

Temporary Assistance for Needy Families (TANF) Youth Development Program

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

**PY 2020 - 2021
(July 1, 2020 - June 30, 2021)**

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I. PROGRAM BACKGROUND AND OVERVIEW

Since 2000, the Commonwealth of Pennsylvania has provided significant funding support from the Temporary Assistance for Needy Families (TANF) block grant to local boards and their youth councils/committees to enhance workforce investment funding and extend the availability of high-quality workforce development activities to low-income youth. This both directly aligns with the priorities of the Workforce Innovation and Opportunity Act (WIOA), enacted in July 2014, and was also previously reinforced in a joint statement by 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 providers and workforce development providers along with public housing agencies to develop workforce programs for needy and at-risk youth that provide employment, educational experiences, and essential skills such as financial literacy and time management. Additionally, the agencies strongly encourage 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). The Commonwealth, via Pennsylvania's WIOA Combined State Plan, re-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, culminating with enrollment in post-secondary education or a good job along a career pathway with a family-sustaining or self-sustaining wage.

Pennsylvania's TANF State Plan also supports many of the same WIOA priorities. The primary goal of Pennsylvania's TANF Program, overall, is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and, finally, to long-term self-support. The Commonwealth's approach provides a client 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 family efforts to work by providing allowances for work expenses, such as childcare and transportation.

Each program year (PY), pending state budget approval, TANF Youth Development funding (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 or local boards) and 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 Youth Development Program (YDP).

II. TANF YOUTH DEVELOPMENT PROGRAM (TANF YDP) GUIDELINES

TANF YDPs may serve youth from ages 12 to 24 but are not required to serve all ages; it is up to local boards to determine the age groups on which they will focus. With the broad range of ages, programs cannot focus solely on work experience opportunities, but will also need to focus on providing workforce exposure activities for younger youth. TANF YDP providers may choose to focus the activities/services they will provide on older youth, younger youth, or the full TANF youth age-range, if the overall TANF YDP requirements, including allowable costs, are being followed. However, 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 participant and should incorporate the 14 WIOA Youth Program Elements.

A. QUALIFIED PARTICIPANTS AND FUNDING CATEGORIES

All individuals participating in the YDP must have been verified as qualified TANF participants. TANF YDP funds can only be used for those individuals who are qualified participants. If a TANF YDP provider chooses to serve individuals before establishing them as a qualified participant, the provider accepts the responsibility for funding services to those non-TANF individuals with an alternative funding source. For individuals who are verified as qualified TANF participants, the qualification for participation begins on the date the youth applied. Qualification is established for 12 months per Local Workforce Development Board. The youth may participate in multiple services with different local providers during that time.

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

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

NOTE: Gross income needs to be verified only at the time of enrollment. Only the youth's personal monthly gross earned income will be used to establish the youth as a qualified participant, unless the youth is legally married and/or has children. In those instances, the youth and their spouse's gross earned incomes will be used and the family's household size will include the youth, spouse and any of his/her child(ren) residing with them.

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&I's CWDS Help Center (select "List of Policies and Procedures", then select "WIOA").

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:

- School dropout or identified as at risk of dropping out of school.
- Within the age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter.
- Basic skills deficient.
- An English language learner.
- Have a disability.
- Court-involved or at risk of involvement.
- Children of an incarcerated parent(s).
- In foster care or aging out of foster care.
- Homeless or a runaway.
- Pregnant or parenting.
- A migrant.
- 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 can *only* be used to serve and follow-up with WIOA-enrolled participants .

C. 14 WIOA YOUTH PROGRAM ELEMENTS

Whenever possible, local workforce development boards (LWDBs) are strongly encouraged to 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.
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.

*Further 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. Expansion of workforce investment opportunities via community partnerships, such as municipal, community college, or career and technical education (CTE) relationships.
2. Provision of meals/snacks for youth participants, as necessary and reasonable, e.g., all-day field trips per OMB (Office of Management and Budget) Circular.
3. Expansion of work experience opportunities to TANF-eligible youth.
4. Expansion 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 certain equipment/technologies/demonstrations to offer TANF-eligible youth 'hands-on' learning opportunities such as, STEM/STEAM, etc., to which they might not otherwise be exposed (if consistent with proper procurement procedures).
6. Increase of TANF youth participant wages for work experience opportunities up to \$12.00/hour, whenever possible, in alignment with the Governor's priorities. (Executive Order: 2016-02 Amended)
7. 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.
8. Purchase of allowable types of incentives (see Section III.D. *PARTICIPANT INCENTIVES*) for TANF-eligible youth (if consistent with local incentive policy, and federal & state statute/guidance, including proper internal controls).
9. Purchase of allowable types of supportive services for TANF-eligible youth (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.
10. Implementation of special youth workforce projects, e.g., pilot programs, demonstrations, initiated by the Department of Labor & Industry (L&I).
11. Facilitate increased use of the PA CareerLink® service delivery system for TANF-eligible youth and consider the use of TANF youth funding as program income on the Resource Sharing Agreement and Budget (RSAB).

NOTE: 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.

E. PARTICIPANT INCENTIVES

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences; and may also be positive reinforcements to promote youth attendance or participation in workforce programming. Incentives are not based on need, but rather on a participant meeting an objective or standard.

The local program must have written policies and procedures 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, at a minimum, the following information: amount and type of incentive issued, name of individual receiving incentive, date issued and reason for issuance of incentive. The issuances of participant incentives are subject to monitoring.

F. PARTICIPANT SUPPORTIVE SERVICES

TANF Youth Development Program providers are strongly encouraged to make supportive services, such as, assistance with transportation, child care, housing, health/mental health care, educational testing, and work-related tools (e.g., eye-wear or 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 should 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-based and community-based organizations.

NOTE: Youth may not receive a special allowance (SPAL) from the CAO for the same supportive service already received from the TANF YDP provider, and the issuance of supportive services is subject to monitoring.

III. ONGOING PROGRAM OPERATIONS

A. TANF YDP PARTICIPANT QUALIFICATION PROCESS

All TANF YDP participants must be qualified through DHS, via Bureau of Employment Programs (BEP) staff, in order to serve them with TANF YDP funds. BEP has established a spreadsheet process that will be used to qualify applicants for TANF YDP services. TANF YDP providers must electronically submit TANF YDP participant spreadsheets to DocuShare to ensure that personally identifiable information (PII) is not transmitted through unsecured methods. Each Local Workforce Development Board (LWDB) must identify one person that will be responsible for compiling local provider spreadsheets and uploading them to DocuShare.

Upon application, TANF Youth providers have the option to either collect verification of all qualification criteria before submitting the qualification spreadsheets or request that DHS identify potential public assistance benefit recipients before collecting all verifications. 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. When youth or their information cannot be verified by BEP, providers must verify youth qualification requirements.

Benefit Qualification: Benefit Review Spreadsheet (Attachment 3)			
Purpose	Verifications	Frequency	Next Steps
<ul style="list-style-type: none"> Initial submission of applicant(s) for review of benefits only. Identifies youth that are known to the DHS system to determine if individuals qualify under TANF receipt or if more information is necessary for qualification. 	<ul style="list-style-type: none"> Name SSN Date of Birth <p>NOTE: These items do not require verification at the time of Benefit Review submission, but the information must be accurate to ensure DHS can identify the correct individual.</p>	<ul style="list-style-type: none"> Completed weekly when TANF Youth providers receive applications for services. Uploaded on Friday of each week for BEP review the following week. BEP will upload results by the following Friday. 	<ul style="list-style-type: none"> BEP will inform providers of individuals that have been qualified through receipt of TANF or SSI or if additional information must be verified to determine if the individual qualifies for TANF YDP services. For individuals that require additional verification of information, the provider must submit additional information on the Supplemental Spreadsheet.
Benefit Qualification: Full Review Spreadsheet (Attachment 4)			
<ul style="list-style-type: none"> Initial submission of applicant(s) for full review, when all information provided has been verified by the LWDBs or local provider. 	<ul style="list-style-type: none"> All qualification information must be verified prior to submission. 	<ul style="list-style-type: none"> Completed weekly when TANF Youth providers receive applications for services. Uploaded on Friday of each week for BEP review the following week. BEP will upload results by the following Friday. 	<ul style="list-style-type: none"> BEP will review all individuals for qualification based on the verified information reported and inform providers if and how each youth qualifies for TANF YDP services.

Supplemental Qualification Spreadsheet (Attachment 5)

<ul style="list-style-type: none"> Used when a Benefit Review was submitted, and DHS could not qualify all applicants through the DHS system. Will include only the applicants that have not already been qualified through the Benefit Review Spreadsheet. 	<ul style="list-style-type: none"> BEP will identify what information must be verified by the provider in the Benefit Review results for the individual to be qualified. 	<ul style="list-style-type: none"> Applicants that require collection of verifications based on the Benefit Review results must provide verification within 14 days. * Uploaded on Friday of each week for BEP review the following week. BEP will upload results by the following Friday. <p>*Youth that were unable to provide verification within 14 days would not qualify for TANF YDP services. If the youth provides verifications after the 14 days, they must start the qualification process over and be placed on the appropriate Benefit Review Spreadsheet.</p>	<ul style="list-style-type: none"> BEP will review individuals for qualification based on the verified information reported and inform providers if and how each youth qualifies for TANF YDP services.
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Please refer to [Appendix D](#) for Qualification Spreadsheet Process Instructions.

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

- a) *Example:* Youth completed an application on October 8, 2019 and was subsequently qualified by BEP on October 25, 2019. The participant received year-round services from one local program in October 2019 and summer services in July 2020 from another local program. The participant would be required to complete a new application and be re-qualified in October of 2020.

The spreadsheet process must be used as indicated above. Only information requested that was not documented in the youth's initial enrollment would require verification collected. All verifications previously collected must be maintained in the youth's data file.

B. PARTICIPANT ENROLLMENT PROCEDURES

Providers may continue to use their existing TANF YDP applications, along with the TANF YDP Required Documents Checklist (Attachment 1), if the applications capture the following information:

1. First and last name of the youth to be served.
2. SSN of the youth to be served.
3. Date of birth of the youth to be served.
4. Residential address of the youth to be served.
5. Citizenship/immigration status of the youth to be served.
6. Household size (the youth and/or spouse and child(ren), if applicable).
7. Personal monthly gross earned income of the youth to be served 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.).

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)

Household size for TANF YDP includes only the youth receiving the services, and their spouse and children, if the latter two are applicable. Only gross earned income from these household members will be used to qualify a youth. A youth's parents, grandparents, siblings, etc. are not included in the TANF YDP household for size or income.

C. TANF YDP DATA FILE REQUIREMENTS

The TANF YDP provider will create a confidential TANF YDP Data File for each participant. The TANF YDP Data 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 Data File.

All data files must contain the participant's application and verifications for the following items (see [Appendix B](#) and Attachment 1):

1. SSN
2. PA residency
3. Citizenship status.
4. Personal monthly gross earned income.

5. Additional barrier (only for those determined income-eligible through residency in a high poverty area). For TANF YDP purposes, local staff should refer to WIOAs definitions for these barrier groups; and follow the existing state and/or federal acceptable documentation guidelines for the WIOA Youth Program.
6. Verification of activity. Examples include, where the youth was placed for work experience, activity flyer, attendance sheet, copies of pay stubs, time sheets, etc.
7. TANF YDP application.
8. Signed Authorization for the Release of Information.

All documentation with the participant's signature must be kept in paper format. Documents must be retained for seven years from when the document (or file) was created.

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.

The Health Insurance Portability and Accountability Act (HIPAA), the privacy regulations at 45 CFR, Sections 160-504 and 164.530 indicate that all personal health information must be retained for a period of six years from when the document (or file) was created. All TANF YDP information shall also be kept for a period of seven years, after which the information is required to be shredded.

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

Resource Account

Email: RA-LITANF-YDP@pa.gov

Nicole Tile

PA Department of Human Services, Bureau of Employment Programs

Telephone: (717) 787-0262

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Roxanne Garcia

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V. PERFORMANCE STANDARDS AND GOALS

Performance standards, including satisfactory progress towards, and tracking of, outcomes identified in the local board's TANF YDF Plan, 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 at the conclusion of the TANF-funded activity.

VI. OVERSIGHT AND MONITORING

DHS and L&I will jointly monitor the TANF Youth Development Program providers through verification reviews, as well as onsite visits to review program compliance, including verifying that TANF youth are actively engaged in programming. Onsite 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.

VII. TANF YDF PLANNING AND FINAL REPORTING

Local boards will continue to submit their annual TANF Youth Development Fund planning document(s) and final reporting document(s) 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 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. Any youth who was determined eligible for TANF YDP services through the qualification spreadsheets but did not receive services paid for through TANF, must be included on a spreadsheet at the end of year Final Report. DocuShare folders will be available to upload separate spreadsheets that list the youth served and the youth not served and will function as an end of the year participant reconciliation.

APPENDIX A: 235% OF 2020 FEDERAL POVERTY INCOME GUIDELINES (FPIG)

Persons	235% of FPIG (Month)	235% of FPIG (Annual)
1	\$2,499	\$29,986
2	\$3,377	\$40,514
3	\$4,254	\$51,042
4	\$5,131	\$61,570
5	\$6,009	\$72,098
6	\$6,886	\$82,626
7	\$7,763	\$93,154
8	\$8,641	\$103,682
Each additional person	\$878	\$10,528

APPENDIX B: VERIFICATIONS FOR PARTICIPATION

A. SSN

To participate in the TANF Youth Development Program, youth must provide verification of their SSN to determine if they qualify to receive TANF funded services.

B. PA RESIDENCE

To participate in the TANF Youth Development Program, youth 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 CIS 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).

C. INCOME

To participate in the TANF Youth Development Program, the youth (and their legal spouse and/or children, if applicable) must provide verification that their personal monthly gross earned income does not exceed 235% of the FPIG.

Examples of acceptable income verification include:

1. One month (30 days) of paystubs.
2. Employer letter that captures equivalent information found on a paystub.
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. (Self-certification should be the last resort to verify income and attempts to collect verification must be documented).
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:

- Basic skills deficient.
- English language learner.
- An offender, or a child of an incarcerated parent(s).
- Homeless, runaway, in foster care or aged out of the foster care system.
- Pregnant or parenting.
- An individual with a disability; or

- Person who requires additional assistance to enter or complete an educational program or to secure and hold employment.
- Identified as at risk of dropping out of school.
- Is a migrant.

For OSY:

- A school dropout.
- Within age of compulsory school attendance but has not attended for at least the most recent complete school year calendar quarter.
- Recipient of a secondary school diploma or recognized equivalent who is a low-income individual and is basic skills deficient.
- Is an English language learner.
- Subject to the juvenile or adult justice system, or a child of an incarcerated parent(s).
- 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.
- Pregnant or parenting.
- An individual with a disability; or
- Low-income individual requiring additional assistance to enter or complete an educational program or to secure and hold employment (per LWDB *WIOA Additional Assistance Barrier Policy*).
- Is a migrant.

* Local board staff may 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.

D. CITIZEN/NON-CITIZEN STATUS

To participate in the TANF Youth Development Program, youth must be a United States citizen or a qualified non-citizen. U. S. Citizenship can be verified by a birth certificate, naturalization certificate, 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 date of entry to the U.S. and are:

1. Lawfully Admitted for Permanent Residence, or
2. Granted conditional entry prior to 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 I-551), also known as a green card, alien registration card, showing a U.S. date of entry at least 5 years prior.

REFUGEE/ASYLEE

These individuals are generally exempt from the five-year bar and are:

1. Granted asylum, or
2. Paroled into the U.S. for at 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 form of trafficking in people.

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: 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. **

**Exemption for WIOA income for non-students is for six calendar months per calendar year. Months do not have to be consecutive.

B. 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. 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 D: MONTHLY TANF YDP PARTICIPANT QUALIFICATION SPREADSHEET INSTRUCTIONS

DOCUSHARE FOLDERS

- a) LWDB Name > Calendar Year > Month
- b) Benefit Qualification Review Folder. *Choose the appropriate folder:*
 - i. Benefit Review: *upload Benefit Review Spreadsheet*
 - ii. Full Review: *upload Full Review Spreadsheet*
- c) Supplemental Qualification Review Folder

BENEFIT QUALIFICATION: BENEFIT REVIEW PROCESS

- a) Benefit Review Spreadsheet (Attachment 3) columns must be completed as follows:
 - i. Column A: **LOCAL PROVIDER** - Name of the local provider serving the prospective TANF YDP participant.
 - ii. Column B: **SURNAME** – surname (last name or family name) of the prospective TANF YDP participant.
 - iii. Column C: **FIRST NAME** – first name, i.e., given name of the prospective TANF YDP participant.
 - iv. Column D: **DATE OF BIRTH** - date of birth (mm/dd/yyyy) of the prospective TANF YDP participant.
 - v. Column E: **SSN** – social security number (xxx-xx-xxxx) of the prospective TANF YDP participant.
 - vi. Column K: **LENGTH OF ACTIVITY** – select the appropriate category (Less than 30 days, 30 days or longer) from the dropdown menu that describes the duration for which the prospective TANF YDP participant will be participating.
 - vii. Column L: **ACTIVITY TYPE** – select the category (i.e., paid work experience (PWE), career exploration, employment readiness, academic tutoring) from the dropdown menu that best describes the activity in which the prospective TANF YDP participant is participating.
- b) LWDBs will upload the completed Benefit Qualification: Benefit Review Spreadsheet to DocuShare on a weekly basis when they receive an application for TANF Youth programming.
 - i. All areas of the Benefit Review Spreadsheet must be completed with the relevant information reported on the local program application.
 - ii. The information on the Benefit Review Spreadsheet does not need verified but must be accurate to ensure that DHS can correctly match a prospective participant in the system.
 - iii. Due by close of business (COB) on Fridays.
 - a. *Example: 7/6/2020 – 7/10/2020* applicants would be reported on the spreadsheet submitted COB Friday 7/10/2020.
 - iv. Any spreadsheets uploaded after COB Friday would be treated as if they were received the following Friday.
 - a. *Example: Program staff submits spreadsheet for 7/6/2020 – 7/10/2020 on Tuesday 7/14/2020. This would be reviewed with spreadsheets submitted on 7/24/2020.*
- c) BEP staff will identify current benefit recipients and identify which applicants will require additional verifications.
- d) BEP staff will upload Benefit Review results into DocuShare in seven calendar days.

- i. *Example*: Submission on 7/10/2020 will be reviewed the week of 7/13/2020 - 7/17/2020 and Benefit Review results will be uploaded by BEP staff the Friday after the spreadsheet was submitted, 7/17/2020.
- e) LWDB/local program staff will review the Benefit Review results and provide verified information, as needed.
 - i. Applicant names will be color-coded to indicate next steps:
 - a. **Green** = indicates that the applicant is a TANF Cash Assistance recipient or SSI-related cash assistance recipient; OR the individual is open for another benefit category and income is shown in the system (age 18 and over) or is not of age to work (age 15 and younger).
 1. This means the program staff does not need to verify any other information and the applicant can be served immediately.
 - b. **Yellow** = indicates that the individual is not receiving TANF Cash Assistance or SSI but is currently receiving other public assistance benefits.
 1. This means the program staff must verify household size and monthly gross earned income.
 2. Program staff must complete and provide a Supplemental Qualification Review Spreadsheet reporting the verified household size and monthly gross earned income within 14 days.
 - c. **Orange** = indicates that the applicant has received benefits in the past but are not currently receiving benefits.
 1. This means the program staff must verify residency, household size, and monthly gross earned income.
 2. Program staff must complete and provide an updated Supplemental Qualification Review Spreadsheet reporting the verified residency, household size, and monthly gross earned income within 14 days.
 - d. **Red** = indicates that the applicant is unknown to the system.
 1. This means the program staff must verify all reported information.
 2. Program staff must complete and provide an updated Supplemental Qualification Review Spreadsheet reporting verified information for the applicant.

SUPPLEMENTAL QUALIFICATION REVIEW PROCESS

- a) Supplemental Qualification Spreadsheets are required to verify information for applicants who are color-coded yellow, orange, and red on the Benefit Review Spreadsheet.
- b) Supplemental Qualification Spreadsheet (Attachment 5) must be completed as follows:
 - i. Column A: **LOCAL PROVIDER** - Name of the local provider serving the prospective TANF YDP participant.
 - ii. Column B: **SURNAME** – surname (last name or family name) of the prospective TANF YDP participant.
 - iii. Column C: **FIRST NAME** – first name, i.e., given name of the prospective TANF YDP participant.
 - iv. Column D: **DATE OF BIRTH** - date of birth (mm/dd/yyyy) of the prospective TANF YDP participant.

- v. Column E: **SSN** – social security number (xxx-xx-xxxx) of the prospective TANF YDP participant.
 - vi. Column F: **PA RESIDENT** – select the appropriate category (Yes, No) from the dropdown menu for the prospective TANF YDP participant.
 - vii. Column G: **CITIZENSHIP STATUS** – Select the appropriate category (citizen, permanent alien, temporary alien, temporary alien, refugee/asylee, or illegal alien) from the dropdown menu for the prospective TANF YDP participant.
 - viii. Column H: **HOUSEHOLD SIZE** – the household includes the TANF YDP participant, as well as the prospective participant’s legal spouse and/or children, if applicable.
 - ix. Column I: **HOUSEHOLD INCOME** – personal monthly gross earned income of the prospective TANF YDP participant, as well as the personal monthly gross earned of the participant’s legal spouse and/or children, if applicable.
 - x. Column J: **ADDITIONAL BARRIER** (for those income-eligible through high poverty area residency only) – select the appropriate category (are school dropouts, or identified as at risk of dropping out of school, are within the age of compulsory attendance, but has not attended for at least the most recent complete school year calendar quarter, are basic skills deficient, are an English language learner, have a disability, are court-involved or at risk of involvement, are children of an incarcerated parent(s), are in foster care or aging out of foster care, are homeless or a runaway, are pregnant or parenting, are migrant, are in need of additional assistance to enter or complete an educational program or to secure and hold employment) that best describes the additional barrier faced by the prospective TANF YDP participant.
 - xi. Column K: **LENGTH OF ACTIVITY** – select the appropriate category (Less than 30 days, 30 days or longer) from the dropdown menu that describes the duration for which the prospective TANF YDP participant will be participating.
 - xii. Column L: **ACTIVITY TYPE** – select the category (i.e., PWE, career exploration, employment readiness, academic tutoring) from the dropdown menu that best describes the activity in which the prospective TANF YDP participant is participating.
- c) LWDBs must provide completed Supplemental Qualification Review Spreadsheets with all verified information indicated by their color within 14 days of receipt of your Benefit Review results.
- i. Example: BEP staff uploads the Benefit Qualification Review results for week 7/6 – 7/10/2020 on 7/17/2020, LWDBs program staff must review the completed Benefit Review Spreadsheet, obtain the required verifications, and upload the Supplemental Qualification Spreadsheet no later than 7/31/2020.
- d) Supplemental Qualification Spreadsheets may be submitted at any time during the 14-day period. The Supplemental Qualification Spreadsheet review process will be completed, with results returned within seven calendar days.
- i. Example: LWDB submits Supplemental Qualification Spreadsheet on 7/31/2020, the Supplemental Qualification Review will be uploaded by BEP staff on 8/7/2020.
- e) LWDB/local program staff will review the Supplemental Qualification Review results.
- i. Each applicant’s name will be color-coded to indicate how the individual is qualifying:
 - a. **Blue** = monthly gross earned income under 235% of Federal Poverty Income Guidelines (FPIG).
 - b. **Purple** = High Poverty Area with barrier

1. This category is at the bottom of the qualification hierarchy and will only be used if the individual has monthly gross earned income over 235% of the FPIG.
 2. Verification of household monthly gross earned income will be required by DHS prior to authorization being established by High Poverty Area with barrier.
- c. **No color-coding** = applicant is ineligible for TANF YDF.
- f) If an applicant's information cannot be verified within 14 days, they would not be included on a Supplemental Qualification Spreadsheet. Since their information would be verified, they would be reported on the Full Review Spreadsheet for the week in which the verification was received.

BENEFIT QUALIFICATION: FULL REVIEW PROCESS

- a) Full Review Spreadsheet (Attachment 4) columns must be completed as follows:
- i. Column A: **LOCAL PROVIDER** - Name of the local provider serving the prospective TANF YDP participant.
 - ii. Column B: **SURNAME** – surname (last name or family name) of the prospective TANF YDP participant.
 - iii. Column C: **FIRST NAME** – first name, i.e., given name of the prospective TANF YDP participant.
 - iv. Column D: **DATE OF BIRTH** - date of birth (mm/dd/yyyy) of the prospective TANF YDP participant.
 - v. Column E: **SSN** – social security number (xxx-xx-xxxx) of the prospective TANF YDP participant.
 - vi. Column F: **PA RESIDENT** – select the appropriate category (Yes, No) from the dropdown menu for the prospective TANF YDP participant.
 - vii. Column G: **CITIZENSHIP STATUS** – Select the appropriate category (citizen, permanent alien, temporary alien, temporary alien, refugee/asylee, or illegal alien) from the dropdown menu for the prospective TANF YDP participant.
 - viii. Column H: **HOUSEHOLD SIZE** – the household includes the TANF YDP participant, as well as the prospective participant's legal spouse and/or children, if applicable.
 - ix. Column I: **HOUSEHOLD INCOME** – personal monthly gross earned income of the prospective TANF YDP participant, as well as the personal monthly gross earned of the participant's legal spouse and/or children, if applicable.
 - x. Column J: **ADDITIONAL BARRIER** (for those income-eligible through high poverty area residency only) – select the appropriate category (are school dropouts, or identified as at risk of dropping out of school, are within the age of compulsory attendance, but has not attended for at least the most recent complete school year calendar quarter, are basic skills deficient, are an English language learner, have a disability, are court-involved or at risk of involvement, are children of an incarcerated parent(s), are in foster care or aging out of foster care, are homeless or a runaway, are pregnant or parenting, are migrant, are in need of additional assistance to enter or complete an educational program or to secure and hold employment) that best describes the additional barrier faced by the prospective TANF YDP participant.

- xi. Column K: **LENGTH OF ACTIVITY** – select the appropriate category (Less than 30 days, 30 days or longer) from the dropdown menu that describes the duration for which the prospective TANF YDP participant will be participating.
 - xii. Column L: **ACTIVITY TYPE** – select the category (i.e., PWE, career exploration, employment readiness, academic tutoring) from the dropdown menu that best describes the activity in which the prospective TANF YDP participant is participating.
- b) LWDBs may submit Benefit Qualification: Full Review Spreadsheet when they have verified all required information.
- c) BEP staff will review all applicants for Benefit and Supplemental Qualification.
- d) BEP staff will upload results into DocuShare in 7 calendar days of receiving the Full Review Spreadsheet.
- i. *Example:* LWDB submits Supplemental Qualification Spreadsheet on 7/31/2020, the Supplemental Qualification Review will be uploaded by BEP staff on 8/7/2020.
- e) Applicant's names will be color-coded to indicate if and how the applicant qualifies for TANF Youth services:
- i. **Green** = indicates that the applicant is a TANF Cash Assistance recipient or SSI-related cash assistance recipient; OR the individual is open for another benefit category and income is shown in the system (age 18 and over) or is not of age to work (age 15 and younger).
 - ii. **Blue** = monthly gross earned income under 235% of Federal Poverty Income Guidelines (FPIG).
 - iii. **Purple** = High Poverty Area with barrier
 - a. *NOTE:* This category is at the bottom of the qualification hierarchy and will only be used if the individual has monthly gross earned income over 235% of the FPIG.
 - b. *NOTE:* Verification of household monthly gross earned income will be required by DHS before authorization by High Poverty Area with barrier.
 - iv. **No color-coding** = applicant is ineligible for TANF YDF.

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)
HIPAA	Health Insurance Portability and Accountability Act
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: BENEFIT REVIEW SPREADSHEET

ATTACHMENT 4: FULL REVIEW SPREADSHEET

ATTACHMENT 5: SUPPLEMENTAL QUALIFICATION SPREADSHEET