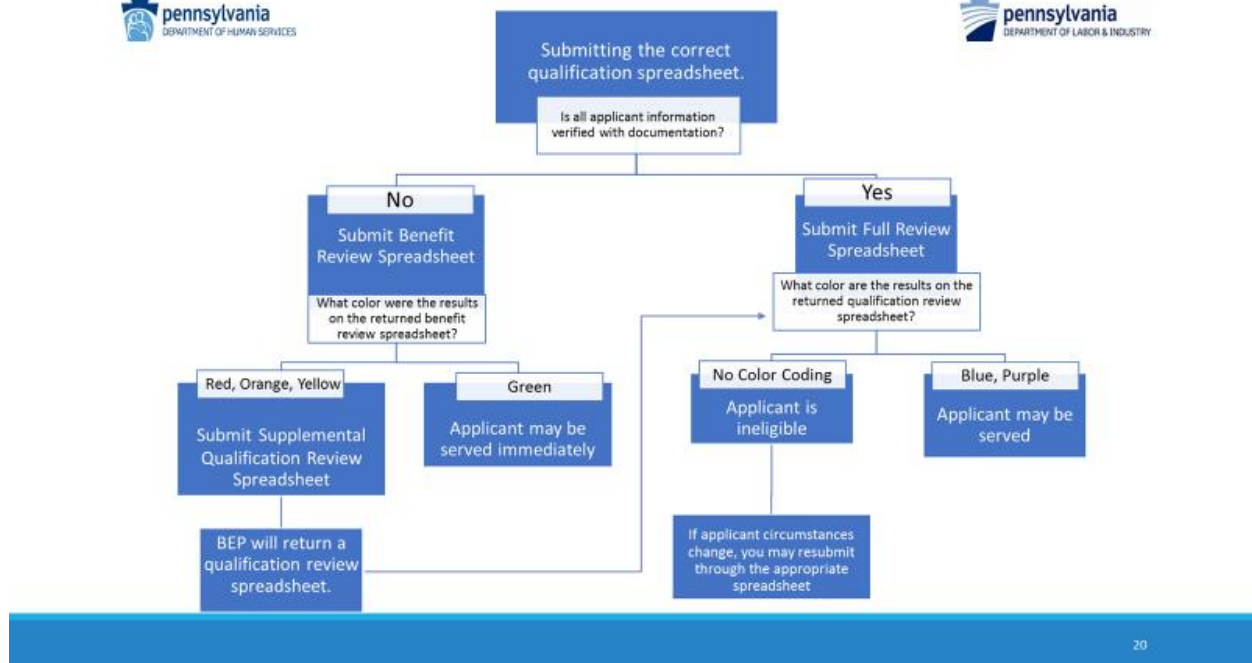


QUALIFICATION SPREADSHEET EXAMPLES



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BENEFIT QUALIFICATION PROCESS

- ❖ This is the initial review of qualifications right after a youth has applied for TANF YDP.
- ❖ Provider will determine which Benefit Qualification Spreadsheet to use based on the level of verifications they collect at application.
 - ❖ Provider may choose to complete both if they have verified all information for some of their applicants but not others.
- ❖ Provider will upload Benefit Qualification Spreadsheets weekly by close of business Friday.
- ❖ DHS will upload the results of the Benefit Qualification Spreadsheet review by close of business the following Friday.

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QUALIFICATION SPREADSHEET EXAMPLES



BENEFIT QUALIFICATION SPREADSHEET- OPTION 1: BENEFIT REVIEW

TANF YDP BENEFIT QUALIFICATION- BENEFIT REVIEW SPREADSHEET						
Local Provider Organization	Surname	First Name	Date of Birth	SSN	Length of Activity	Activity Type

- ❖ **Use when:** Provider wants DHS to identify which youth are qualified by their receipt of TANF or SSI.
- ❖ **Benefit:** Provider must only verify and report Name and Social Security Number of the applicant.
- ❖ **Next Steps:** Supplemental Qualification Spreadsheet will be required for individuals that are not receiving TANF or SSI.



BENEFIT QUALIFICATION RESULTS- OPTION 1: BENEFIT REVIEW

- ❖ **GREEN:** Applicant is qualified and program staff do not need to verify.
 - ❖ Applicant is a TANF or SSI-related cash assistance recipient; OR
 - ❖ Applicant is age 15 or younger and has an open case with DHS for other benefits; OR
 - ❖ Applicant is age 18 and older and has an open case with DHS for other benefits.
- ❖ **YELLOW:** Program staff must verify household size and personal monthly gross earned income.
 - ❖ Applicant is not receiving TANF or SSI-related cash assistance; AND
 - ❖ Applicant is currently receiving other benefits; AND
 - ❖ Applicant is between the ages of 15 and 18 and has earned income.
- ❖ **ORANGE:** Program Staff must verify residency, household size and personal monthly gross earned income.
 - ❖ Applicant has received benefits in the past but are not currently receiving benefits.
- ❖ **RED:** Program staff must verify all required information.
 - ❖ Applicant is unknown to the DHS System.



QUALIFICATION SPREADSHEET EXAMPLES



BENEFIT QUALIFICATION RESULTS- OPTION 2: FULL REVIEW

- ❖ **GREEN:** Applicant is qualified through their TANF or SSI-related cash assistance receipt.
- ❖ **BLUE:** Applicant is qualified through their personal monthly gross earned income being under 235% of the FPIG.
- ❖ **PURPLE:** Applicant is qualified through their residence in a High Poverty Area with an additional barrier to employment.
- ❖ **No color coding:** Applicant is not qualified to receive TANF YDF.



BENEFIT QUALIFICATION RESULTS- OPTION 2: FULL REVIEW SAMPLE

Local Provider Organization	Surname	First Name	Date of Birth	SSN	PA Resident	Citizenship Status	Household Size	Household Income	Additional Barrier	Length of Activity	Activity Type
Sample	Anthony	Bailey	7/24/2000	123456789	Yes	Citizen	1	0		30 days or longer	paid work experience
Sample	Crissman	Dennis	8/4/2001	123456789	Yes	Citizen	1	0		30 days or longer	career exploration
Sample	Evans	Faith	2/1/2007	123456789	Yes	Citizen	1	0		30 days or longer	career exploration
Sample	Griffith	Harry	2/28/2003	123456789	Yes	Citizen	1	0		30 days or longer	career exploration
Sample	Ian	James	7/25/1996	123456789	Yes	Citizen	1	1000		30 days or longer	career exploration
Sample	Keller	Laney	11/3/2000	123456789	Yes	Citizen	1	0		30 days or longer	career exploration
Sample	Mechling	Nellie	7/30/2002	123456789	Yes	Citizen	1	0	n/a	30 days or more	paid work experience
Sample	Orville	Paul	10/8/2004	123456789	Yes	Citizen	1	0	n/a	30 days or more	career exploration
Sample	Quick	Riley	6/8/1996	123456789	Yes	Citizen	1	0	n/a	30 days or more	paid work experience
Sample	Sullivan	Tucker	3/7/2003	123456789	Yes	Citizen	1	0	n/a	30 days or longer	paid work experience
Sample	Upton	Valerie	10/3/2002	123456789	Yes	Citizen	1	0	n/a	30 days or longer	paid work experience
Sample	Worth	Alexis	5/4/2002	123456789	Yes	Citizen	1	0	n/a	30 days or longer	paid work experience
Sample	Bristol	Cooper		123456789	Yes	Citizen	1	5000	n/a	30 days or longer	paid work experience
Sample	Dunn	Evan	2/2/2004	123456789	Yes	Citizen	1	0		30 days or longer	paid work experience
Sample	Frill	Gail	1/28/2002	123456789	Yes	Citizen	1	0		30 days or longer	paid work experience

QUALIFICATION SPREADSHEET EXAMPLES



SUPPLEMENTAL QUALIFICATION PROCESS

- ❖ Only used when provider has chosen to complete the **Benefit Qualification Process- Option 1: Benefit Review Spreadsheet** AND DHS has identified applicants that require further verification to qualify them.
- ❖ Only applicants that require more information should be placed on the Supplemental Qualification Spreadsheet. Applicants qualified in the Benefit Review Spreadsheet results will not be placed on this Spreadsheet.
- ❖ Provider has 14 days from the date DHS uploads the results of the Benefit Review Spreadsheet to verify all required information and submit the Supplemental Qualification Spreadsheet.
 - ❖ All information reported on this spreadsheet must be verified and a case file is required to be kept with documentation.
- ❖ Provider may submit the Supplemental Qualification Spreadsheet anytime during that 14 day period but DHS will not review the spreadsheet until the 14th day.
- ❖ DHS will upload Supplemental Qualification Spreadsheets by the following Friday.

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SUPPLEMENTAL QUALIFICATION REVIEW RESULTS

- ❖ **BLUE:** Applicant is qualified through their personal monthly gross earned income being under 235% of the FPIG.
- ❖ **PURPLE:** Applicant is qualified through their residence in a High Poverty Area with an additional barrier to employment.
- ❖ No color coding: Applicant is not qualified to receive TANF YDF.

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QUALIFICATION SPREADSHEET EXAMPLES



SUPPLEMENTAL QUALIFICATION RESULTS- REVIEW SAMPLE

Local Provider Organization	Surname	First Name	Date of Birth	SSN	PA Resident	Citizenship Status	Household Size	Household Income	Additional Barrier	Length of Activity	Activity Type
Sample	Austin	Beth	7/24/2000	123456789	Yes	Citizen		1.0	Basic skills deficient	30 days or longer	paid work experience
Sample	Eshe	Fred	2/1/2007	123456789	Yes	Citizen		1.0		30 days or longer	career exploration
Sample	Gaither	Holly	2/28/2003	123456789	Yes	Citizen		1.0	Basic skills deficient	30 days or longer	career exploration
Sample	Indigo	Jan	7/25/1996	123456789	Yes	Citizen	1	1000	Pregnant or parenting	30 days or longer	career exploration
Sample	Marrino	Nanette	7/30/2002	123456789	Yes	Citizen		1.0		30 days or longer	paid work experience
Sample	Quarrel	Richard	6/8/1996	123456789	Yes	Citizen		1.0	Homeless or runaway	30 days or longer	paid work experience
Sample	Stillwell	Tim	3/7/2003	123456789	Yes	Citizen		1.5000	Disabled	30 days or longer	paid work experience
Sample	Underwood	Vern	10/3/2002	123456789	Yes	Citizen		1.0	Migrant	30 days or longer	paid work experience
Sample	Wallace	Ann	5/4/2002	123456789	Yes	Citizen		1.0		30 days or longer	paid work experience
Sample	Blatt	Charles	6/2/2003	123456789	Yes	Citizen		1.4700		30 days or longer	paid work experience
Sample	Dummiré	Ellie	2/2/2004	123456789	Yes	Citizen		1.0		30 days or longer	paid work experience
Sample	Flushing	Guy	1/28/2002	123456789	Yes	Citizen		1.0		30 days or longer	paid work experience
Sample	Harding	Ida	7/25/1996	123456789	Yes	Citizen		1.0	Disabled	30 days or longer	career exploration
Sample	Latmore	Monica	7/30/2002	123456789	Yes	Citizen		1.0	Pregnant or parenting	30 days or longer	paid work experience
Sample	North	Otis	10/8/2004	123456789	Yes	Citizen		1.0		30 days or longer	paid work experience
Sample	Pittman	Randy	6/8/1996	123456789	Yes	Citizen		1.0		30 days or longer	paid work experience