Ensure that the TANF forms are completed properly with appropriate boxes checked, etc. following the instructions below.

Provide a copy of proof of (1) parent’s identity, (2) Florida address (residency), (3) child’s citizenship, and (4) child’s date of birth. If the parent’s address provided on the TANF-Eligibility form does not match the address on the proof of parent’s identity (such as driver’s license), then another document (such as utility bill) should be submitted that matches the address provided. Parents living in the home of relatives or other individuals must provide a signed attestation from the head of the household that states the residential address and living arrangements for the family. This attestation must be accompanied by proof of the head of household’s Florida residency at that address.

1. Attach documentation that shows the family qualifies under either (a) Income Eligibility or (b) Medicaid or Cash Assistance.

A. Income Eligibility
   o Include documentation of all unearned and earned income for all household members. Confirm the parent completing the TANF application has initialed the statement on page 2 that the total amount includes income for ALL members of the household.
   o For pay-stubs include either: 6 consecutive weekly pay stubs, 3 consecutive bi-weekly pay stubs, 4 consecutive semi-monthly pay stubs, or 2 consecutive monthly pay stubs. A letter of explanation is needed if pay stubs are not consecutive. The TANF-Eligibility Worksheet may be used to assist with calculations for unearned and earned income.
   o The prior year’s federal income tax return may be used for self-employment ONLY.
   o A letter from the employer is acceptable but must include start date, rate of pay, and average number of hours worked per week.
   o For “No Income” a letter must be provided that is signed and dated by the parent and the coordinator.
   o Include names of any additional household members to determine total household size.
   o Use the total household size to determine TANF eligibility based on total gross annual income.

B. Medicaid or Cash Assistance – provide either:
   o A current DCF Notice of Case Action indicating the case status for each household member,
   o My Information, Individual Medicaid Eligibility History and Medical Assistance Group screen prints from the ACCESS Florida Database.
2. **Signatures** – The TANF application must include dated signatures from:

   A. The parent
   B. Staff member (either home visitor or program coordinator) recruiting family.
   C. The Coordinator’s signature of approval indicates the application has been completed accurately with appropriate “back-up” documents including TANF Worksheets included.

### PROCEDURES FOR FL HIPPY T&TA CENTER STAFF QUALIFYING HIPPY FAMILIES FOR TANF ELIGIBILITY

A. Stamp, date and initial each application as they arrive. Track the number of applications and receipt date by site (Excel tracking spreadsheet).

B. Check that TANF form has been **completed, signed and dated by parent, recruiter and coordinator**. The coordinator can sign as both the recruiter and the program coordinator when necessary.

C. Match the **child’s date of birth** stated on TANF application with the child’s birth certificate. Child’s US passport may be used for proof of birthdate. Use the child’s birth certificate (or other forms of documentation such as passport) to verify **child’s U.S. citizenship**.

D. Check documentation for **parent’s government-issued photo identification**. If ID provided is questionable, check with Florida’s Office of Early Learning (current contact is LaToya Sampson).

E. Compare **proof of address** documents (dated within two months of application date) with the address provided on the TANF application as proof of Florida residency.

F. Check documentation for TANF eligibility through proof of **Medicaid or Cash Assistance**. Ensure that dates were current at the time of recruitment.

G. Verify that pay-stubs are **consecutive** for families qualifying through **Income Eligibility**. Calculate the average gross annual income and use the “Household Size and Family Income” table to determine TANF eligibility.

H. If family qualifies, FL HIPPY T&TA Staff member signs the “Approval Verified” portion of the TANF-Eligibility form.

I. FL HIPPY T&TA Staff member must initial any **case notes or corrections** made on TANF form.

J. A list of children that have been verified as **Complete** by HIPPY T&TA Center staff is prepared. A separate list of children that may be missing qualifying documentation as **Incomplete** is also compiled. A third **Dropped** list includes those applications that do not meet criteria for TANF eligibility or that do not provide sufficient documentation to complete the TANF application. The applications for children withdrawn from the program prior to receiving a minimum of 3 HIPPY curriculum packets are also added to this list. All lists are sent to the respective HIPPY Coordinator for follow-up. The numbers of “complete” and “incomplete” are updated on the tracking list (Excel tracking spreadsheet).

K. Each application that is complete and approved is then stamped “Entered” and passed on for entry into the FL HIPPY Access database. Applications are again double checked for state office approval signatures prior to data entry. All information is entered into the database for new HIPPY children. Existing data for information entered previously is also updated. Once data is entered, the TANF form is initialed and dated by the data entry staff person and filed alphabetically by program in the locked state office TANF file cabinet.