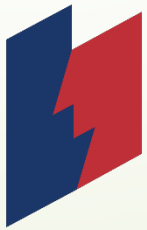
TANF Needy Family Contractor Training for TANF Eligibility and TEVS (For Current TANF Staff)



Department of Workforce Services

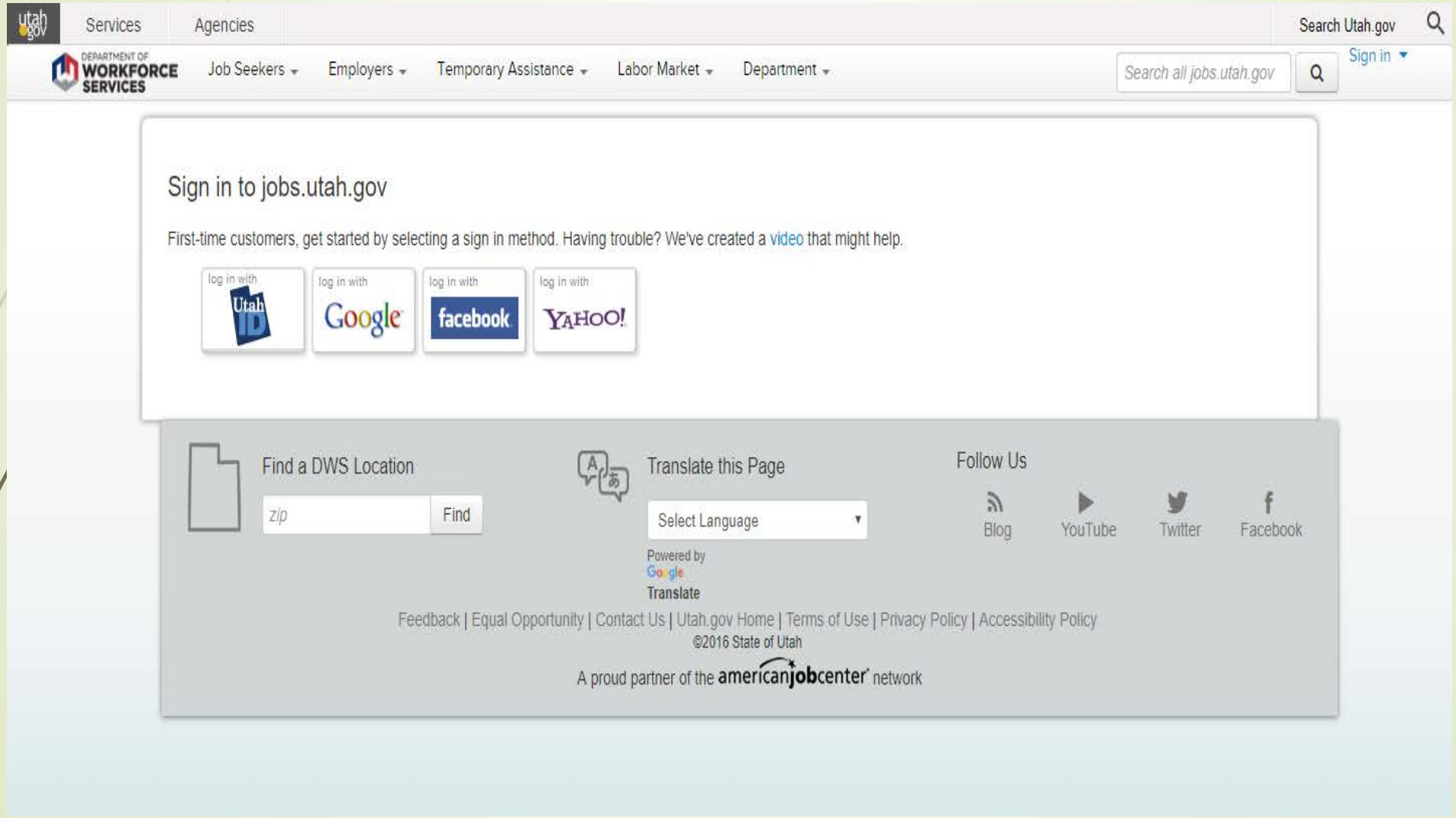
Updated January 2018

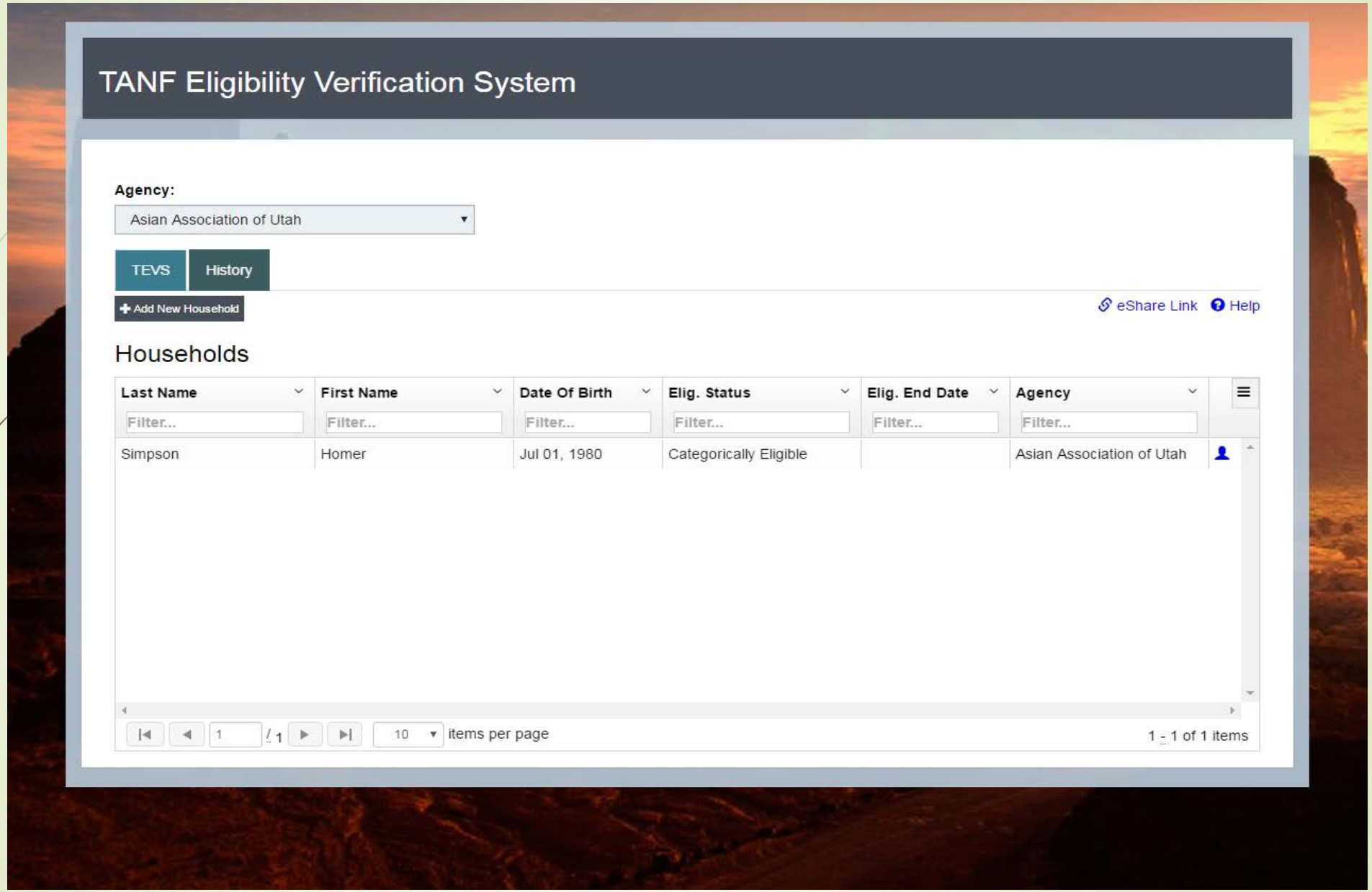
TEVS System

- Requires secure Utah ID login account
- Can retrieve past records
- Can edit information after it has been submitted
- Can run reports to track all customers entered in TEVS by organization
- When notified by DWS that there is a discrepancy, can retrieve past records and edit information quickly
- Can verify eligibility in eShare without waiting on customer to provide myCase printout
- Eligibility process can be done quicker and allow more customers to be in a timely manner

TEVS System

Requires Secure Utah Login to access TEVS.




TANF Eligibility Verification System
Agency:
Asian Association of Utah
TEVS
History
Add New Household
eShare Link
Help
Households
Last Name
First Name
Date Of Birth
Elig. Status
Elig. End Date
Agency
Filter...
Simpson
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Categorically Eligible
Asian Association of Utah
1
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items per page
1 - 1 of 1 items

TANF Eligibility Process

- Contractor completes Form 300 and 115.
- Contractor may now verify Categorically Eligible using eShare.
- If Categorically Eligible, print off eShare benefit screen, collect picture id and maintain documentation in case file.
- If NOT Categorically Eligible, Contractor must collect all documentation.
- Enter customer information into TEVS.
- Begin serving customer.
- If necessary, DWS will notify Contractor of discrepancy and Contractor must correct information in TEVS within 15 calendar days.

TEVS and eShare Process

Eligibility must be determined prior to serving customer.

- **Step 1:**

Complete the following forms:

1. Form 300: TANF Needy Family Eligibility form
2. Form 115: Release/Disclosure of Information form

- **Step 2:**

Using eShare interface, verify if household is currently receiving public assistance. (You will need your RSA security token)

a. If household is currently receiving benefits, they meet TANF eligibility and are considered Categorically Eligible in TEVS. *Proceed to Categorically Eligible-Step 3.*
b. If household is NOT receiving benefits, you will need to determine eligibility based off of income and other TANF eligibility criteria. *Skip to Determined Eligible by Contractor-Step 4.*

Categorically Eligible

(For customers currently receiving public assistance)

- **Step 3:**
  1. In TEVS, enter all TANF eligible household members listed on Form 300.
  2. Select "Categorically Eligible" as the Eligibility Status for all household members.
  3. Maintain copies of documentation in case file: Signed and dated form 300 and form 115, print off of eShare benefit screen and picture ID for primary household member.

Once eligibility has been determined by Contractor, customer may begin services.

Determined Eligible by Contractor

(Only for customers NOT receiving DWS benefits)

- **Step 4:**
  1) In TEVS, select “Determined Eligible by Contractor” for Eligibility Status.
  2) In the Comments Box, narrate the gross monthly household income and what documentation used to determine income.
  3) Collect all required documentation for eligibility and maintain in case file for program monitoring.

Once eligibility has been determined by Contractor, customer may begin services.

Entering Families in TEVS

(Refer to Appendix A for TEVS screen shots.)

- When entering families in TEVS, enter all TANF household members listed on Form 300 and select appropriate eligibility status for the household. A primary household member must be identified for each household. The primary household member must be an adult 18 and over.

  1. Begin by first adding a primary household member.

     (The primary household may be an undocumented parent. If both parents are undocumented, only enter one parent in TEVS.)

  2. If the primary household member is undocumented, check the "Member Exclude" box. The individual will not be counted in the TANF household.

  3. Enter all other TANF eligible household members in TEVS. (Do NOT enter any individuals that do not have a Social Security number.)

  4. DWS will retrieve your entry TEVS entry and verify information in eShare.

Entering Families in TEVS

- Form 300 and TEVS entry is only needed to be done ONCE for the customer to receive TANF funding over the course of the program/service, EXCEPT when:

  a.) notified by DWS that information cannot be verified,

  OR

  b.) there is a gap in service of more than 30 days,

  OR

  c.) there is a change in the household size which will affect the income eligibility (re-look at Income Chart for new household size)

When notified by DWS that customer information cannot be verified, Contractor **must**:

- Update participant information in TEVS within **15 days.**
- Information is not corrected within **15 days**, a SECOND notice is sent to Contractor advising that individual is no longer eligible for TANF Needy Family services.

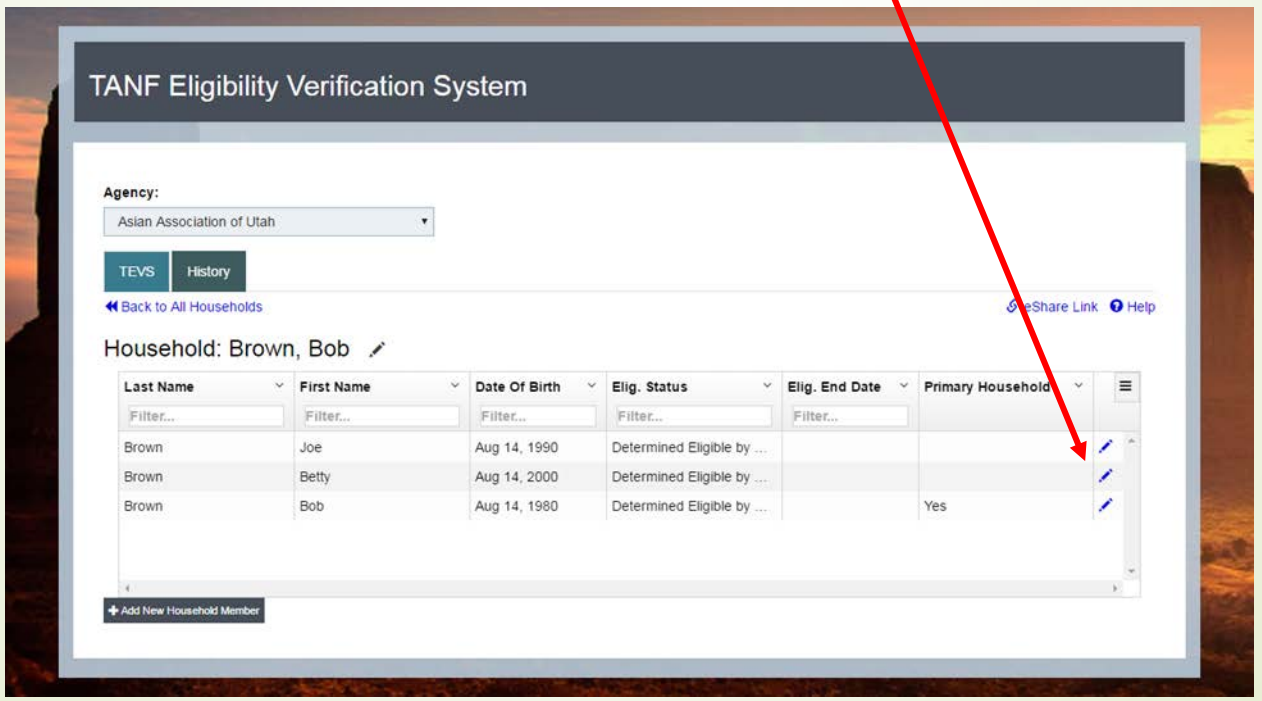
If there are other eligible household members, re-calculate eligibility based on the reduced household size.

If there are **NO** other eligible household members, funding for services must end.

For detailed procedure, refer to Policy Reference eShare and TEVS Verification.

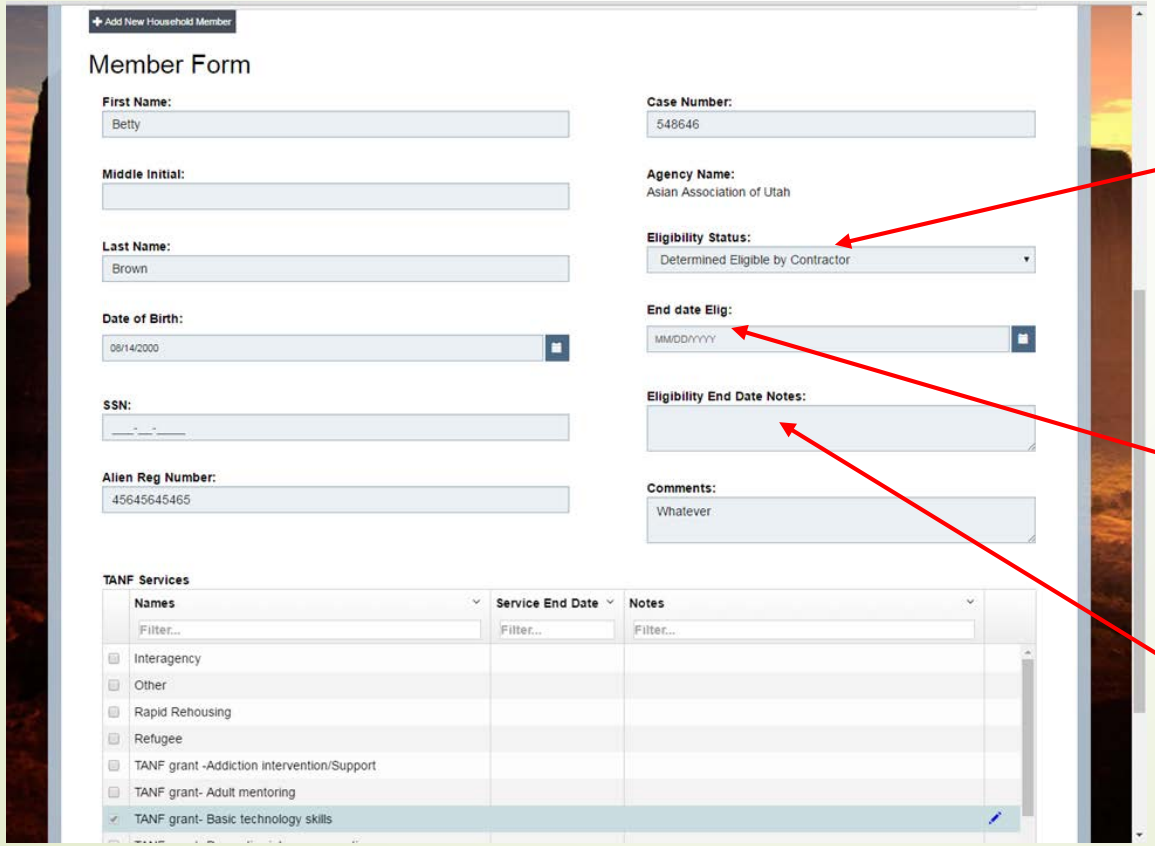
To Remove or Edit Household Member in TEVS

- Search for household member in TEVS
- Locate household member and click to edit information



Edit or Remove Household Information

Review household information for accuracy and edit any incorrect fields.



To remove household member.

1. Change the Eligibility Status to "Not Eligible"
2. Enter End Date
3. In Eligibility End Date Notes field, state reason not eligible.

Required Documentation

- **Items needed in participant case file:**

1. **Completed Form 300 (Sign and Date)**
2. **Form 115 (Sign and Date)**
3. **Family Composition/Relationship**
   - *a. eShare printout (if Categorically Eligible)*
   - *b. Ie. birth certificate, court orders*
4. **Citizenship**
   - *a. eShare printout (if Categorical Eligible)*
   - *b. Ie. birth certificate, permanent resident card, passport*
5. **Identity**
   - *a. Photo ID of adult household member is required, even if undocumented.*
6. **Income or Categorical Income Eligibility**
   - *a. eShare printout (if Categorically Eligible)*
   - *b. Ie. check stubs, child support verification*

*Case files can be stored via hard copy or electronically.

TANF Needy Family Quick Guide

Determined Eligible by Contractor (Non-Public Assistance)	Categorically Eligible (Receiving Public Assistance)
Must follow standard TANF Eligibility process. 1. Complete Form 115. 2. Complete Form 300 listing all TANF household member's Name, SSN, and DOB. 3. Enter information into TEVS. 4. Collect **ALL** documentation for each member: SSN cards, birth certificates or permanent resident cards, and paystubs, etc. 5. Collect picture ID of primary household. *Include all documentation in case file.*	Customer must be current recipient of Categorical Eligibility programs listed in Section 2 of Form 300. 1. Complete Form 115 2. Complete Form 300 listing all TANF household member's Name, SSN, and DOB. 3. Enter information into TEVS. 4. Print off eShare benefit issuance screen or for WIC, a benefit approval letter. 5. Collect picture ID of primary household. *Include all documentation in case file.*

Resources

Contractor Site

http://jobs.utah.gov/services/tevs/tanfcontract.html

TEVS System

https://jobs.utah.gov/sso/login.aspx?application=TEVS&returnurl=/jsp/tevs

Policy References

- Categorical Income Eligibility
- Citizenship and Utah Residency
- eShare and TEVS Verification
- Family Composition
- Identity
- Income
- Income Guidelines
- Appendix A- TEVS Screen Shot

Contact Information

Christine Mayne
TANF Contract Owner/TEVS Program Specialist
cmayne@utah.gov
801-821-2253

Back up:
Abdi Sheikh
TANF Contract Owner
asheikh@utah.gov
801-897-1879