



TANF Youth Development Program Policy Revised Effective - July 1, 2023

I. PURPOSE:

To provide policy and guidance to the TANF Youth Development contractor in the North Central Workforce Development Area. This policy ensures that every participant who receives Temporary Assistance for Needy Families (TANF) Youth program services are eligible and registered.

Workforce Solutions for North Central PA has incorporated, in this policy, the Pennsylvania Department of Labor and Industry's Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP) Desk Guide for Providers to the TANF YDP PY 2023-2024. The Desk Guide, along with the North Central WDA specific program information provided in this document, will serve as background information, reference, guidelines and policy for the TANF YDP.

II. REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA or Opportunity Act), Public Law 113-128, enacted July 22, 2014
- Federal poverty guidelines
- TEGL No. 21-16
- Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP) Desk Guide for Providers to the TANF YDP PY 2023-2024

III. BACKGROUND:

This policy applies to all TANF Youth participants and to individuals interested in enrolling in this program.

For nearly two decades, the Commonwealth of Pennsylvania has provided significant funding support from the Temporary Assistance for Needy Families (TANF) block grant to enhance workforce investment funding and ensure that high-quality workforce development activities are available to low-income youth. Throughout the years, the Departments of Human Services (DHS) and Labor & Industry (L&I) have partnered with local workforce development boards and their youth committee. This partnership encourages the development of workforce programs for needy and at-risk youth. These programs provide employment, educational experiences, and essential skills, such as financial literacy and time management.

Workforce Solutions (North Central Workforce Development Board) along with DHS and L&I recognize the value of providing quality workforce experiences to the young people in our region. The policy and

guidance that follows represents the outcomes of collaboration between DHS and L&I to break down agency silos and align their programs and priorities as well as local board policy and requirements.

IV. DEFINITIONS:

“Basic Skills Deficient” individuals are:

- A youth with English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- A youth or adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

A youth 18 or older, who was determined basic skills deficient for the WIOA Title I Youth Program, may be co-enrolled in the WIOA Title I Adult Program without an eligibility re-determination, and be counted an individual who meets Adult priority of service, if the original determination was made no more than six (6) months prior to the date of co-enrollment.

“Displaced Homemaker” means an individual who has been providing unpaid services to family members in the home and who—

- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; and
- Has been dependent on the income of another family member but is no longer supported by that income; or
- Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.

“Low-income individuals” meet one or more of the characteristics listed below:

- Recipient of Cash Public Assistance
- Family Income that does not exceed the higher of 70% of the Lower Living Standard Income Level (LLSIL) or the poverty line
- Receives Food Stamps or was determined eligible to receive in the last six months
- Homeless
- Publicly supported Foster Child
- Individual with a disability and own income at or below 70% of the LLSIL or the poverty line
- Receives, or is eligible to receive a free or reduced price school lunch
- An individual who resides in a high poverty area, defined as an area that has a poverty rate of at least 30% (set every 5 years, using ACS 5 year estimates)

“Self-Attestation” (also referred to as an applicant statement) occurs when an individual states his or her status for a particular data element, such as “runaway youth,” and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the individual identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-identification.

“Self-Certification” means an individual’s signed attestation that the information said individual submitted to demonstrate eligibility for a program under Title I of WIOA is true and accurate. (Exception: Per WIOA Section 167 ‘National Farmworker Jobs Program’ (NFJP) self-certification is performed when an eligible migrant and seasonal farmworker (MSFW) signed attestation that the information he/she submits to demonstrate eligibility for the NFJP is true and accurate).

V. TANF YOUTH ELIGIBILITY REQUIREMENTS:

TANF YDPs may serve youth from ages 12 to 24. Workforce Solutions through our Youth Committee have recommended that TANF Youth Development Funding be utilized for work experience with a priority to tie the youth career goal to the work experience placement. Recognizing that there may be younger youth not able to be placed in work experiences, it is our recommendation that these youths be served during the summer months through co-enrollment in the 14 WIOA Youth Program Elements as well as collaboration and participation in summer camps / camp exploration activities offered through the Business and Education Connect programs active throughout the region. Activities must provide direct services to qualified youth participants.

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).

Note: North Central Workforce Development Board’s Youth Committee has identified family receiving any benefit(s) from the local County Assistance Office (including medical card) may be used as a barrier to qualify a participant for the TANF YDP.

VI. PRIORITIZATION OF SERVICES AND ACTIVITIES:

Workforce Solutions has prioritized services and activities available to eligible youth with any of the following barriers:

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. Additional Barrier - Family receiving any benefit from the local County Assistance Office (including the medical card).

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.

VII. 14 WIOA YOUTH PROGRAM ELEMENTS:

Whenever possible, Workforce Solutions encourages the TANF Youth Provider to co-enroll youth in WIOA or other appropriate program and incorporate the following 14 WIOA Youth Program Elements* into their TANF YDPs.

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.

VIII. 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.

IX. 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.

X. 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.

XI. TANF YDP PARTICIPANT QUALIFICATION PROCESS:

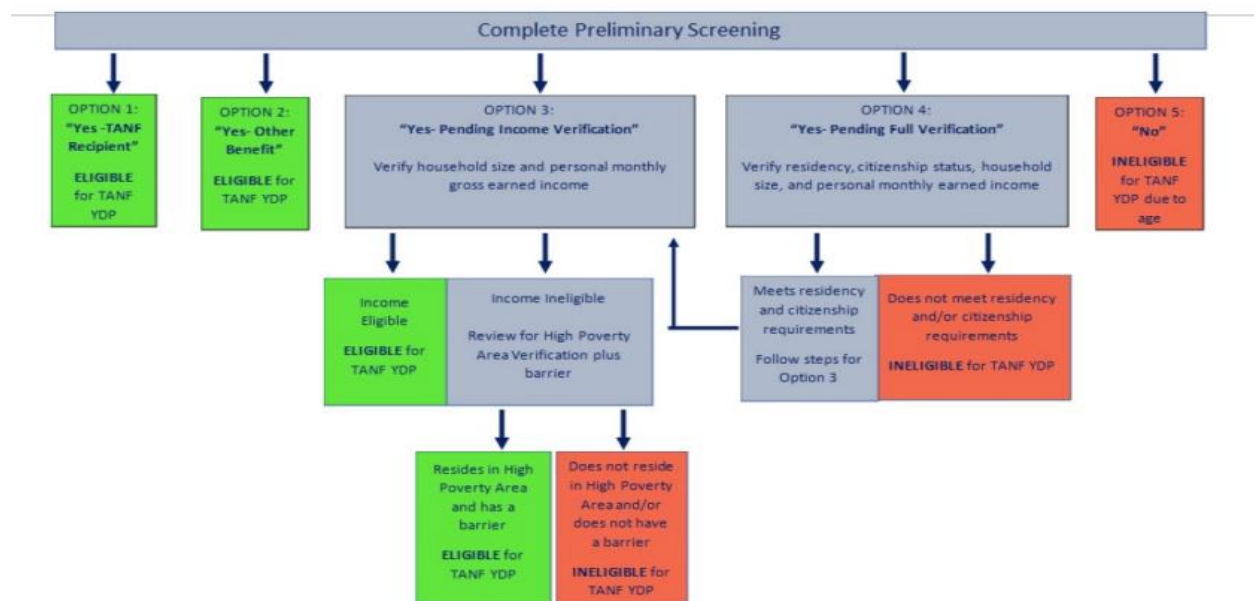
To be able to use TANF YDP funds, all TANF YDP participants must be qualified by DHS. DHS has established a Preliminary Screening Tool in CWDS 2.0 that will be used to qualify applicants for TANF YDP services. TANF YDP providers must utilize the Preliminary Screening Tool to ensure that personally identifiable 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:



XII. 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)

XIII. TANF YDP DATA 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
3. Verification of Preliminary Screening Result from the Preliminary Screening Tool within CWDS 2.0
4. 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.
5. TANF YDP application.
6. 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.

XIV. PROGRAM CONSIDERATIONS:

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.

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.

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.

PROGRAM CONTACTS

TANF YDP RESOURCE ACCOUNT

Email: RA-LITANF-YDP@pa.gov

XV. 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 YDF 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 YDF), the TANF YDF case shall be terminated after the TANF-funded activity.

XVI. 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 YDF participants' data files, TANF YDF Plan outcomes, and an exit conference with program staff. TANF YDF 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.

Workforce Solutions will also include TANF Youth in their monitoring, both programmatically and fiscally.

XVII. 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.

TANF YD Providers will submit quarterly reports to Workforce Solutions prior to each Workforce Development Board meeting and as requested by Workforce Solutions.

TANF Youth Quarterly Report shall include:

Total TANF Youth WEX by county	Memorandum of Agreements
TANF (Participant) Barriers	Narrative on 14 elements being provided
TANF Youth Financial Report	Success Stories
Co-enrollments	

Additionally, the Participant Eligibility and Tracking Form (Attachment 4) will be submitted along with the TANF Youth Quarterly Report to encompass all TANF Youth participants included on the above Quarterly Report.

A final year end will be required (Attachment 5) which should also include a final matching Eligibility and Tracking Form (Attachment 4).

XVIII. APPENDICES and ATTACHMENTS:

Appendix A: 235% of 2023 Federal Poverty Income Guidelines
Appendix B: Verifications for Participation
Appendix C: TANF and Institutional Eligibility
Appendix D: Excluded Earned Income of a Child
Appendix E: Acronyms

Attachment 1: Required Document Checklist
Attachment 2: Authorized Release of Information
Attachment 3: Preliminary Screening Tool Instructions
Attachment 4: Participant Eligibility/Tracking Form
Attachment 5: Year End Report

XIX. ACTION REQUIRED:

None

XX. EXPIRATION DATE:

Ongoing.

XXI. INQUIRIES:

Questions shall be directed to:

Pamela Streich, Executive Director at pstreich@ncwdb.org; or
Donna Hottel, Strategic Planning and Project Manager at dhottel@ncwdb.org

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XXI. HISTORY

Name	Date	Rev Level	Description of Change	Effective Date
Donna Hottel	07/01/23		Updated Summer and Year Round Policy and Procedures Manual	07/01/23
Donna Hottel	9/1/22		CWDS Preliminary Screening Tool	9/1/22
Donna Hottel	6/16/22		Updated Summer and Year Round Policy and Procedures Manual	07/01/22
Pam Streich	7/01/19		Replaced Guidance	07/01/2019
Pam Streich	01/01/19		Guidance	01/01/2019

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program