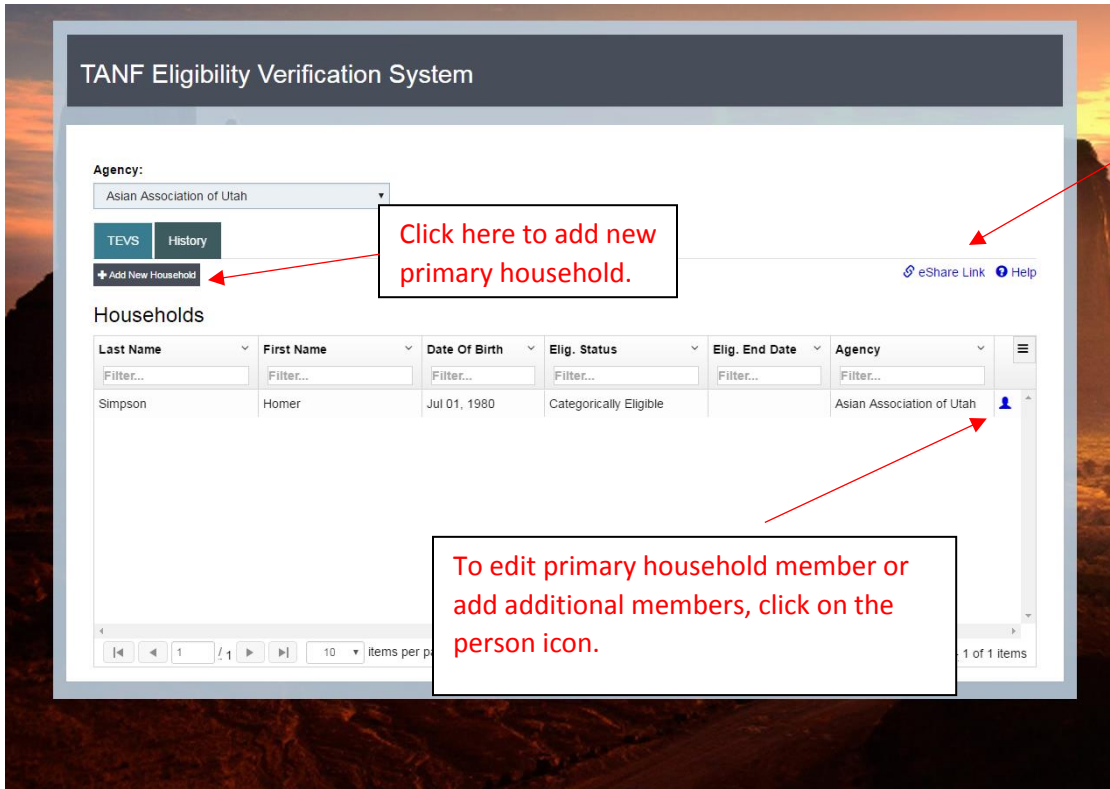


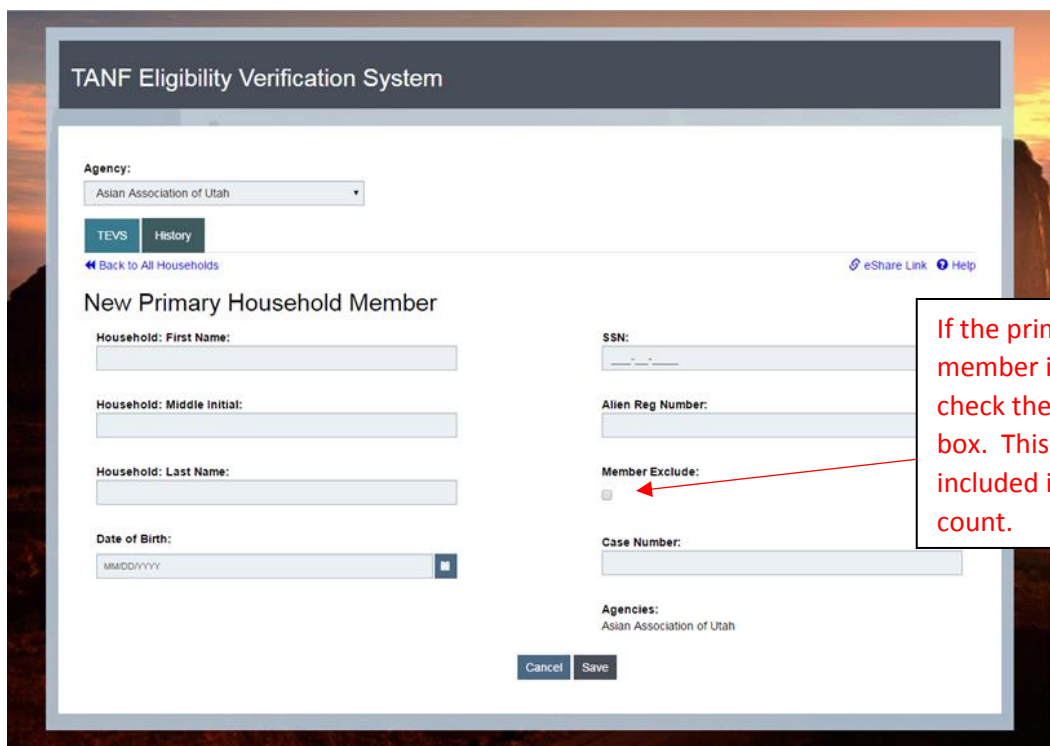
# Appendix A- TEVS Screen Shots

## Main Screen/Add Primary Household

The main screen displays all households that have been entered by your agency. This is where you will add a new primary household being served by your agency. From this screen, you may also edit an existing primary household. Notice the eShare link is displayed on all screens and can be accessed at any time.



A primary household member must be identified. The primary household member must be an adult and may be an undocumented parent.



# Adding New Household Member

Once the primary household member has been added, you may now add additional household members.

The screenshot shows the TANF Eligibility Verification System interface. At the top, the title is "TANF Eligibility Verification System". Below it, the "Agency" is set to "Asian Association of Utah". There are tabs for "TEVS" and "History". A link "Back to All Households" is visible. The current household is identified as "Household: Simpson, Homer". A table lists household members with columns for Last Name, First Name, Date Of Birth, Elig. Status, Elig. End Date, and Primary Household. The table contains one entry: Simpson, Homer, Jul 1, 1980, Categorically Eligible, Yes. A callout box points to the edit icon in the Primary Household column with the text "Click here to edit the primary household information." Another callout box points to the "Add New Household Member" button at the bottom left with the text "Click here to add a new household member."

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Simpson	Homer	Jul 1, 1980	Categorically Eligible		Yes

Only add TANF eligible household members in TEVS. If the household has additional members (spouse, siblings, etc) who are undocumented, do not add them in TEVS.

The screenshot shows the TANF Eligibility Verification System interface, similar to the previous one. The "Add New Household Member" button is highlighted with a callout box that says "Click here to add a new household member." Below the table, the "Member Form" is visible, with a callout box pointing to the "First Name" field containing "Homer" and the "Case Number" field, with the text "Enter new household member's information and click Save at the bottom."

Member Form

First Name: Homer Case Number:

**Middle Initial:**

**Last Name:**

**Date of Birth:**

**SSN:**

**Alien Reg Number:**

**Agencies:**  
 Asian Association of Utah

**Eligibility Status:**

**End date Elig:**

**Eligibility End Date Notes:**

**TANF Services**

Names	Service End Date	Notes
Filter...	Filter...	Filter...
<input type="checkbox"/> TANF grant- Adult mentoring		
<input type="checkbox"/> TANF grant- Basic technology skills		
<input type="checkbox"/> TANF grant- Domestic violence prevention		
<input type="checkbox"/> TANF grant- Employment retention		
<input type="checkbox"/> TANF grant- Expungement assistance		
<input type="checkbox"/> TANF grant- Family preservation		
<input type="checkbox"/> TANF grant- Fatherhood initiatives		
<input type="checkbox"/> TANF grant- Pre-K/school readiness		
<input type="checkbox"/> TANF grant- Rural transportation		
<input type="checkbox"/> TANF grant- Skills training for transitioning out of incarceration		

Select the TANF Service(s) that customer is applying for. Once all information has been entered, click Save.

## To Update Household Status

You can update the eligibility status for the entire household directly from the household screen. On this screen, you can also edit any household member's information. When you edit the eligibility status for the household, the same status will apply to the entire household.

**TANF Eligibility Verification System**

**Agency:**

[Back to All Households](#)

**Household:** Simpson, Homer

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household	
Filter...	Filter...	Filter...	Filter...	Filter...		
Simpson	Homer	Jul 1, 1980			Yes	
Simpson	Marge	Aug 10, 1962				
Simpson	Bart	Jul 1, 1990				
Simpson	Lisa	Aug 11, 1998				

Click edit next to the primary household name to edit eligibility status for the entire household.

To edit the individual's information, click here.

### TANF Eligibility Verification System

Agency: Asian Association of Utah

TEVS History

Back to All Households

Household: Simpson, Homer

Eligibility Status: \* End date Elig: MMDDYYYY

Apply Cancel

eShare Link Help

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Simpson	Homer	Jul 1, 1980			Yes
Simpson	Marge	Aug 10, 1982			
Simpson	Bart	Jul 1, 1990			
Simpson	Lisa	Aug 11, 1998			

Add New Household Member

Click the drop down and select appropriate status. This status will apply to the entire household. Click to apply changes.

### TANF Eligibility Verification System

Agency: Asian Association of Utah

TEVS History

Back to All Households

Household: Simpson, Homer

Elig. Status: Categorizedly Eligible

eShare Link Help

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Simpson	Homer	Jul 1, 1980	Categorizedly Eligible		Yes
Simpson	Marge	Aug 10, 1982	Categorizedly Eligible		
Simpson	Bart	Jul 1, 1990	Categorizedly Eligible		
Simpson	Lisa	Aug 11, 1998	Categorizedly Eligible		

Add New Household Member

Notice the eligibility status changed for entire household.

## Determined Eligible by Contractor

For customers not receiving DWS benefits, contractor must determine eligibility on their own and collect all required documentation. In the Eligibility Status drop down box, select **“Determined Eligible by Contractor”** and in the **Comments box**, list the monthly household income.

The screenshot shows the TANF Eligibility Verification System interface. The Agency is set to 'Asian Association of Utah'. The Household is 'Brown, Bob'. The Eligibility Status is set to 'Determined Eligible by Contra' (circled in red). The End date Elig: field is empty. The Eligibility End Date Notes field is empty. The Comments field is empty (circled in red). There are 'Apply' and 'Cancel' buttons. Below the form is a table with columns: Last Name, First Name, Date Of Birth, Elig. Status, Elig. End Date, and Primary Household.

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Brown	Joe	Aug 14, 1990	Determined Eligible by ...		

## To “Remove” Household Member When No Longer Participating/Not Eligible

When notified by DWS that customer is no longer eligible for services or when customer is no longer participating in the program, you must end services for the customer.

If notified by DWS: **Select Not Eligible**

If customer withdrew or is no longer participating: **Select No Longer Participating**

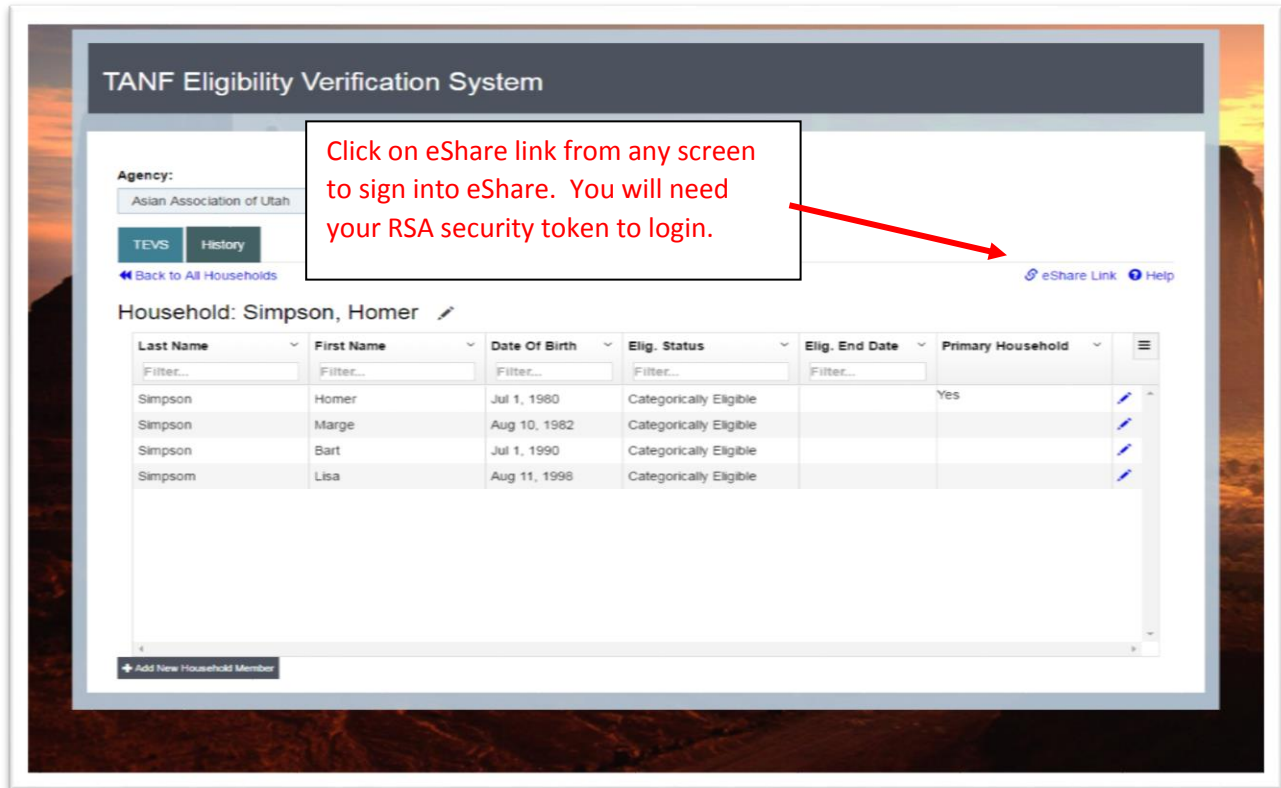
The screenshot shows the TANF Eligibility Verification System interface. The Agency is set to 'Asian Association of Utah'. The Household is 'Brown, Bob'. The Eligibility Status is set to 'No Longer Participating'. The End date Elig: field is empty. The Eligibility End Date Notes field is empty. There are 'Apply' and 'Cancel' buttons. Red text and arrows point to the Eligibility Status, End date Elig, and Eligibility End Date Notes fields with the instruction: 'Change the Eligibility Status to No Longer Participating and enter the Eligibility End Date and Notes.' Below the form is a table with columns: Last Name, First Name, Date Of Birth, Elig. Status, Elig. End Date, and Primary Household.

Change the Eligibility Status to No Longer Participating and enter the Eligibility End Date and Notes.

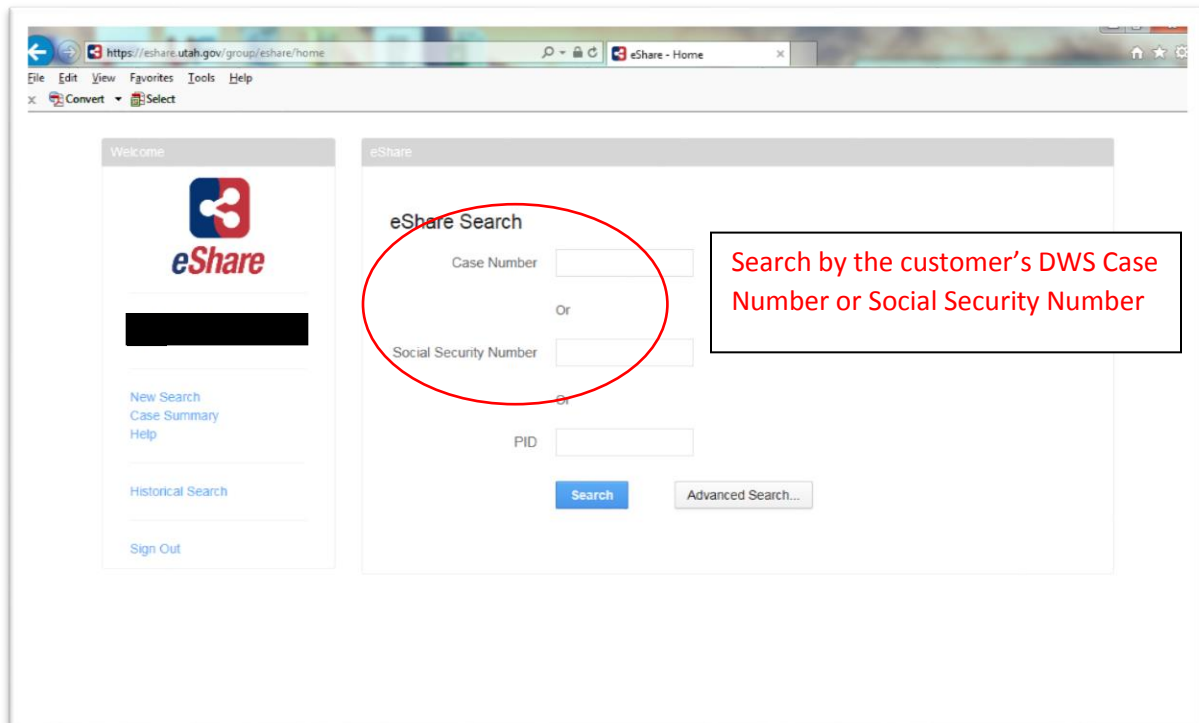
Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Brown	Joe	Aug 14, 1990	Determined Eligible by ...		
Brown	Betty	Aug 14, 2000	Determined Eligible by ...		
Brown	Bob	Aug 14, 1980	Determined Eligible by ...		Yes



# Using eShare Interface to Verify DWS Benefits



Log into eShare using your assigned RSA security token. Enter the RSA passcode (the 6 digit numbers on the token). After you log in, you can search by the customer's case number or Social Security Number.



The next screen displays the household members. The household members should match the Form 300, unless their current situation has changed since they last applied for DWS benefits. **If the household is different than Form 300, verify with the customer why there is a change and make a note in TEVS.**

Welcome

eShare

Main Search Result

Case Number : [REDACTED] Date of Search : 09/08/2016

Name	SSN	PID	SOLQ	SVES	Age	Relat
Samuel A [REDACTED]	XXX-XX-XX27	[REDACTED] 2			15	Son
Scott A [REDACTED]	XXX-XX-XX58	[REDACTED] 3			48	Prim
Scott A [REDACTED]	XXX-XX-XX18	[REDACTED] 1			18	Son
Stephanie [REDACTED]	XXX-XX-XX63	[REDACTED] 2			13	Daug

Search

eREP Searches

[select all](#) [unselect all](#)

Benefit Issuance

Search

Check Benefit Issuance box then click on Search. On the next screen, click on the green check mark.

Welcome

eShare

SEARCH RESULTS

Case Number : [REDACTED] Date of Search : 09/08/2016

Name	SSN	PID	SOLQ	SVES	Age	Relat
Samuel A [REDACTED]	XXX-XX-XX27	[REDACTED] 2			15	Son
Scott A [REDACTED]	XXX-XX-XX58	[REDACTED] 3			48	Prim
Scott A [REDACTED]	XXX-XX-XX18	[REDACTED] 1			18	Son
Stephanie [REDACTED]	XXX-XX-XX63	[REDACTED] 2			13	Daug

Search

SEARCH RESULTS

Search	Status	Message
▼ eREP Searches		
Benefit Issuance	✓	
▼ Interface Searches		
▼ PACMIS Searches		

Check the date range. The date range should reflect the **same month the customer applies for contracted services**. This screen also displays all Programs the customer has applied for, the Benefit Month, Date Issued, Amount received (if on Food Stamps and Financial) and the Status. The Status of "Issued" means benefits were issued during that month.

The screenshot shows the eShare interface. On the left is a sidebar with the eShare logo, a case number field, and links for 'New Search', 'Case Summary', 'Help', and 'Sign Out'. The main content area is titled 'Benefit Issuance' and includes a sub-header '(Information on this screen varies based on user role)'. Below this are 'From Date' (10/1/15) and 'To Date' (9/30/16) fields with calendar icons, and 'Apply' and 'All' buttons. A 'Program:' dropdown menu is set to 'Children-Age 6-18'. Below the dropdown is a table with the following data:

Benefit Month	Date Issued	Amount	Status
September	08/24/2016	0.00	Issued
August	08/19/2016	0.00	Issued

Click on the drop down to display the programs the customer has applied for.

This screenshot shows the same eShare interface as the first image, but with the 'Program:' dropdown menu open. A red arrow points to the dropdown menu, which lists the following options: 'Children-Age 6-18', 'Children-Age 6-18', 'Family-PCR', and 'Food Stamps'. The 'From Date' is now 8/19/16 and the 'To Date' is 8/24/16. The table below the dropdown shows the following data:

Benefit Month	Date Issued	Amount	Status
September	08/24/2016	0.00	Issued
August	08/19/2016	0.00	Issued



If the customer receives Food Stamps or Financial, it will also display the amount received during the month.

The screenshot displays the 'Benefit Issuance' section of the eShare application. On the left is a navigation sidebar with the eShare logo and a case number field. The main content area includes filters for 'From Date' (8/19/16) and 'To Date' (8/24/16), and a 'Program' dropdown set to 'Food Stamps'. Below these filters is a table with the following data:

Benefit Month	Date Issued	Amount	Status
September	08/19/2016	649.00	Issued
August	08/19/2016	293.00	Issued