

Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP)

**Summer and Year-Round
Policy and Procedures Manual**

**PY 2022 - 2023
(July 1, 2022 - June 30, 2023)**

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I. PROGRAM BACKGROUND AND OVERVIEW

Since 2000, the Commonwealth of Pennsylvania has allocated TANF Youth Development Funds (YDF) from the TANF Block Grant to the Department of Labor & Industry (L&I). Local Workforce Development Boards (LWDBs) and their youth councils/committees are to use TANF YDF to enhance workforce investment funding and extend the availability of high-quality workforce development activities to low-income youth. This directly aligns with the priorities of the Workforce Innovation and Opportunity Act (WIOA), enacted in July 2014, and is reinforced by a joint statement from the U.S. Departments of Labor (DOL), Health and Human Services (HHS), and Housing and Urban Development (HUD). The act and statement emphasize their shared goal of providing comprehensive services to youth by connecting them to all available resources within their community.

This partnership encourages the network of state and local youth services, workforce development providers, and public housing agencies. This partnership will allow the development of workforce programs for needy and at-risk youth that provide employment, educational experiences, and essential skills such as financial literacy and time management. Additionally, this partnership strongly encourages programs to co-enroll youth in TANF and applicable workforce programs so participants in TANF funded subsidized employment opportunities can benefit from additional services such as occupational skills training and other relevant services.

The goal of WIOA is to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skills requirements of employers, and enhance the productivity and competitiveness of the nation. WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other federal, state, local and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). Pennsylvania's WIOA Combined State Plan affirms WIOA's priority of providing high-quality services for disadvantaged youth and young adults beginning with career exploration and guidance, continued support for high-quality case management toward educational attainment, opportunities for skills training in in-demand industries and occupations. The intention of these collaborative services culminates with participants enrolling in post-secondary education, developing long-term career pathways, and obtaining a job earning a family or self-sustaining wage.

Pennsylvania's TANF State Plan also supports many of the same WIOA priorities. TANF YDF is directed to L&I due to the coordination of current youth workforce programs that include activities that meet TANF purpose number two (2) - end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage. The primary goal of Pennsylvania's TANF Program is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and long-term self-support. The Commonwealth's approach provides a participant with the opportunity to build work skills and work history. Pennsylvania's TANF program rewards work and help families establish a financial base that will support self-sufficiency. Additionally, this program supports a family's efforts to work by providing allowances for work expenses such as childcare and transportation.

Each program year (PY), pending state budget approval, TANF YDF becomes available for the support and benefit of young people in Pennsylvania between the ages of 12 (or those that have completed the 5th grade) and 24 years at the time of enrollment, who are TANF recipients or whose personal monthly

gross countable earned income does not exceed 235% of the Federal Poverty Income Guidelines (FPIG) (see [Appendix A](#)). Local workforce development boards (LWDBs), their staff, as well as their LWDB youth committees, and the contracted youth service providers all come together each program year for the planning, execution, monitoring, and oversight of a successful TANF YDP.

II. TANF YOUTH DEVELOPMENT PROGRAM GUIDELINES

TANF YDPs may serve youth ages 12 through 24 but are not required to serve all ages within that range. It is up to local boards to determine the age groups on which they will focus. The broad range of ages will allow programming to focus on work experience opportunities and workforce exposure activities. TANF YDP providers may choose to focus on the activities/services they plan to provide an older youth, younger youth, or all of the TANF youth age range, if the overall TANF YDP requirements, including allowable costs, are being followed. The LWDB must ensure that the segment of the youth population not served with TANF YDF still has the opportunity to receive local workforce programming supported by other funding streams. Activities must provide direct services to qualified youth participants and should incorporate the 14 WIOA Youth Program Elements.

A. QUALIFIED PARTICIPANTS AND FUNDING CATEGORIES

All individuals participating in the YDP require verification as a qualified TANF-eligible recipient either through TANF receipt or TANF income-eligibility. Subsequently, TANF YDP funds shall apply only to participants qualified for the program. For all group activities, LWDBs and the TANF YDP provider must collect the required TANF YDP documentation to verify that each group activity participant is qualified to receive TANF YDP services before a given activity. For verified individuals qualified as TANF participants, participation begins on the date the youth applied (date on TANF YDP application) and will remain qualified for 12 months. During this time, the youth may participate in multiple services with different local providers.

NOTE: If a TANF YDP provider chooses to serve individuals before establishing them as qualified participants, the provider accepts the responsibility for funding services to those non-TANF individuals with an alternative funding source.

To be verified as a qualified participant for the TANF YDP an individual must (see [Appendix B](#)):

1. Be between the ages of 12 (or have completed the 5th grade) and 24 years at the time of enrollment.
2. Have proof of Social Security Number (SSN).
3. Have proof of identity.
4. Be a U.S. citizen or a TANF-eligible non-citizen.
5. Be a PA resident.
6. Have a personal monthly gross earned income that does not exceed 235% of the FPIG.

NOTE: Youth must meet the above criteria and be a TANF-eligible recipient either through TANF receipt or TANF income-eligibility.

The youth's sole monthly gross earned income shall establish their qualification unless the youth is legally married or has children and is residing in the same home as the child(ren)'s other parent. In

those instances, the youth and their spouse or the other parent of the child(ren)'s gross earned income will apply, and the family's household size will include the youth, spouse, or other parent of common child(ren) residing with them, and the child(ren). Proof of income must be dated within the last 30 days. Personal monthly gross income verification is required only at the time of enrollment.

Youth may self-certify if they do not have earned income. Either the WIOA Statement of Family Size/Family Income Form or the WIOA Self-Certification Form may be used for this TANF YDP purpose. The WIOA Self-Certification Form can be accessed via L&Is CWDS Help Center (select "List of Policies and Procedures", then select "WIOA").

TANF YDP participants must complete a new application after 12 months of participation if the youth wish to continue their engagement in TANF YDP activities. A youth's 12-month qualification period begins on the date the initial TANF YDP application was completed and subsequently qualified.

- a) *Example:* Youth completed an application on October 8, 2022 and was found eligible through the Preliminary Screening Tool on October 10, 2022. The participant received year-round services from one local program in October 2022 and summer services in July 2023 from another local program. The participant would be required to complete a new application and be re-qualified in October of 2023.

The qualification process must be used as indicated to validate a participant on the 12-month cycle. All verifications previously collected must be maintained in the youth's data file.

Information not previously collected in the youth's initial enrollment would require verification at the time of re-enrollment and stored in the data file as appropriate.

TANF policy states that a person is not eligible for TANF if they are an inmate or resident of a public penal, reform, correctional or mental institution, or any other public institution or temporary hospitalized in a public mental institution. A court-involved youth may participate in the TANF YDP so long as they reside in a maternity home, drug and alcohol rehabilitation center, detoxification unit, community residential facilities under contract to, or operated by, state, county, or municipal authorities, such as Community Correction Centers (CCCs) (see [Appendix D](#)).

B. PRIORITIZATION OF SERVICES AND ACTIVITIES

The Commonwealth expects LWDBs to prioritize services and activities to those eligible youth with any of the following barriers to success:

1. School dropout or identified as at risk of dropping out of school.
2. Within the age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter.
3. Basic skills deficient.
4. An English language learner.
5. Have a disability.
6. Court-involved or at risk of involvement.

7. Children of an incarcerated parent(s).
8. In foster care or aging out of foster care.
9. Homeless or a runaway.
10. Pregnant or parenting.
11. A migrant.
12. In need of additional assistance to enter or complete an educational program or to secure and hold employment.

NOTE: The Department of Human Services (DHS) does not require WIOA program compliance when expending TANF funds. Local areas are encouraged to co-enroll youth in multiple programs when it could benefit a youth participant to do so. However, WIOA funding may only be used to serve and follow up with WIOA-enrolled participants.

C. 14 WIOA YOUTH PROGRAM ELEMENTS

Local workforce development boards (LWDBs) must incorporate the following 14 WIOA Youth Program Elements* into their TANF YDPs to align with the TANF Statewide Plan.

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
2. Alternative secondary school offerings or dropout recovery services.
3. Paid and unpaid work experiences with an academic and occupational education component.
4. Occupational skills training, with a focus on recognized postsecondary credentials and in-demand occupations.
5. Leadership development activities, e.g., community service, peer-centered activities.
6. Supportive services
7. Adult mentoring.
8. Follow-up services for at least 12 months after program completion.

NOTE: TANF YDP services end upon the completion of the 12-month cycle unless the participant re-enrolls or has additional funding available.
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling.
10. Integrated education and training for a specific occupation or cluster.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market information about in-demand industry sectors and occupations.
14. Postsecondary preparation and transition activities.

*Please see Appendix D for excluded income for TANF cash assistance, Supplemental Nutrition Assistance Program (SNAP), and Medical Assistance.

NOTE: All 14 WIOA Youth Program Elements must be made available. However, not all participants are required to receive all 14 WIOA Youth Program Elements. Program elements that a participant will receive will be based on individual needs as determined by the participant and the TANF YDP case manager. Details regarding the WIOA Youth Program Elements may be found at [WIOA Youth Program Element Resources](#).

D. TANF YDP PLANNING CONSIDERATIONS AND EXAMPLES OF POTENTIAL USES/ALLOWABLE EXPENDITURES

1. Provision of workforce investment opportunities via community partnerships, such as municipal, community college, or career and technical education (CTE) relationships.
2. Provision of participant support costs, meaning direct costs for items such as subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects, as defined in 2 CFR § 200.456.
3. Provision of work experience opportunities to TANF-eligible youth.
4. Provision of career awareness and exploration (career pathway) activities for TANF-eligible youth, such as career camps, career counseling services, in-class employer presentations, business tours, job mentoring, job shadowing, computer science exposure (such as information technology, coding, 3-D printing, robotics, aquaponics), etc.
5. Purchase of dedicated supplies, equipment, technologies, and demonstrations to offer TANF-eligible youth 'hands-on' learning opportunities such as STEM/STEAM, etc., to which they might not otherwise be exposed. Local areas must follow proper procurement and documentation procedures for the purchase of equipment etc. Service providers must have sufficient internal controls and policies in place to account for all assets. Local areas must use sound fiscal prudence to maximize the value of taxpayer dollars spent. Definition of supplies is found in 2 CFR 200.95. Definition of equipment is found in 2 CFR 200.94.
6. Grant recipients must use security precautions to protect personally identifiable information as specified in the grant agreement.
7. Increase of TANF youth participant wages for work experience opportunities in alignment with the Governor's priorities as defined in Executive Order: 2016-02 Amended whenever possible.
8. [Coverage of Child Protective Services Law](#) (CPSL) clearance costs, as needed, to increase the willingness of local employers (and their participating staff) to host work experience opportunities for youth.
9. Purchase of allowable types of incentives for TANF-eligible youth (if consistent with local incentive policy, and federal & state statute/guidance, including proper internal controls).
10. Purchase of allowable types of supportive services for TANF-eligible youth is permissible, if consistent with local supportive services policy, and federal & state statute/guidance, including proper internal controls. Youth may not receive a special allowance (SPAL) from the County Assistance Office (CAO) for the same supportive service already received from the TANF YDP provider.
11. Implementation of special youth workforce projects, e.g., pilot programs, and demonstrations, initiated by the Department of Labor & Industry that align with the overarching programmatic goals, target population, and allowable expenditures.
12. Infrastructure and shared expenditures as a result of being co-located in a PA CareerLink®.
13. Stipends are an allowable use of TANF YDP funds. The utilization of stipends must adhere to all documentation and internal control procedures. Otherwise, stipend costs may be determined unallowable.
14. Personnel and fringe benefits of staff implementing TANF YDP.

E. PARTICIPANT INCENTIVES

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. Incentive payments may also be used for positive reinforcement to promote youth attendance or participation in workforce programming. Incentives are not based on need but rather on a participant meeting a defined objective or standard that is applied consistently across the program.

The local program must have written policies, procedures, and internal controls in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in Uniform Guidance at 2 CFR part 200. For example, federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also applies to the safeguarding of gift cards, which are essentially cash.

The TANF YDP provider must maintain a list of all incentives issued, and include the following information:

1. Amount and type of incentive issued
2. Name of individual receiving incentive
3. Date issued
4. Reason for issuance of incentive

The issuances of participant incentives are subject to monitoring to ensure costs are allowable and only provided to TANF-eligible participants.

F. PARTICIPANT SUPPORTIVE SERVICES

TANF Youth Development Program providers are strongly encouraged to make supportive services, such as assistance with transportation, childcare, housing, health/mental health care, educational testing, and work-related tools (e.g., eyewear, program uniform, etc.) available when they are necessary to enable an individual to participate in authorized TANF YDP activities. Supportive services can be essential to the success of youth enrolled in workforce investment programming.

Additionally, partnerships must be cultivated with private and public-sector agencies to leverage and increase the resources available to meet the needs of youth. TANF participant referrals may then be made to partners who can provide other needed services for the overall support and success of a youth or young adult. Partners can include programs or agencies such as those funded by the U.S. Departments of Labor, Health and Human Services, Housing and Urban Development, and Justice, as well as faith and community-based organizations.

NOTE: Youth may not receive a special allowance (SPAL) from the CAO for the same supportive service received from the TANF YDP provider. The issuance of supportive services is subject to monitoring to ensure costs are allowable and only provided to TANF-eligible participants.

III. ONGOING PROGRAM OPERATIONS

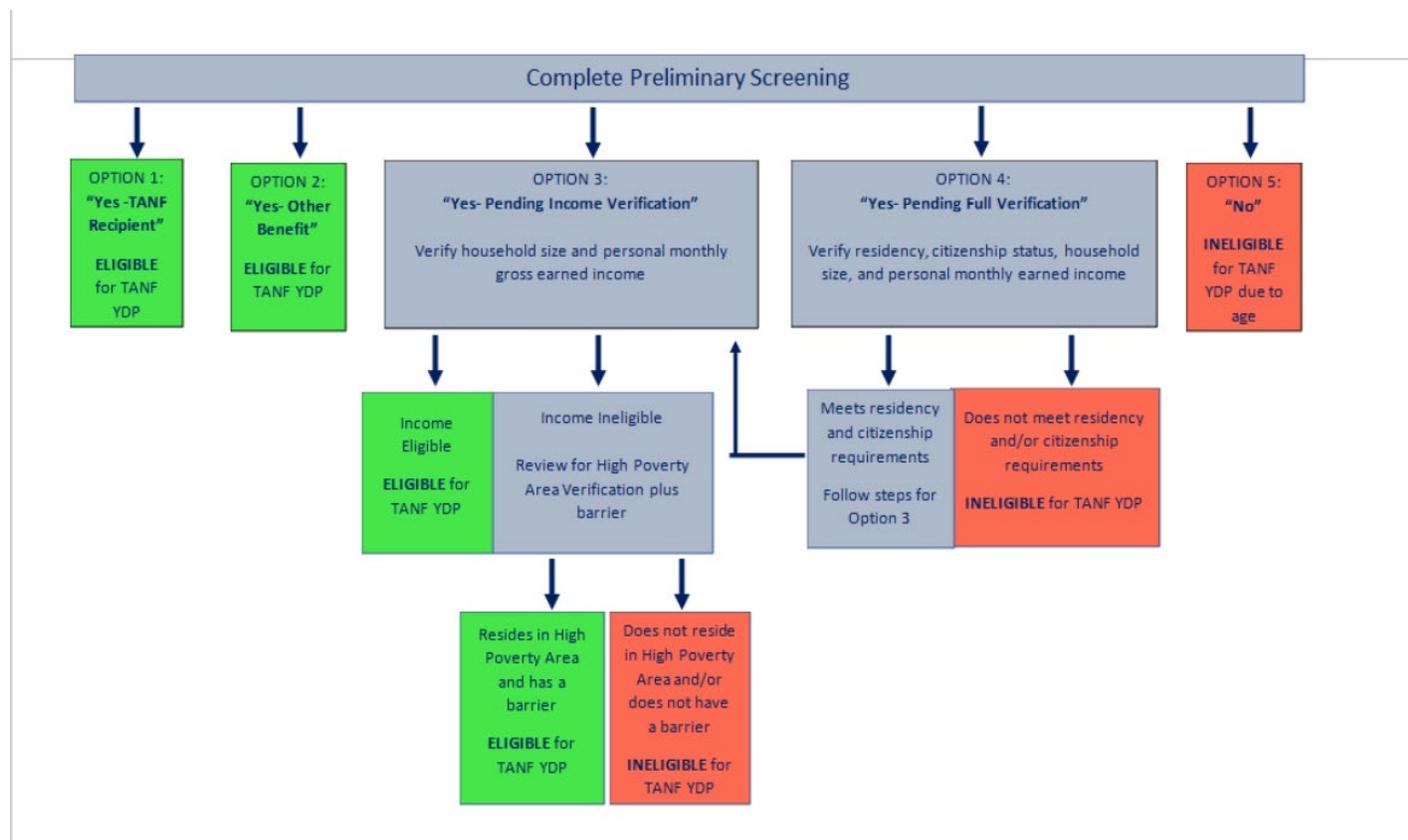
A. TANF YDP PARTICIPANT QUALIFICATION PROCESS

To be able to use TANF YDP funds, all TANF YDP participants must be qualified by DHS. DHS has established a Preliminary Screening Tool in CWDS 2.0 that will be used to qualify applicants for TANF YDP services. TANF YDP providers must utilize the Preliminary Screening Tool to ensure that personally identifiable information (PII) is not transmitted through unsecured methods. Each LWDB must identify one person and a backup that will be responsible for ensuring the preliminary screening is accurately completed within CWDS 2.0. Depending on local processes, more than two LWDBs or local provider staff may have access to the Preliminary Screening Tool within CWDS.

Upon application, TANF Youth providers must either collect verification of all qualification criteria before using the Preliminary Screening Tool within CWDS 2.0 or use the results from the Preliminary Screening Tool to identify what eligibility requirements must be verified. The latter option decreases the amount of time program staff spend obtaining documentation and reduces barriers youth may face in securing the verifications necessary to qualify.

Please see Attachment 3 for detailed instructions regarding the use and application of the Preliminary Screening Tool for TANF YDP eligibility determination.

The complete eligibility Flowchart for the Preliminary Screening Tool is as follows:



B. PARTICIPANT ENROLLMENT PROCEDURES

Providers may continue to use their existing TANF YDP applications, along with the TANF YDP Required Documents Checklist (Attachment 1). All TANF YDP applications must capture the following information and will be reviewed as part of the monitoring process as requested:

1. First Name
2. Last Name
3. SSN
4. Date of birth
5. Residential address
6. Citizenship/immigration
7. Household size (the youth and/or spouse and child(ren), if applicable).
8. Personal monthly gross earned income and, if applicable, their spouse and child(ren).

Providers may modify their applications to capture and/or screen for any additional information that has been determined as a local program priority (e.g., more restrictive age range, career interests, etc.) if all mandatory information is obtained.

TANF YDP providers may document the homeless or runaway status of youth using any of the following acceptable verifications:

1. Written Statement from an Individual Providing Temporary Residence
2. Written Statement from Shelter
3. Written Statement from Social Service Agency
4. WIOA Telephone Verification/Document Inspection Form (See CWDS Help Center)
5. WIOA Self-Certification Form (See CWDS Help Center)

C. TANF YDP FILE REQUIREMENTS

The TANF YDP provider will create a confidential TANF YDP File for each participant. The internal controls associated with the storage and access of the overall TANF youth participants must be established in writing by the provider. The TANF YDP File must be kept in a secure designated location locally, with limited accessibility. Staff not associated with the TANF YDP case may not have access to the TANF YDP File.

All data files must contain, at a minimum (see [Appendix B](#) and Attachment 1):

1. Social Security Number Verification
2. Verification of Identity
2. Verification of Preliminary Screening Result from the Preliminary Screening Tool within CWDS 2.0
3. Verification of activity. Examples include, where the youth was placed for work experience, assignment completion, self-attestation, telephone verification, attendance sheet, copies of pay stubs, time sheets, etc.
4. TANF YDP application.
5. Signed Authorization for the Release of Information.

The results of the Preliminary Screening Tool in CWDS will determine what other verifications are needed.

Participants that have received a “**Yes – TANF Recipient**” or “**Yes – Other Benefit**” require no additional information or verifications for the file beyond those listed above. Participants that have received a “**Yes – Pending Income Verification**” must have verification in the file of the personal monthly gross earned income for all mandatory household members or verification of an additional barrier (only for those determined income-eligible through residency in a high poverty area). For TANF YDP purposes, local staff should refer to WIOA’s definitions for these barrier groups; and follow the existing state and/or federal acceptable documentation guidelines for the WIOA Youth Program. Participants that have received a “**Yes – Pending Full Verification**” must have all eligibility verifications in the file, including:

1. PA residency
2. Citizenship status
3. Personal monthly gross earned income.
4. Additional barrier (only if determined income-eligible through residency in a high poverty area)

NOTE: Electronically signed documents are permissible. Local boards must address in local policy how these security requirements will be verified, and compliance maintained.

LWDBs may use telephone verification, especially in consideration of individuals with barriers. When applicable, eligibility criteria may be verified by telephone contacts with recognized governmental or social services agencies, or by document inspections. These forms can be found in the List of Policies and Procedures for WIOA in the Help Center of CWDS.

All documents related to TANF YDP shall be maintained for six (6) years or three (3) years past the period of performance end date. All documentation related to TANF YDP participation must be kept and made available for monitoring purposes. If documents are stored electronically, they must be made available and legible. Additional information about monitoring and corrective action can be found in the grant agreement.

IV. PROGRAM CONSIDERATIONS

A. CONFIDENTIALITY

All participants must be assured that the personal data they provide will be confidential. Therefore, each LWDB, LWDB staff, and service providers are required to comply with all federal and state laws and policies related to data privacy, security, and protecting personally identifiable (PII) and sensitive information. The TANF YDP provider will keep participant information obtained from the participant or other sources confidential. Personal data will only be released upon the participant’s written approval, which must be obtained on the Authorization for Release of Information Form (Attachment 2) or its equivalent, and only for the purpose specified by the participant. The signed Authorization for the Release of Information form or its equivalent must be retained in the youth’s TANF YDP Data File. Additional information about the grantee’s responsibilities related to customer and data confidentiality can be found in the grant agreement.

The Commonwealth has taken steps to safeguard the submission of information by implementing detailed technology and security policies. These policies can be viewed at the Office of Administration Information Technology website, oa.pa.gov. Commonwealth-managed websites use the Secure Sockets Layer (SSL) encryption protocol to safeguard sensitive and personally identifiable information (PII). When contacting the Commonwealth and other partners through any method of communication (phone call, email, web form, etc.), determine whether the method of communication is adequately secured before providing any PII or other confidential information.

B. LIMITED ENGLISH PROFICIENCY (LEP)

Each TANF YDP provider will provide or arrange for the provision of adequate interpretive services for all TANF YDP services and activities.

C. AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services. All contractors must comply with the Americans with Disabilities Act.

D. PROGRAM CONTACTS

TANF YDP RESOURCE ACCOUNT

Email: RA-LITANF-YDP@pa.gov

V. PERFORMANCE STANDARDS AND GOALS

Performance standards, including satisfactory progress towards, and tracking of outcomes identified in the local board's TANF YDF Plan narrative incorporated into the WIOA Local Plans, will be used to assess the effectiveness of the service provider. Additionally, any TANF youth served must participate in at least one Workforce Investment activity or work experience before exiting the program. *“Workforce Investment activity” refers to all workforce-related programming designated for TANF YDP participants, in alignment with the WIOA Youth program guidelines (e.g., work experiences, career awareness and exploration, etc.).*

TANF Youth Development funding augments WIOA programming, but there is no requirement that they last the same duration as a WIOA Youth Program enrollment and associated services. For youth who are co-enrolled (in WIOA and TANF YDP), the TANF YDP case shall be terminated after the TANF-funded activity.

VI. OVERSIGHT AND MONITORING

L&I will monitor the TANF Youth Development Program providers through verification reviews, as well as onsite visits and virtual monitoring to review program compliance, including verifying that TANF youth are actively engaged in programming. Monitoring will include observation of activities, a sample review of TANF YDP participants' data files, TANF YDF Plan outcomes, and an exit conference with program staff.

TANF YDP providers that do not meet the minimum outcomes and expectations will be asked to submit a corrective action plan addressing the deficiency(ies) within 30 days. Regular progress reports on actions to correct the deficiencies will also be required. Additional information about monitoring and corrective action can be found in the grant agreement.

VII. TANF YDF PLANNING AND FINAL REPORTING

In collaboration with the Governor's office, L&I leadership, and DHS leadership, the TANF Plan Narrative (previously submitted annually) will now be incorporated into the WIOA Local Plans in accordance with the four-year planning cycle and two-year modification processes. Local boards will continue to submit their annual TANF Youth Development Program budget final reporting document(s) (narrative report and spreadsheet) on a schedule determined by the commonwealth, with announced planning or reporting guidelines and deadlines for submission. TANF YDF Plans will focus on, among other things, the LWDB's planned age-appropriate youth workforce activities or services and the anticipated number of participants to be served (including age ranges and targeted barrier populations and outcomes); while the TANF YDF Final Report will focus on the actual youth workforce activities and services provided, as well as the actual number of participants served (including age-ranges and targeted barrier populations and outcomes).

TANF Youth Services Program Plan Modification – should a local entity need to amend the TANF Youth Services section of their local or regional plan, it must go through the formal modification process outlined in the published regional and local plans policy on the department's website.

TANF YDF Planning and Final Reporting documents shall be submitted to the TANF YDP joint resource account by the established deadline: RA-LITANF-YDP@pa.gov.

APPENDIX A: 235% OF 2021 AND 2022 FEDERAL POVERTY INCOME GUIDELINES (FPIG)

FPIG amounts are updated annually by DHS and will be reflected in this document.

2021

Persons	235% of FPIG (Month)	235% of FPIG (Annual)
1	\$2,523	\$30,268
2	\$3,412	\$40,937
3	\$4,301	\$51,606
4	\$5,190	\$62,275
5	\$6,079	\$72,944
6	\$6,968	\$83,613
7	\$7,857	\$94,282
8	\$8,746	\$104,951
Each additional person	+\$890	+\$10,669

2022

Persons	235% of FPIG (Month)	235% of FPIG (Annual)
1	\$2,661	\$31,937
2	\$3,586	\$43,029
3	\$4,510	\$54,121
4	\$5,434	\$65,213
5	\$6,359	\$76,305
6	\$7,283	\$87,397
7	\$8,207	\$98,489
8	\$9,132	\$109,581
Each additional person	+\$924	+\$11092

<https://www.dhs.pa.gov/about/DHS-Information/Pages/Your-Benefits-Explained.aspx>

APPENDIX B: VERIFICATIONS FOR PARTICIPATION

A. SSN

To participate in the TANF YDP, a youth applying for services must provide verification of their SSN to determine if they qualify to receive TANF-funded services.

B. IDENTITY

To participate in the TANF YDP, a youth must verify their identity. Acceptable forms of proof may include, but are not limited to, the following:

1. Social Security card
2. Driver's license
3. Selective Service card
4. Passport
5. Military discharge papers
6. Voter registration card
7. Any document showing the person's signature, photograph, or description

NOTE: A birth certificate is *not* acceptable proof of identity.

NOTE: A voter registration card may be accepted as proof of identity by itself only if:

1. Another form of verification is not possible.
2. The person has cooperated with attempts to obtain additional verification.
3. The person has presented consistent information about his or her situation.

C. PA RESIDENCE

To participate in the TANF Youth Development Program, a youth applying for services must provide verification that s/he is a current resident of Pennsylvania. The youth can have more than one residence address.

Examples of acceptable verification of PA residency include:

1. Rent receipt
2. Receipts for mortgage or utility payments
3. Deed
4. Driver's license or PA State ID
5. Statement that a motel or hotel room is available once rental payment is made, statement that a room is available at a mission, Salvation Army, homeless shelter, or similar place.
6. Report card, student ID, or other school records that are provided on school letterhead containing the name, title, and contact information of the school official verifying enrollment.

7. Recent Department of Human Service's benefit letter or eCIS screen printout.
8. Collateral contact (must include the name and contact information for the individual verifying residency).
9. Affidavit from someone other than the participant (must include the name and contact information for the individual verifying residency).

D. INCOME

To participate in the TANF Youth Development Program, the youth, and if applicable their legal spouse or child(ren)'s other parent residing in the same home, must provide verification that their personal monthly gross earned income does not exceed 235% of the FPIG. Verification of income must be dated within the last 30 days.

Examples of acceptable income verification include:

1. One month (30 days) of paystubs.
2. Employer letter that captures equivalent information found on a pay stub.
3. IRS Schedule C or C-EZ from the most recent tax year, if self-employed.
4. WIOA Statement of Family Size/Family Income or Self-Certification Form.
NOTE: Self-certification should be the last resort to verify income and attempts to collect verification must be documented in the participant's case file.
5. Residency in a designated high poverty area*, plus documentation of any one of the following additional barriers, in alignment with the WIOA Youth Program:

For ISY:

1. Basic skills deficient.
2. English language learner.
3. An offender, or a child of an incarcerated parent(s).
4. Homeless, runaway, in foster care or aged out of the foster care system.
5. Pregnant or parenting.
6. An individual with a disability; or
7. Person who requires additional assistance to enter or complete an educational program or to secure and hold employment.
8. Identified as at risk of dropping out of school.
9. Is a migrant.

For OSY:

1. A school dropout.
2. Within age of compulsory school attendance but has not attended for at least the most recent complete school year calendar quarter.
3. Recipient of a secondary school diploma or recognized equivalent who is a low-income individual and is basic skills deficient.
4. Is an English language learner.
5. Subject to the juvenile or adult justice system, or a child of an incarcerated parent(s).

6. Homeless, runaway, in foster care, or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement.
7. Pregnant or parenting.
8. An individual with a disability; or
9. Low-income individuals requiring additional assistance to enter or complete an educational program or to secure and hold employment (per LWDB *WIOA Additional Assistance Barrier Policy*).
10. Is a migrant.

* Local board staff shall use the most current version of the *Pennsylvania High Poverty Area Verification* tool and associated instructions, distributed by L&I's Bureau of Workforce Partnership and Operations (BWPO), to determine if a youth resides in a high-poverty area.

NOTE: Use of the High Poverty Area Verification will only be considered for qualification purposes when the youth's household has verified personal monthly gross earned income that exceeds 235% of the FPIG.

E. CITIZEN/NON-CITIZEN STATUS

To participate in the TANF Youth Development Program, the youth must be a United States citizen or a qualified non-citizen. U. S. Citizenship must be verified by a birth certificate, naturalization certificate or N-560 Certificate of Citizenship, or U.S. Passport.

NOTE: Individuals granted Deferred Action for Childhood Arrivals (DACA) status are not eligible for federally funded TANF services.

Qualified non-citizen statuses include:

PERMANENT ALIEN

These individuals are generally subject to a five-year bar from the date of entry to the U.S. and are:

1. Lawfully Admitted for Permanent Residence, or
2. Granted conditional entry before April 1, 1980, or
3. Battered or subjected to extreme cruelty in the U.S.

The documentation to verify permanent alien status is:

1. Permanent resident card (USCIS Form 1-551), also known as a green card, and or alien registration card showing a U.S. date of entry at least 5 years prior.

REFUGEE/ASYLEE

1. Granted asylum, or
2. Paroled into the U.S. for a least one year, or
3. Deportation withheld, or
4. Refugee admitted in the U.S., or
5. Cuban or Haitian entrant, or
6. Amerasian immigrant, or

7. Hmong of Highland Laotian, or
8. Iraqi/Afghani Special Immigrants, or
9. Non-citizens subjected to severe forms of trafficking in people, and
10. Other immigrants authorized by the Attorney General to work in the United States.

The documentation to verify refugee/asylee status is:

1. USCIS Form I-94 Arrival/Departure Record or passport stamped: "...admitted under section 207 of the INA...", or any of the following admission codes: RE1, RE2, RE3, RE4, RE5, Visa 93 or V93, or
2. USCIS Form I-688B or I-766 Employment Authorization Document (EAD) coded 274a.12(a)(3), 274a.12(a)(5), A03, A05, or
3. Refugee Travel Document (USCIS Form I-571), or
4. USCIS Form I-551 with category codes RE6, RE7, RE8, RE9, AS6, AS7, AS8, GA6, GA7, or GA8, or
5. Foreign passport stamped to show unexpired, temporary evidence of Lawful Permanent Resident (LPR) or "I-551" status and code RE6, RE7, RE8, RE9, AS6, AS7, or AS8, or
6. USCIS Form I-94 Arrival/Departure Record or passport referencing: "...section 208 of the INA..." or coded AS1, AS2, AS3, Visa 92, or V92, or
7. Order granting asylum under section 208 of the INA issued by the USCIS Asylum Office, an Immigration Judge, the Board of Immigration Appeals (BIA), or a Federal court, or
8. USCIS I-70 Approval Letter from the USCIS Asylum Office.

APPENDIX C: TANF AND INSTITUTIONAL ELIGIBILITY

A. INSTITUTIONAL ELIGIBILITY

Who is not eligible for TANF? A person is not eligible for TANF if they are an inmate or resident of a public penal, reform, correctional, or mental institution or any other public institution.

Who is an inmate or resident? An inmate or resident of an institution is a person who resides in the institution, that is, they are not making their home elsewhere. Individuals not considered to be residing in an institution is a person who is in a hospital for temporary care, or a person who is on leave of absence from a public mental institution. A person who is boarded out by a public mental institution is considered to be residing in the institution. [55 Pa. Code § 161.22](#)

What is an institution? An institution is an establishment that:

- furnishes food and shelter to three or more persons unrelated to the owner; and
- provides some necessary care or service in addition to food, shelter, and laundry.

Examples: nursing homes, convalescent homes, homes for the aged and infirm, hospitals, jails, prisons, patient rehabilitation centers and boarding homes for adults that provide personal care and services. [55 Pa. Code § 161.21](#)

Who is not an inmate or resident (and may be TANF eligible)? A person is not an inmate or resident if they are a patient. A patient is a person who is in a medical institution because of illness, injury, or other health-related problems. They must receive professional medical care. There must be planned, continuing medical treatment directed toward improvement in health, or palliative medical measures if their health is not expected to improve. [CAH 192.3](#)

Additionally, the following are not inmates or residents;

- A person in a group home under the DHS Community Living Arrangements Program for the intellectually disabled is not considered a resident of an institution because he or she is free to come and go as he or she pleases. He or she may be eligible for TANF, if he or she is otherwise eligible.
- A person on a leave of absence from a public psychiatric institution is not considered a resident of an institution.
- A person in a hospital for temporary care is not a resident of an institution.
- A person in a public educational or vocational training facility for the purpose of receiving education or training is not a resident of an institution.
- A person temporarily in a public institution because of an emergency, pending other arrangements, is not a resident of an institution.
- A person and his or her children who reside in a community facility that provides services funded by the Office of Children, Youth and Families and directed towards improving family functioning are not considered residents of an institution.

What is not an institution (for TANF purposes)?

Examples: maternity homes, drug and alcohol rehabilitation centers, detoxification units, community residential facilities under contract to, or operated by, state, county, or municipal authorities, such as Community Corrections Centers (CCCs).

References:

[Cash Assistance Handbook Chapter 192](#)

[55 Pa. Code § 161](#)

[45 CFR 233.60](#)

Institutions	TANF eligibility
Inmate or resident of a public penal, reform, or correctional institution	NO, only upon release
Inmate or resident of a public mental or any other public institution	NO
Temporary hospitalization in public mental institution	Yes, maybe *
Resident of a private mental institution	NO
Resident of any other private institution	NO
Temporary hospitalization in a private mental institution	Yes, maybe *
Temporary hospitalization in a medical institution	YES

Note: * TANF eligibility requires a specified relative who has care and control of a child who is a minor.

B. EXAMPLES OF INSTITUTIONS AND TANF ELIGIBILITY:

Example 1, Adult who is hospitalized: Clarence lives with his great-aunt Martha. Martha receives TANF benefits for Clarence only. Martha becomes ill and must be permanently placed in a nursing home. Mr. Washington, a friend of the family, takes Clarence into his home until Children's Services can arrange for Clarence's care. Martha is institutionalized and no longer eligible for TANF, but Clarence remains eligible for TANF benefits while plans care and control are being made. [CAH 127.6](#)

Example 2, Temporary absence of adult: Mrs. Martin is in the hospital for childbirth. She retains care and control of her other children. She gets her benefit, continues responsibility for the children's needs and is in contact with them while her sister is temporarily watching them. Mrs. Martin did not lose care and control of her children during the temporary hospitalization. [CAH 127.7](#)

Example 3, Institutionalized adult: Ms. Smith is incarcerated for 60 days, she has lost care and control of her six-year-old child, her aunt will resume care and control while she serves her sentence. Ms. Smith is institutionalized and no longer eligible for TANF. TANF may continue for the six-year-old child with the aunt as a specified relative exercising care and control of the child. [CAH 127.2](#)

APPENDIX D: EXCLUDED EARNED INCOME OF A CHILD

A. TANF

Earned income of a child who is 18 or younger and is:

- A. a full-time student, **or**
- B. a part-time student working part-time, **or**
- C. a part-time student working full-time through either Job Corps or WIOA, **or**
- D. not a student and working through Job Corps or WIOA.
 - 1. Exemption for WIOA income for non-students is for six calendar months per calendar year. Months do not have to be consecutive.

B. SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Earned income of a child who is 17 years of age or younger and is:

- A. under parental control of another household member, and
- B. attending elementary, junior high, or high school at least half time, as defined by the school.

NOTE: WIOA earnings are countable if the individual is 19 years of age or over, or is under 19 and not under parental control, and participating in on-the-job (OJT) programs.

C. MEDICAL ASSISTANCE (MA)

A. TANF/GA-related categories

- 1. Earned income of an individual who meets TANF deprivation criteria and is:
 - a. Under age 21 and a full-time student, **or**
 - b. Under age 21 and a part-time student who is working part-time, **or**
 - c. Not a student, but is age 18 or younger and working under a WIOA program**
- 2. Earned income of an individual who does not meet TANF deprivation criteria and is:
 - a. Under age 14, **or**
 - b. Between ages 14 and 17 and working under a WIOA program**

B. ACA-related categories

- 1. Earned income of a child or tax dependent living with biological, adoptive or stepparent not required to file a tax return
- 2. Earned income of a child not required to file a tax return living with a non-parent who will claim the child as a tax dependent.

**Exemption for WIOA income is for a maximum of six calendar months per calendar year. Months do not have to be consecutive.

APPENDIX E: ACRONYMS

ADA	Americans with Disabilities Act of 1990
BEP	Bureau of Employment Programs (DHS)
BWPO	Bureau of Workforce Partnership and Operations (L&I)
CAO	County Assistance Office
CTE	Career and Technical Education
CPSL	Child Protective Services Law
DHS	PA Department of Human Services
DOL	U.S. Department of Labor
FPIG	Federal Poverty Income Guidelines
HHS	U.S. Department of Health and Human Services (HHS)
HUD	U.S. Department of Housing and Urban Development
ISY	In-School Youth
LEP	Limited English Proficiency
L&I	PA Department of Labor & Industry
LWDB	Local Workforce Development Board
MA	Medical Assistance
OMB	Office of Management and Budget
OJT	On-the-job Training
OSY	Out-of-school youth
PII	Personally Identifiable Information
PWE	Paid Work Experience
PY	Program Year
RSAB	Resource Sharing Agreement and Budget
SSL	Secure Sockets Layer
SSN	Social Security Number
SNAP	Supplemental Nutrition Assistance Program
STEM	Science, Technology, Engineering and Math
STEAM	Science, Technology, Engineering, Arts, and Math
TANF	Temporary Assistance for Needy Families
TANF YDF	TANF Youth Development Funding
TANF YDP	TANF Youth Development Program
WIOA	Workforce Innovation and Opportunity Act

ATTACHMENT 1: REQUIRED DOCUMENT CHECKLIST

ATTACHMENT 2: AUTHORIZATION FOR RELEASE OF INFORMATION

ATTACHMENT 3: PRELIMINARY SCREENING TOOL INSTRUCTIONS

