

# TANF SERVICES APPLICATION/CERTIFICATION

## Instructions

- The information requested on this form is necessary to determine whether or not federal Temporary Assistance for Needy Families (TANF) funds may be used to provide services to you.
- Additional information about the terms in this form are included on pages 6 and 7.

**Are any of these people living in your household? Check all that apply:**

- A minor child under the age of 18 or under the age of 19 and attending secondary school (high school) or an equivalent level of vocational or technical training, (e.g., a BOCES program),
- A pregnant woman,
- An adult who is not the parent, but is a relative caring for a minor child,

**OR**

- You are the non-custodial parent of a minor child.
- If no boxes are checked, **STOP**. You do not qualify for TANF funded services.
- If one or more boxes are checked, continue with the application.

**SECTION ONE:**

**Information About the Applicant and the Applicant’s Family (Family Members)**

- Be sure to read the definition of **“Applicant”** on page 6.
- Information provided in Item A should be about the applicant for TANF Services.

A. Applicant’s Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (Apartment) (City, State, Zip Code)

Telephone Number: \_\_\_\_\_

B. Provide information below about the applicant and the applicant’s **Family Members** who live with the applicant. Be sure to read the definition of **Family Members** on pages 6 and 7.

	NAME (First, Middle Initial, Last)	RELATIONSHIP TO YOU	DATE OF BIRTH	PLACE OF BIRTH	SOCIAL SECURITY NUMBER	Check if Applying For Services
1.	<b>Applicant</b>					
2.						
3.						
4.						
5.						
6.						

C. If the applicant for services is a minor child, is the child (check one if either applies):

Living with a relative who is the primary caretaker of the minor child

**or**

In foster care and there is a plan to return the child to the home.

**Is there a minor child included in Item B above?**

Yes, **go to** Section Two.

No, **go to** the next question (D).

D. If there is not a minor child included in B, is the applicant or a family member pregnant?

Yes, **go to** Section Two.

No, **go to** the next question (E).

E. Is a family member included in Item B above the primary caretaker of a minor child (see definition on page 6)?

Yes, complete the following regarding the minor children being cared for:

	CHILD’S NAME	DATE OF BIRTH	RELATIONSHIP
1.			
2.			
3.			

**Go to** Section Two.

No, **go to** the next question (F).

F. Are you the non-custodial parent of a minor child(ren) who does not live with you?

No. **Stop here.** You cannot receive TANF Services because neither you nor a family member is a minor child, is pregnant, is the primary caretaker of a minor child, or you are not the non-custodial parent of a minor child.

Yes. Complete the information below:

	CHILD'S NAME	DATE OF BIRTH
1.		
2.		
3.		
4.		

You must also complete the **“Non-Custodial Parent Information Referral” form (OTDA-4728).**

**SECTION TWO: Citizen/Non-Citizen Status**

A. Are all the applicants for TANF Services (as checked in Section One, Item B) United States citizens?

Yes. If yes, **go to** Section Three.

No. If no, complete Item B.

B. If either the applicant or a family member(s) who is applying for TANF Services is not a United States citizen, look at the *“Immigration Status List”* on pages 7-9 and tell us which immigration status applies for each family member who is applying for TANF Services. Enter the status number from the list and complete the information below.

	NAME	LIST NUMBER	INS FORM NUMBER	ALIEN NUMBER	DATE OF ENTRY INTO U.S./STATUS GRANTED
1.					
2.					
3.					
4.					
5.					
6.					

**SECTION THREE: Income of Family Members**

A. Does the applicant currently receive benefits under one or more of these programs?

Yes, check which program(s) and then **go to** Section Four.

FAMILY ASSISTANCE/SAFETY NET	MEDICAID	Supplemental Nutrition Assistance Program (SNAP)	HEAP	SSI

No, complete item B immediately below.

**B. Income of the applicant and the applicant's family members.**

- Include the gross income (income before taxes and deductions) of each family member listed in Section One Item B who has income. See the **“Gross Income”** definition on page 7 for an explanation of the income you must tell us about and what income you do not need to include.
- List all sources of gross income, including wages, social security benefits, public assistance benefits, child support, alimony, etc. received and any other recurring income of a family member.

	NAME	INCOME SOURCE: WAGES, SOCIAL SECURITY, etc.	AMOUNT	RECEIVED (Check One)		
				Yearly	Monthly	Weekly
1.	<b>Applicant</b>					
2.						
3.						
4.						
5.						
6.						

**C. Does the applicant or any family member currently regularly pay child support in accordance with a court order for children who do not reside in the household?**

- No, **go to** Section Four.
- Yes If yes, how much does the family member pay? \$\_\_\_\_\_. How often does the family member pay this amount (weekly, monthly or annually)? \_\_\_\_\_.

**Go to Section Four.**

**SECTION FOUR: Applicant Notification and Signature**

You may be asked to prove any or all of your statements. If we ask you to do this, we will tell you how to prove your statements.

Why we are asking for Social Security number(s):

- Any person applying for or receiving TANF services or assistance must give us his or her Social Security number.
- Social Security numbers are required under federal law (Section 409(a)(4) of the Social Security Act) and federal regulations (45 CFR 264.10).

What we **may** use Social Security number(s) for:

- To do computer matches with other programs to prove you are receiving these programs (for example, SNAP).
- To do a computer match to verify other information on the certification form (for example, your employment income).
- To verify your alien status with the Immigration and Naturalization Service (INS).

If you are the non-custodial parent of a child, we **will** use your Social Security number to provide information about you for intra/interstate child support enforcement services.

If you disagree with any decisions we make regarding your eligibility to receive TANF services, you may have your certification reviewed by a person at a level above the person who made the first decision.

You must sign this form for your request for TANF certification to be complete.

**By signing this, I am swearing, under penalty of perjury, that:**

- **All of the above statements are true to the best of my knowledge and that I am willing to cooperate with any efforts to verify the information provided, including household composition, income and citizenship status.**

**\*Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

\*A parent or the primary caretaker relative must sign for an applicant who is a minor child. The Commissioner of the Department of Social Services or the Commissioner's designee must sign for children in foster care.

## Definitions

**MINOR CHILD:** A “*minor child*” is a child who is under 18 years of age or is under 19 years of age and attending secondary school (high school) or an equivalent level of vocational or technical training (for example, a BOCES program). In order for the minor child to be eligible for TANF Services, the minor child must be living with a parent or other relative who is the primary caretaker of the child, or be in foster care with a plan to return home.

**PRIMARY CARETAKER:** The primary caretaker is the adult relative with whom a minor child lives, if the child does not live with his or her parent. The primary caretaker makes the majority of the decisions about the child’s well-being.

**NON-CUSTODIAL PARENT:** A non-custodial parent is a parent who does not live with or have physical custody of the child, but who is legally responsible for providing financial and medical support to the child.

### **Who is the applicant for TANF Services?**

The person who is requesting TANF Services is the applicant. The information about this person must be included in Section One, Items A and B. When more than one person is requesting TANF Services, an adult family member applying for TANF services must be listed as the applicant. If there is no adult family member applying for TANF services, the applicant should be the oldest child requesting TANF services.

### **Caretaker Relative Exception**

When the primary caretaker of a minor child is a relative who is not the child’s parent AND the TANF Services that the family needs are child protective or preventive services, **THE APPLICANT FOR THE SERVICES IS THE MINOR CHILD.**

These services relate only to enabling the primary caretaker of the child to continue to care for the minor child in the home safely or return the minor child from foster care to the relative’s home.

For all other services, the applicant is the person who will actually be receiving the services.

### **Who are the family members?**

All of the following persons **who live with** the applicant are family members and must be included in Section One, Item B:

- the applicant’s husband or wife
- the applicant’s minor children and their siblings who are also minor children (including half and step-siblings),
- if the applicant is a minor, the applicant’s parents and the applicant’s siblings who are minor children, and
- the father or mother of any minor children listed above, even if the parent is not married.

### **Special Rules for Family Members**

#### **Children in Foster Care**

A child who is in foster care is included as a “family member” if there is a plan to return the child to the home. The above “family member” rules do not apply to children in foster care who apply for TANF Services for themselves. In those cases, the foster child is considered to be a family of one.

### **Married Minors**

- A minor child who is married and is living in the applicant's household is not included as a minor child family member.
- If the minor child who is married is the applicant or the applicant's spouse, the family members do not include the married minor child's parents or siblings.

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### **GROSS INCOME**

You must tell us about the current income of the family members that you listed in Section One, Item B. You must provide us with gross income amounts. Gross income means income before taxes and other deductions. Income you must list includes, but is not limited to:

- Wages, salary and tips from work
- Self-employment income (after business expenses)
- Social Security benefits
- Public assistance (Family Assistance, Safety Net Assistance)
- Unemployment compensation
- Workers' compensation
- Supplemental Security Income (SSI)
- Child support payments received
- Alimony received
- Interest payments
- Other recurring income that is not excluded below

#### **Income you should not include**

- Earned income of a minor child
- Adoption/foster care payments
- One-time loans, gifts, lump sum payments or other non-recurring income
- Child care subsidy payments

#### **Current Income**

Current income is income that has been or is expected to be received in the calendar month of the application for TANF Services, and is expected to continue beyond this month.

**or**

If your income in the calendar month of application is higher than your regular monthly income, you may provide information based on your annual income (income from the prior twelve months). This annual income must be adjusted for any change in income known or expected to occur. For example, if you recently got a new job, you should include the income from this job to calculate your annual income. You should not include income received in the past that you do not expect to recur.

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### **Immigration Status List (This list is used to complete Section Two when an applicant for TANF services is not a United States citizen.)**

You will be asked to provide documentation to verify the individual's immigration status. We are asking about your immigration status to determine if you or a family member is eligible for federally funded TANF services. You may be a legal immigrant, but not be eligible for federally funded TANF services. **Note: A family member cannot receive TANF Services unless the family member is a U.S. citizen or is an eligible non-citizen under one of the statuses listed on this page.**





STATUS	Relevant Date for Eligibility	Common Documentation
1. Refugees	Entry	<p><b>I-94:</b> stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, RE4" or  <b>I-551:</b> stamped "R8-6, RE5, RE6, RE7, RE8 or RE9" or  <b>I-571:</b> Refugee Travel Document or  <b>I-688B:</b> Employment Authorization Document annotated with "8 C.F.R. § 274a.12(a) (3)" or  <b>I-766:</b> Employment Authorization Document annotated "a3"</p>
2. Cuban/Haitian Entrants	Status Granted	<p><b>I-94:</b> stamped "Cuban/Haitian Entrant (status pending)," "Section 212(d) (5) of the INA," "Form I-589 filed," or "CU6," or CU7" or  <b>I-94</b> stamp showing parole under Section 212(d)(5) of INA or stamp showing parole in US on or after 10/10/80 and reasonable evidence that parolee has been a National (citizen) of Cuba or Haiti or  <b>I-551:</b> stamped "CU6, CU7, or CH6" or  Temporary <b>I-551</b> stamp in foreign passport. or  USCIS notice or letter indicating ongoing exclusion or deportation proceedings or  A document from USCIS indicating individual applied for asylum.</p>
3. Asylees	Status Granted	<p><b>I-94:</b> stamped "Granted asylum under Section 208 of the INA" or  <b>I-551:</b> Stamped "AS1,AS2, AS3, AS6, AS7, or AS8" or  <b>I-688B:</b> Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(5)" or  <b>I-766:</b> Employment Authorization Document annotated "(a5)" or  Grant letter from USCIS Asylum Office or  Order of an immigration judge granting asylum.</p>
4. Amerasian Immigrants	Entry	<p><b>I-94:</b> stamped "AM1, AM2, AM3, AM6, AM7, or AM8." Derive date of entry from date of inspection on stamp; if date is missing, obtain from I-551 or from USCIS or  <b>I-551:</b> stamped "AM1, AM2, AM3, AM6, AM7, or AM8" or  Temporary <b>I-551</b> stamp in foreign passport or  <b>I-571:</b> Refugee Travel Document or  Vietnamese exit visa or passport stamped "AM1, AM2, or AM3"</p>
5. Deportation or Removal Withheld	Status Granted	<p><b>I-688B:</b> Employment Authorization Card annotated with "8 C.F.R. § 274a.12(a)(10)" or  <b>I-766:</b> Employment Authorization Document annotated "(a10)" or  Order from Immigration Judge showing the date deportation was withheld under Section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Section 241(b)(3) of INA</p>
6. Certain Hmong or Highland Laotian	Status Granted	<p><b>I-94:</b> stamped "Admitted under Section 207 of the INA," "Refugee," "RE1, RE2, RE3, or RE4" or  <b>INS I-551:</b> Stamped "RE5, RE6, RE7, RE8, or RE9" or  Has a signed affidavit sworn under penalty of law that s/he was a member of Hmong or Highland Laotian tribe between 8/5/64 and 5/7/75 or a verified spouse*, widow, widower or unmarried dependent of a tribal member and  Documents to show lawfully residing in the US  <b>Divorced spouses do not qualify</b></p>
7. Lawfully Admitted For Permanent Residence (LPR) without 40 Qualifying Quarters	<p>Entered Before 8/22/96</p> <p>Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.</p>	<p><b>I-551:</b> (Permanent Resident Card) or  Temporary <b>I-551</b> stamp in foreign passport or on <b>I-94</b>, or  <b>I-327</b> (Re-entry Permit) or  <b>I-181:</b> Memorandum of Creation of Lawful Permanent Residence with approval stamp</p>
8. Veteran, spouse, unmarried surviving spouse and unmarried dependent child of a U.S. veteran who fulfilled minimum active duty requirement (2 years)	Status Granted	<p>A Discharge Certificate (<b>Form DD-214</b>) that states "Honorable." A character of discharge "Under Honorable Conditions" is not an "Honorable Discharge" for these purposes. Narrative Reason for Separation block must not state that discharge was for reason of "alienage" or lack of U.S. citizenship</p>

STATUS	Relevant Date for Eligibility	Common Documentation
9. <b>Active Military: Active duty or a member of the Armed Forces on full-time duty in the Army, Navy, Air Force, Marine Corps or Coast Guard, spouse and children</b>	Status Granted	Military Identification Card ( <u>DD Form 2</u> ) (Active) that lists an expiration date of more than one year from the date of determination. If ID card is due to expire within one year from the date of determination, use a copy of current military orders.
10. <b>Conditional Entrant (status granted to refugees before 1980)</b>	Entry	<b>I-94</b> with stamp showing admitted under Section 203(a)(7) of INA <b>or</b> <b>I-688B</b> (Employment Authorization Card) annotated "274a.12(a)(3)" <b>or</b> <b>I-766</b> (Employment Authorization Document) annotated "(a1)" or "(a3)
11. <b>A US citizen's or LPR's battered spouse or child, or parent or child of such person, who obtains "Notice of Prima Facie Case from USCIS under the Violence Against Women Act (VAWA)</b>	Entered Before 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	I-797 (Notice of Action) indicating prima facie eligibility of an I-360 self-petition under INA Section 204(a)(1)(A) (iii) or (iv); <b>or</b> INA Section 204(a)(1)(iii)(B) (i) or (iii)
12. <b>Victim of Human Trafficking</b>	Entry	Certification Document (for adults) or Eligibility Letter (for children) from the Office of Refugee Resettlement (ORR); Must call 1-866-401-5510 for verification <b>or</b> <b>I-94</b> Coded T1, T2, T3, T4 or T5 stating admission under Section 212(d)(5) of the INA if status granted for at least one year
13. <b>Parolee (for at least one year) (Non-citizens who have been allowed to come into the U.S. for humanitarian or public interest reasons)</b>	Lawfully Residing in U.S. on 8/22/96 Entered on/after 8/22/96 and has been in the U.S. for 5 years or more.	<b>I-94</b> with annotation "Paroled pursuant to Section 212(d)(5)" or "parole" or "PIP" with date of entry and date of expiration indicating one year <b>or</b> <b>I-688B</b> annotated "8 CFR Section 274a 12(a)(4) or 274(a) 12(c)(11)" <b>or</b> <b>I-766</b> annotated "C11" or A4, and <b>I-94</b> indicating admitted for at least one year
14. <b>North American Indian born in Canada</b>	NA	<b>I-551</b> : (Permanent Resident Card): stamped "S1-3" , temporary <b>I-551</b> stamp in a Canadian passport <b>or</b> <b>I-94</b> : stamped "S1-3" <b>or</b> <b>Tribal document</b> certifying at least 50% American Indian blood, as required by Section 289 of the INA or documented member of a federally recognized tribe <b>and</b> School records, <b>or</b> A birth or baptismal certificate issued on a reservation, <b>or</b> Other satisfactory evidence of birth in Canada
15. <b>Member of federally recognized tribe born outside U.S.</b>	NA	Membership card or other tribal document demonstrating membership in a federally recognized Indian tribe under Section 4(e) of the Indian Self-Determination and Education Assistance Act