



Department of Workforce Services  
**TANF NEEDY FAMILY ELIGIBILITY FORM**

Case/PID # if applicable) \_\_\_\_\_

**Section 1:** Household information. There must be a dependent child under age 18 living in the home. A Social Security number is a condition of eligibility for assistance required by section 1137 of the Social Security Act. Services will not be delayed or discontinued pending the issuance or verification of a Social Security number, if the applicant has documented application for one. Social Security numbers must be provided for all individuals included in the TANF Needy Family household size. For more information please access the TANF contractor website at <http://jobs.utah.gov/services/tevs/tanfcontract.html>

PLEASE USE A BLACK BALL POINT PEN TO COMPLETE FORM

*Parent or relative caretaker name (first, middle initial, last)	* Social Security number
*Address	* Utah resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Date of birth (MM/DD/YYYY)	* Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
	Alien registration number: _____
	Date of Entry: _____
Spouse or relative caretaker name (first, middle initial, last)	Social Security number
Date of Birth (MM/DD/YYYY)	Utah resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Entry	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
	Alien registration number: _____
*Dependent Child Name (First, M.I., Last)	*Social Security #
*Date of birth (MM/DD/YYYY)	Alien Registration number: _____
	* Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Dependent Child Name (First, M.I., Last)	Social Security #
Date of birth (MM/DD/YYYY)	Alien Registration number: _____
	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Dependent Child Name (First, M.I., Last)	Social Security #
Date of birth (MM/DD/YYYY)	Alien Registration number: _____
	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Dependent Child Name (First, M.I., Last)	Social Security #
Date of birth (MM/DD/YYYY)	Alien Registration number: _____
	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male

**Section 2: Mark all services the customer is receiving. If any of these services are marked, the family may meet the income eligibility requirement. Documentation must be provided for all services marked. If no services are marked move to Section 3.**

<input type="checkbox"/> CHIP (Children's Health Insurance Program) Plan A, B, or C	<input type="checkbox"/> Refugee Cash Assistance
<input type="checkbox"/> Any of the following Family Medicaid Programs: Child Medicaid, 12 Month Transitional Medicaid, Medically Needy Family, Medically Needy Child, Pregnant Woman or Medically Needy Pregnant Women	<input type="checkbox"/> Family Employment Program (FEP)
<input type="checkbox"/> Food Stamps	<input type="checkbox"/> Family Employment Program (FEP) Diversion
	<input type="checkbox"/> TANF (Temporary Assistance for Needy Families) Non-FEP Training
	<input type="checkbox"/> Women, Infant & Children (WIC) Food & Nutrition Service

**Section 3: Income Guidelines. All parent or relative caretaker income is counted even if the parent or relative caretaker is not eligible to be included in the household size.**

\*Does the family meet the income requirement of the contract or service being provided?  Yes  No  
 Refer to Policy, Charts and Tables, Table 13 – Income Guidelines:  
[https://jobs.utah.gov/infosource/EmploymentBusinessManual/700 Eligibility/726 Income Guidelines TANF Needy Family - Contracted Services.htm](https://jobs.utah.gov/infosource/EmploymentBusinessManual/700%20Eligibility/726%20Income%20Guidelines%20TANF%20Needy%20Family%20Contracted%20Services.htm)

Monthly Gross Income of Parent(s) or Relative Caretaker(s) \$ \_\_\_\_\_  
 (Refer to Policy at above web address, Section 720-5, Sources of Includable and Excludable Income)

\*Note: Use prior one full month of gross income and provide documentation of that income in case file.

**I attest the information I have provided above is accurate.**

\_\_\_\_\_  
 \*Applicant Signature

\_\_\_\_\_  
 \*Date

**I attest the information provided by the customer is accurate to the best of my knowledge.**

\_\_\_\_\_  
 \*Contractor Signature

\_\_\_\_\_  
 \*Date

**Note:** If any required information is incomplete or incorrect, the customer is not eligible for TANF Needy Family funding.

If you do not agree with the decisions made regarding your case, you may request a Fair Hearing with an impartial Hearing Officer verbally or in writing, by contacting either your contract service provider, or contacting the Department of Workforce Services at 1-877-837-3247 or <https://jobs.utah.gov/appeals/pa/filingpublic.html>

**Contractor will enter required customer information into the TANF Eligibility Verification System (TEVS) at least weekly, using the Form 300. Access the TEVS website at: <http://jobs.utah.gov/jsp/tevs/>**

**Form 300 information has been entered into TEVS for all customers with Social Security numbers.**

**Equal Opportunity Employer Program**  
 Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

## INSTRUCTIONS FOR FORM 300 TANF Needy Family Eligibility Form

**Purpose:** Form 300 is to be completed by all contractors who determine eligibility for services they provide to TANF Needy Families. Documentation substantiating eligibility must be present in the file for each family member included in the TANF Needy Family household. Attach an additional Form 300 if needed for more than four dependent children.

**Preparation:** Contracts must clearly state any other eligibility factors and documentation required in order for the family to receive the service.

Case/PID may not apply for families not receiving DWS services.

**Section 1:** Families must have at least one US citizen or eligible alien in the TANF Needy Family household to be eligible for TANF funded services. A household unit includes eligible parents or relative caretaker(s) and their eligible dependent children under the age of 18 living in the home. Documentation of citizenship or immigration status and relationship for all parents or relative caretakers and their dependent children included in the TANF Needy Family household on Form 300 must be present in the case file. Refer to Table 9 for acceptable documentation.

Only enter eligible family members' information on Form 300.

The family must declare they are or intend to be a resident of Utah.

Skip to Section 3 if customer does not currently receive any of the services listed in Section 2

**Section 2:** Mark services the customer is receiving. Acceptable verification includes current letters or notices showing current eligibility status. All services marked must have documentation of receiving those services included in the case file.

**Section 3:** Complete Section 3 if customer is not receiving any services listed in Section 2, showing the Gross Monthly Income from the previous one full month. All income is counted. Acceptable verification includes a statement from the employer, copies of check stubs, or other documentation of previous one full month's income. Refer to Table 13 for income guidelines.

The contractor will enter required TANF Needy Family information into TEVS. A DWS employee will retrieve the information from TEVS and complete the required eShare query for the household. The contractor will be notified if additional information from the customer is required or if a family member is no longer eligible for the TANF Needy Family service. Refer to procedure, TANF Needy Family - Using the TANF Eligibility Verification System (TEVS) for Contracted Service.

The contractor will mark the check box at the bottom of Form 300 when required TANF Needy Family information has been entered into TEVS.

**Applicant's Signature:** The customer must sign indicating the information given is correct.

**Signatures:** The contractor who is determining eligibility must sign and date the form.

**Distribution:** Original filed in the case record

**Retention:** Three (3) years





State of Utah  
Department of Workforce Services  
**TANF CONTRACTED SERVICES**  
**FAMILY COMPOSITION**

Organization: \_\_\_\_\_

TANF service(s) being provided: \_\_\_\_\_

Name of client receiving service(s): \_\_\_\_\_

DWS case number (if applicable): \_\_\_\_\_

**Instructions:** There must be a dependent child under age 18 living in the home where the client has a plan to reunite or re-engage with. List the names of the dependents and their adult caretakers below:

\_\_\_\_\_  
Name of parent or relative caretaker

\_\_\_\_\_  
DWS case number (if applicable)

\_\_\_\_\_  
Address of parent or relative caretaker

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
List dependent children's names:

\_\_\_\_\_  
Dates of birth (MM/DD/YYYY):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe re-unification or re-engagement plan.** Provide details and anticipated completion date. Supporting documentation must be present in client's case file.

I attest the information I have provided above is accurate.

\_\_\_\_\_  
**Client signature**

\_\_\_\_\_  
**Date**

I give consent for the client to re-unite and/or re-engage with the child(ren) listed above, upon completion of the client's proposed plan.

\_\_\_\_\_  
**Parent or relative caretaker signature**

\_\_\_\_\_  
**Date**