry should ever be made in a blue shaded field.



### General Navigation

It is recommended that the worker use the tab key to go from one field to the next in the worksheet. However, the worker is also able to use the mouse to get to the yellow fields. When a user is moving from yellow shaded fields to blue shaded fields using the tab key, no entry should ever be made in a blue field.

This symbol → in the user guide indicates a data entry field. There are messages that will occur throughout the worksheet that indicate that information is invalid or missing.

### Go Button

In most sections of the worksheet, after a "No, child/family ineligible" statement, there are instructions telling the user to "Go to" another section of the worksheet. To enable the user to navigate quickly to that section, there is a Go button after each of the "Go to" statements. By pressing the Go button, the user will be taken directly to the section specified in the instructions.

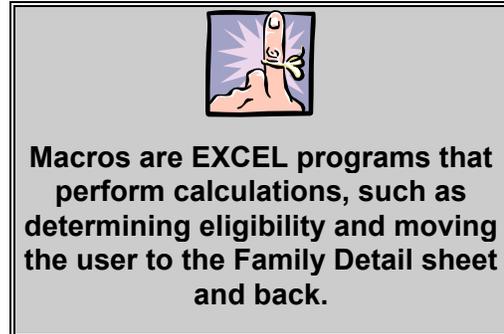
### Clear Fields Button

Clicking on the Clear Fields Button will clear the information from all the yellow data entry fields. This button is located in two places, at the beginning and at the end of the worksheet. Clicking on this button will result in a blank worksheet. If you want to save the information first, click on the Save button before clicking the Clear button. Please note that the Documentation and Family Detail sheets have separate Clear Fields buttons.

## Section I. Case Information

This section asks the user to provide basic demographic information required to identify the individual foster child and/or an applicant in a family case.

Many of the fields in Section I come from the WMS case, including Case Name, Case Number and CIN (Client Identification number). Section I cannot be fully completed until a WMS services case is opened. However, the eligibility determination can be made without the WMS information that is needed to complete Section I as long as a WMS search has been done to determine if the child or family is in receipt of any public assistance or Supplemental Security Income (SSI) and the necessary information for other sections is available. Enter the information that is required to make the eligibility determination (all applicable Sections as well as the Section I fields for placement date, if applicable, and birth date), run the macros to calculate Title IV-E eligibility if a foster care case, and allow the worksheet to calculate TANF-EAF and Title XX-200% eligibility.



If the worksheet is not complete, save it by using File, Save As, and saving with whatever name you choose to whatever location you choose. The worksheet can then be opened back up and completed after the case is opened in WMS. (When you save using the Save Icon at the end of the worksheet, it is presumed that the worksheet is complete, and it is saved with identifying information to the Eligibility Summary Worksheet.)

When the user clicks on the Save icon, the worksheet is saved, but the fields are not cleared from the sheet. This allows the user to just put in the information that is different (such as name and CIN) for a sibling in the same family and calculate eligibility for that sibling. If the user is entering for a different family, the Clear Fields button (at the beginning or end) should be clicked after saving.

<b>Eligibility</b>	Select either Foster Child (Title IV-E/TANF-EAF/TitleXX-200%) Eligibility or Family (TANF-EAF/Title XX-200%) Eligibility. If you are using the worksheet to determine Family Eligibility, complete Section I. Case Information and then click on the Move to TANF-EAF button, which will take you directly to Section IV. TANF-EAF Eligibility. It is not necessary for you to complete Sections II and III.
<b>Foster Care Eligibility</b>	The Foster Child Eligibility Button is used only for foster care cases, which are defined as having one or more siblings in the same family unit in foster care placement. A separate foster care eligibility determination must be done for each sibling in foster care in order to fulfill Title IV-E requirements. The TANF-EAF portion of the foster care option will cover all necessary services related to the foster care child's needs not covered by Title IV-E, including those provided to family members remaining in the home. If you are using the worksheet to determine Foster Child Eligibility, you must complete all sections of the worksheet.
<b>Family Eligibility</b>	The Family Eligibility Button is used when no children or stepchildren of the family unit are in foster care and all services are provided on an in-home basis only. If no family member is a Public Assistance or SSI recipient, the family is ineligible for TANF-EAF. The user should then click on the Move to Title XX-200% button, which will take the user directly to Section V. Title XX-200% Eligibility.
<b>→ Case Name</b>	Enter the case name the same as it will be or is entered in WMS. This is a required field.
<b>→ Date of Birth</b>	Enter the foster child's date of birth. The date should be entered as mm/dd/yy. If it is entered properly, it will be displayed, for example, as 1-Jan-01. This is a required field only for a foster care case.
<b>→ Case Number</b>	Enter the WMS services case number.
<b>→ Date of Placement</b>	Enter the date that the child was removed from his/her home. The date should be entered as mm/dd/yy. This is a required field only for a foster care case.
<b>→ Office/Unit/Worker</b>	Enter the information as it appears on the WMS application in the CTR/OFF, UNIT ID, WORKER fields.
<b>→ Case Initiation Date</b>	This is a required field. The Case Initiation Date equals the earliest of the following dates: <ul style="list-style-type: none"> <li>• Date of Indication of a CPS report</li> <li>• Date of Application for Services</li> <li>• Date of Placement</li> <li>• Date of Court Order (for services or placement)</li> </ul>

- **Child's Last Name** Enter the last name of the child for whom eligibility is being determined. This is a required field only when you are determining eligibility for an individual foster child. This field should not be filled in if you are determining family eligibility.
- **SSI Clearance Date** Enter the date of the Supplemental Security Income clearance.
- **Child's First Name** Enter the first name of the child for whom eligibility is being determined. This is a required field only when you are determining eligibility for an individual foster child. This field should not be filled in if you are determining family eligibility.
- **CIN** Enter the client ID number (CIN) as it appears on the WMS SFED/T in the CLIENT ID field. This is a required field when you are determining eligibility for an individual foster child. This field should not be filled in if you are determining family eligibility.
- CIN numbers are 8 characters, and if the number entered in this field does not contain the correct number of characters, the error message "Invalid-Not 8 characters" is given.
- **PA Clearance Date** Enter the date of the WMS clearance.
- **Public Assistance Recipient** A "y" should be entered in this box, if the foster child (when determining Foster Child Eligibility) or any applicant for service (when determining Family Eligibility) was found to be open in a Public Assistance case. Enter "n" if not. This can be determined from the WMS clearance.

→ **SSI Recipient**

A “y” should be entered in this box, if the foster child (when determining Foster Child Eligibility) or any applicant for service (when determining Family Eligibility) was found to be an SSI recipient. Enter “n” if not. This can be determined from the WMS clearance.

If eligibility is being determined for a Family case and any applicant for service is not a PA **OR** SSI recipient, the user will receive the message “Family Case Not Eligible for TANF-EAF.” In this instance, the user should use the “**Move to Title XX-200%**” button to move directly to Title XX–200%.

→ **WMS Screen Print**

A WMS screen print should be made whether or not the child or family applicant is known to WMS, as the screen print will document the search and the results. A “y” should be entered in this box if there is a WMS screen print available. Enter “n” if the screen print is not in the case record.



In the boxes for  
**Public Assistance Recipient,**  
**SSI Recipient** and  
**WMS Screen Print,**  
“y” or “n” are the only entries  
that are recognized  
and all are required fields for both  
foster care and family eligibility.

## **Section II. General Eligibility** *(Foster Care Cases Only)*

The questions in this section relate to eligibility criteria that are required to determine eligibility for Title IV-E and TANF-EAF foster care. **If you are determining eligibility for a Family Case (non-placement), do not complete this section.** The information entered will be used to populate fields in subsequent sections that require the same information.

### **Legal Authority**

All foster care placements require that legal custody be awarded to the local Commissioner of Social Services or the Commissioner of the Office of Children and Family Services (OCFS). Court documents must indicate whether the child's custody is with the local district or with OCFS. Orders awarding care and custody to other persons and entities do not provide foster care status or Title IV-E eligibility.

For children placed in foster care under Family Court Act (FCA) Articles 10 (abuse/maltreatment), 7 (PINS - Person in Need of Supervision), or 3 (JD - Juvenile Delinquent), or Social Services Law (SSL) 358-a, there must be an explicit judicial determination in the initial removal order (which includes any detention or remand order issued by the court resulting in the child's removal) stating that continuation in the home would be contrary to the welfare/best interests of the child or that removal of the child is necessary to avoid imminent risk.

For purposes of Title IV-E Eligibility, voluntary placement agreements executed in accordance with SSL section 384-a provide legal authority for the first 180 days of placement. By day 180, a court must review the voluntary placement agreement and determine that continuation of the placement is in the child's "best interest." If this court determination is not made by day 180 of the placement, Title IV-E eligibility ceases for the remainder of the placement, even if the order is secured later. A voluntary placement agreement signed by other than a parent or legally appointed guardian is not allowed for Title IV-E eligibility purposes.

A court order under SSL 358-a made when a SSL 384 surrender for adoption is completed is considered a court-ordered placement for Title IV-E purposes. In order to meet Title IV-E eligibility, when a child is placed into foster care by a SSL 384 surrender for adoption, a court order under 358-a must be secured to provide appropriate legal authority. (A surrender for adoption by itself does not constitute a legal basis for initial Title IV-E eligibility.)

### **Documentation:**

Court documents must be in the case record and must indicate whether the child's custody is with the local district or with OCFS. See Appendix B for a complete table of documentation requirements and acceptable forms of documentation for each requirement.

The information requested in this section will be used to determine if the legal authority criteria that is required for Title IV-E eligibility has been met.

→ In this section there are 5 boxes presented which list the types of legal events that provide appropriate legal authority:

Yes, SSL 384-a CCRS Legal Event 01 (Placement made by Voluntary Placement Agreement)

Yes, FCA Article 10 CCRS Legal Event 04 (Court Ordered Removal/Placement)

Yes, FCA Article 7 CCRS Legal Event 06 (Court Ordered Placement)

Yes, FCA Article 3 CCRS Legal Event 07 (Court Ordered Placement)

Yes, SSL 358-a CCRS Legal Event 02 (Court Order after a surrender for adoption)

If legal authority exists, the user must put an "X" in at least one of these 5 boxes. It is possible to have an "X" in any of the Article (10, 7, or 3) boxes and also have an "X" in the Voluntary Placement Agreement box. However, only one occurrence of either Article 10, Article 7, or Article 3 will be accepted by the system. If more than 1 box is checked within this group, an error message will occur.

**Meets Legal Authority**      *Make no entry in this blue shaded field.* This field will populate if the legal authority criteria has been met.

→ **Docket Number**      Enter the court docket number from the petition or order, whichever is applicable.

→ A date must be entered in one of the following fields:

- Date of Agreement - The date of agreement is the date the SSL 384-a voluntary agreement was signed by a parent or legally appointed guardian. The date of agreement must be entered in a foster care case in order to determine Title IV-E and TANF-EAF eligibility. If the user does not put an "X" in the SSL 384-a box under Legal Authority, but enters a date in this field, the error message: "No Agreement Entered" will appear.
- Date of Petition – The date of petition is the date it was filed in court.
- Date of Order – The date of order is the date the judge signs the order. Federal auditors will accept the hearing date appearing in the upper right hand corner of the top page of the order when that date is earlier than the signature date.

The date must be entered as *mm/dd/yy*, and it will be displayed, for example, as 1-Jan-01. Edits are in place to ensure that the dates entered are valid dates. For example, the date 2/29/01, which is not a valid date since 2001 is not a leap year, will be rejected. An error message-Invalid Date-will occur.

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

The user must enter an "X" in this box if there is no voluntary placement agreement, or no court order under Article 10 (abuse/neglect), Article 7 (PINS), Article 3 (JD), or SSL 358-a (court order after a voluntary surrender).

## Income Information

### Overview

Congress abolished the ADC Program with the passage of PRWORA (Personal Responsibility and Work Opportunity Reconciliation Act) in 1996, but retained its link to the Title IV-E program by requiring, as a condition of Title IV-E eligibility, that the child be eligible for ADC at the time of the removal based on the state's ADC eligibility standards in effect as of July 16, 1996, referred to as the "look back date."

Social Services districts can no longer rely on WMS screen prints to reflect a child's active status in an assistance case in the month of removal from the home to document ADC financial eligibility for Title IV-E purposes, because Title IV-E eligibility is based on the financial eligibility criteria in effect on July 16, 1996, and not on the current TANF financial eligibility criteria.

In order to meet the ADC standard for Title IV-E eligibility purposes, each placement must first meet the following condition:

*The child meets the ADC eligibility criteria in effect on July 16, 1996 by using the household circumstances that existed in the month the removal was initiated either by the filing of a petition seeking a court order to remove the child from the home or the execution of a voluntary placement agreement by a parent or guardian;*

The income information entered in this section will populate the income fields in the Calculate Eligibility section of *Section III. Title IV-E Eligibility*.

→ **Number in Family** Enter the number of family members in the box. This is a required field. The Number in Family is defined as the number of persons applying for or receiving public assistance within the family or who would apply as a family if they were applying for public assistance.

→ **Local District Name** This field contains a drop-down. Click on the arrow and a list of all the counties will drop down. Select the appropriate county and the field will populate with the county selected.

**Income as of** This field is populated by the system based on information entered under Legal Authority—date of agreement, date of petition.

→ **Income Frequency 1 (if income is unknown enter u)** Enter w (weekly), b (biweekly), m (monthly), or u (unknown) in the first section of the field. The values of w, b, m, or u must be entered or an error message will be given. Enter u (unknown) in the first section of the field only when income is unknown. Entering u in this field will always default to a determination of the child being ineligible for Title IV-E. If this field is left blank, but there is a dollar amount entered in the corresponding field, the income calculation will be incorrect.

Enter the amount of income in the second section of the field. If income is unknown, leave this section blank. If income is known for one person and unknown for the other person in a family, income is unknown.

<b>Source of Income 1</b>	<p>Click on the arrow and a list of income sources will drop down. Select the appropriate source and the box will populate with corresponding code. If the source of income is salary or wages from a <b>second</b> job, this must be entered in the Source of Income 2 field as there is a specific code for this category and it is only listed under Source of Income 2.</p> <p>If income unknown (u) was entered in the Income Frequency field, ignore this section by tabbing right through it.</p>
<b>→ Income Frequency 2</b>	<p>Enter w (weekly), b (biweekly), or m (monthly) in the first section of the field. The values of w, b, or m must be entered or an error message will be given. Enter the amount of income in the second section of the field.</p> <p>If income is unknown (u), this can only be entered in the Income Frequency 1 field.</p>
<b>Source of Income 2</b>	<p>Click on the arrow and a list of income sources will drop down. Select the appropriate source and the box will populate with corresponding code. If the source of income is salary or wages from a <b>second</b> job, this must be entered in the Source of Income 2 field as there is a specific code for this category and it is only listed under Source of Income 2.</p>
<b>→ Monthly Unearned Income (Not Child Support)</b>	<p>Unearned income is income from sources such as Social Security, SSI, Unemployment Insurance Benefit Compensation, Veteran's Pensions or Benefits, etc. Sources of unearned income must be entered as a monthly amount.</p>
<b>→ Child Support</b>	<p>Enter the total monthly amount of child support received.</p>
<b>Reportable Child Support</b>	<p><i>Make no entry in this field.</i> This field is populated by a macro which performs an ABEL calculation that disregards up to the first \$50.00 of monthly child support when making a Title IV-E eligibility determination.</p>
<b>→ Amount of Resources</b>	<p>Enter the amount of applicable family resources. <b>Enter a dollar amount. Do not enter text in this field. If there are no resources, enter zero or leave blank.</b> Examples of resources are: cash on hand; bank account; stocks, bonds, securities; promissory notes; mortgages; trust fund; burial reserve; vehicle; income tax refunds; non-exempt real property; and cash value of life insurance. If there are resources of \$10,000 or more, the child is ineligible for Title IV-E.</p>
<b>→ Monthly Day Care</b>	<p>For every occurrence of day care for children 2 years of age and younger, the day care credit is a maximum of \$200 per child monthly. Therefore, <b>if the child is 2 or younger, do not enter more than \$200 per child. For children over 2 years of age, the maximum credit is \$175 per child monthly. Therefore do not enter more than \$175 per child for children over 2 years of age.</b> If the actual cost of day care, per child, is less than the maximum allowable amount, only the actual amount may be claimed as the</p>

day care credit. Enter the total monthly amount in this field.

## **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?***

In order to be eligible for Title IV-E, a child must be under the age of 18 at the time of placement.

No entry is required for Age. Based on the date of birth previously entered, the system will calculate the Age at Order/Agreement and determine whether or not the child meets the age criteria for Title IV-E eligibility.

**Order/Agreement Date** This blue shaded field populates using information previously entered in the Legal Authority section.

**Date of Birth** This blue shaded field populates using information previously entered in the Case Information section.

**Age at Order/Agreement** A calculation is done by the system to determine the child's age at the date of the order or agreement, and the child's calculated age populates this field. Based on the age displayed in this field, an "X" will be displayed in either the "Yes" box or the "No" box.

**Yes** This blue shaded field will populate based on the determination made by the system that the child meets the age criteria. The user should continue on to complete item D Living With a Specified Relative.

**No, child ineligible for Title IV-E, Complete Section then go to Section IV, TANF-EAF** This blue shaded field will populate based on the determination made by the system that the child does not meet the age criteria and is therefore ineligible for Title IV-E. The user should complete the rest of this *Section II. General Eligibility* and then go to *Section IV. TANF-EAF*.

## **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?***

The information entered in this section determines if the child was 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.

<b>Petition/Order/ Agreement Date</b>	<i>Make no entry in this field.</i> This blue shaded field is populated with previously entered information.
<b>→ Last Living With Relative</b>	Enter the date the child was removed from the home of a specified relative. An entry is required in this field.
<b>Months</b>	This field populates based on information previously entered. <i>Make no entry in this field.</i>
<b>→ Yes</b>	If the number of months in the Months field is not seven months or more, enter X in either the “Yes” box or the “Time condition met” exception box which follows.
<b>→ Name of Relative</b>	Enter the name of the relative with whom the child was living 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.
<b>→ Relationship</b>	Enter the relationship of the relative to the child.

Examples of Meeting the Title IV-E Test for Living With a Specified Relative in the month or in any of the 6 months before the month that the court petition was filed or the Voluntary Placement Agreement was signed:

*Example 1:*  
The child is born February 1, 2000 and the mother abandons the child in the hospital. The hospital makes a report to the SCR alleging child maltreatment. The child is remanded to foster care on February 10, 2000. The child enters foster care directly from the hospital. Therefore, within the defined time period, the child was living with a “specified relative” (mother). (A newborn is considered to have been living in the home of his/her mother during the period of hospitalization or incarceration, regardless of the length of this period.)

*Example 2:*  
The child lived with her mother until May 1999. The child lived with an aunt until August 1999, when the child was placed in foster care with her grandmother, the approved relative foster parent. Therefore, within the defined time period, the child was living with a “specified relative” (mother) who is other than the child’s foster parent (grandmother).

<b>→ Time condition met, but the “specified relative” and the “relative foster parent” are the same person <u>OR</u> the “physical removal” and the “legal removal” were not from the same person.</b>	Enter “X” in this field if the child was physically removed from the home of a relative with whom the child had been living within the last six months, but (a) the “specified relative” and the “relative foster parent” are the same person, or (b) the physical removal and the legal removal were not from the same person. In these situations, the child is ineligible for Title IV-E, and the user is instructed - Go to <i>Section IV, TANF-EAF.</i>
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Examples of Removal Circumstances that Fail the Title IV-E Eligibility Test:

**The time condition was met, but the “specified relative” and the “relative foster parent” are the same person:** During the defined time period, the child lived solely with her grandmother. The grandmother becomes the approved relative foster parent. The “specified relative” (grandmother) is the same person as the “foster parent” (grandmother); therefore, the child is ineligible for Title IV-E.

**The time condition was met, but the physical removal and the legal removal were not from the same person:** The child lives in the home of his grandmother (a specified relative) for more than the defined time period. The child’s parent (mother) has not lived in that home for more than the defined time period. The grandmother tells the agency that she is no longer able to care for the child and asks the district to place the child in foster care. A neglect petition is brought against the mother, and the court orders placement of the child. The child is removed from the grandmother’s home and placed in a foster care facility. The child is physically removed from the home of a “specified relative” (grandmother) who is not the same relative as the relative from whom legal custody (mother) was removed; therefore, the child is ineligible for Title IV-E.

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

The user should make no entry in this field. This field will populate based on the determination made by the system that the child does not meet the Living with a Specified Relative criteria required to qualify for Title IV-E. The user is instructed to Complete Section II, then Go to *Section IV. TANF-EAF.*

### **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)?***

A recipient of Title IV-E must be a citizen of the United States or a qualified alien as defined by the 1996 Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA). (See Appendix B for criteria on Qualified Aliens.)

→ The user must check either the Yes box or the No box in this section.

**Yes** Enter “X” if the child meets the citizenship criteria.

**No** Enter “X” if the child does not meet the citizenship criteria.

**If No is marked, the child is ineligible for Title IV-E, TANF-EAF, and Title XX-200% - Go to Section VI, Overall Eligibility. The user should then print the worksheet or the worksheet summary, sign it and place it in the case record.**

## Section III. Title IV-E Eligibility

### ***Foster Child Must Meet All Requirements Below For Title IV-E Eligibility***

#### **Reasonable Efforts**

The user must answer the question: ***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.*** There are 3 possible answers to this question: N/A, Yes, or No.

- N/A** This field will populate if the placement occurred as a result of a Voluntary Placement Agreement.
- Yes** The user must enter “X” in this field if there is a court order as described above. If the user answers Yes to this question, the Meets Condition box will populate with an “X”.
- Meets Condition** *Make no entry in this field.* The field will populate with an “X” if there is an “X” in either of the two preceding fields.
- No** The user must enter “X” if the placement did not occur as the result of a Voluntary Placement Agreement or if there is no court order as described above. If there is an “X” in this field, the child is ineligible for Title IV-E, and the user is instructed to “Go to *Section IV, TANF-EAF.*”

## **Parental Deprivation**

***Was the child deprived of parental support and care for one or more of the following reasons?*** There are four reasons given. If one or more of the four reasons for parental deprivation is present, the user must enter "X" in those fields that are applicable.

- **Absence of parent from the home** If the child lived in a one parent or no parent household, this condition is met.
- **Incapacity of parent** Physical or mental incapacity of a parent shall be deemed to exist when one parent has a physical or mental defect, illness, or disability, which must be expected to last at least 30 days and prevents the parent from engaging in normal functions relating to employment and/or the ability to care for children and the household.
- **Unemployed parent/ Underemployed parent** A revision in the State Plan for Title IV-E defines the unemployed parent deprivation factor as having been met in cases in which the income of the parents is below the eligibility level of medical assistance. By definition, the income threshold for public assistance (ADC) is below the medical assistance level. ANY family meeting the ADC income threshold or the medical assistance threshold is defined as meeting the unemployed/underemployed parent deprivation factor.
- **Death of parent(s)** There must be a death certificate or other legal document indicating the death of either parent.
- **Parental Deprivation Met** Make no entry in this field. If one of the preceding fields has an "X", Parental Deprivation has been met and this box will populate.
- **No, Child ineligible for Title IV-E** The user must enter "X" in this field if the Parental Deprivation Met field is not populated. The user is instructed to "Go to Section IV, TANF-EAF."

## **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 a court petition was filed leading to the placement of the child?***

### **Explanation**

The determination as to whether the child would have been financially eligible for ADC based on July 16, 1996 budgeting standards is made using the family's income and resources in the removal month (the month that the court petition leading to the child's placement was filed or the month the voluntary placement agreement was signed).

In all cases, the financial eligibility for ADC must be established based on July 1996 ADC eligibility standards, but using income information for the month of removal. A WMS clearance indicating that a child was in receipt of Family Assistance (FA) or Safety Net (SN) in the month that the court petition was filed or the voluntary placement agreement was signed can be used to document income, but not financial eligibility.

This section will perform the calculations which determine if the child is financially eligible for Title IV-E based on the family's income and resources in the month that the Voluntary Placement Agreement was signed or a court petition was filed leading to the placement of the child.



**If family resources exceed \$10,000, the child is not eligible for Title IV-E.**



**The following blue shaded fields do *not* require information to be entered by the user.**

**Shelter Type**

Make no entry in this field. The field contains a drop down list of shelter type codes. These are the same codes that are entered into WMS/ABEL. The user must click on the applicable code and the field will populate with the selected code. The Shelter Type Codes are as follows:

01 Rent Private	02 Rent Public
03 Own Home	04 Room & Board
05 Hotel/Motel Permanent	06 Hotel/Motel Temporary
07 Migrant Labor Camp	09 Medical Facility
10 Congregate Care L-II Drug/Alcohol	11 Non-Commercial Room Only
12 Non-Level II Alcohol Treatment Facility	15 Congregate Care L-I Family Care
16 Congregate Care L-II Not Drug/Alcohol Treatment	17 Congregate Care L-II Apartment
19 Tier II Family Shelter (3 Meals /Day)	20 Rental Supplemental
21 Shelter for Homeless (3 Meals/Day)	22 Residential Program for VDV(3 Meals/Day)
23 Undomiciled	33 Homeless Shelter Tier II
36 Shelter for Homeless Less than 3 meals	37 Residential Program for VDV (Less than 3 Meals/Day)
38 Subsidized Housing (Non-Certificate)	39 HUD Certificate Program, Without Earnings
40 HUD Certificate Program With Earnings	44 Supportive/Specialized Housing (District 55 Only)

**Income as of** *Make no entry in this blue shaded field.* This field is populated based on the date of agreement/petition/order that was entered in *Section II. A. Legal Authority.*

**Fuel Type** In WMS there are 10 fuel types, but because they can be grouped together according to the allowance given, only 4 codes are used in this worksheet. This blue shaded field contains a drop down list of Fuel Type Codes. Make no entry in the blue field. The user must click on the applicable code in the drop down, and the blue field will populate with the selected code. The Fuel Type Codes are as follows:

0	No Heat (Heat Included in Shelter Costs)
1	Gas, Coal, Wood, City Other
2	Oil, Kerosene, Propane
3	PSC Electric

→ **Actual Shelter Unknown** If the monthly shelter expense is unknown, enter "X" in this field.

→ **Monthly Shelter Expense** The user must enter the family's monthly shelter expense in this field. If the monthly shelter expense is unknown, leave this field blank and enter "X" in the Actual Shelter Unknown field.

**Shelter Allowance** *Make no entry in this field.* This field populates with what the monthly shelter allowance was in the county on July 16, 1996 for the type of shelter and the number of individuals in the child's household on the date of placement.

The worksheet will use the lower of the shelter allowance or the family's monthly shelter expense. If the shelter allowance is unknown, the **Actual Shelter Unknown must have an X**, and the shelter allowance will be used. If it does not have an X and there is nothing entered in either Actual Shelter Unknown or Monthly Shelter Expense, zero will be used for the Shelter expense, and the needs will be understated.

**The only other fields that may need entries are Water or Other Allowances. If they do not apply, leave them blank and calculate the Eligibility. If they do apply, then fill them out first, before calculating eligibility.**

**To Calculate Eligibility:**

To have the system calculate financial eligibility, click on the Run button.

**Click on RUN.** The system performs the operations that calculate financial eligibility for Title IV-E.

Make no entries in the fields below in columns 1 and 2, except for the Water field or the Other Allowances field if they apply. See the description of these fields below to determine if an entry in either of these two fields is allowed in the specific case being entered. **If anything is entered in either of these fields, eligibility must be calculated after the entry.**

### **COLUMN 1**

<b>Basic Need</b>	<i>Make no entry in this field.</i> This field is populated with ABEL budget calculations based on the number of family members, which was previously entered in Section II. B. Income Information.
<b>Energy</b>	<i>Make no entry in this field.</i> This field is populated with the Home Energy Allowance for the number of individuals in the case.
<b>Supp Energy</b>	<i>Make no entry in this field.</i> This field is populated with the Supplemental Home Energy Allowance for the number of individuals in the case.
<b>Shelter Allowance</b>	<i>Make no entry in this field.</i> This field is populated with the county's shelter allowance based on the shelter type and the number of persons in the family. If the family's actual monthly shelter expense is less than the county's applicable shelter allowance, the actual monthly shelter allowance will be displayed in this field. All of the information required to make the calculation was previously entered in the worksheet.
<b>→ Water</b>	If the applicant pays for water, the user must enter the monthly amount paid in this field. The applicant must have documentation of the amount paid, such as a water bill.
<b>Fuel</b>	<i>Make no entry in this field.</i> The fuel allowance is calculated by ABEL based on the fuel type, county of residence, and the number of people in the family. All of the information required to make the calculation was previously entered in the worksheet.
<b>→ Other Allowances</b>	This field is provided to allow the entry of any other allowance used in determining need. There are no other allowances known currently.
<b>Needs</b>	<i>Make no entry in this field.</i> This field is the sum of all the needs allowance fields.
<b>Budgeted Needs</b>	<i>Make no entry in this field.</i> If income is greater than 185% of needs, 185% of needs will be displayed in this field. If income is less than 185% of needs, the sum of all the needs will be displayed.
<b>Calculated Income</b>	<i>Make no entry in this field.</i> Calculated income is the sum of the net earned income and the unearned income.

**COLUMN 2**

<b>Gross Income (1)</b>	<i>Make no entry in this field.</i> Income Information entered in Section II, B, populates this field. Income is derived by multiplying the amount entered in Section II by the frequency to derive a monthly amount. If monthly is entered, the amount is multiplied by 1, if biweekly is entered, the amount is multiplied by 2.16, and if weekly is entered, the amount is multiplied by 4.33.
<b>Gross Income (2)</b>	<i>Make no entry in this field.</i> The income information entered in Section II, B. Income Information populates this field.
<b>Gross Earned Income</b>	<i>Make no entry in this field.</i> This field is the total of Gross Income (1) and Gross Income (2) and is populated by the system.
<b>Work Expense (1)</b>	<i>Make no entry in this field.</i> The amount of the Work Expense Deduction, which is up to \$90.00, is displayed in this field. The field is populated by the system if a Gross Income (1) is displayed. The work credit is given if the income type in Section II identifies an ongoing type of income. One-time type incomes will not generate the credit. The Work Expense Deduction will be taken for both occurrences of income, but not twice for the same person, i.e., the same person's wages from a second job. If there are 2 wage earners in the family, the Work Expense Deduction will be taken twice. It is taken against the amount of the person's income, so if the person makes \$50.00, he/she will only get a work expense deduction of \$50.00.
<b>Work Expense (2)</b>	<i>Make no entry in this field.</i> The amount of the Work Expense Deduction, which is up to \$90.00, is displayed in this field. The field is populated by the system if a Gross Income (2) is displayed. The Work Expense Deduction will be taken for both occurrences of income, but not twice for the same person, i.e. the same person's wages from a second job. If there are 2 wage earners in the family, the Work Expense Deduction will be taken twice. It is taken against the amount of the person's income, so if the person makes \$50.00, he/she will only get a work expense deduction of \$50.00.

<b>Day Care</b>	<i>Make no entry in this field.</i> This field is populated by the system based on information on day care expense entered in Section II. B. Income Information. The calculation to determine the correct amount of day care credit to be applied is done by the system.
<b>Net Earned Income</b>	<i>Make no entry in this field.</i> This field is populated by the system. The net earned income will be the total gross earned income minus the total work expense deduction and day care credit.
<b>Unearned Income</b>	<i>Make no entry in this field.</i> This field is populated with <i>Unearned Income</i> and <i>Reported Child Support</i> entered in <i>Section II. B. Income Information</i> .
<b>185% of Needs</b>	<i>Make no entry in this field.</i> This field will be populated by the system based on the calculation performed by the system. If income is greater than 185% of needs, the case is not eligible for ADC. The application displays the amount that is 185% of needs, to be consistent with how ABEL displays this information.

**RESULT:**

<b>Deficit OR Surplus</b>	<i>Make no entry in this field.</i> The word Deficit or Surplus will be displayed in this field based on calculations performed by the system. If the family has a surplus in income, the child is ineligible for Title IV-E. If the family has a deficit in income, the child is financially eligible for Title IV-E.
<b>Yes, Financial Eligibility Documented</b>	<i>Make no entry in this field.</i> An “X” will populate this field if the child is determined to be eligible for Title IV-E based on calculations performed above.
<b>No, child ineligible for Title IV-E - Go To Section IV, TANF-EAF</b>	<i>Make no entry in this field.</i> An “X” will populate this field if the child is determined to be ineligible for Title IV-E based on calculations performed above. Since the child is ineligible for Title IV-E, the user is instructed to Go to <i>Section IV. TANF-EAF</i> , which begins on page 5 of the Eligibility Worksheet.

**Title IV-E Eligibility Summary**

This field is an analysis of *Section III. Title IV-E Eligibility*. The first cell of the shaded field tells the user that the child is or is not eligible for Title IV-E. The second cell of the field instructs the user how to proceed.

This field will read as either:

- IV-E / Child is Title IV-E Eligible. Use Eligibility 02 in WMS-Go to *Section IV, TANF-EAF*.

OR

- Not IV-E / Child is not Title IV-E Eligible-Go to *Section IV, TANF-EAF*.

If a foster child is determined to be eligible for Title IV-E and SSI, the worker must determine whether funding should be claimed under Title IV-E or SSI. The SSI benefit levels chart in Appendix D of the User’s Guide is included to assist users in making this determination.

## Section IV. TANF-EAF Eligibility

TANF-Emergency Assistance to Families (EAF) can be used to fund services required to deal with emergency situations provided to an eligible case for as long as the needs arising from the emergency continue. Among the services available to persons eligible for TANF-EAF are: family shelters, child care, homemakers, counseling and therapy, out of home placements, including placements of children under Articles 3, 7 and 10 of the Family Court Act, and any other services which meet the needs arising from an emergency and that are necessary to avoid destitution and provide and assure living arrangements. Local social services districts are instructed to assess TANF-EAF eligibility for all preventive cases, open protective cases, and newly placed foster care children.

For foster care and foster care related expenditures, Title IV-E is the claiming program of choice and must be documented, authorized and claimed for all eligible costs. Social services districts are required to fully utilize TANF-EAF funding for all otherwise eligible services costs not eligible for Title IV-E reimbursement.

Except for the current 30-day period, a case can only be authorized for TANF-EAF funding once in the past 12 month period, although, once authorized, the authorization supports EAF funding for as long as the needs arising from the emergency continue. Since all services needed as a result of the emergency can be provided under TANF-EAF, TANF-EAF eligibility shall not be limited to any specific service and should remain in effect until the emergency is remedied. Children in foster care are considered as cases separate from their family's case for the purpose of this provision; that is, a prior EAF authorization done for a family within the past 12 months will not preclude an authorization for the foster care case.

The information elicited in this section will be used to determine TANF-EAF eligibility.

### ***This Emergency Situation is Due to the Following Circumstance(s):***

#### **→ Foster Care**

In order to be eligible for TANF-EAF (Emergency Assistance to Families), it must be established that an emergency situation exists. Placements of children under FCA Articles 10, 7, and 3, and placements made as the result of a SSL 358-a court order, and a SSL 384-a placement made by voluntary placement agreement are deemed to be emergency situations. These fields will populate with an "X" based on information previously entered in *Section II. A. Legal Authority. Make no entry in any of these fields.*

SSL 384 Placement made by Voluntary Surrender Agreement and FCA 651(b) Placement of Unaccompanied Refugee Minor are also deemed to be emergency situations. The user must enter an "X" in the field preceding these specific placement circumstances.

**→ Family In-Home Preventive Services**

If the emergency situation did not result in a placement, a family may be eligible for TANF-EAF services in home to assist family members in dealing with an emergency situation. Emergency situations are as follows:

**Authorized Protective Services**

*Enter "X" if applicable.*

**PINS Diversion**

*Enter "X" if applicable.*

**Authorized Preventive Services**

*Enter "X" if applicable.*

**Homelessness/Minor Living on Own/Abandonment**

*Enter "X" if applicable.*

**Domestic Violence**

*Enter "X" if applicable.*

**Fire/Disaster/Other Emergency (specify):**

*Enter "X" if applicable, and specify what the emergency situation is in the field below.*

**Documentation**

There should be sufficient documentation in the case record to support the selected emergency. The documentation would include case record progress notes, service plans, court petitions, etc.

***Placement Cases***

- A court order under FCA Articles 10, 7, or 3, or Voluntary Placement Agreement signed by a parent or other specified relative or Surrender for Adoption signed by a parent or other specified relative *and* case record progress notes/service plans documenting the circumstances resulting in the provision of emergency services. If unaccompanied refugee minors pass all TANF-EAF criteria and documentation standards, placements made under the provisions of that program may be claimed as such.

***Family In-Home Preventive and Protective Cases***

- Case record progress notes, UCRs and case service plans which document circumstances resulting in the necessity of emergency services.

**Emergency Exists**

*Make no entry in this field.* This field will be populated by the system if any of the preceding items in this section has an "X" in it. An emergency exists and this criterion has been met.

If no emergency exists, the user is instructed to go to *Section V. Title XX-200%*.

## TANF-EAF Eligibility Determination Checklist

In order to determine child/family eligibility for TANF-EAF, there are six questions to which the user must respond. There are edits in place that require that either Yes or No be selected as a response to each of the questions, that the symbol entered is "X" and that both Yes and No are not selected within the same question. In a foster care case, questions 1 and 2 may be automatically populated and then no entry is required.

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

**Yes, proceed to next question, OR**                      *Make no entry in this field.* The field will populate based on information previously entered in *Section II. C. Age.*

→ **Yes, a case member is a child or a pregnant woman in a family case**                      Unless the previous YES box is automatically populated, the user is required to mark an "X" in this field if the child is under 19 and 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, OR if a case member is a pregnant woman.

**Condition Met**                      *Make no entry in this field.* This field will populate based on information previously entered.

→ **No, child/family ineligible for TANF-EAF - Go to Section V, Title XX-200%**                      The user is required to enter an "X" in this field if the Condition Met box is not populated by the system. The user should then 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**                      *Make no entry in this field.* This field will populate based on information previously entered if the child was noted to meet this criteria in the Title IV-E section.

→ **Yes, in a family case**                      Enter "X" if applicable. All family members applying for or receiving services must meet this criterion.

**Meets Condition**                      *Make no entry in this field.* This field will populate based on information previously entered.

→ **No, child/family ineligible for TANF-EAF Go to Section VI, Overall Eligibility**                      Enter "No" in this field if the Meets Condition field is not populated. The user is instructed to Go to *Section VI, Overall Eligibility.* *If child/family are not citizens or qualified aliens, they are not eligible for any TANF funding. Print and sign worksheet or summary and place in the case record.*

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

The user is required to make an entry for this question. The answer must be YES or NO, and the user must indicate which by entering an “X” in either the Yes field or the No field.

Except for the current 30-day period, if the case was not authorized to receive TANF-EAF funding in the past 12 months, except for the same emergency where the authorization has not been closed, and this is documented in the case record, the answer is “Yes” and the TANF-EAF criteria is met. If the case record documents that there has been an EAF authorization written in the past 12 months, which was not for the same emergency, the answer is “No” and the TANF-EAF eligibility criteria is not met.

Children in foster care are considered as cases separate from their family’s case for the purpose of this provision, so a prior EAF authorization within the past 12 months for the family will not preclude an authorization for the foster care case.

- |  |   |
|--|---|
| <b>→ Yes, proceed to next question</b>   | If the answer is “Yes” the user must place an “X” in the box and continue on to question 4.   |
| <b>→ No, child/family ineligible for TANF-EAF<br/>Go to Section V, Title XX-200%</b> | If the answer to the question is “No” the user must place an “X” in the box and then go to Section V, Title XX-200%.<br><br>Since this criterion for TANF-EAF eligibility was not met, the determination can be made at this point that the child/family is ineligible for TANF-EAF. Therefore, the user is instructed to Go to <i>Section V. Title XX-200%</i> . It is not necessary to complete the rest of this section. |

**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?**

In a foster care case, there must be insufficient income/resources immediately accessible to meet the child’s needs, including the cost of foster care and other services.

In a family case, at least one member of the family must be receiving public assistance (Family Assistance or Safety Net) or Supplementary Security Income at the time that the emergency is identified in order to meet the standard of insufficient income/resources. The user’s response to this question must correspond to the information provided in Section I regarding whether or not a family member is a recipient of public assistance or SSI. If the information in Section I. does not correspond with the information entered here, the user will receive an error message: “Entry Inconsistent with Section I.”

The user is required to make an entry for this question. The answer must be YES or NO, and the user must indicate which by entering an “X” in either the Yes field or the No field.

- **Yes, Proceed to next question** If the answer is “Yes” the user must place an “X” in the box and continue on to question 5.
- **No, child/family ineligible for TANF-EAF**  
**Go to Section V, Title XX-200%** If the answer to the question is “No” the user must place an “X” in the box. Since this criterion for TANF-EAF eligibility was not met, the determination can be made at this point that the child/family is not eligible for TANF-EAF. Therefore, it is not necessary to complete the rest of the section, and the user is instructed to Go to *Section V. Title XX-200%*.

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

The user is required to make an entry to answer this question. The user must indicate YES or NO by entering an “X” in either the Yes field or the No field.

If the case record *does not* document that the parent/specified relative’s refusal without good cause to accept employment or training gave rise to the emergency, the answer is “Yes” and the TANF-EAF criteria is met.

If the case record *does* document that the parent/specified relative’s refusal without good cause to accept employment or training gave rise to the emergency, the answer is “No” and the TANF-EAF eligibility criteria is not met.

- **Yes, proceed to next question** If the answer is Yes, the user must place an “X” in the box and continue on to question 6.
- **No, child/family ineligible for TANF-EAF**  
**Go to Section V, Title XX-200%** If the answer is No, the user must place an “X” in the box. Since this criteria for TANF-EAF eligibility was not met, it can be determined at this point that the child/family is not eligible for TANF-EAF. Therefore, the user is instructed to Go to *Section V. Title XX-200%*.

**6. Did the need for services arise for reasons other than the parent/specified relative’s mismanagement of a public assistance grant?**

If the case record *does not* document that the parent/specified relative’s mismanagement of PA funds gave rise to the emergency, the answer is “Yes” and the TANF-EAF criteria is met.

If the case record *does* document that the parent/specified relative’s mismanagement of PA funds did in fact give rise to the emergency, the answer is “No” and the TANF-EAF eligibility criteria is not met.

- **Yes, child/family eligible for TANF-EAF** The user must place an “X” in the corresponding box.
- **No, child/family ineligible for TANF-EAF**  
**Go to Section V, Title XX-200%** If the answer is No, the user must place an “X” in the corresponding box. Since this criteria for TANF-EAF eligibility was not met, it can be determined at this point that the child/family is not eligible for TANF-EAF. Therefore, the user is instructed to Go to *Section V. Title XX-200%*.

## **TANF-EAF Determination**

*Make no entry in these fields.* They are all populated by the system. The fields provide a summary of the eligibility determinations made thus far. There is a possibility of 5 different messages displayed here. They are:

<b>Family Case is not PA/SSI</b>	This field will populate if eligibility is being determined for a Family Case. If no family member is a recipient of public assistance or a recipient of SSI, the family is ineligible for TANF-EAF.
<b>TANF-EAF/IV-E eligible - Child is IV-E &amp; EAF</b>	Use Eligibility 02 in WMS and suffix code E for those services that are TANF-EAF - Go to <i>Section V. Title XX-200%</i> .
<b>TANF-EAF/Not IV-E eligible - Child/Family is TANF-EAF</b>	Use Eligibility 04 in WMS - Go to <i>Section V. Title XX-200%</i> .
<b>Not TANF-EAF/IV-E eligible - Child is IV-E only</b>	Use Eligibility 02 in WMS - Go to <i>Section V. Title XX-200%</i> .
<b>Not TANF-EAF/Not IV-E - Child/Family is not TANF-EAF &amp; is not Title IV-E</b>	Go to <i>Section V. Title XX-200%</i> .

## Section V. Title XX-200% Eligibility

### Background

Title XX-200% funding results from the transfer of TANF funds to Title XX. TANF funds transferred to Title XX are distinguished from traditional Title XX by using the phrase “Title XX Below 200%” to denote the criteria that the countable income received by all case members must be under 200% of the U.S. Poverty Level. The transfer allows for greater flexibility in using the TANF funds than would otherwise be possible for such funds directly expended as TANF. Under provisions of Title IV-A of the Social Security Act states are allowed to transfer up to 10% of their TANF Block Grant each year to the Title XX Program.

Title XX-200% funding does not require that any of the four purposes of TANF be met. Instead, any program or service funded under Title XX is eligible for funding under Title XX-200%. Services not covered by Title XX, such as foster care maintenance payments and medical services covered by Title XIX, cannot be funded by Title XX-200% funds.

### Title XX-200%'s Relationship to TANF-EAF

Districts are to review child welfare cases for both TANF-EAF and Title XX-200% eligibility. Regardless of the TANF-EAF determination, districts are to do a determination for Title XX-200% funding. If the case is determined eligible for TANF-EAF and Title XX-200%, the case has dual eligibility.

### Establishing Eligibility

The answers to the following questions will determine whether or not the child/ family is Title XX-200% eligible.

#### **Citizenship**

*Are all family members who are applying for or in receipt of services US citizens or legally qualified aliens as defined under the Federal PRWORA?*

In cases where the applicant or recipient does not attest to being a U.S. citizen or provide documentation of qualified alien status, the case is not eligible for either Title XX-200% or regular Title XX except for child protective services (all CPS services are deemed emergency services), emergency medical services, non-residential domestic violence services, and non-residential adult protective services.

When the case involves preventive or protective services there are circumstances that permit meeting this test when the caretaker/relative is not a US citizen or qualified alien. If the caretaker relative is not a parent of the child, the child is regarded as the applicant, and the caretaker relative's citizenship/qualified alien status is not considered. That relative's income is also not considered, as the relative is not regarded as a family member. If the case involves a parent who is not a US citizen or qualified alien, the child is regarded as the applicant, and the parent's citizenship/qualified alien status is also not considered. However, the parent's income is always considered when determining 200% of poverty income level.

The user must enter an “X” in either the Yes field or the No field. Only one field may be marked or an error message will be given.

- **Yes, proceed to next question**      If the user answers Yes to this question, the family is still potentially eligible for Title XX-200% and the user should proceed to the next question.
- **No or unknown, case is not eligible for Title XX-200% - Go to Section VI**      If the user answers No or unknown to this question, the family does not meet the required citizenship criteria, and they are not eligible for Title XX-200% funded services. Therefore, the user should discontinue completing this section and go directly to *Section VI. Overall Eligibility.*

**Minor Child/ Pregnant Woman/Non Custodial Parent**

→ *Is anyone in the family:*

1. 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 an 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. *OR*
2. A pregnant female? *OR*
3. A non-custodial parent of a minor child who has completed the Non-Custodial Parent Information Referral Form (LDSS-4728). (A separate worksheet should be completed for each family if parents of the minor child live in separate households and both are applying for services associated with the minor child).

If the family meets any of these criteria listed above, the user must enter an X in the corresponding field.

**Meets Conditions**      *Make no entry in this field.* This field will populate if the user has entered an “X” in the field preceding any of the above listed criteria.

→ **No, applicant ineligible for services under Title XX-200% Go to Section VI**      If none of the above criteria are met, the user must enter an “X” in this field. The family does not meet the required criteria for Title XX-200% eligibility. Therefore, the user is instructed to discontinue this section and go directly to *Section VI. Overall Eligibility.*

**Family Income**

*Is the combined gross income of all family members below the 200% level of poverty (using federal poverty level standards current at the time of eligibility determination)?*

The gross income level of the family must be below 200% of the federal poverty level. There are two ways of identifying whether the family can pass the income test: (1) by determining that the family is already receiving Family Assistance, Safety Net Assistance, Food Stamps, MA, HEAP or SSI; or (2) by calculating the combined gross income of the applicant’s family members based on the applicant’s family size. These two ways are described as follows:

**Automatic Income Eligibility:** Families in which all members are receiving at least one of the following forms of assistance: Family Assistance, Safety Net Assistance, Food Stamps, MA, HEAP or SSI are income eligible as they, by definition, meet the income requirement of below 200% of poverty. The user should go directly to the first yellow shaded Yes box and enter “X”.

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

If, after reviewing the WMS clearance form, the user determines that all family members are receiving Family Assistance, Safety Net Assistance, Food Stamps, MA, HEAP or SSI, the user must enter an "X" in this field. The family is categorically eligible to receive services.



**Note!** It is not necessary to complete the Family Size and Yearly Income fields or the Family Detail Screen if all family members are receiving at least one of the following forms of assistance: Family Assistance, Safety Net Assistance, Food Stamps, MA, HEAP or SSI.

If the income test is not met in this way, the worker must calculate the family's combined gross income in order to determine if the family is income eligible to receive services.

Calculation of Gross Income: The combined gross income of the applicant's family members based on the applicant's family size is calculated on an annual basis less any child support payments made on behalf of a child residing elsewhere.

In determining income eligibility, it is necessary to consider who is in the family as well as the relationships of the relatives, taking into account their legal responsibilities to one another. In New York State, spouses are responsible for each other, and parents are responsible for their minor children. However, when counting income for determining 200% of Poverty all family member's income must be considered.

Income of legally responsible relatives who are not living with the family and whose income is not available to the family is not counted in determining the 200% of poverty eligibility income standard.

→ **Family Size**

The user must enter the number of family members in this field. All of the following persons who live with the applicant are family members:

- The applicant's husband or wife
- The applicant's minor children and their siblings who are also minor children (including half and step-siblings)
- If the applicant is a minor child, the applicant's parents and the applicant's siblings who are minor children
- The father or mother of any minor child listed above, even if the parent is not married

→ **Yearly Income**

The user must enter the combined yearly income of all family members or go to the Family Detail screen to enter each family member's income separately. The amount in this field is the total gross earned and unearned income. "Countable Income" for Title XX-200% purposes includes income from the following sources:

- Wages, salary and tips from work
- Self-employment income (after business expenses)
- Social Security benefits
- Public Assistance (Family Assistance, Safety Net)
- Unemployment compensation
- Worker's Compensation
- Supplemental Security Income
- Child Support payments received
- Alimony received
- Interest payments
- Other recurring income

Deduct from the gross income any child support paid on behalf of a child residing elsewhere.

**Please Note:** Public Assistance or SSI income is counted when some, but not all, applicants are in receipt of Public Assistance or SSI.

If all applicants are in receipt of Family Assistance, Safety Net, SSI, MA, FS, or HEAP the income below 200% test is met.

“Non-Countable Income” includes income from the following sources:

- Earned income of a minor child
- Foster care payments or adoption subsidy payments
- Child care subsidy payments
- One-time loans, gifts, lump sum payments or other non-recurring income

**Move to Family  
Detail Screen**

To record the amount of income for each family member, the user must click on this button. This will bring the user to a sheet entitled "Listing of Family Members." On this sheet the user should list each family member, his/her relationship to the applicant, their countable income, and the frequency. There is a **Yearly Income** column on the sheet and *the user should make no entry in this column*. It will populate when the user tabs to the Yearly Income column from the frequency column.

<b>Less Child Support Paid</b>	The user must enter the annual amount of child support paid out by someone in the household and then press the Enter key. The total of annual countable income less child support paid will be calculated and automatically populate the last space in the Yearly Income column.
<b>Paste Income button</b>	When the user clicks on this button, the total of annual countable income less child support paid will post to the Yearly Income field on page 8 of the worksheet ( <i>Section V. Title XX-200% Eligibility, C. Family Income</i> ).
<b>Return button</b>	To return to the Eligibility Worksheet, click on this button.
<b>Print button</b>	To print the Listing of Family Members sheet, click on this button.
<b>Clear button</b>	To clear the enterable fields on the Listing of Family Members sheet, click on this button.

Once the Listing of Family Members sheet has been completed and the Yearly Income has been posted to the Eligibility Worksheet by using the Paste Income button, it is necessary for the user to return to the Eligibility Worksheet for completion. Click on the **Return** button to return to the Worksheet for the final Title XX-200% determination.

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

Make no entry in this field. This field populates based on calculations performed by the system using information previously entered in this section (Family Size and Yearly Income). The system automatically compares the combined gross income of the applicant's family members and the applicant's family size to the federal 200% poverty income standards for the current year.

**Meets Condition**

*Make no entry in this field.* This field will populate with an "X" if the family meets the family income criteria required for Title XX-200% eligibility.

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

*Make no entry in this field.* This field will populate with an "X" based on a determination made by the system. Go directly to *Section VI. Overall Eligibility.*

### Title XX-200% Determination



*Make no entry in these fields.* They are both populated by the system based on an analysis of the answers to the questions presented in this section. The fields populate with either:

**Title XX-200%/TANF-EAF**

Child/Family Eligible for TANF-EAF and Title XX-200%

Use Eligibility Code of 04 with a Suffix of C or D. Use D for preventive services authorized, or C for any service other than preventive.

**Title XX-200%/Not TANF-EAF**

Child/Family is Eligible for Title XX-200% Only

Use Any Eligibility Code Other Than 04 with a Suffix of C or D

**Not Title XX-200%/TANF-EAF**

Child/Family is Eligible for TANF-EAF Only

Use Eligibility Code of 04 and Do Not Use a Suffix of C or D

**Not Title XX-200%/Not TANF-EAF**

Child is not Eligible for Title XX-200% or TANF-EAF

Do Not Use an Eligibility Code of 04 and Do Not Use a Suffix of C or D

## Section VI. Overall Eligibility

Move to  
Documentation  
Screen

To access the Documentation for Eligibility form, click on this button.

Eligibility for Title IV-E, TANF-EAF, and Title XX-200% must be fully documented for each item of eligibility. This **Documentation for Eligibility form** lists each **Item** required and (underneath it in parentheses) the category of eligibility for which it is required, and provides spaces for the user to indicate the type of documentation and where it is located in the case record, or that it is attached to the form. If the documentation exists, there is a field in which the user must enter “y”. If the documentation is not in the case record or attached, the user must enter “n” in this field. If any other character is entered in this field, the user will get the error message: *Error Entry, Must be y or n.*

If the required documentation for each category of eligibility is not identified on the Documentation for Eligibility form as being in the case folder, a message will be displayed in Section VI of the Eligibility Worksheet. Sample messages are:

- “Documentation missing for Citizenship”
- “Documentation missing for Legal Authority”

No message appears if all documentation is complete. Error messages will only appear for categories of eligibility for which the determination was positive. For example, if the case was not eligible for Title IV-E, no Title IV-E error messages would be shown in Section VI. of the worksheet.

<b>Print button</b>	To print the Documentation for Eligibility form, click on this button. The user should attach a printed copy of the Documentation for Eligibility form and attach it to the hard copy of the one page Summary of the Eligibility Worksheet.
<b>Clear button</b>	To clear the enterable fields on the Documentation for Eligibility form, click on this button.
<b>Return button</b>	To return to the Eligibility Worksheet, click on this button.

### Final Steps

Section VI provides a summary of the eligibility determinations made in this case. *Make no entries in any of these fields.* All fields are populated with the appropriate eligibility as determined by the system.

→ Fill in the worker’s name and the supervisor’s name.

**Save** The user must Save this Eligibility Worksheet document by clicking on the **Save** button.

If there are other children in the family in foster care for whom eligibility is being determined, and have much of the same information, the user can simply save the completed Worksheet using the **Save** macro button, return to the beginning of the Worksheet and change only the fields that are different for the second child. Save again using the **Save** button, and then repeat the process for each successive child.

The user must save an electronic version of each completed worksheet for audit purposes.

**Print** The user can Print a hard copy of the Eligibility Worksheet document by clicking on the **Print** button.

**Summary Print button** Clicking on the Summary Print button will print a one sheet summary of the complete worksheet showing all the data entered and the determinations made by the automated worksheet.

A hard copy of this summary, **signed** by the worker and the worker's supervisor and then **placed in the case folder** has replaced a printed copy of the complete eight page worksheet that had been required previously. The user should also print the Documentation for Eligibility form and attach it to the summary.

**Clear Fields button** Clicking on the Clear Fields button will clear the information from all the yellow shaded entry fields on the worksheet.



**Note: If there are other children in the family who are in foster care, and have much of the same information, the user can (instead of clearing fields after saving) just go back to the beginning of the worksheet and only change the fields that are different for the second child.**

**Review Summary button** To view the one page summary sheet for this case, click on this button. To print a hard copy of the summary sheet, click on the **Print Summary** button.

**Close** To close the application and return to Windows, click on the **Close** button. Be sure to save a completed worksheet first.

**Appendix A:  
Eligibility Worksheet  
Title IV-E/TANF-EAF/Title XX-200%  
Summary**



**Section I. Case Information**

Eligibility for:	Foster Care Case	Date of Birth:	PA Recipient:
Case Name:		Date of Placement:	SSI Recipient:
Case Number:		Case Initiation Date:	WMS Screen:
Office/Unit/Worker:		SSI Clearance Date:	
Child's Last Name:		PA Clearance Date:	
Child's First Name:			
CIN:			

**Section II. General Eligibility**

A. Legal Authority:		Date of Agreement:		Date of Order	
Docket Number:		Date of Petition:			
B. Income Information:					
Number in Family:		Income 1:	\$0.00	Income Type 1:	
Local District:	1	Income 2:	\$0.00	Income Type 2:	
Unearned Income:	\$0.00	Resources:	\$0.00	Monthly Day Care:	\$0.00
C. Age:	22	Age Condition:	No, Child does not meet the Age test		
D. Living with Specified Relative:		Relative Condition			
Name:		Relationship:			
E. Citizenship:					

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

A. IV-E Requirements

- Reasonable Efforts:
- Parental Deprivation:
- ADC Financial:
 

Shelter Type 1	Budgeted Needs: \$0.00
Fuel Type 2	Calculated Income: \$0.00
Shelter Allowance: \$0.00	Deficit/Surplus: \$0.00

Deficit

**Section IV. TANF-EAF Eligibility**

A. Emergency: No Emergency condition

B. TANF-EAF Checklist:

- Under 18 or under 19 & Student:
- Citizenship or Legal Qualified Alien:
- One Authorization in Past 12 Months:
- Insufficient Resources:
- Refusal to Accept Employment/Training:
- Mismanagement of PA Grant:

**Section V. Title XX-200% Eligibility**

A. Citizenship/Qualified Alien:

B. Minor Child/Pregnant/Non Custodial:

C. Family Income: No, Family Income test is not met

Family Size:	Family Income: \$0.00
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**Section VI. Overall Eligibility**

Title IV-E:	TANF-EAF:	Title XX-200%:
Not IV-E	Not TANF-EAF	Not Title XX-200%

Worker Name \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Worker Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

**Appendix B:  
Documentation Worksheet and Requirements Resources**

## Documentation for Eligibility

Indicate the documentation used for each item of eligibility. Indicate where that documentation is located in the case record or that it is attached to this form.

Item	Documentation Exists	
<b>1. Citizenship</b> (Title IV-E/TANF-EAF/Title XX-200%)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>2. Legal Authority</b> (Title IV-E)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>3. Reasonable Efforts</b> (Title IV-E)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>4. Age</b> (Title IV-E/TANF-EAF/Title XX-200%)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>5. Specified Relative or Caretaker</b> (Title IV-E/TANF-EAF/Title XX-200%)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>6. Parental Deprivation</b> (Title IV-E)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>7. ADC/Income Test</b> (Title IV-E/TANF-EAF/Title XX-200%)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>8. Emergency EAF(Foster Care)</b> (TANF-EAF)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>9. Emergency(In-Home) EAF</b> (TANF-EAF)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>10. Insufficient Resources</b> (TANF-EAF)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>11. Refused Employment</b> (TANF-EAF)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	
<b>12. Mismanaged PA</b> (TANF-EAF)	Type <input style="width: 100%;" type="text"/>	n enter y or n
	Location <input style="width: 100%;" type="text"/>	

Criteria	Required for Funding:	Requirement	Acceptable documentation
Citizenship	<b>Title IV-E TANF-EAF Title XX-200%</b>	The child or family member applying for services must be a citizen of the U.S. or qualified alien as defined under the federal PRWORA.	If U.S. citizen, attestation is sufficient documentation. If qualified alien, WMS case composition screen prints showing child in receipt of FA, SN, Medical Assistance (MA), Heating Assistance Program (HEAP), or Food Stamps; birth certificate, passport, court records, Immigration and Naturalization Service (INS) documents. (See <i>Appendix B for Immigration Status List.</i> )
Legal Authority	<b>Title IV-E</b>	For children placed in foster care under Family Court Act (FCA) Articles 10, 7, or 3, or (SSL) 358-a, there must be an explicit judicial determination in the initial removal order stating that continuation in the home would be contrary to the welfare of the child or removal was in the best interest of the child. Legal custody must also be awarded to the local Commissioner of Social Services or the Commissioner of the Office of Children and Family Services (OCFS).	Copy of initial court order with specified language or copy of signed Voluntary Placement Agreement, which does not require this language at initial placement A court order which only states that "removal was in the best interests of the child" is not adequate. Elaboration relating to the facts and circumstances of the individual case is required. This may be done through specific facts referenced in the court order or the cross referencing to testimony or other documents such as a court report or petition. The court documents must also indicate to whom the legal custody has been awarded, the local Commissioner of Social Services or the OCFS commissioner.
Reasonable Efforts	<b>Title IV-E</b>	For a child placed in foster care by a court order, the court must make an explicit determination within 60 days from the date that the child was removed from the home, 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.	Copy of court order with specified language. A court order which only states that "reasonable efforts were made" is not adequate. Elaboration relating to the facts and circumstances of the individual case is required. This may be done through specific facts referenced in the court order or the cross referencing to testimony or other documents such as a court report or petition; OR a court order finding that reasonable efforts were not required; OR copy of signed Voluntary Placement Agreement (which does not require this language at initial placement).
Age	<b>Title IV-E</b>	Child must be under 18 on the date of the court order or on the date the Voluntary Placement Agreement was signed.	<b>FA/SN Cases</b> - WMS clearance printout reflecting the child's date of birth. <b>All Other Cases</b> - Birth certificate, baptismal certificate, or progress notes that substantiate that a certificate was seen by the caseworker, and the note contains the child's name, date of birth, parents' names, certificate number, and school records. Case record information must be consistent with these data.
Minor child or pregnant woman	<b>TANF-EAF</b>	There must be a child under 18, or a child under 19 and in a secondary school (high school) or a pregnant woman.	<b>FA/SN or MA Cases</b> - WMS clearance printout for Family Assistance (FA) listing household composition showing the child or the unborn. <b>All Other Cases</b> - Birth certificate, baptismal certificate, or progress notes that substantiate that a certificate was seen by the caseworker, and the note contains the child's name, date of birth, parents' names, certificate number, and school records. Case record information must be consistent with these data. School attendance records or WMS screens indicating student status may document age. Pregnancy must be medically verified.
Specified Relative	<b>Title IV-E TANF-EAF</b>	Child must have been living with a parent/specified relative within the third degree at anytime within six months before the month that the court petition was filed or the Voluntary Placement Agreement was signed for a foster care case, or within six months before the application for services for a family case, or the household included a pregnant woman of any age	<b>FA/SN Cases</b> – WMS ( <i>Upstate only</i> ) clearance printout listing household composition showing the child or unborn and that the child was an active member in the FA/SN case at the time of removal. <b>All Other Cases</b> - Case record progress notes/service plans and court petitions that indicate that the child had been living with a specified relative at any time in the defined time period. Pregnancy must be medically verified.
Minor Child, Pregnant Woman, or Non-Custodial Parent	<b>Title XX-200%</b>	There must be: 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 an equivalent level of technical training, regardless of living arrangement; or a pregnant woman; or a non-custodial parent.	Common Application Form (LDSS-2921) Self-attestation*  Non-Custodial Parent – Completed "Non-Custodial Parent Information Referral" form, (LDSS 4728)

Parental Deprivation	<b>Title IV-E</b>	The child was deprived of parental support and care for one or more of the following reasons: Absence of parent from the home; Incapacity of parent; Unemployed/Underemployed parent; or death of parent(s)?	<b>Absence of parent</b> - Case record notations such as the UCR, court petitions, and referral to the child support unit; <b>Incapacity of parent</b> - Documentation of receipt of SSI, disability benefits or medical verification of a condition limiting parental functioning or ability to earn income; <b>Unemployed/Underemployed parent</b> - Copy of WMS screen print reflecting family is on WMS as an active FA, SN, or MA case; Unemployed/Underemployed parent is defined by receipt of income below the Medical Assistance standard of need. <b>Death of parent</b> - Case record materials, court records, death certificate, obituary or documentation of survivor's benefits.
ADC financial eligibility	<b>Title IV-E</b>	The child would 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 a court petition was filed, leading to the placement of the child.	Either the July 16, 1996 ADC scratchpad budget for cases placed after that date OR a copy of the Excel Eligibility Worksheet, AND supporting income documentation (either a copy of the FA/SN budget of the family if on assistance at the time of removal or other income sources, such as wage stubs, copies of Social Security award letters, etc. Self-attestation on Common Application*.
Family Income	<b>Title XX-200%</b>	All applicants must be in receipt of Family Assistance, Safety Net Assistance, Food Stamps, MA, HEAP or SSI or the combined income of all family members must be below the 200% level of poverty.	
Insufficient Resources	<b>TANF-EAF</b>	For foster care cases, the child must be without sufficient income/resources immediately accessible to meet his/her needs.  For family cases, at least one member of the family must be in receipt of public assistance (FA/SN) or SSI.	<b>Foster Care Case</b> -- Case record documents that income/resources immediately accessible to the child at the time of the emergency were insufficient to meet the cost of services including the cost of foster care <b>Family In-home case</b> – District records, including WMS screens, documenting that at least one family member was in receipt of public assistance or on SSI, copy of SSI benefits check or award letter, listing on the State Data Exchange (SDX).
Emergency Situation Foster Care	<b>TANF-EAF</b>	Child/family requires services due to an emergency situation resulting from any of the circumstances listed on the Checklist.	Court order under FCA Articles 10, 7, or 3 or Voluntary Placement Agreement or voluntary surrender agreement, signed by parent or specified relative, and case record progress notes/service plans documenting the circumstances resulting in the provision of emergency services. If unaccompanied refugee minors pass all TANF-EAF criteria and documentation standards, placements made under the provisions of that program may be claimed as such.
Emergency Situation In-Home	<b>TANF-EAF</b>	Family requires services due to an emergency situation resulting from any of the circumstances listed on the Checklist.	<b>Preventive Cases</b> – Case record progress notes documenting the circumstances resulting in the need for preventive services. <b>Indicated Protective Cases</b> – Case record progress notes documenting that one or more reports made to the State Central Register (SCR) have been "indicated" or copy of CONNECTIONS "Investigation Determination" and "Investigation Progress Notes" window narrative or copy of child protective worker's "Casework Practice Recording Template (CPRT)."
Need for Services Due to Reasons Other Than Refusal of Employment Or Training	<b>TANF-EAF</b>	Need and subsequent provision of services to the child/family arose for reasons <i>other than</i> the parent/specified relative's refusal without good cause to accept employment or training.	Case record progress notes documenting that the child's/family's need for services and subsequent service provision were not caused by the parent/specified relative's refusal without good cause to accept employment or training.
Need for Services Due to Reasons Other Than Mismanagement of PA Grant	<b>TANF-EAF</b>	Need and subsequent provision of services to the child/family arose for reasons other than the parent/specified relative's mismanagement of a public assistance grant.	Case record progress notes documenting that the child's/family's need and subsequent service provision arose for reasons other than the parent/specified relative's mismanagement of a public assistance grant.
No Previous EAF Funding	<b>TANF-EAF</b>	There was no EAF authorization written in the past 12 months, except one written in the past 30-days, or one written for the same emergency where the authorization has not been closed.	WMS screen print from the Benefits Issuance Control System (BICS) for services that indicate EAF was not authorized during the 12 months preceding the initiation of foster care placement unless the same emergency has continued and the EAF authorization was not closed.

\*TITLE XX-200% documentation is based on self-attestation, except for qualified alien status, which requires specific documentation.. The Common Application Form (DSS-2921) and the WMS Screen Print are sufficient bases of documentation. However, the worker may request verification of any item.

**IMMIGRATION STATUS LIST**

This list presents the categories of qualified alien status along with the associated documentation required for proof.	
<b>Status</b>	<b>Proof</b>
1. Refugee.	1. Immigration and Naturalization Service (INS) Form I-94, INS Form I-551, INS Form I-688B or INS Form I-766
2. Cuban/Haitian Entrant.	2. INS Form I-94, INS Form I-551
3. Asylee.	3. INS Form I-94, INS Form I-551
4. Amerasian Immigrant.	4. INS Form I-94, INS Form I-551
5. Deportation or Removal Withheld	5. Judge's order showing deportation or removal withheld
6. Hmong or Highland.	6. INS Status Granted
7. Lawfully Admitted for Permanent Residence (LPR) who entered the U.S before 8/22/96.	7. INS Form I-94, INS Form I-551
8. Lawfully Admitted for Permanent Residence (LPR) and entered the U.S. on or after 8/22/96 and has been in the U.S. for 5 years or more.	8. INS Form I-94, INS Form I-551
9. Parolee (for one year or more) who entered the U.S. before 8/22/96.	9. INS Form I-94, INS Form I-688B, INS I-766
10. Parolee (for one year or more) and entered the U.S. on or after 8/22/96 and has been in the U.S. for 5 years or more.	10. INS Form I-94, INS Form I-688B, INS I-766
11. North American Indian born in Canada. (Eligibility depends on Status Granted.)	11. INS Status Granted
12. Member of a federally recognized Tribe born outside the U.S. (Eligibility depends on Status Granted.)	12. INS Status Granted
13. A non-citizen serving or discharged from the U.S. Armed Forces or a discharged individual's spouse or child. Discharge must have been honorable and not for reason of 'alienage' or lack of citizenship.	13. DD-214
14. A battered spouse or child of a U.S. citizen or lawfully admitted permanent resident who entered the U.S. before 8/22/96.	14. INS "Notice of Prima Facie Case" dated within 150 days of application.
15. A battered spouse or child of a U.S. citizen or lawfully admitted permanent resident who entered the U.S. on or after 8/22/96 and has been in the U. S. for 5 years or more.	15. INS "Notice of Prima Facie Case" dated within 150 days of application.
16. A conditional entrant who entered the U.S. before 8/22/96.	16. INS Form I-94, INS I-688B, INS I-766
17. A conditional entrant who entered the U.S. on or after 8/22/96 and has been in the U. S. for 5 years or more.	17. INS Form I-94, INS Form I-688B, INS I-766

**Note:** Non-citizens whose immigration status is not listed above are not eligible for services except for certain emergency services.

**Appendix C:  
Family Detail Worksheet**

## Listing of Family Members

	Name	Relationship	Income	Freq	Yearly Income
1					\$0
2					\$0
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
9					\$0
10					\$0
11					\$0
12					\$0
13					\$0
14					\$0
15					\$0
					\$0
				Less Child Support Paid	\$0

### **Countable Income**

- Wages, salary and tips from work
- Self-employment income (after business expenses)
- Social Security benefits
- Public Assistance (Family Assistance, Safety Net)
- Unemployment compensation
- Worker's compensation
- Supplemental Security Income (SSI)
- Child support payments received
- Alimony received
- Interest payments
- Other recurring income

**Please Note:** Public Assistance or SSI is counted when some but not all, applicants are in receipt of Public Assistance or SSI. If all applicants are in receipt of Public Assistance or SSI, the income test is met.

### **Non-Countable Income**

- Earned income of a minor child
- Foster care payments or adoption subsidy payments
- Child care subsidy payments
- One-time loans, gifts, lump sum payments or other non-recurring income

**Appendix D:  
SSI Benefit Levels Chart**



**SSI Benefit Levels Chart effective January 1, 2002** (reflects the 2.6% federal COLA for January 2002)

Fed L/A Code	State Supp Code	New York State Living Arrangement	Individual			Couple		
			Federal	State	TOTAL <sup>1</sup>	Federal	State	TOTAL <sup>1</sup>
A	A	<b>Living Alone</b>	\$545	\$87	<b>\$632</b>	\$817	\$104	<b>\$921</b>
A, C (B)	B (F)	<b>Living With Others</b> (Living in the Household of Another) <sup>2</sup>	545 (363.34)	23	<b>568</b> (386.34)	817 (544.67)	46	<b>863</b> (590.67)
A	C	<b>Congregate Care Level I - Family Care</b> <input type="checkbox"/> OCFS certified Family Type Homes <input type="checkbox"/> OMH or OMRDD certified Family Care Homes <i>NYC, Nassau, Rockland, Suffolk and Westchester Counties</i>	545	266.48	<b>811.48</b>	817	805.96	<b>1,622.96</b>
		<i>Rest of State</i>	545	228.48	<b>773.48</b>	817	729.96	<b>1,546.96</b>
A	D	<b>Congregate Care Level II - Residential Care</b> <input type="checkbox"/> DOH certified Adult Care Facilities <input type="checkbox"/> OMH, OMRDD, or OASAS certified Community Residences, Residential Substance Abuse Treatment Programs, Residential Care Centers for Adults <i>NYC, Nassau, Rockland, Suffolk and Westchester Counties</i>	545	435	<b>980</b>	817	1,143	<b>1,960</b>
		<i>Rest of State</i>	545	405	<b>950</b>	817	1,083	<b>1,900</b>
A	E	<b>Congregate Care Level III - School for the Mentally Retarded</b> <i>New York City</i>	545	482.96	<b>1,027.96</b>	817	1,238.92	<b>2,055.92</b>
		<i>Rest of State</i>	545	458.96	<b>1,003.96</b>	817	1,190.92	<b>2,007.92</b>
D	G	<b>Title XIX (Medicaid certified) Institutions</b> <sup>3</sup>	30	5 <sup>4</sup>	<b>35 <sup>4</sup></b>	60	10 <sup>4</sup>	<b>70 <sup>4</sup></b>
A	Z	(see below) <sup>5</sup>	545	0	<b>545</b>	817	0	<b>817</b>

<b>Minimum Personal Needs Allowances</b>	
<input type="checkbox"/> Congregate Care Level I -	\$105
<input type="checkbox"/> Congregate Care Level II -	\$122
<input type="checkbox"/> Congregate Care Level III -	\$84

<b>Limits on Countable Resources</b>	
<input type="checkbox"/> Individuals	\$2,000
<input type="checkbox"/> Couples	\$3,000

Revised 19 Oct 2001

Statutory Reference: Chapter 89 of the Laws of 2001

- 1 The combined federal and State SSI benefit provided to eligible individuals and eligible couples with no countable income.
- 2 The *Living With Others* category includes recipients whose federal benefit has been reduced by the "value of the 1/3 reduction" (VTR) due to the federal determination that they are both:  
*a)* living in someone else's household, *and b)* receiving some amount of free or subsidized food and shelter (room and board).
- 3 Applies when an SSI recipient is residing in a medical facility, is not expected to return home within 3 months, and Medicaid is paying for at least 50% of the cost of care.
- 4 Recipients in nursing homes licensed by DOH receive an additional monthly grant of \$20 issued by OTDA called a State Supplemental Personal Needs Allowance (SSPNA).
- 5 This zero State supplement applies: *a)* when an SSI recipient is residing in a private medical facility and Medicaid is paying for less than 50% of the cost of care, *or b)* when a recipient resides in certain publicly operated residential facilities serving 16 or fewer residents, *or c)* while a recipient resides in a public emergency shelter for 6 calendar months during a 9 month period.