

## WDD Procedure and Resource Manual

### **TANF NEEDY FAMILY - USING THE TANF ELIGIBILITY VERIFICATION SYSTEM (TEVS) FOR CONTRACTED SERVICE**

[Most Recent Obsolete Procedure](#)

**Revised:** 2/7/2011

**Effective:** 11/01/2011

**INTRODUCTION:** Use this procedure to determine if a family is income and citizenship or immigration status eligible for contracted services funded by TANF. TANF Needy Family is not a program. TANF Needy Family describes a population that can be served using TANF funds. TANF Needy Families are defined as eligible families with a dependent child under the age of 18 residing in the home and whose household income does not exceed the income requirement of the contract or service being provided, or 300% of the federal poverty level.

Providing a Social Security number is a condition of eligibility for TANF Needy Family Services, however, services will not be delayed or discontinued pending the issuance or verification of a Social Security number, if the applicant has documented application for one. Social Security numbers must be provided for all individual included in the TANF Needy Family household.

Information will be used to verify Social Security number, alien/citizenship status and other relevant income information. If a customer's information cannot be verified, or is determined ineligible as a result of this verification process, the Department will contact the Contractor, Grantee, etc. about any further action that may be required. This may include submitting revised information or discontinuing services to the family.

A contractor website including a video explaining TANF Needy Family and TEVS is available at: <http://jobs.utah.gov/services/tevs/tanfcontract.html>.

#### **Contractor Responsibilities**

1. **Complete an appropriate Authorization to Release Information with customer as required by the contract, to release information to DWS.**
2. **Complete Form 300 to determine eligibility.**
  - Maintain Forms 300 in secured files
3. **Use [Table 13](#), Income Guidelines, (provided and updated by DWS) for income limits**
  - Narrate how income amount was determined & what documentation was used
  - Maintain copies of documentation in case files
4. **Provide access to files for contract monitoring and audit as specified in the contract**
5. **Enter required customer information into the TANF Eligibility Verification System (TEVS) at least weekly, using the Form 300.**
  - Access the TEVS website at: <http://jobs.utah.gov/jsp/tevs/>
  - Enter required contractor information on first page
  - Press Enter Records
  - Enter required information for each TANF Needy Family household member listed on the Form 300 with a Social Security number

- o If the **family** member provides documentation a Social Security number has been applied for, allow 45 days for Social Security to input the SS# into their system before entering the customer's required information into TEVS.
- Press Save List

**Note:** Do NOT enter any customer information if the customer does not have a SS #.

- 6. Continue serving eligible TANF Needy Family customer(s) unless notified by DWS that they are no longer eligible**
- 7. If notified by DWS that a customer is no longer eligible unless corrected information establishes eligibility:**
  - Contact the customer to confirm if all information was recorded correctly
  - If information was incorrect, provide corrected information to DWS within 15 days of the DWS contact.
  - If information cannot be corrected, inform them they are no longer eligible for TANF Needy Family funding.
    - o If there are no other eligible **family** household members, end TANF Needy Family funding.
    - o If there are other eligible **family** household members, recalculate eligibility with the reduced **family** household size to determine continued eligibility.

#### **DWS Responsibilities**

- 1. Retrieve required information from TEVS and verify it in the eShare system, at least weekly.**
- 2. Maintain a record of all eShare inquiries.**
- 3. If the eShare inquiry results in a lack of required verification:**
  - Contact the Contractor and inform them they must provide corrected information for the **family** member within 15 days or the **family** member is no longer eligible for TANF Needy Family funding.