Regular TANF

Office of Child Welfare
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Take away

• understand Department policy regarding the use of regular TANF funds in Child Welfare

• accurately complete and process Form CF-FSP 5244, Request for TANF Funds/Eligibility Determination form through FSFN.
Program Goals

• remedy underlying conditions that may have led to the abuse, neglect or abandonment of a child

• strengthen family so that the child can be safely cared for in his or her own home or that of a relative.
Uses of regular TANF funds

Regular TANF dollars help with

1. administrative costs for the Florida Abuse Hotline, protective investigation, and protective services staff; and

2. services for children so that they can be cared for in their own home by a parent or specified relative.
Complete a TANF template

- Eligibility for regular TANF funds is conducted for a child or family when the child is determined to be at risk of abuse or neglect, in need of services to keep the child in the home, to stabilize his/her out of home placement or to expedite reunification.

- Complete a TANF form when one of the following occurs:
  
  1. a protective investigation is initiated
  2. a service response is initiated
  3. a parent or other adult specified relative makes a voluntary request for services
Local procedures

Regional Director or designee will assign responsibilities for regular TANF at the circuit/CBC level

These include:

(1) gathering relevant information,
(2) completing form CFS-5244 template in FSFN,
(3) determining eligibility and
(4) Redetermining child’s eligibility at 12-month intervals, as appropriate.
Eligibility requirements

Child must

1. be a U. S. citizen or qualified non-citizen
2. live in the home of a parent or other specified relative
3. reside in Florida
4. have household income that is less than 200% of the federal poverty level
About Income

• child/family’s income is self declared
• include family income if the child resides with his or her parent(s) or legal guardian at the time of the request for TANF funds
• consider the child a family of one when he/she does not reside with his/her parent(s) or legal guardian at the time of the request for TANF funds.
• child is ineligible for TANF funds when income information cannot be obtained
Federal Poverty Levels (FPL)

- federal poverty levels
  - are updated annually
  - become effective July 1
Form CF-FSP 5244

Form CF-FSP 5244 is two forms in one:

- **top portion**: Request for TANF Funds, -- may be completed by a parent, adult specified relative, investigator or case manager

- **bottom**: Eligibility Determination, -- will be conducted by investigator supervisor, case manager supervisor or designee

- top portion must be completed as soon as possible after a protective investigation or a service response is initiated

- “date of the request” will be the date on which a TANF form template is completed and saved in FSFN – or date of intake/removal, if pre-filled.
Eligibility

- is determined by the supervisor or designee
  - within five (5) working days of receipt of the completed form for case management TANF or
  - no later than at investigation closure, for investigation TANF
- supervisor or designee will indicate whether household income is below or above the 200% of FPL
- child is automatically eligible if the family is receiving temporary cash assistance under WAGES or Relative Caregiver Program
- child’s eligibility for TANF funds is only good for 12 consecutive months
- continued eligibility must be re-determined at 12-month intervals
Documentation

Keep completed TANF form in the child’s case record for reviews, audits, program monitoring or other reference needs
Institutional investigations and special condition referrals

• Form CF-FSP 5244, A Request for TANF Funds/Eligibility Determination, must be completed on every child who is the subject of an institutional investigation or special condition referral.

• The form template will only be completed on a child who is an alleged victim, not on other children in the home or institutional settings who are not specifically named in the investigation as alleged child victims.

• The Request for TANF Funds/Eligibility Determination form must be approved by the supervisor or his/her designee before or at investigation closure.
Institutional investigations

For investigations involving children living in licensed family foster homes or residential facility on a full time basis,

– include only one child per form template

– each child will be considered as a “family of one.”
Day care and schools

- Day care and school TANF differ from other institutional TANF because the children do not reside there.
- Children in day care and schools reside with their families; therefore, the families/caregivers must be a part of the determination process for investigations involving children in day care or schools.
- Include one victim child per TANF form and all the members of his/her household. (While the victim child’s parent(s) or caregiver are not alleged perpetrators for investigations in a child care or school setting, the family’s (and child’s) income must be included on the TANF form.)
- Follow the same procedures as a regular protective investigation.
Child on child special condition

- complete one TANF form template for each alleged child victim in a child on child sexual abuse report.

- if an alleged child victim lives with his/her parent(s) or specified relative, include members of his/her household (family members or specified relative) on the form.

- if an alleged child victim lives in an institutional setting, treat the child as a family or household of one.
Question?

If you have any questions about regular TANF

– first review the Frequently Asked Questions (FAQ) section at:
  http://centerforchildwelfare.fmhi.usf.edu/kb/RevMax/Forms/AllItems.aspx

– if the question is not addressed in the FAQs discuss with your supervisor