

**Eligibility Form for TANF Funded Services**  
**(DWS-ARK-TANF-EZ-1 (Rev. v6-1-2021))**

**Section 1 – Identifying Information**

Recipient Name – This is the Child’s Legal Name

Address – This is the Child’s Address

Telephone Number – This is the telephone number of a parent/guardian

City/State/Zip – This is Child’s Address

Social Security Number – This is the Child’s Social Security Number

Date of Birth – This is the Child’s Date of Birth

**Section II – Eligibility Information**

**Step 1: Participation Eligibility (Check those areas that apply)**

Most Clubs will chose Child Nutrition Programs, Free/Reduced School Lunch Programs

If you choose any other eligible program, you must collect a letter of eligibility or other official documentation that names the child and shows the “to” and “from” eligibility dates. (Example for SNAP – Supplemental Nutrition Assistance Program – please get a copy of the families current Notice of Action from DHS.)

**If no items are checked in Step 1, Parent/Guardian should continue to STEP 2, STEP 3, STEP 4**

Parent/Guardian should check STEP 2: Family Definitions

Parent/Guardian should check STEP 3: Income Eligibility

Go to Page 2 and financial eligibility should be filled out by STAFF person with supporting documentation provided by the applicant for proof of family income.

This would include the following:

- Pay stubs, self-employment income, disability benefits, child support, military income
- Pay stubs must be dated within the last two months
- If there is more than one employer, bring last pay stub from both

Fill out Lines 1, 2, 3, and 4 to determine TANF funded eligibility based on the 2021 poverty guidelines – 200% of the Federal Poverty Level. If the amount is LESS than 200% of the federal poverty level, check YES if not check NO.

If YES, the family is eligible for TANF-funded services. If NO, the family is not eligible for TANF funded services based on earned income.

Parent/Guardian should check STEP 4: Citizenship Eligibility

And check either a citizen or non-citizen

IF STEP 2, STEP 3, STEP 4 above are checked, the family is eligible for TANF funded services and go to Section III.

IF STEP 2, STEP 3 are not checked, STOP. The family is NOT eligible for TANF funding services. Go to Section IV.

### **Section III Determination of Need (TANF Service Goal)**

For Boys & Girls Club, you can select one of the following:

3. Prevent or reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing those pregnancies
4. Encourage the formation and maintenance of two-parent families

What TANF purpose does the program, benefit or service accomplish? Check 3 or 4

By checking 3 or 4, you will NOT need to complete items B or C and can SKIP TO Section IV.

### **Section IV: Certification of Eligibility Criteria**

This is certification that the information provided on this form is true and correct to the best of my knowledge of those individuals whose signatures are affixed. If the information changes notification will be provided to program staff of the new information.

ALL FOUR BOXES must be checked by the parent/guardian!

The parent/guardian must put their name, their social security number, current date, their signature, their phone number, their current complete address.

The final section is to be filled out by the STAFF member that certifies the child's TANF eligibility. Please put your name, signature, and date. This would be completed once you receive confirmation of eligibility from your school Food Service Provider or based on eligibility dates received from proof of TANF status.

Based on the information provided, the family is eligible or NOT eligible for TANF funded services for the period of \_\_\_\_\_ to \_\_\_\_\_. Insert the period which would include a month and year to a month and year. (Example August 2020 to September 2021).

DWS has requested that we provide proof of the parent/child relationship. This can be accomplished by the following examples:

- Copy of child's birth certificate that lists the parent/guardian name applying
- Copy of Notice of Approval/Denial from School District for Free/Reduced Meals (this letter would be addressed to the parent/guardian AND list the child's name on the same letter).
- Copy of most recent tax return that lists parent and child
- Copy of a letter from the school district with the parent and child listed on it.

**SECTION I: IDENTIFYING INFORMATION**

RECIPIENT NAME:		ADDRESS:		TELEPHONE:
CITY:	STATE:	ZIP CODE:	SSN:	DATE OF BIRTH:

**SECTION II: ELIGIBILITY INFORMATION** *(Check those areas that apply)*

**STEP 1: Participation Eligibility** *(Check those areas that apply)*

- Transitional Employment Assistance (TEA)
- Child Nutrition Programs, Free/reduced school lunch Programs
- Supplemental Nutrition Assistance Program (SNAP)
- Medicaid or Chip (Including ARKids),
- Supplemental Security Income (SSI) or Supplemental Security Disability (SSD)
- Woman, Infant & Children (WIC)
- Housing and Urban Development (HUD), Section 8 or Public Housing
- Workforce Innovation and Opportunities Act (WIOA)

*(If the family indicates that they receive any of the assistance listed above, a letter of eligibility or other official documentation should accompany this form to verify the receipt of one or more of these services.)*

If checked, the family is eligible for TANF-funded services Go to Section III.

If not checked, complete Step 2 AND Step 3 to verify eligibility and parental status using income.

**STEP 2: Family Definitions**

The family applying for services includes:

- A parent or relative caring for one or more minor children *(see definition of "child" below)*
- A pregnant woman, or
- A non-custodial parent *(see definition of "non-custodial parent" below)*

**Child:** a dependent person under 18 *(or under 19 who is still a full-time student in high school or at the equivalent level of vocation or technical training)*, who has never married or whose marriage was annulled and whose eligibility is being determined.

**Parent:** includes a mother, father, adoptive mother, adoptive father, step-father and step-mother.

**Non-Custodial Parent:** the parent is not in the household of the child *(see definition of child above)* whose eligibility is being considered. Both the non-custodial parent and the child must live in the State of Arkansas.

**Blood Relative:** including those of half-blood, within the relationship of siblings, first cousins, nephews, nieces, aunts, uncles and individuals of preceding generations as denoted by prefixes of grand, great, great-great, etc. This group includes relatives within the fifth degree of kinship to the dependent child; therefore, this includes first cousins once removed, but not the second cousins.

**STEP 3: Income Eligibility**

The family income is less than 200% of the federal poverty level *(See the income chart and complete Financial Eligibility Section)*.

**STEP 4: Citizenship Eligibility**

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.
- (If neither box is checked, the person or family is NOT eligible for TANF funded services or programs.)*

**If Step 2, 3 AND 4 above are checked, the family is eligible for TANF-funded services. Go to Section III.**

**If Step 2 AND 3 are not checked, STOP. The family is NOT eligible for TANF-funded services. Go to Section IV.**

**Worksheet on Family Income - Eligibility for TANF-Funded Services**

2022 Poverty Guidelines 200% of the Federal Poverty Level		
Family Size	Annual Income	Monthly Income
1*	\$27,180	\$2,265.00
2	\$36,620	\$3,052.00
3	\$46,060	\$3,838.00
4	\$55,500	\$4,625.00
5	\$64,940	\$5,412.00
6	\$74,380	\$6,198.00
7	\$83,820	\$6,985.00
8	\$93,260	\$7,772.00
9	\$102,700	\$8,558.00

\*This family size category should only be used when determining eligibility for a parent of a minor child whose child does not reside in the home of the applicant.

If Family Size is over 9, Contact the agency.

**Financial Eligibility (to be completed by program staff person):**

1. Family size: \_\_\_\_\_ (number of adults and minor children who are related to each other; Non-custodial parents need not live w/their minor child and should use a family size of one.

**Household Members:** List all the people who live in your home, including yourself, if needed, attach a sheet of paper listing additional members.

Social Security Number	Full Name (First, middle, and last)	Birthdate	Relationship to you

2. The total family earned income is \$ \_\_\_\_\_ per (week, month or year) \_\_\_\_\_. (This is money earned from employment, this amount is before taxes)

3. Convert to a monthly amount (divide yearly amount by 12) and list the family's total monthly income:  
\$ \_\_\_\_\_

4. Is this amount **less than 200%** of the federal poverty level on the above chart?     YES     NO

**If YES, the family is eligible for TANF-funded services. If NO, the family is not eligible for TANF funded services based on earned income.**

**SECTION III: DETERMINATION OF NEED (TANF Service Goal)**

Depending on the purpose served, program, benefit or service, the family's income level may have to be determined. Although TANF purposes number #3 and #4 do not require a determination of "needy", the TANF Oversight Board or State may restrict benefits and services to individuals and families below a certain income.

The services being provided are designed to:

1. To provide assistance to **needy families** so that the child or children may be cared for in their own home or the home of relatives.
2. To **end the dependence of Needy parents** on government assistance by promoting job preparation, work or marriage,
3. Prevent or reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing these pregnancies.
4. Encourage the formation and maintenance of two-parent families.

**DETERMINATION OF NEED (Continued)**

A. What TANF purpose does the program, benefit or service accomplish?  1  2  3  4

B. Does eligibility have income requirements?  Yes  No

**Note:** If TANF purpose number 2 were selected above, the answer is "Yes." If the benefit or service is provided by the TANF Oversight Board through local operating procedures, and the eligibility requirements include income level, the answer is "Yes."

C. If "Yes," does the family meet income eligibility requirements?  Yes  No

If income is strictly based on Arkansas' definition of "needy":

- Does the family receive Temporary Cash Assistance, relative caregiver program payments, food stamps or are the children in the family eligible for Medicaid?  Yes  No
- Is the family's total income less than 200% of the Federal Poverty Level based on household size?  Yes  No Number of household members \_\_\_\_\_

If income is based on reporting instructions, local operating procedures or guidance, please review the appropriate materials for income eligibility determination.

**SECTION IV: CERTIFICATION OF ELIGIBILITY CRITERIA**

This is a certification that the information provided on this form is true and correct to the best of the knowledge of those individuals whose signatures are affixed. If the information changes notification will be provided to program staff of the new information.

The provider is to review the following statements with the program applicant/participant.

**Income based or means tested benefits require "family eligibility."**

*I understand that a family member may be designated as a non-applicant, and his/her information regarding citizenship or qualified non-citizenship status will not be required. I understand that my benefits or services will not be delayed if information regarding the non-applicant's citizenship status is not provided.*

**Privacy Statement**

*I understand that I am required by law to provide my social security number(s) or proof that I have applied for a social security number if I do not currently have one to receive TANF funded benefits/services. This is mandatory under Social Security Act ((42 U.S.C. 1137). If I do not have a social security number and have not applied for a social security number, I can request help with filing an application. The social security number is used to administer the program, including determining eligibility, attributing the receipt of services, correspondence and participation to my case, as well as for reporting purposes.*

*If I do not have a Social Security Number and do not know how to apply for one, I understand that I can request help from the program provider identified below. The designated person will refer me to the appropriate agency and may provide other help as needed and requested.*

*I understand that my Social Security Number will be used to associate all records to my identification, including program participation and thee receipt of services and benefits.*

*I \_\_\_\_\_ certify, to the best of my knowledge, the above information in this form is true, including income and citizenship/qualified non-citizenship information.*

NAME:	SSN:	DATE:	
SIGNATURE:		PHONE NUMBER:	
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
PROGRAM SERVICE PROVIDER: Print Name	PROGRAM SERVICE PROVIDER: Signature	DATE:	
NAME: (Please Print)	SIGNATURE OF RESPONSIBLE FAMILY:	DATE:	
Based on the information provided, the family is <input type="checkbox"/> eligible OR <input type="checkbox"/> not eligible for TANF-funded services for the period: _____ through _____			