CWDS - TANF YDP Preliminary Eligibility Screening Instructions

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**Background**

The Preliminary Screening Function within the Commonwealth Workforce Development System (CWDS) is a tool for TANF Youth Development Program (YDP) providers to identify if an applicant may be served using TANF Youth Development Funds (YDF).

TANF YDP providers **must** ensure that the applicant meets the age eligibility requirements of the TANF YDP **prior to** utilizing this tool. To be eligible for TANF YDP funded services, the applicant **must** be between the ages of 12 (or have completed the 5th grade) and 24 years at the time of application.

If the applicant does not meet the age requirement, the applicant is INELIGIBLE for services using TANF YDF. The provider will not proceed with the Preliminary Screening Function but will review the applicant’s eligibility for services through other funding sources.

If the applicant meets the age requirements for TANF YDP, the provider will proceed with the Preliminary Screening Function instructions.

A calculator is available to help providers determine if the applicant meets the income requirements under **235% Federal Poverty Income Guideline (FPIG)**. The use of the “235% FPIG Calculator” is optional.

**CWDS Instructions**

**Step 1.** Click “Sign In”

**Step 2.** Enter Username & Password

**Step 3.** Click on the ![CWDS 2.0](image) icon found on the top right corner

**Step 4.** Locate the “Quick Links” to the far left under the CWDS Icon

**Step 5.** Under the “Case Management” section, select the “Preliminary Screening” option which will take you to the DHS Preliminary Screening Inquiry homepage

**Eligibility Inquiry**

From the DHS Preliminary Screening Inquiry homepage:

**Step 1.** In “**Participant SSN**” field, enter participants social security number

**Step 2.** In “**Program**” field, select “**DHS-TANF Youth**”

**Step 3.** Click on “**Check Eligibility**”
Step 4. Screen will display one of five “Preliminary Screening Eligibility” results

Preliminary Screening Eligibility Results

The “Preliminary Screening Eligibility” will display one of five eligibility results.

Option 1. Eligible for Preliminary Screening: Yes – TANF Recipient

Receiving an “Eligible for Preliminary Screening: Yes – TANF Recipient” result means the applicant is ELIGIBLE for TANF YDP funded services because they are receiving TANF benefits. The provider is not required to collect further verification, and the applicant may be served immediately using TANF YDF.

NOTE: If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found below on page 6.
Option 2. Eligibility for Preliminary Screening: Yes – Other Benefit

Receiving an “Eligible for Preliminary Screening: Yes – Other Benefit” result means the applicant is eligibile for TANF YDP funded services because they are receiving Supplemental Nutrition Assistance Program and/or Medical Assistance benefits AND are under the age of 15 or age 18 or older. The provider is not required to collect further verification, and the applicant may be served immediately using TANF YDF.

**NOTE:** If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found below on page 6.

Option 3. Eligible for Preliminary Screening: Yes – Pending Income Verification

Receiving an “Eligible for Preliminary Screening: Yes – Pending Income Verification” result means that the provider must verify the applicant’s household size and personal monthly gross earned income to determine eligibility*.
The provider must verify and document that the applicant’s personal monthly grossed earned income is under 235% FPIG*. The provider may utilize the “235% FPIG Calculator” to determine if the applicant is income eligible for TANF YDP funded services.

Receiving an “Income Eligible” result on the “235% FPIG Calculator” means that the applicant is **ELIGIBLE** for TANF YDP funded services. The provider is not required to collect further verification, and the applicant may be served.

Receiving an “Income Ineligible” result on the “235% FPIG Calculator” means that the applicant is **INELIGIBLE** for TANF YDP funded services. If the applicant is income ineligible, the provider must verify that the applicant resides in a High Poverty Area, using the most current version of the *Pennsylvania High Poverty Area Verification* tool, and has an additional barrier*.

If the applicant meets the High Poverty Area Verification, the applicant is **ELIGIBLE** for TANF YDP funded services and may be served. If the applicant does not meet the High Poverty Area Verification, the applicant is **INELIGIBLE** for TANF YDP funded services. The provider will then review the applicant’s eligibility for services through other funding streams.

*Please see the [TANF YDP Manual](#) for additional information.

**NOTE:** A copy/screenshot of All verifications must be retained in the participant’s TANF YDP Data File and be made available upon request to confirm program eligibility and allowable expenditures.

**NOTE:** If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found below on page 6.

### Option 4. Eligible for Preliminary Screening: Yes – Pending Full Verification

Receiving an “Eligible for Preliminary Screening: Yes – Pending Full Verification” means that the provider must verify all eligibility requirements: residency, citizenship status, household size, and personal monthly gross earned income*.

The provider must verify and document that the applicant meets TANF YDFP residency and citizenship requirements*. If the applicant does not meet the residency and/or citizenship status requirements, the applicant is **INELIGIBLE** for TANF YDP funded services. The provider will review the applicant’s eligibility for services through other funding streams.
If the applicant meets the TANF YDP residency and citizenship requirements*, the provider must verify that the applicant’s personal monthly grossed earned income is under 235% FPIG*. Providers may utilize the “235% FPIG Calculator” to determine if the applicant is income eligible for TANF YDP funded services.

Receiving an “Income Eligible” result on the “235% FPIG Calculator” means that the applicant is **ELIGIBLE** for TANF YDP funded services. The provider is not required to collect further verification, and the applicant may be served.

Receiving an “Income Ineligible” result on the “235% FPIG Calculator” means that the applicant is **INELIGIBLE** for TANF YDP funded services. If the applicant is income ineligible, the provider must verify that the applicant resides in a High Poverty Area, using the most current version of the *Pennsylvania High Poverty Area Verification* tool, and has an additional barrier*.

If the applicant meets the High Poverty Area Verification, the applicant is **ELIGIBLE** for TANF YDP funded services and may be served. If the applicant does not meet the High Poverty Area Verification, the applicant is **INELIGIBLE** for TANF YDP funded services. The provider will then review the applicant’s eligibility for services through other funding streams.

*Please see the TANF YDP Manual for additional information.

**NOTE:** A copy/screen shot of All verifications must be retained in the participant’s TANF YDP Data File and be made available upon request to confirm program eligibility and allowable expenditures.

**NOTE:** If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found below on page 6.

**Option 5. Eligible for Preliminary Screening: No**

Receiving an “Eligible for Preliminary Screening: No” means the applicant is known to eCIS and/or CWDS but does not meet the age requirements to participate in TANF YDP. Therefore, the applicant is **INELIGIBLE** for TANF YDP funded services.
Creating a CWDS Base Record

The DHS Preliminary Screening Tool will only allow providers to “Create a Base Record” for individuals not already known to CWDS.

Scenario 1: Individual not known to eCIS or CWDS (Yes-Pending Full Verification Result)

The provider will be required to “Create CWDS Base Record” for individuals that are not known to eCIS or CWDS. Only the Preliminary Screening Eligibility will display. There will be no Participant Information listed under the Eligibility result as the individual is unknown to both systems.

**Step 1.** Click on “Create CWDS Base Record” after completing the initial Eligibility Inquiry

**Step 2.** Enter the Participant First Name, Participant Last Name, and Date of Birth and click on “Continue”

**Step 3.** Complete all required fields under “Create Personal Information” and click on “Save and Continue”
Create Personal Information

<table>
<thead>
<tr>
<th>Individual Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
</tr>
<tr>
<td>Texter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual Personal Information</th>
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<tbody>
<tr>
<td>SSN</td>
</tr>
<tr>
<td>153-12-6522</td>
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<table>
<thead>
<tr>
<th>EThnicity</th>
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<tbody>
<tr>
<td>Hispanic/Latino</td>
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</table>

<table>
<thead>
<tr>
<th>Race</th>
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</thead>
<tbody>
<tr>
<td>American Indian or Alaska Native</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Highest Level of Education</th>
<th>Are You A Veteran</th>
<th>Are You The Spouse of a Veteran</th>
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</thead>
<tbody>
<tr>
<td>Male</td>
<td>Female</td>
<td>Does Not Identify</td>
<td>Grade 12</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Residential Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS LINE 1</td>
</tr>
<tr>
<td>123 Youth Development Road</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>TOWN</th>
<th>ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tarentum</td>
<td></td>
<td>15216</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address Same as Residential Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY PHONE</td>
</tr>
<tr>
<td>(123) 456-7890</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FAX NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

8 (Updated 8/1/2022)
Step 4. A notification will display indicating that participant data was modified, and the provider must check eligibility again. Click on “Check Eligibility”
Step 5. Final Preliminary Screening results under “Eligible for Preliminary Screening” will display and a base record has been created.

The provider will take the appropriate next step based on the final Preliminary Screening Eligibility result as described above.

The “Eligibility for Preliminary Screening” will not change unless the date of birth the provider entered into the base record does not meet TANF YDP age requirements. A final Preliminary Screening Eligibility result of “No” means the date of birth the provider entered into the CWDS base record does not meet TANF YDP age requirements and is INELIGIBLE to receive TANF YDP funded services.

Participant Clearance

If the provider completes Step 2 and is directed to “Participant Clearance”, it means that there is an existing record for an individual with the same Name and Date of Birth but a different SSN.

Step 1. Review “Possible Matches”
**Step 2.** Determine if an existing base record matches the applicant’s verified information

**Step 3.** Proceed to the appropriate steps under A or B

**A.** If an existing base record under “**Possible Matches**” is **confirmed** to be the applicant:

  **Step 1.** Click on the toggle next to the matching individual and select “**Matches CWDS Profile**”

  **Step 2.** Review “**CWDS Information**” on the “**Resolve Conflict**” screen, make any verified updates, and click on “**Use Existing Information**”

**B.** If an existing base record does not match the applicant’s verified information, click “**Create New Participant Record**”. Providers will be redirected to Step 3 above to “**Create Personal Information**” and will complete the remaining steps.

**Scenario 2: Individual known to CWDS but not eCIS (Yes- Pending Full Verification Result)**

The provider will not receive a “Create CWDS Base Record” option as a CWDS base record already exists. The CWDS Participant Information will be displayed.
Scenario 3: Individual known to both CWDS and eCIS (All Results, except Pending Full Verification)

The provider will not receive the “Create CWDS Base Record” option as a CWDS base record already exists. The CWDS and CIS Participant Information will be displayed.

Resolve Conflict

The provider will be prompted to “Resolve Conflict” when the CWDS and CIS Participant information are displayed for the SSN entered but the individual’s name and/or date of birth do not match in CWDS and eCIS.

Step 1. Click on “Resolve Conflict”
Step 2. Review “Possible Matches” on the “Participant Clearance” screen to identify errors.

Scenario 4: Individual known to eCIS but not CWDS (All Results, except Pending Full Verification)

The provider will be required to “Create CWDS Base Record” for individuals that are known to eCIS but not CWDS. The CIS Participant Information will be displayed.

Step 1. Click on “Create CWDS Base Record”
Step 2. Complete all required fields under “Create Personal Information” and click on “Save and Continue”
Step 3. A notification will display indicating that participant data was modified, and the provider must check eligibility again. Click on “Check Eligibility”.
Step 4. Final Preliminary Screening Eligibility results for “Eligible for Preliminary Screening” will display, and a base record has been created.
Complete Preliminary Screening

**OPTION 1:** “Yes - TANF Recipient”
**ELIGIBLE** for TANF YDP

**OPTION 2:** “Yes - Other Benefit”
**ELIGIBLE** for TANF YDP

**OPTION 3:** “Yes - Pending Income Verification”
Verify household size and personal monthly gross earned income

**OPTION 4:** “Yes - Pending Full Verification”
Verify residency, citizenship status, household size, and personal monthly earned income

**OPTION 5:** “No”
**INELIGIBLE** for TANF YDP due to age

**Income Eligible**
**ELIGIBLE** for TANF YDP

**Income Ineligible**
Review for High Poverty Area Verification plus barrier

Meets residency and citizenship requirements
Follow steps for Option 3

**Does not reside in High Poverty Area and/or does not have a barrier**
**INELIGIBLE** for TANF YDP

**Resides in High Poverty Area and has a barrier**
**ELIGIBLE** for TANF YDP

**Does not meet residency and/or citizenship requirements**
**INELIGIBLE** for TANF YDP