



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

October 1, 2017

Temporary Assistance for Needy Families Manual

Transmittal # 64

This transmittal includes annual changes to program calculations for the Temporary Assistance for Needy Families (TANF) Program and the Virginia Initiative for Employment not Welfare (VIEW) Program. The purpose of this transmittal is to provide new guidance and forms for both the TANF and VIEW Programs.

Unless otherwise stated, the provisions included in this transmittal are effective for all TANF eligibility determinations effective on or after October 1, 2017.

This transmittal and manual are available on the Intranet through SPARK at <http://spark.dss.virginia.gov/divisions/bp/tanf/manual.cgi> and on the Internet at <http://www.dss.virginia.gov/benefit/tanf/index.cgi>.

Significant changes to the manual are as follows:

Pages Changed

Significant Changes

Section 305.1, page 2

The standard deduction amounts were updated to reflect the 2017 amounts.

Section 305.1, page 9

The income chart was updated to reflect 130% of the 2017 Federal Poverty Levels.

Section 305.4, page 38

Guidance at item 4, step 2 was updated to reflect the revised amount for 150% of the 2017 Federal Poverty Level.

Section 305.4, pages 39-41

The examples were revised to reflect the revised amounts for 150% of the 2017 Federal Poverty Level.

Pages Changed

Significant Changes

Section 900, Appendix 2, pages 1-5

The examples of TANF VIEW grant calculations were revised to reflect the 2017 Federal Poverty Level and standard deduction amounts.

Section 900, Appendix 3, page 1

The Federal Poverty Levels were revised to reflect the 2017 amounts.

Form 032-03-0355-19

The TANF/VIEW Grant Calculation form was updated to reflect the 2017 Federal Poverty Levels.

Form 032-03-0355A-17

The TANF-UP/VIEW Grant Calculation form was updated to reflect 150% of the 2017 Federal Poverty Level.

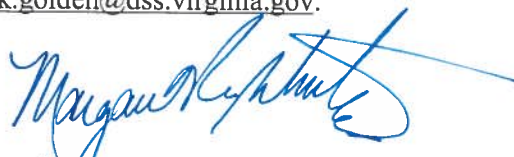
Form 032-03-0646-16

The Spanish version of the Notice of Intentional Program Violations and Penalties form was updated to reflect the 2017 change reporting guidelines. Households must report income changes which exceed the income guidelines (130% of the Federal Poverty Level).

Form 032-03-0646-17

The Notice of Intentional Program Violations and Penalties form was updated to reflect the 2017 change reporting guidelines. Households must report income changes which exceed the income guidelines (130% of the Federal Poverty Level).

Questions about this transmittal should be direct to regional program consultants or Mark Golden, TANF Program Manager, at (804) 726-7385, or mark.golden@dss.virginia.gov.



Margaret Ross Schultze
Commissioner

- b. for TANF-UP, unemployment compensation benefits;
- c. the earned income of a child (under age 18 or, if age 18, is scheduled to graduate no later than the month he/she turns 19) who is a full or part-time student.

If the income of the assistance unit exceeds 185%, the case is ineligible for a payment.*

Screening at the Standard of Assistance

The following procedures are applicable to the standard of assistance screening

- a. Applications, Including Persons Being Added to An Existing Assistance Unit

Once the total gross countable income of the assistance unit is determined to be less than or equal to 185% of the standard of assistance, income must then be screened at the standard of assistance in order to allow earned income disregards where applicable.

- b. All AUs will be allowed the following deductions from earned income:

The standard deduction**, the same amount used in the standard deduction for the SNAP program, and 20% of the remainder is deducted from the gross earnings.*** (Refer to Section 305, Appendix 3, Step 2, and to Section 305.3.B.)

Assistance Unit	Standard Deduction
1-3 members	\$160
4 members	\$170
5 members	\$199
6 or more members	\$228

- c. Ongoing Cases

Once the total gross countable income of the assistance unit is determined to be less than or equal to 185% of the standard of assistance, income must then be screened at the standard of assistance in order to allow earned income disregards where applicable.

- d. The following income is disregarded when income is screened at the standard of assistance:

- 1) all income specifically disregarded in 305.4.A;

* 45 CFR 233.20(a)(3)(xiii)

** 22 VAC 40-295-60

*** 22 VAC 40-295-60

At each renewal, all income of the assistance unit must be verified, regardless of whether a change has been reported. If a change is identified, a prospective determination must be conducted in accordance with Section 305.1 .A. to establish ongoing eligibility.

When a change in income occurs between renewals, a prospective determination must be conducted to establish ongoing eligibility.

When attempts to verify countable income prove to be unsuccessful because the person or organization that is to provide the verification fails to cooperate with the assistance unit and the local agency, and there are no alternate sources of verification available, the Eligibility Worker shall determine an amount to be used for TANF purposes based on the best available information. The case record must be documented to reflect the method used to arrive at the anticipated income.

In the above situation, the following verification will be considered the best available information:

1. a third party statement,
2. a collateral contact, or
3. as a last resort, the applicant's/recipient's written statement of the amount of income anticipated to be received in the payment month.

D. Handling Changes in Income (Earned and Unearned)

1. The assistance unit must report increases in income that place the assistance unit's monthly income above 130% of the federal poverty level based on assistance unit size.

The income limits are as follows:

Report Income Change When Household Income Exceeds These Amounts				
Household Size	Monthly Amount	Weekly Amount	Bi-Weekly Amount	Semi-Monthly Amount
1	\$1,307	\$ 303.95	\$ 607.91	\$ 653.50
2	1,760	409.30	818.60	880.00
3	2,213	514.65	1,029.30	1,106.50
4	2,665	619.77	1,239.53	1,332.50
5	3,118	725.12	1,450.23	1,559.00
6	3,571	830.47	1,660.93	1,785.50
7	4,024	935.81	1,871.63	2,012.00
8	4,477	1,041.16	2,082.33	2,238.50
Each additional Person	+ \$453	+ \$105.35	+ \$210.70	+ \$226.50

Exceptions: The needs of an individual(s) who is not in the assistance unit due to an IPV penalty, failure to comply with SSN requirements, or failure to cooperate with DCSE will not be allowed.

If the stepparent has not previously filed a return or states that he will claim a different number of dependents for the current year, use the number of dependents he intends to claim for the current year.

Verify by statement from the stepparent.

- 3) Support, including wage assignments paid to individuals not living in the home who are claimed or could be claimed as dependents on the stepparent's federal income tax return.

If the stepparent has not previously filed a return or states that he will claim a different number of dependents for the current year, use the number of dependents he intends to claim for the current year.

Verify by statement from the stepparent.

- 4) Payments for alimony and child support, including wage assignments to individuals not claimed on the stepparent's federal income tax return and not living in the household.

Verify by statement from the stepparent.

Failure of the customer to verify the income of the stepparent will result in ineligibility of the case.

The amount remaining after the above deductions must be compared to the standard of assistance for the assistance unit. If the stepparent's income is less than the standard of assistance for the number of persons in the assistance unit, the parent's needs are included on the grant, and no stepparent income is deemed available. Only the income of the parent and child(ren) is to be considered in determining the grant amount. (Step 2 is not applicable in this instance.)

If the remaining amount equals or exceeds the standard of assistance for the number of persons in the assistance unit, the parent is not included in the assistance unit, and the child(ren)'s eligibility must be determined according to step 2.

Step 2 - Eligibility Determination For the Children When the Parent's Needs Must Be Excluded From the Grant - Determine the child(ren)'s eligibility and grant amount by counting the parent's income, the child(ren)'s income, and that portion of the stepparent's gross income in excess of 150% of the poverty level for two persons (the parent and stepparent), which is **\$2,030.00**. The latter is a standard amount and must be used in all cases regardless of the actual number

of dependents the stepparent has. Countable income is to be deducted from the standard of assistance for the assistance unit.

- b. Stepparent Deeming Procedure Used When the Parent in the Home Refuses/Fails to Cooperate With DCSE - When it is determined that the parent of the TANF child(ren) has failed or refused to cooperate with DCSE, the stepparent's income must be deemed available to the assistance unit, calculating the deemed amount in accordance with 305.4.F.1.a.1)- 4). The deemed income, in addition to the income of the parent and child(ren) must be counted to determine the assistance unit's eligibility and grant amount.

Failure of the customer to verify the income of the stepparent will result in ineligibility of the case.

- c. Stepparent Deeming When the Parent Is Not in the Home With the Stepparent - The income of the stepparent will not be deemed when the natural/adoptive parent of the TANF children is not living in the home due to separation, divorce, death or incarceration. However, when the stepparent and the natural/adoptive parent are living apart due to military duty, employment, or other reason, and they both consider themselves to be living as husband and wife, they will not be considered separated and the income of the stepparent will be deemed.

If the stepparent is included in a TANF assistance unit, policies and procedures applicable to assistance unit members apply instead of the deeming procedures.

Note: A lump sum payment received by an eligible child's stepparent is considered available to the assistance unit as described at 305.4C.

Example 1:

Ms. P. is applying for TANF for herself and her 3 children. Ms. P. receives unearned income in the amount of \$50 per month, and each of the 3 children receives unearned income in the amount of \$50 per month, as well. Ms. P.'s husband (not the children's father) is employed and earns \$2,037 per month. Mr. P. has no other dependents.

1. To determine Ms. P.'s eligibility to be included in the AU:

Mr. P.'s income	\$2,037.00
Less \$90 deeming disregard	<u>- 90.00</u>
	\$1,947.00
Less standard of assistance for 1 (Group II)	<u>- 187.00</u>
Amount deemed available to Ms. P.	\$1,760.00
Standard of assistance for a 4-person AU	\$ 411.00

Since the portion of Mr. P.'s income which is deemed available to Ms. P. exceeds the standard of assistance for 4 persons, she is not eligible to be included in the AU.

To determine the 3 children's eligibility, and, if eligible, the grant amount:

Stepparent's (Mr. P.'s) income	\$2,037.00
150% of poverty guidelines for 2 (monthly)	<u>-2,030.00</u>
Amount exceeding 150% of poverty guideline	\$7.00
 Standard of assistance for a 3-person AU	 \$ 344.00
 Less total countable income (\$7.00-amount of Mr. P.'s income which exceeds 150% of poverty guidelines, plus \$50.-Ms. P.'s unearned income, plus \$150 the children's unearned income for a total of \$207 in countable income.	 <u>207.00</u>
Grant amount	\$137.00

Example 2:

Ms. J., who has been receiving TANF on behalf of herself and her 2 children reports that she remarried over the weekend. Ms. J. receives unearned income in the amount of \$100 per month. Her husband, Mr. J. is employed, with earnings in the amount of \$800 per month. Mr. J. has 3 children who live with his former wife, for whom he pays support in the amount of \$400 per month.

1. To determine Ms. J.'s eligibility to be included in the AU:

Mr. J.'s income	\$ 800.00
Less \$90 deeming disregard	<u>- 90.00</u>
	710.00
 Less standard of assistance for I (Group II)	 <u>- 187.00</u>
	\$ 523.00
Less support paid by Mr. J. to non-household dependents	<u>- 400.00</u>
Income deemed available to Ms. J.	\$123.00
 Standard of assistance for a 3-person AU	 \$344.00

Since the portion of Mr. J.'s income which is deemed available to Ms. J. is less than the standard of assistance for 3 persons, she is eligible to be included in the AU. Proceed to grant calculation, since Ms. J. is eligible.

2. To determine the grant amount:

Standard of assistance for a 3-person AU	\$ 344.00
Less countable income (Ms. J.'s unearned income)	<u>- 100.00</u>
Grant amount	\$ 244.00

Example 3:

Ms. L. is applying for TANF for herself and her 2 children. Her husband (not the children's father), Mr. L., is employed and earns \$2,074 per month. Mr. L. has 1 child, who lives in the household also.

1. To determine Ms. L.'s eligibility to be included in the AU:

Mr. L.'s income	\$2,074.00
Less \$90 deeming disregard	<u>90.00</u>
	\$ 1,984.00
Less standard of assistance for 2 (Group II) to include Mr. L. and his child	<u>- 274.00</u>
Income deemed available to Ms. L.	\$1,710.00
 Standard of assistance for a 3-person AU	 \$ 344.00

Since the portion of Mr. L.'s income which is deemed available to Ms. L. exceeds the standard of assistance for 3 persons, she is ineligible to be included in the AU.

2. To determine the 2 children's eligibility, and if eligible, the grant amount:

Stepparent's (Mr. L.'s) income	\$ 2,074.00
150% of poverty guidelines for 2 (monthly)	<u>- 2,030.00</u>
Amount <u>exceeding</u> 150% of poverty guidelines	\$ 44.00
 Standard of assistance for 2-person AU	 \$ 274.00
Less total countable income (\$44.00 - amount of Mr. L.'s income which exceeds 150% of poverty guidelines)	<u>- 44.00</u>
Grant amount	\$ 230.00

The two children are eligible for TANF. Though Mr. L.'s gross income exceeds 150% of poverty guidelines, his countable income does not exceed the standard of assistance for an AU of 2.

2. Deeming Income in Minor Caretaker and Ineligible Alien Cases* - Income must also be deemed to an assistance unit in the following situations. Applicable policies and procedures are explained below.
 - a. Minor Caretaker Living with Senior Parent(s) - When living together, the income of a senior parent(s) is to be deemed available to the minor caretaker's assistance unit." The senior parent's income must be considered available to the eligible child(ren) by applying the deeming procedure in Section 305.4.F.2.c. below. A stepparent's income is not deemed available to a minor caretaker's assistance unit.

VIEW GRANT CALCULATION

Example 1 - Earnings

Assistance unit of 2 in a Group II locality. Mom earns \$456 gross income each month.

Step (1) Screening at Federal Poverty Level

\$ 456.00	Gross Monthly Earnings <
\$1354.00	Monthly Federal Poverty Level for 2

Step (2) Unearned Income

\$ 274.00	Standard of Assistance for 2
- 0.00	Unearned Income
\$ 274.00	TANF Deficit

Step (3) Earned Income Disregards

\$ 456.00	Gross Monthly Earnings
- 160.00	Standard Deduction for 2
\$ 296.00	x 20% = 59.20
- 59.20	Net Earned Income
\$ 236.80	

Step (4) Add Net Earned Income and TANF Deficit

\$ 236.80	Net Earned Income
+ 274.00	TANF Deficit
\$ 510.80	< Monthly Federal Poverty Level for 2
\$ 274.00	= VIEW Payment (TANF Grant)

Example 2 - Earned and Unearned Income

Assistance unit of 2 in a Group II locality. Mom earns \$305 gross monthly and the assistance unit also receives \$120 unearned income monthly.

Step (1)	Screening at Federal Poverty Level		
		\$ 305.00	Gross Monthly Earnings <
		\$1,354.00	Monthly Federal Poverty Level for 2
Step(2)	Unearned Income		
		\$ 274.00	Standard of Assistance for 2
		<u>-120.00</u>	Unearned Income
		\$ 154.00	TANF Deficit
Step (3)	Earned Income Disregards		
		\$ 305.00	Gross Monthly Earnings
		<u>-160.00</u>	Standard Deduction for 2
		\$ 145.00	x 20% = 29.00
		<u>-29.00</u>	
		\$ 116.00	Net Earned Income
Step (4)	Add Net Earned Income and TANF Deficit		
		\$ 116.00	Net Earned Income
		<u>+ 154.00</u>	TANF Deficit
		\$ 270.00	< Monthly Federal Poverty Level 2
		\$ 154.00	= VIEW Payment (TANF Grant)

Example 3- Earnings Result in Ineligibility

Assistance unit of 4 in a Group III locality. Mom earns **\$2,050** monthly gross income.

Step (1)	Screening at Federal Poverty Level		
		\$2,050.00	Gross Monthly Earnings
		\$2,050.00	Monthly Federal Poverty Level for 4

The assistance unit is ineligible.

Example 4 -Maximum Reimbursable

Assistance unit of 6 in a Group II locality. Mom earns \$457 gross monthly income.

Step (1)	Screening at Federal Poverty Level		
		\$ 457.00	Gross Monthly Earnings <
		\$2,747.00	Monthly Federal Poverty Level for 6
Step (2)	Unearned Income		
		\$ 543.00	Standard of Assistance for 6
		- 0.00	Unearned Income
		\$ 543.00	TANF Deficit
		\$516.00	Maximum Reimbursable Amount
Step (3)	Earned Income Disregards		
		\$ 457.00	Gross Monthly Earnings
		- 228.00	Standard Deduction for 6
		\$ 229.00	x 20% = 45.80
		- 45.80	Net Earned Income
		\$ 183.20	
Step (4)	Add Net Earned Income and TANF Deficit		
		\$ 183.20	Net Earned Income <
		+ 516.00	Maximum Reimbursable TANF Deficit
		\$ 699.20	< Monthly Federal Poverty Level for 6
		\$ 516.00	= VIEW Payment (TANF Grant)

Example 5 - Earned Income Case with Immunization Penalty

Assistance unit of 2 in a Group III locality. Mom earns \$966 gross monthly income. One member of the assistance unit receives \$60 SSA monthly. There is a \$50 immunization penalty.

Step (1)	Screening at Federal Poverty Level		
		\$ 966.00	Gross Monthly Earnings <
		\$1,354.00	Monthly Federal Poverty Level for 2
Step (2)	Unearned Income		
		\$ 347.00	Standard of Assistance for 2
		- 60.00	Unearned Income
		\$ 287.00	TANF Deficit
Step (3)	Earned Income Disregards		
		\$ 966.00	Gross Monthly Earnings
		- 160.00	Standard Deduction for 2
		\$ 806.00	x 20% = 161.20
		- 161.20	
		\$ 644.80	Net Earned Income
Step (4)	Add Net Earned Income and TANF Deficit		
		\$ 644.80	Net Earned Income
		+ 287.00	TANF Deficit
		\$ 931.80	< Monthly Federal Poverty Level for 2
		\$ 287.00	= VIEW Payment (TANF Grant)
Step (5)	Apply Immunization Penalty		
		\$ 287.00	VIEW Payment
		- 50.00	Immunization Penalty
		\$ 237.00	Net VIEW Deficit
		\$ 237.00	= VIEW Payment (TANF Grant)

Example 6- TANF-UP Household

Assistance unit of 4 in a Group II locality. Dad earns \$1,505 gross income.

Step (1) Screening at 150% of the Federal Poverty Level **\$3,075.00**

\$1,505.00
\$3,075.00

Gross Monthly Earnings
 < 150% of the Monthly Federal Poverty Level for 4

Step (2) Unearned Income

\$ 411.00
 - 0.00
\$ 411.00

Standard of Assistance for 4
 Unearned Income
 TANF Deficit

Step (3) Earned Income Disregards

\$1,505.00
 - **170.00**
\$1,335.00
 - **267.00**
\$1,068.00

Gross Monthly Earnings
 Standard Deduction for 4
 X 20% = **\$267.00**

Net Earned Income

Step (4) Add Net Earned Income and TANF Deficit

\$1,068.00
 + **411.00**
\$1,479.00

TANF Deficit
 < 150% of the Monthly Federal Poverty Level for 4

\$ 411.00

= VIEW Payment (TANF Grant)

2017 FEDERAL POVERTY LEVELS

<u>Size of Family Unit</u>	<u>Monthly Poverty Guideline</u>
1.....	\$ 1,005.00
2.....	\$ 1,354.00
3.....	\$ 1,702.00
4.....	\$ 2,050.00
5.....	\$ 2,399.00
6.....	\$ 2,747.00
7.....	\$ 3,095.00
8.....	\$ 3,444.00

For each additional person add \$349

150% of the Federal Poverty Level
 (for TANF-UP Families)

<u>Size of Family Unit</u>	<u>150% of the Federal Poverty Level</u>
1.....	\$ 1,508.00
2.....	\$ 2,030.00
3.....	\$ 2,553.00
4.....	\$ 3,075.00
5.....	\$ 3,598.00
6.....	\$ 4,120.00
7.....	\$ 4,643.00
8.....	\$ 5,165.00

For each additional person add \$523

VIEW Grant Calculation - TANF

Case Name: _____

Pay Date	Employer	Gross Pay

Average = _____ Total Gross Converted _____

Step 1 - Screening

- Total Earnings _____
(Including Student Income if applicable)
- Federal Poverty Level
For AU of _____ \$ _____

If Line 1 is Larger: Ineligible
If Line 2 is Larger: Go to Step 2

Step 2 - Unearned Income

- Standard of Assistance
For AU of _____ \$ _____
- Total Countable Unearned - _____
- TANF Deficit = _____
(Not to exceed maximum reimbursable payment)

If Line 1 is Larger: Go to Step 3
If Line 2 is Larger: Ineligible

2017 100% FEDERAL POVERTY LEVEL

Size	Monthly Amt
1	\$1,005
2	1,354
3	1,702
4	2,050
5	2,399
6	2,747
7	3,095
8	3,444
Each Additional	\$ 349

Step 3 - Earned Income Disregards

- Total Earnings of AU \$ _____
(Step 1, Line 1)
- Minus Standard Deduction - _____
Subtotal: = _____
- Minus 20% Disregard: - _____
Subtotal: \$ _____
- Minus Total Adult or Child Care Cost: - _____
- Net Earnings \$ _____

Step 4

- Net Earnings \$ _____
(Step 3, Line 5)
- Plus TANF Deficit Amount _____
(Step 2, Line 3)
- Total AU Income \$ _____

⇒ If Step 4, Line 3, is **less** than Federal Poverty Level _____

VIEW Payment * = Step 2, Line 3
\$ _____

⇒ If Step 4, Line 3 is **greater** than Federal Poverty Level

Federal Poverty Level = \$ _____

Minus Step 3, Line 5 - _____

Equals VIEW payment = \$ _____

*No payment less than \$10.00 issued

VIEW GRANT CALCULATION – TANF

FORM NUMBER - 032-03-0355-19-eng

PURPOSE OF FORM - This form is a worksheet which can be used to screen a VIEW (TANF) case for financial eligibility and, if eligible, to calculate the grant.

USE OF FORM – To screen the case and calculate the VIEW payment (TANF grant), the eligibility worker must follow the four steps on the form.

NUMBER OF COPIES - One.

DISPOSITION OF COPIES – The completed form is filed in the case record.

INSTRUCTIONS FOR PREPARING FORM NUMBER OF COPIES – The worker enters the case name at the top of the form, completes the screening (step 1), compares countable unearned income to the assistance unit's Standard of Assistance (step 2), calculates net earnings (step 3), and calculates total income of the assistance unit (step 4). Total net income is then compared to the applicable federal poverty level to determine the VIEW payment.

VIEW Grant Calculation - TANF-UP

Case Name: _____

Pay Date	Employer	Gross Pay

Average = _____ **Total Gross** _____
 Converted _____

Step 3 - Earned Income Disregards

1. Total Earnings of AU (Step 1, Line 1) \$ _____

2. Minus Standard Deduction - _____

Subtotal: = _____

3. Minus 20% Disregard: - _____

Subtotal: \$ _____

4. Minus Total Adult or Child Care Cost: - _____

5. Net Earnings \$ _____

Step 1 - Screening

1. Total Earnings _____
 (Including Student Income if applicable)

2. Federal Poverty Level
 For AU of _____ \$ _____

If Line 1 is Larger: Ineligible

If Line 2 is Larger: Go to Step 2

Step 4

1. Net Earnings (Step 3, Line 5) \$ _____

2. Plus TANF Deficit Amount (Step 2, Line 3) _____

3. Total AU Income \$ _____

Step 2 - Unearned Income

1. Standard of Assistance
 For AU of _____ \$ _____

2. Total Countable Unearned - _____

3. TANF Deficit = _____
 (Not to exceed maximum reimbursable payment)

If Line 1 is Larger: Go to Step 3

If Line 2 is Larger: Ineligible

⇒ If Step 4, Line 3, is **less** than Federal Poverty Level _____

VIEW Payment * = Step 2, Line 3
 \$ _____

⇒ If Step 4, Line 3 is **greater** than Federal Poverty Level

Federal Poverty Level = \$ _____

Minus Step 3, Line 5 - _____

Equals VIEW payment = \$ _____

*No payment less than \$10.00 issued

150% OF 2016 FEDERAL POVERTY LEVEL

Size	Monthly Amt
1	\$1,508
2	2,030
3	2,553
4	3,075
5	3,598
6	4,120
7	4,643
8	5,165
Each Additional	\$ 523

VIEW GRANT CALCULATION – TANF-UP

FORM NUMBER - 032-03-355A-17-eng

PURPOSE OF FORM - This form is a worksheet which can be used to screen a VIEW (TANF-UP) case for financial eligibility and, if eligible, to calculate the grant.

USE OF FORM – To screen the case and calculate the VIEW (TANF-UP) grant), the eligibility worker must follow the four steps on the form.

NUMBER OF COPIES - One.

DISPOSITION OF COPIES – The completed form is filed in the case record.

INSTRUCTIONS FOR PREPARING FORM NUMBER OF COPIES – The worker enters the case name at the top of the form, completes the screening (step 1), compares countable unearned income to the assistance unit's Standard of Assistance (step 2), calculates net earnings (step 3), and calculates total income of the assistance unit (step 4). Total net income is then compared to the applicable federal poverty level to determine the VIEW payment.

**Commonwealth of Virginia
Department of Social Services
Temporary Assistance for Needy Families**

AGENCY USE ONLY
Case Name
Case Number
Eligibility Worker Number

AVISO DE VIOLACIONES intencional del programa Y SANCIONES

La ley de Virginia requiere que los solicitantes de TANF y receptores para que el departamento local de servicios sociales sabe de ciertos cambios que podrían causar un cambio en su asistencia. Si usted oculta información o da falsa información, que puede ser procesado por perjurio, hurto o fraude del bienestar. Usted puede estar sujeto a una audiencia de descalificación. Si se le encuentra culpable, usted no será elegible para recibir TANF por sí mismo por seis meses por la primera ofensa, 12 meses por la segunda ofensa, y permanentemente por la tercera ofensa.

Los siguientes cambios deben ser reportados dentro de los 10 días del día en que se producen, pero a más tardar, que tienen hasta el día 10 del mes siguiente para reportar el cambio. Si usted no está seguro si debe informar de un particular, cambiar, por favor discutir el cambio con su trabajador.

1. Los cambios de dirección (también háganoslo saber si su número de teléfono cambia para que podamos contactar con usted si es necesario)
2. Cambios en la composición de los hogares como consecuencia de una de las siguientes personas que entren o salgan de la casa:
 - Un niño elegible, incluyendo un recién nacido, o
 - El padre o la madre de un niño elegible, incluyendo un recién nacido
3. Los cambios que puedan afectar a la participación VISTA incluyendo cambios en la necesidad de transporte, cuidado de niños, o cualquier otro servicio de apoyo.
4. Los ingresos de su hogar por encima del límite por debajo.

Number of People in your Household	Report Income Change When Household Income Exceeds These Amounts			
	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$1,307	\$ 303.95	\$ 607.94	\$ 653.50
2	1,760	409.30	818.60	880.00
3	2,213	514.65	1,029.30	1,106.50
4	2,665	619.77	1,239.53	1,332.50
5	3,118	725.12	1,450.23	1,559.00
6	3,571	830.47	1,660.93	1,785.50
7	4,024	935.81	1,871.63	2,012.00
8	4,477	1,041.16	2,082.33	2,238.50
For each additional Person	+ \$453	+ \$105.35	+ \$210.70	+ \$226.50

Estas cantidades son buenos través 09/30/2018.

He leído este aviso y entiendo mi responsabilidad de informar de los cambios mencionados por el décimo día de lames siguiente al cambio.

Solicitante / Firma Cliente _____ Date _____

Firma del trabajador _____ Date _____

AVISO DE VIOLACIONES intencional del programa Y SANCIONES

FORMULARIO NÚMERO - 032-03-0646-16-spa (10/17)

PROPÓSITO DE LA FORMA - El propósito de la forma es asesorar al cliente de Violaciones Programa intencional (IPV) y las sanciones. También informa al cliente de los TANF y ver los cambios que deben informarse.

USO DE LA FORMA - La forma informa al cliente de los tipos de información que deben informarse, y las sanciones IPV que se pueden imponer, y el período de tiempo de las sanciones.

NÚMERO DE COPIAS - Dos.

DISPOSICIÓN DE LA FORMA - El trabajador de elegibilidad le explicará la notificación al solicitante cuando se procesa una solicitud de TANF. El trabajador de elegibilidad y el cliente firmará el formulario y salí con él. El original se archiva en el expediente TANF y una copia se entrega al cliente.

INSTRUCCIONES PARA LA PREPARACIÓN DE LA FORMA - Explicar la información en el formulario para el cliente. El cliente y el trabajador deben firmar la solicitud y la fecha.

**Commonwealth of Virginia
Department of Social Services
Temporary Assistance for Needy Families**

AGENCY USE ONLY
Case Name
Case Number
Eligibility Worker Number

NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES

Virginia law requires TANF applicants and recipients to let the local department of social services know of certain changes that might cause a change in his or her assistance. If you withhold information or give false information, you may be prosecuted for perjury, larceny, or welfare fraud. You may be subject to a disqualification hearing. If you are found guilty, you will be ineligible to receive TANF for yourself for six months for the first offense, 12 months for the second offense, and permanently for the third offense.

The following changes must be reported within 10 days of the day they occur, but at the latest, you have until the 10th day of the following month to report the change. If you are not sure whether to report a particular change, please discuss the change with your worker.

1. Changes of address (also let us know if your telephone number changes so we can contact you if needed)
2. Changes in the household composition resulting from one of the following individuals entering or leaving the home:
 - An eligible child, including a newborn, or
 - The father or mother of an eligible child, including a newborn
3. Changes that may affect VIEW participation including changes in the need for transportation, child care, or any other supportive services.
4. Income from your household that goes over the limit below.

Number of People in your Household	Report Income Change When Household Income Exceeds These Amounts			
	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$1,307	\$ 303.95	\$ 607.94	\$ 653.50
2	1,760	409.30	818.60	880.00
3	2,213	514.65	1,029.30	1,106.50
4	2,665	619.77	1,239.53	1,332.50
5	3,118	725.12	1,450.23	1,559.00
6	3,571	830.47	1,660.93	1,785.50
7	4,024	935.81	1,871.63	2,012.00
8	4,477	1,041.16	2,082.33	2,238.50
For each additional Person	+ \$453	+ \$105.35	+ \$210.70	+ \$226.50

These amounts are good through 9/30/2018.

I have read this notice and understand my responsibility to report the above changes by the 10th day of the month following the change.

Applicant/Client Signature _____ Date _____

Worker Signature _____ Date _____

NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES

FORM NUMBER – 032-03-0646-17-eng (10/17)

PURPOSE OF FORM – The purpose of the form is to advise the client of Intentional Program Violations (IPV) and the penalties. It also informs the client of the TANF and VIEW changes that must be reported.

USE OF FORM – The form advises the client of the types of information that must be reported, and the IPV penalties that may be imposed, and the time period of the penalties.

NUMBER OF COPIES – Two.

DISPOSITION OF THE FORM – The eligibility worker will explain the notice to the applicant when processing a TANF application. The eligibility worker and client will sign the form and date it. The original is filed in the TANF record and a copy is given to the client.

INSTRUCTIONS FOR PREPARATION OF FORM – Explain the information on the form to the client. The client and the worker are to sign the form and date it.