**TANF YDP BENEFIT QUALIFICATION: BENEFIT REVIEW SPREADSHEET INSTRUCTIONS**

Column A: **LOCAL PROVIDER** - Name of the local provider serving the prospective TANF YDP participant.

Column B: **SURNAME** – surname (last name or family name) of the prospective TANF YDP participant.

Column C: **FIRST NAME** – first name, i.e., given name of the prospective TANF YDP participant.

Column D: **DATE OF BIRTH** - date of birth (mm/dd/yyyy) of the prospective TANF YDP participant.

Column E\*: **SSN** – social security number (xxx-xx-xxxx) of the prospective TANF YDP participant.

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.

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.

***\*****Verification documentation must be securely maintained, locally, in the participant’s TANF YDP Data File.*