



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

November 1, 2020

Temporary Assistance for Needy Families Manual

Transmittal # 70

This transmittal includes changes to the Temporary Assistance for Needy Families (TANF) Program. The purpose of this transmittal is to provide new guidance for the TANF Program in regards to the new Relative Maintenance Support Payment

Unless otherwise stated, the provisions included in this transmittal are effective for all TANF eligibility determinations completed on or after November 1, 2020. For full understanding, read the transmittal in its entirety.

This transmittal and manual are available on the Intranet through FUSION at <https://fusion.dss.virginia.gov/bp/BP-Home/TANF-and-VIEW/Guidance> and on the Internet at <http://www.dss.virginia.gov/benefit/tanf/index.cgi>.

Significant changes to the manual are as follows:

Page(s) Changed	Significant Changes
Main Table of Contents, page 4	We added a new Section 304.5 for the new Relative Maintenance Support Payment.
Chapter 300, Table of Contents	We added a new Section 304.5 for the new Relative Maintenance Support Payment.

Section 304.5, pages 4-5

The 2020 General Assembly appropriated funds to create the Relative Maintenance Support Payment. TANF assistance units that include one or more eligible children, and whose TANF benefit is \$10 or more, will be entitled to a Relative Maintenance Support Payment when a relative caretaker assumed care of the child(ren) on or after July 1, 2020, to prevent the child(ren) from entering Foster Care, as verified by a LDSS Family Services worker.

The Relative Maintenance Support Payment is a monthly payment that is included in the TANF payment, and will be paid to eligible assistance units in the amount of \$200 for each eligible child in the qualifying TANF assistance unit that was diverted from Foster Care.

Questions about this transmittal should be directed to regional program consultants or Mark Golden, TANF Program Manager, at (804) 726-7385, or mark.golden@dss.virginia.gov.

Toni Blue Washington, Director

MAIN TABLE OF CONTENTS

Standards of Assistance	304.1
Total Allowable Individual Need	304.2
Medical Exams for TANF/VIEW Recipient	304.3
TANF Match Payments	304.4
Relative Maintenance Support Payment	304.5
Appendix 1 – Grouping of Localities	
Appendix 2 – Standards of Assistance	
Income Eligibility	305.1
Prospective Determinations	305.1 A.
Prospective Budgeting	305.1 B.
Verification of Income (Earned and Unearned)	305.1 C.
Handling Changes in Income	305.1 D.
Adding and Deleting Persons with Income	305.1 E.
Applicant’s/Recipient’s Reporting Responsibilities	305.1 F.
Income to be Counted	305.2
Earned Income	305.3
Definition of Gross Earnings or Profit	305.3 A.
Disregarded Earned Income	305.3 B.
Countable Earnings	305.3 C.
Other Income	305.4
Other Income Disregards	305.4 A.
Income from Social Security and Other Benefits	305.4 B.
Lump Sum Payments	305.4 C.
(Pages 28 – 32 deleted effective 7/04)	
Sponsored Aliens	305.4 D.
Support from Relatives	305.4 E.
Deeming Income	305.4 F.
Other Cash Income	305.4 G.
Benefits and Services Received in Lieu of Income	305.4 H.
Income of Excluded Children Required to be in the Assistance Unit	305.5
Appendix 1 – Maximum Income Chart	
Appendix 2 – (deleted 4/03)	
Appendix 3 – TANF Grant Calculation	
Appendix 4 – SSA Quarters of Coverage Verification Procedures for Aliens	
Chapter 400 TANF Basic Requirements Regarding Application	
Basic Requirements Regarding Application	401.1
Request for Assistance	401.1 A.
Where/How Applications are Made	401.1 B.
Definition of Application	401.1 C.
Who Completes the Application	401.1 D.
Time Standard for Processing Application	401.1 E.
Method of Application	401.1 F.
Date of Application	401.1 G.

TABLE OF CONTENTS

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GUIDANCE MANUAL

Chapter 300 - Need and Amount of Assistance

General Provisions	301.1
Definition of the TANF Assistance Unit	302.1
Definition of the Eligibility Determination Group	302.2
Definition of Caretaker	302.3
Definition of Payee	302.4
Definition of Siblings	302.5
Persons Essential to Well-Being (EWB)	302.6
Composition of the TANF Assistance Unit	302.7
In TANF	302.7 A-F.
In Emergency Assistance	302.7 G.
Forming the Complex Assistance Unit	302.8
Minor Parent Situations When Living with a Senior Parent(s)	302.8 A.
Households With Multiple Groups of Children	302.8 B.
Resources (Obsolete)	303
Standards of Assistance	304.1
Total Allowable Individual Need	304.2
Medical Exams for TANF/VIEW Recipients	304.3
TANF Child Support Supplement	304.4
Relative Maintenance Support Payment	304.5
Appendix 1 – Grouping of Localities	
Appendix 2 – Standards of Assistance	
Appendix 3 – Standards of Assistance – TANF-UP	
Income	
Income Eligibility	305.1
Prospective Determinations	305.1 A.
Prospective Budgeting	305.1 B.
Verification of Income (Earned and Unearned)	305.1 C.
Handling Changes in Income (Earned and Unearned)	305.1 D.
Adding and Deleting Persons with Income	305.1 E.
Applicant's/Recipient's Reporting Responsibilities	305.1.F.
Timely Reporting Examples	305.1.G.
Income to be Counted	305.2
Earned Income	305.3
Definition of Gross Earnings or Profit	305.3 A.
Disregarded Earned Income	305.3 B.
Countable Earnings	305.3 C.

304.5 – RELATIVE MAINTENANCE SUPPORT PAYMENT – The 2020 General Assembly appropriated funds to create the Relative Maintenance Support Payment.* TANF assistance units that include one or more eligible children, and whose TANF benefit is \$10 or more, will be entitled to a Relative Maintenance Support Payment when a relative caretaker assumed care of the child(ren) on or after July 1, 2020, to prevent the child(ren) from entering Foster Care, as verified by a LDSS Family Services worker. TANF assistance units that include a parent are not eligible.

The Relative Maintenance Support Payment is a monthly payment that is included in the TANF payment, and will be paid to eligible assistance units in the amount of \$200 for each eligible child in the qualifying TANF assistance unit that was diverted from Foster Care. This includes TANF assistance units that include a needy relative caretaker. If the child does not meet TANF eligibility requirements, the relative caretaker will not be eligible to receive the Relative Support Maintenance payment. The Relative Support Maintenance payment does not apply to Diversionary Assistance, Emergency Assistance or VTP.

The Family Services Specialists will be responsible for identifying the child(ren) that has been diverted from Foster Care. The Family Services Specialists will complete the Relative Maintenance Verification Form and provide the relative caretaker with a copy to verify that the child(ren) is living in the relative caretaker's home to avoid placement into Foster Care. If applying for TANF assistance at a Local Department of Social Services, the relative caretaker must provide the Relative Maintenance Verification Form to the Benefits Programs Worker to qualify for the additional \$200 monthly payment. The Relative Maintenance Verification Form includes the caretaker(s), child(ren) and referring agency's information, in addition to the date the child began living in the home of the relative caretaker. The receiving locality is responsible for uploading the Relative Maintenance Verification Form into the Document Management Information System (DMIS).

Example 1: Ms. Perry assumed care of her grandchild Terri Lee on 11/02/2020, to prevent her from being placed in Foster Care. On 11/05/2020, Ms. Perry applied for TANF assistance for her grandchild Terri. On 11/20/2020, Ms. Perry provided all the requested verifications, to include the Relative Maintenance Verification Form that was provided by her Family Services Specialist, which verified Terri was placed with her on 11/02/2020. On 11/23/2020, the TANF application was approved, as all eligibility requirements were met. Ms. Perry received the \$226 standard of assistance for one in a Group II locality. In addition, Ms. Perry received the additional \$200 monthly Relative Maintenance Support Payment. Ms. Perry will receive a total of \$426 on a monthly basis.

Unlike TANF, Relative Maintenance Support Payments are not prorated based on the date of the TANF application. If a relative caretaker applies for TANF any date after the first of the month, as long as all eligibility criteria are met, the assistance unit will receive the entire \$200 payment per eligible child, for that month.

Example 2: On 10/15/2020, Ms. Tee assumed care of her niece Lala to prevent her from being placed in Foster Care. On 10/15/2020, the Family Services Specialist completed the Relative Maintenance Verification form for Ms. Tee. On 10/16/2020, Ms. Tee applied for TANF assistance for her niece Lala. On 10/23/2020, Ms. Tee submitted all the requested verifications to the local agency, to include a copy of the Relative Maintenance Verification Form that was provided by her Family Services Specialist. On 10/26/2020, the Benefits Programs Worker approved the TANF application. Although the initial TANF payment was prorated from the 10/16/2020 application date, Ms. Tee received the entire additional \$200 Relative Maintenance Support Payment for Lala for the month of October.

Example 3: Mr. Jones assumed care of his nephew Anthony Jones to prevent him from being placed in Foster Care, as verified by Family Services. Anthony receives a monthly SSI payment. Although Mr. Jones assumed care of Anthony to prevent him from being placed in Foster Care, Anthony is ineligible for TANF due to the receipt of SSI. Therefore, Mr. Jones is not eligible for the additional \$200 Relative Maintenance Support Payment. However, if Mr. Jones requests assistance for himself as a needy relative caretaker, he could receive a TANF payment if all other eligibility criteria are met.

Payment information about the Relative Maintenance Support Payment will be provided to the customer in the TANF Notice of Action at initial application, reapplication, in conjunction with changes, and at renewal.