**TANF YDP SUPPLEMENTAL QUALIFICATION 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 F\*: **PA RESIDENT** – select the appropriate category (Yes, No) from the dropdown menu for the prospective TANF YDP participant.

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 (*U.S. citizens do not need to provide verification*).

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.

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.

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.

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.*