



**TANF Needy Family  
Contractor Training  
for  
TANF Eligibility and TEVS  
(For Current TANF Staff)**



**Department of  
Workforce Services**

Updated  
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# TEVS System

- Requires secure Utah ID login account
- Can retrieve past records
- Can edit information after it has been submitted
- Can run reports to track all customers entered in TEVS by organization
- When notified by DWS that there is a discrepancy, can retrieve past records and edit information quickly
- Can verify eligibility in eShare without waiting on customer to provide myCase printout
- Eligibility process can be done quicker and allow more customers to be in a timely manner

# TEVS System

Requires Secure Utah Login to access TEVS.

The screenshot shows the Utah Workforce Services website. At the top, there is a navigation bar with 'Services' and 'Agencies' tabs. Below this is the 'DEPARTMENT OF WORKFORCE SERVICES' logo and a menu with 'Job Seekers', 'Employers', 'Temporary Assistance', 'Labor Market', and 'Department'. A search bar for 'Search all jobs.utah.gov' and a 'Sign in' link are also present. The main content area features a 'Sign in to jobs.utah.gov' heading and a message for first-time customers. Below this are four 'log in with' buttons for Utah ID, Google, Facebook, and YAHOO!. The footer contains a 'Find a DWS Location' search, a 'Translate this Page' section with a language dropdown, and social media links for Blog, YouTube, Twitter, and Facebook. It also includes a 'Powered by Google Translate' notice, a footer with links for Feedback, Equal Opportunity, Contact Us, Utah.gov Home, Terms of Use, Privacy Policy, and Accessibility Policy, a copyright notice for ©2016 State of Utah, and a statement that it is a proud partner of the americanjobcenter network.

utah.gov Services Agencies Search Utah.gov

DEPARTMENT OF WORKFORCE SERVICES Job Seekers Employers Temporary Assistance Labor Market Department Search all jobs.utah.gov Sign in

## Sign in to jobs.utah.gov

First-time customers, get started by selecting a sign in method. Having trouble? We've created a [video](#) that might help.

log in with Utah ID log in with Google log in with facebook log in with YAHOO!

Find a DWS Location zip Find

Translate this Page Select Language

Follow Us Blog YouTube Twitter Facebook

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# TANF Eligibility Verification System

Agency:

Asian Association of Utah

TEVS

History

+ Add New Household

[eShare Link](#) [Help](#)

## Households

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Agency	
<input type="text" value="Filter..."/>						
Simpson	Homer	Jul 01, 1980	Categorically Eligible		Asian Association of Utah	

1 - 1 of 1 items



# TANF Eligibility Process

- Contractor completes Form 300 and 115.
- Contractor may now verify Categorically Eligible using eShare.
- If Categorically Eligible, print off eShare benefit screen, collect picture id and maintain documentation in case file.
- If NOT Categorically Eligible, Contractor must collect all documentation.
- Enter customer information into TEVS.
- Begin serving customer.
- If necessary, DWS will notify Contractor of discrepancy and Contractor must correct information in TEVS within 15 calendar days.

# TEVS and eShare Process

\*Eligibility must be determined prior to serving customer.\*

## ➤ Step 1:

Complete the following forms:

1. Form 300: TANF Needy Family Eligibility form
2. Form 115: Release/Disclosure of Information form

## ➤ Step 2:

Using eShare interface, verify if household is currently receiving public assistance. (You will need your RSA security token)

- a. If household is currently receiving benefits, they meet TANF eligibility and are considered Categorically Eligible in TEVS. *Proceed to Categorically Eligible-Step 3.*
- b. If household is NOT receiving benefits, you will need to determine eligibility based off of income and other TANF eligibility criteria. *Skip to Determined Eligible by Contractor-Step 4.*



# Categorically Eligible

(For customers currently receiving public assistance)

## ► Step 3:

1. In TEVS, enter all TANF eligible household members listed on Form 300.
2. Select “Categorically Eligible” as the Eligibility Status for all household members.
3. Maintain copies of documentation in case file: Signed and dated form 300 and form 115, print off of eShare benefit screen and picture ID for primary household member.

**Once eligibility has been determined by Contractor, customer may begin services.**



# Determined Eligible by Contractor

(Only for customers NOT receiving DWS benefits)

## Step 4:

- 1) In TEVS, select “Determined Eligible by Contractor” for Eligibility Status.
- 2) In the Comments Box, narrate the gross monthly household income and what documentation used to determine income.
- 3) Collect all required documentation for eligibility and maintain in case file for program monitoring.

**Once eligibility has been determined by Contractor, customer may begin services.**



# Entering Families in TEVS

(Refer to Appendix A for TEVS screen shots.)

- ▶ When entering families in TEVS, enter all TANF household members listed on Form 300 and select appropriate eligibility status for the household. A primary household member must be identified for each household. The primary household member must be an adult 18 and over.
  1. Begin by first adding a primary household member.  
(The primary household may be an undocumented parent. If both parents are undocumented, only enter one parent in TEVS.)
  2. If the primary household member is undocumented, check the “Member Exclude” box. The individual will not be counted in the TANF household.
  3. Enter all other TANF eligible household members in TEVS. (Do NOT enter any individuals that do not have a Social Security number.)
  4. DWS will retrieve your entry TEVS entry and verify information in eShare.

# Entering Families in TEVS

- ▶ Form 300 and TEVS entry is only needed to be done ONCE for the customer to receive TANF funding over the course of the program/service, EXCEPT when:
  - a.) notified by DWS that information cannot be verified,  
OR
  - b.) there is a gap in service of more than 30 days,  
OR
  - c.) there is a change in the household size which will affect the income eligibility (re-look at Income Chart for new household size)



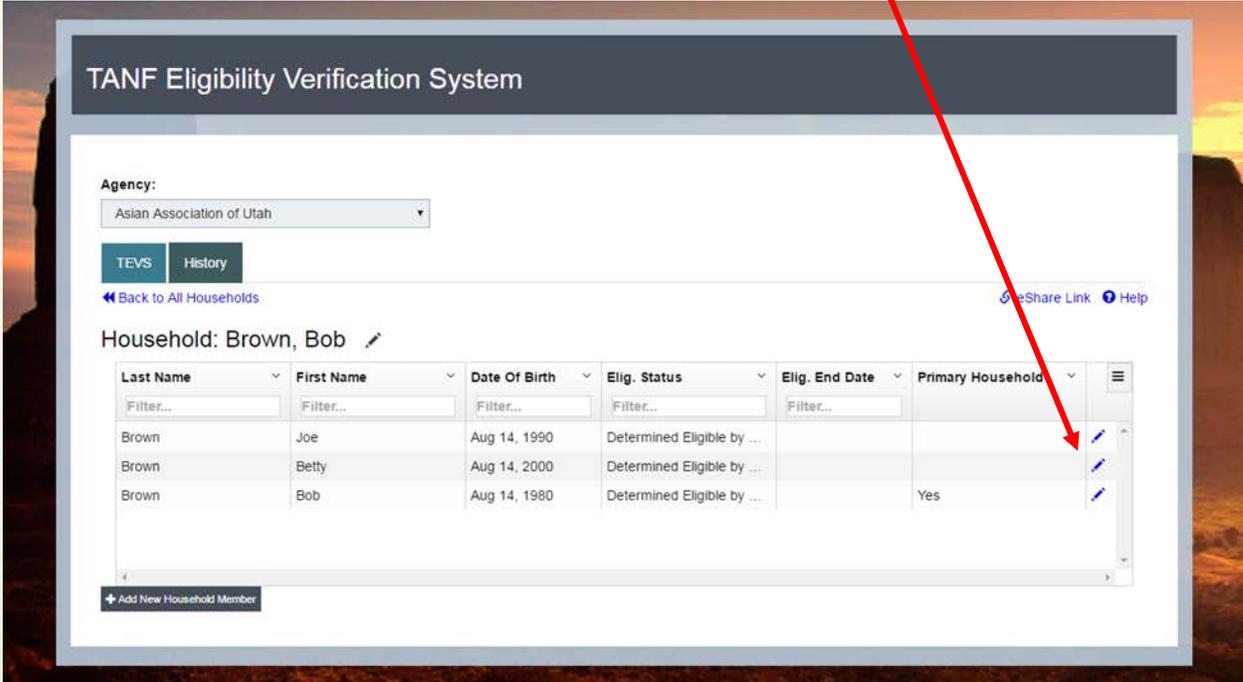
When notified by DWS that customer information cannot be verified, Contractor **must**:

- Update participant information in TEVS within **15 days**.
- Information is not corrected within **15 days**, a **SECOND** notice is sent to Contractor advising that individual is no longer eligible for TANF Needy Family services.
-  If there are other eligible household members, re-calculate eligibility based on the reduced household size.
-  If there are **NO** other eligible household members, funding for services must end.

For detailed procedure, refer to Policy Reference [eShare and TEVS Verification.](#)

# To Remove or Edit Household Member in TEVS

- Search for household member in TEVS
- Locate household member and click to edit information



The screenshot displays the TANF Eligibility Verification System (TEVS) interface. At the top, the title "TANF Eligibility Verification System" is visible. Below the title, there is a section for "Agency:" with a dropdown menu set to "Asian Association of Utah". There are two buttons: "TEVS" and "History". Below these buttons is a link "Back to All Households" and a "Share Link" icon. The main section is titled "Household: Brown, Bob" with an edit icon. Below this is a table with columns: Last Name, First Name, Date Of Birth, Elig. Status, Elig. End Date, and Primary Household. The table contains three rows of data. A red arrow points to the edit icon (pencil) in the rightmost column of the row for Bob Brown.

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household	
Brown	Joe	Aug 14, 1990	Determined Eligible by ...			
Brown	Betty	Aug 14, 2000	Determined Eligible by ...			
Brown	Bob	Aug 14, 1980	Determined Eligible by ...		Yes	

At the bottom of the interface, there is a button labeled "+ Add New Household Member".

# Edit or Remove Household Information

Review household information for accuracy and edit any incorrect fields.

**Member Form**

**First Name:** Betty

**Middle Initial:**

**Last Name:** Brown

**Date of Birth:** 08/14/2000

**SSN:**

**Alien Reg Number:** 45645645465

**Case Number:** 548646

**Agency Name:** Asian Association of Utah

**Eligibility Status:** Determined Eligible by Contractor

**End date Elig:** MMDDYYYY

**Eligibility End Date Notes:**

**Comments:** Whatever

Names	Service End Date	Notes
Interagency		
Other		
Rapid Rehousing		
Refugee		
TANF grant -Addiction Intervention/Support		
TANF grant- Adult mentoring		
<input checked="" type="checkbox"/> TANF grant- Basic technology skills		

To remove household member.

1. Change the Eligibility Status to "Not Eligible"
2. Enter End Date
3. In Eligibility End Date Notes field, state reason not eligible.

# Required Documentation

- ◆ **Items needed in participant case file:**

1. **Completed Form 300 (Sign and Date)**
2. **Form 115 (Sign and Date)**
3. **Family Composition/Relationship**
  - a. *eShare printout (if Categorically Eligible)*
  - b. *Ie. birth certificate, court orders*
4. **Citizenship**
  - a. *eShare printout (if Categorical Eligible)*
  - b. *Ie. birth certificate, permanent resident card, passport*
5. **Identity**
  - a. *Photo ID of adult household member is required, even if undocumented.*
6. **Income or Categorical Income Eligibility**
  - a. *eShare printout (if Categorically Eligible)*
  - b. *Ie. check stubs, child support verification*



\*Case files can be stored via hard copy or electronically.

# TANF Needy Family Quick Guide

Determined Eligible by Contractor (Non-Public Assistance)	Categorically Eligible (Receiving Public Assistance)
<p data-bbox="422 432 1105 525">Must follow standard TANF Eligibility process.</p> <ol data-bbox="422 586 1289 1035" style="list-style-type: none"><li data-bbox="422 586 851 625">1. Complete Form 115.</li><li data-bbox="422 636 1289 729">2. Complete Form 300 listing all TANF household member's Name, SSN, and DOB.</li><li data-bbox="422 741 1034 779">3. Enter information into TEVS.</li><li data-bbox="422 791 1225 978">4. Collect <b>ALL</b> documentation for each member: SSN cards, birth certificates or permanent resident cards, and paystubs, etc.</li><li data-bbox="422 989 1238 1035">5. Collect picture ID of primary household.</li></ol> <p data-bbox="422 1118 1154 1156">*Include all documentation in case file.*</p>	<p data-bbox="1352 432 2237 575">Customer must be current recipient of Categorical Eligibility programs listed in Section 2 of Form 300.</p> <ol data-bbox="1352 636 2224 982" style="list-style-type: none"><li data-bbox="1352 636 1753 675">1. Complete Form 115</li><li data-bbox="1352 686 2224 779">2. Complete Form 300 listing all TANF household member's Name, SSN, and DOB.</li><li data-bbox="1352 791 1956 829">3. Enter information into TEVS.</li><li data-bbox="1352 841 2173 933">4. Print off eShare benefit issuance screen or for WIC, a benefit approval letter.</li><li data-bbox="1352 945 2160 982">5. Collect picture ID of primary household.</li></ol> <p data-bbox="1352 1065 2084 1103">*Include all documentation in case file.*</p>

# Resources

## Contractor Site

<http://jobs.utah.gov/services/tevs/tanfcontract.html>

## TEVS System

<https://jobs.utah.gov/sso/login.aspx?application=TEVS&returnurl=/jsp/tevs>

## Policy References

- [Categorical Income Eligibility](#)
- [Citizenship and Utah Residency](#)
- [eShare and TEVS Verification](#)
- [Family Composition](#)
- [Identity](#)
- [Income](#)
- [Income Guidelines](#)
- [Appendix A- TEVS Screen Shot](#)



# Contact Information

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