



## TANF-EZ Eligibility for TANF Services

For completion by program staff to determine eligibility for TANF-funded services. (Complete this form AND any attachments).

### SECTION I: Identifying Information

Name:	Address:	City:	Zip:
Phone Number:	SSN:	Date of Birth:	

### SECTION II: Eligibility Information *Check the following if:*

**STEP 1**  The family indicates they receive FITAP, KCSP, SNAP, Medicaid, LaCHIP, or free/reduced school lunch on an individual basis. *Do not check Step 1 if eligibility for free lunch is based on the entire parish being deemed eligible. Letter of eligibility/official documentation should accompany this form to verify receipt of one of these services.*

- If Step 1 is checked, the family is *financially* eligible for TANF-funded services. Skip Step 2 and complete Step 3 and 4.
- If Step 1 is not checked, complete Step 2 to verify financial eligibility using income.

**STEP 2**  The family income is less than 200% of the federal poverty level. *For determination, use worksheet on page 2 entitled "Worksheet on Family Income Eligibility for TANF-Funded Services."*

- If either Step 1 **OR** Step 2 is checked, the family is *financially* eligible for TANF-funded services – if the family is *financially* eligible, proceed to Steps 3 and 4 to complete eligibility determination regarding family members and their citizenship status.
- If neither Step 1 nor Step 2 is checked, **STOP** - the family is **NOT** financially eligible for TANF-funded services – if the family is **NOT** financially eligible, go to Section IV.

**STEP 3**  The family applying for services includes:

- A parent or relative caring for one or more minor children who has not attained 18 years of age; **or**
- A parent or relative caring for one or more minor children who has not attained 19 years of age and is a full-time student in a secondary school or in the equivalent level of vocational or technical training (individual should provide documentation of their relationship); **or**
- A pregnant female.

**STEP 4**  The TANF-funded services are for the benefit of a family member who is:

- A citizen of the United States; **or**
- A non -citizen who meets the TANF-eligible citizen criteria. *For determination, complete page 3 entitled "TANF-Funded Services for Non-Citizen Eligibility."*

- If Step 3 **AND** Step 4 are checked, the family is eligible for TANF-funded services – if the family is eligible, go to Section III.
- If Step 3 **AND** Step 4 are not **BOTH** checked, **STOP** - the family is **NOT** eligible for TANF-funded services - if the family is **NOT** eligible, go to Section IV.

### SECTION III: TANF Service Goal

The services being provided are designed to:

- 1. Help needy families so that the child or children may be cared for in their own home or the home of relatives.
- 2. Promote job preparation, work or marriage.
- 3. Prevent or reduce the incidence of out-of-wedlock pregnancies.
- 4. Encourage the formation of maintenance of two-parent families.

### SECTION IV: Eligibility Criteria

I certify that the information provided on this form is true and correct to the best on my knowledge. If the information changes, I will notify a program staff person of the new information.

Signature of Responsible Family Member \_\_\_\_\_ Date signed \_\_\_\_\_

#### OFFICE USE ONLY:

Based on the information provided, the family is:  **eligible** OR  **not eligible** for TANF funded services for the period \_\_\_\_\_ through \_\_\_\_\_

Program Staff Name (*Please print*) \_\_\_\_\_ Program Staff Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**Worksheet on Family Income  
Eligibility for TANF-funded Services**  
(Back of Eligibility Form TANF-EZ)

<b>Income for Families at 200% of Poverty 2022 Federal Poverty Guidelines</b>				
<b>Family Size</b>	<b>Annual</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Hourly</b>
1	\$25,760	\$2,147	\$495	\$12.38
2	\$34,840	\$2,903	\$670	\$16.75
3	\$43,920	\$3,660	\$845	\$21.12
4	\$53,000	\$4,417	\$1,019	\$25.48
5	\$62,080	\$5,173	\$1,194	\$29.85
6	\$71,160	\$5,930	\$1,368	\$34.21
7	\$80,240	\$6,687	\$1,543	\$38.58
8	\$89,320	\$7,443	\$1,718	\$42.94

*If Family Size is over 8, add \$9,080 (annual) for each additional family member.*

<b>Financial Eligibility (to be completed by program staff person)</b>	
<ul style="list-style-type: none"> <li>Complete 1 through 5 <b>ONLY IF</b> the family indicates they do NOT receive FITAP, KCSP, free/reduced school lunch, SNAP, Medicaid or LaCHIP.</li> </ul>	
1.	Family size _____ (number of adults and minor children who are related to each other: Non-custodial parents need not live with their minor child and should use a family size of one.)
2.	The total family earned income is \$ _____ [Circle one: week, month, or year]. (This is money earned from employment, and before taxes.)
3.	The total family unearned income (ex. child support) is \$ _____ [Circle one: week, month, or year].
4.	Total the earned and unearned income and convert to a monthly amount (divide yearly amount by 12) and list the family's total monthly income. \$ _____ .
5.	Is this amount less than 200% of the federal poverty level on the above chart? <input type="checkbox"/> <b>YES</b> OR <input type="checkbox"/> <b>NO</b> If YES, the family is financially eligible for TANF-funded services. If NO, the family is not financially eligible for TANF-funded services based on income.
Comments/Notes: _____	
Name of program staff person (Please print):	Signature: _____ Date: _____



## TANF-Funded Services for Non-Citizen Eligibility

Complete this page **ONLY IF** the family indicates that a relevant member(s) is not a United States citizen.

**Applicability and Scope:** This form is to be used to determine eligibility for TANF-funded services for families who are non-citizens. In situations where some family members are citizens, some family members are non-citizens and the services are for the benefit of the family, the family would generally be eligible on this factor. If there is any discernable benefit to a family member who is a citizen, then the status of other members of the family does not need to be determined because the family is eligible due to the status of the citizen. The potential eligibility for non-citizens would be relevant when all of the family members are non-citizens, or when the services being provided are solely for the benefit of a family member who is not a citizen.

If some family members are eligible non-citizens, and some family members are ineligible non-citizens, then the family would generally be eligible, unless the service was provided solely for a member who is ineligible.

Note: Non-citizen eligibility can be very complex. This form is intended to provide guidance that will cover many circumstances.

### Eligibility for Services (section references are from the Immigration and Nationalities Act):

- Step 1. Are the relevant member(s) of the family lawful permanent residents who are:
- Refugees admitted under section 207 of the Immigration and Nationality Act (INA)
  - Granted asylum under section 208 of the INA
  - Individuals with deportation withheld by INS under section 243(h) or 241 (b)(3) of the INA
  - Cuban/Haitian Entrants as defined in section 501 (e) of the Refugee Education Assistance Act of 1980 (REAA)
  - Amerasians admitted under section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act
  - Paroled under section 212(d)(5) of the INA for at least one year
  - A victim or an eligible relative of a victim of a severe form of trafficking in persons. An eligible relative is one who is entitled to a visa designated as T-2, T-3, T-4, or T-5 (also known as derivative T visas)
  - Granted conditional entry under section 203(a)(7) in effect prior to 04/01/80
  - An Iraqi or Afghani immigrant who has been granted Special Immigrant Visa (SIV) status
  - An alien granted status as a spouse or child battered or subjected to extreme cruelty by a United States citizen as defined in section 204(a) of the INA

- If Step 1 is checked, the family **IS** eligible for TANF-funded services. Go to Eligibility Determination Section at the bottom of page 3.
- If Step 1 is not checked, go to Step 2.

Step 2. Are the relevant member(s) who are not determined eligible in Step 1, both lawful permanent residents AND entered the U.S. prior to August 22, 1996  **YES** OR  **NO**

- If Step 2 is YES, the family **IS** eligible for TANF-funded services. Go to Eligibility Determination Section at the bottom of page 3.
- If Step 2 is NO, go to Step 3.

Step 3. Are the relevant member(s) who are not determined eligible in Step 1, both lawful permanent residents, AND did not enter the U.S. until after August 22, 1996?  **YES** OR  **NO**

- If Step 3 is YES, the relevant member(s) are **NOT** eligible until 5 years after the date of entry. *Family members who are not in a status described in one of the steps above are not likely to be eligible for TANF-funded services. If eligibility cannot be determined for an individual or family, consult with the Department of Children and Family Services.*

### Eligibility Determination

The family is eligible based on the non-citizen of relevant member(s)  **YES** OR  **NO**

Comments/Notes: \_\_\_\_\_

Name of program staff person (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_