



2009-2010 NSECD-EZ Eligibility Form for TANF-Funded Services

TO BE COMPLETED BY THE PARENT OR GUARDIAN

Section I: Child's Identifying Information

Name: _____ Date of Birth: ___/___/20___

Address: _____ City: _____ Zip: _____

Phone Number: (____) _____ SSN: _____ Family Size: _____

Indicate Type of Income Included with Application:

- Medicaid
- Food Stamps
- Social Security
- Check Stub
- Other: _____

Section II: Eligibility Criteria

I certify that the information, provided on this form, is true and correct to the best of my knowledge. If the information changes, I will notify a program staff person of the new information.

Signature of Parent/Guardian

Date signed

**TO BE COMPLETED BY PROVIDER STAFF TO DETERMINE
ELIGIBILITY FOR TANF FUNDED SERVICES**

Section III: TANF Service Goal

The services being provided are designed to:

- 1. Provide services to needy families so that the child or children may be cared for in their own home or the home of relatives.
- 2. Promote job preparation, work or marriage.
- 3. Prevent or reduce the incidence of out-of-wedlock pregnancies.
- 4. Encourage the formation and maintenance of two-parent families.

Section II: Eligibility Information. Eligibility is based on the following:

Directions for School Staff: Please check the appropriate boxes for the following 4 steps.

Step 1: The parent/guardian has provided a letter of eligibility or other official documentation to verify receipt of one or more of these services:

- Medicaid
- Food Stamps
- Social Security
- Other: _____

OR

Step 2: The family income is less than 200% of the federal poverty level.

- Parent/guardian has submitted at least 2 current consecutive check stubs to verify income.
- Letter from his/her employer to verify rate of pay

Step 3: The family applying for services includes:

- A parent or relative caring for one or more children under 19 years of age (individual should provide documentation of their parental status); **or,**
- A pregnant woman; **or**
- A non-custodial parent of a child under 19 years of age.

Step 4: The TANF-funded services are for the benefit of a family member who is:

- A citizen of the United States; **or** A non-citizen who meets the TANF-eligible citizen criteria

I certify that the information, provided on this form has been completed by the parent/guardian, is true and correct to the best of my knowledge. I understand that all supporting documentation required, must be attached to this form before submitting to the NSECD Office. If any information changes, I will notify the NSECD Office staff and submit new information if needed.

Signature of School Staff

Date signed

Signature of NSECD Office

Date signed

Proof of Income Eligibility is based on the following:

Your child is automatically qualified if you receive one of the following:

- Medicaid
- Food Stamps
- Social Security

If you do not receive any of the items listed above, you must submit one of the following:

- Two (2) consecutive check stubs for the current year (within 2 months from the date you are filling out this application)
- An official letter from your employer stating
 - (1) Where you are employed
 - (2) Your hourly rate of pay
 - (3) The average number of hours you work per week.

When a paycheck stub or a letter from your employer is submitted, your income eligibility is calculated by the following:

**NSCED Worksheet on Family Income
Eligibility for TANF-Funded Services
(Current as of 5.4.09)**

Countable Income Limits: 200% FPL		
Family Size	Gross Annual Income*	Gross Monthly Income*
1	21,660.00	1,805.00
2	29,140.00	2,428.33
3	36,620.00	3,051.67
4	44,100.00	3,675.00
5	51,580.00	4,298.33
6	59,060.00	4,921.67

Monthly Income Calculation Table: How to Translate Income into a Monthly Figure	
Pay Period	Formula
Monthly, <i>same gross pay each month</i>	Use gross salary
Monthly, <i>gross pay differs each month</i>	Total gross salary from consecutive months ÷ appropriate number of months (e.g., Gross salary of last 2 months ÷ 2, or Year To Date gross salary as of June 30 ÷ 6 Months)
Paid exactly 2 times per month (e.g., 1 st and 15 th of each month)	Gross salary x 2
Paid Every 2 weeks	Gross salary ÷ 2 x 4.33
Weekly	Gross salary x 4.33
Hourly	Hourly wage x hours per week x 4.33