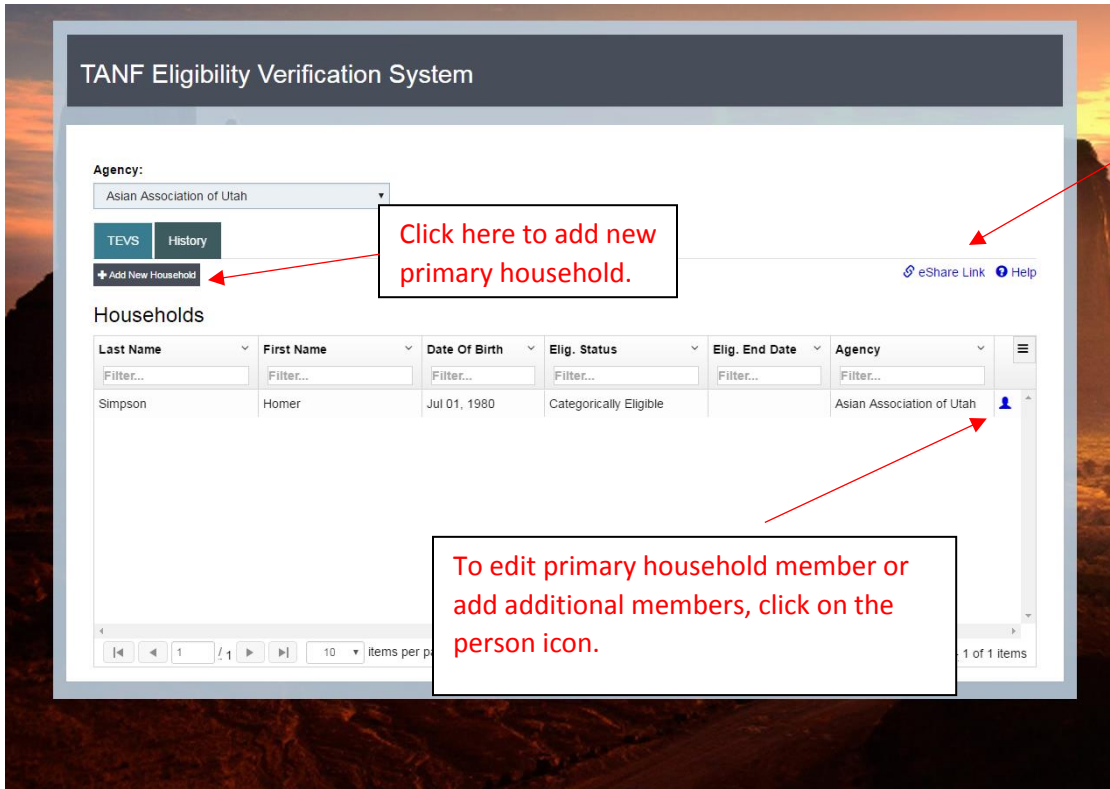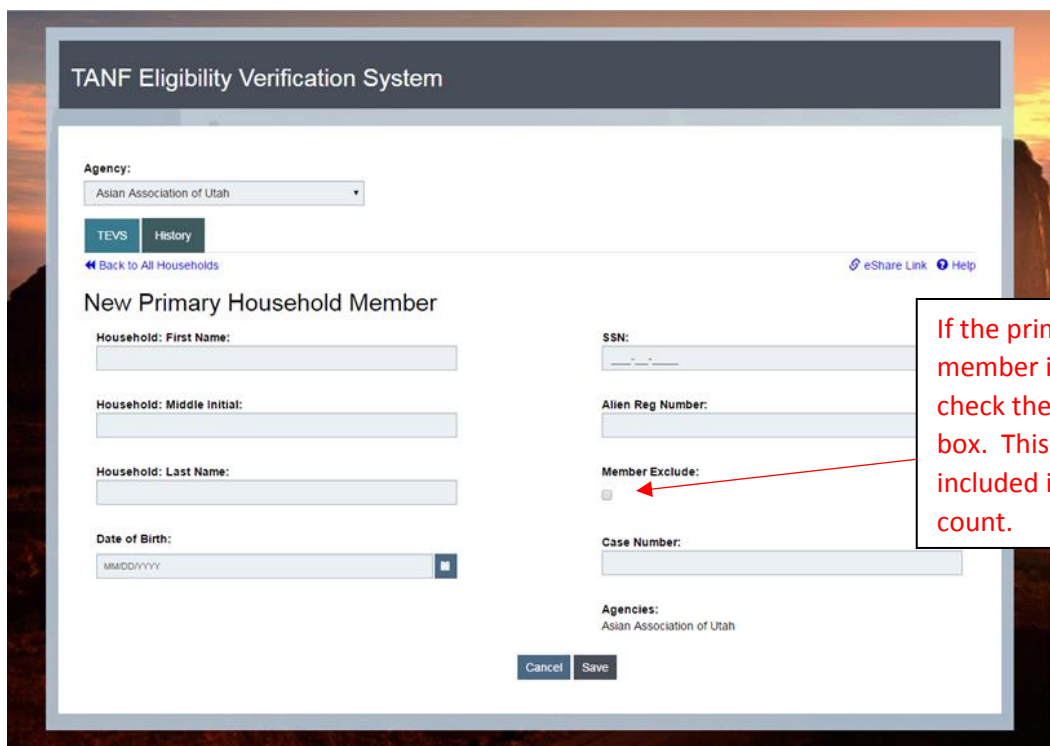# Appendix A- TEVS Screen Shots

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.

To access eShare, click on this link. You will need your RSA security token.

Click here to add new primary household.

To edit primary household member or add additional members, click on the person icon.

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

If the primary household member is undocumented, check the "Member Excluded" box. This individual will not be included in the TANF household count.

Adding New Household Member

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

Click here to edit the primary household information.

Click here to add a new household member.

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.

Click here to add a new household member.

Enter new household member's information and click Save at the bottom.

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.

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:

[MM/DD/YYYY] 📅

Apply Cancel

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

eShare Link ❓ Help

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, 1982				✏
Simpson	Bart	Jul 1, 1990				✏
Simpsom	Lisa	Aug 11, 1998				✏

➕ Add New Household Member

TANF Eligibility Verification System

Agency:
Asian Association of Utah

TEVS | History

◄◄ Back to All Households

Household: Simpson, Homer ✏

Notice the eligibility status changed for entire household.

eShare Link ❓ Help

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

➕ Add New Household Member

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**.

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

Using eShare Interface to Verify DWS Benefits
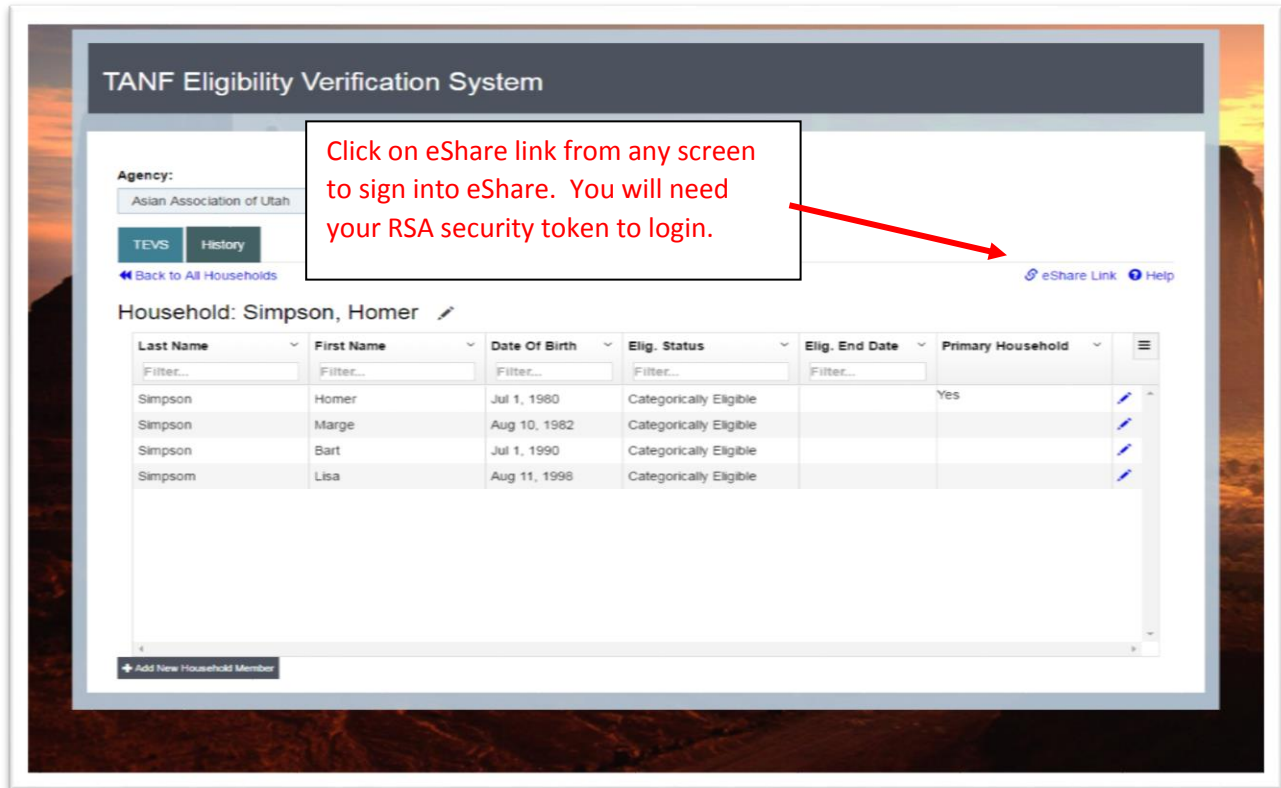
Log into eShare using your assigned RSA security token. Enter the RSA passcode (the 6 digit numbers on the token). After you log in, you can search by the customer's case number or Social Security Number.
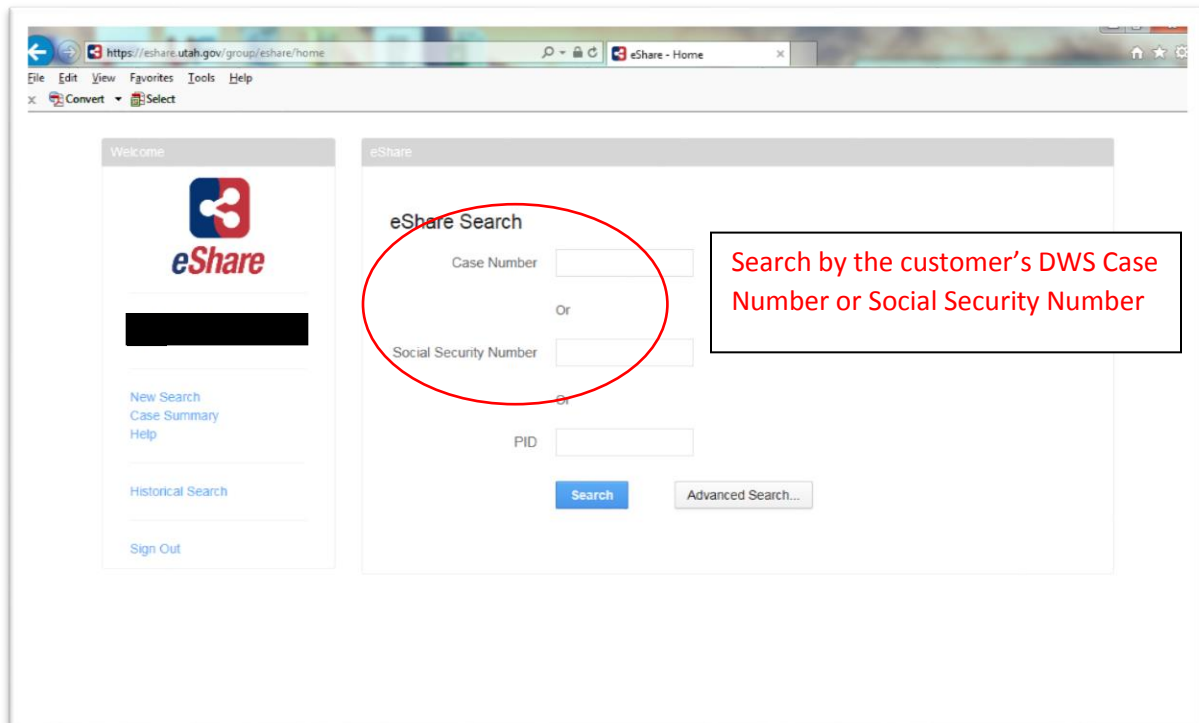
The next screen displays the household members.   The household members should match the Form 300, unless their current situation has changed since they last applied for DWS benefits. **If the household is different than Form 300, verify with the customer why there is a change and make a note in TEVS.**

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

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.

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

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