



Supplemental Nutrition Assistance Program (SNAP)

The application process starts when a household files an identifiable application in the correct CAO. The CAO must accept and process any identifiable application that has all of the following information:

- A name
- An address
- A signature

The application form may be filed by any of the following methods:

- In person
- Through an Authorized Representative
- By fax
- By mail
- By completing a Commonwealth of Pennsylvania Application for Social Services (COMPASS) online electronic application.

The application may be filed by anyone, whether or not that person is applying for benefits. The CAO must date-stamp the application on the day of receipt and authorize SNAP benefits retroactively to the application date if the household is eligible in the application month.

Who May Apply:

The following persons may apply:

- The head of household
- The spouse of the head of household
- Any other responsible household member
- A designated AR (Authorized Representative)

A responsible member of the household must prepare or review the application even when an AR submits the application and does the interview. The CAO must give the household a toll-free telephone number or a number that accepts collect calls so that the household can get help with the form and ask questions. The CAO must explain that the household is responsible for any incorrect information the AR gives.

The Application Process:

For the CAO to decide on eligibility, a household must:

- Submit an identifiable application to the CAO that can be mailed or faxed with a signature page or can be completed online and signed by e-Signature;
- Have an interview to give additional information; and
- Give proof of certain information.

CAO Duties:

The CAO will take the following actions:

- Complete a preliminary review for expedited services
- Conduct an application interview separately or at the same time as the preliminary review.
- Give each applicant household a copy of the Appointment Notice and Verification Checklist (PA 253).
- Help the household complete the application and get verification information.
- Verify certain information.
- Approve or reject the application.

- All applicant households, including those sending applications by mail, fax, or COMPASS, must be interviewed before determining eligibility.

The person interviewed may be any of the following:

- The head of household
- The spouse of the head of household
- Any other responsible member of the household
- An AR who knows the household's situation

CAO Responsibilities for the Application Interview:

At the application interview, the CAO must take the following actions:

- Find out whether the household meets the guidelines for expedited service.
- Make sure the PA 600 is complete, and review it with the applicant to be sure it represents the household's actual situation.
- Decide what information needs to be verified, and explain what proof is needed.
- Complete the verification checklist on the PA 253, and give the household a copy.
- Explain that all applicants must cooperate with the CAO to give and prove all information used to decide whether they are eligible.
- Tell the applicant about the conditions of eligibility, and explain what information is needed, how to get the information, and what is acceptable proof.
- Explain to the household their rights and responsibilities.
- Give the applicant a copy of all appropriate SNAP pamphlets.

Verification Requirements in regard to SNAP:

Every household is required, as a condition of eligibility, to prove certain information about its circumstances.

Sources of verification include the following:

- Written evidence
- Collateral contacts
- Home visits
- Automated sources

General Items that **may** require Verification include the following:

- Citizenship
- Dependent Care
- Disability
- Income
- Identity
- Medical Expenses
- Residency
- Resources
- Shelter Expenses
- Social Security Number
- Unearned Income
- Utility Expenses

The CAO must not limit written verification to any specific type. Verification may be given by the household, the authorized representative, a person acting on behalf of the household, or a collateral contact.

When written evidence is unavailable, insufficient, or appears to be falsified or inconsistent, the CAO will:

- Give the household the opportunity to provide verification; or
- Obtain verification directly from the source.

Types of written verification include, but are not limited to, the following:

- Wage stubs
- Request for Employment/Earnings Information
- Request for Financial Information
- Rent receipts
- Utility bills
- Bank books or statements
- Copies of benefit checks
- Signed statements of third parties

- SNAP benefits may be used to buy the following:
 - Foods for the household to eat, such as:
 - Breads and cereals, fruits and vegetables, meats, fish and poultry and dairy products.
 - Soft drinks, candy, cookies, snack crackers, coffee, spices, and ice cream are food items that are eligible
 - Seafood, steak, and bakery cakes
 - Seeds and plants which produce food for the household to eat.



- SNAP benefits may not be used for:
 - Beer, wine, liquor, cigarettes or tobacco
 - Any nonfood items such as:
 - Pet foods, soaps, paper products, and household supplies
 - Vitamins and medicines
 - Food that will be eaten in the store.
 - Hot food products prepared for immediate consumption (such as rotisserie chicken at the grocery store)



Questions?

Temporary Assistance for Needy Families (TANF)

- **Temporary Assistance for Needy Families (TANF)**
- **Cash Assistance Initiatives**
- **Refugee Cash Assistance (RCA)**
- **State Supplemental Payment**
- **Repatriated Nationals**

The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency.

States receive block grants to design and operate programs that accomplish one of the purposes of the TANF program.

The Office of Family Assistance (OFA) in the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services (HHS) administers the TANF program.

Purposes Of The TANF Program



pennsylvania
DEPARTMENT OF HUMAN SERVICES

The four purposes of the TANF program are to:

- Provide assistance to needy families so that children can be cared for in their own homes;
- Reduce the dependency of needy parents by promoting job preparation, work and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies;
- Encourage the formation and maintenance of two-parent families

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- In person
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- By fax
- By mail
- By completing a Commonwealth of Pennsylvania Application for Social Services (COMPASS) online electronic application.

The application may be filed by anyone, whether or not that person is applying for benefits. The CAO must date-stamp the application on the day of receipt. TANF is authorized when all verification is submitted, an interview held, and an Agreement of Mutual Responsibility is signed.

Who May Apply:

The following persons may apply:

- The head of household
- The spouse of the head of household
- Any other responsible household member
- A designated AR (Authorized Representative)

A responsible member of the household must prepare or review the application even when an AR submits the application and does the interview. The CAO must give the household a toll-free telephone number or a number that accepts collect calls so that the household can get help with the form and ask questions. The CAO must explain that the household is responsible for any incorrect information the AR gives.

The Application Process:

For the CAO to decide on eligibility, a household must:

- Submit an identifiable application to the CAO that can be mailed or faxed with a signature page or can be completed online and signed by e-Signature;
- Have an interview to give additional information; and
- Give proof of certain information.

TANF Requirements



- Must meet Citizenship requirements;
- Household Income after deductions and exclusions; below Family Size Allowance
- Must meet Resource limits (\$1,000);
- Must apply for other possible sources of income;
- Must cooperate in the paternity determination and the establishment/enforcement of a child support obligation
- Must participate in Road to Economic Self Sufficiency through Employment and Training (RESET) unless exempt or good cause is granted.

CAO Duties:

The CAO will take the following actions:

- Screen each applicant before the application interview
- Conduct an application interview.
- Explain what eligibility conditions must be met and what information is needed to meet the conditions.
- Give each applicant household a copy of the Appointment Notice and Verification Checklist (PA 253).
- Help the household complete the application and get verification information.
- Approve or reject the application.
- Explain that, as a Condition of Eligibility for cash assistance, applicants over 18 years of age who are not employed a minimum of 20 hours per week are required to apply for at least three jobs per week while their application is pending.

- All applicant households, including those sending applications by mail, fax, or COMPASS, must be interviewed before determining eligibility.

The person interviewed may be any of the following:

- The head of household
- The spouse of the head of household
- Any other responsible member of the household
- An AR who knows the household's situation

The following people may qualify:

- Dependent Children
- Specified Relatives of the child or children
- Single pregnant women with no other children
- Mandatory budget group members
- Under or unemployed in a two parent household.

A specified relative is a caretaker or relative who meets certain conditions (Related to the child by blood, adoption, marriage, exercises care and control of the child, maintains a home for the child.)

The CAO must consider all countable earned and unearned income to determine the budget group's eligibility and monthly assistance payment. State and federal laws exclude certain sources of income.

The TANF applicant/recipient must apply for any possible sources of income including but not limited to:

Social Security benefits

Support

Unemployment

Retirement benefits

TANF Family Size Allowance (FSA)



Number of People in Budget group	FSA
1	\$215
2	\$330
3	\$421
4	\$514
5	\$607
6	\$687
Additional person	\$83

Number of People in Budget group	FSA
1	\$205
2	\$316
3	\$403
4	\$497
5	\$589
6	\$670
Additional person	\$83

Bucks

Chester

Lancaster

Montgomery

Pike

Adams

Centre

Erie

Monroe

Union

Allegheny

Columbia

Lackawanna

Montour

Warren

Berks

Crawford

Lebanon

Northampton

Wayne

Blair

Cumberland

Lehigh

Philadelphia

Westmoreland

Bradford

Dauphin

Luzerne

Sullivan

Wyoming

Butler

Delaware

Lycoming

Susquehanna

York

TANF (FSA)



Number of People in Budget group	FSA	Beaver	Elk	McKean	Potter	Washington
1	\$195					
2	\$305	Cameron	Franklin	Mercer	Snyder	
3	\$393					
4	\$479	Carbon	Indiana	Mifflin	Tioga	
5	\$569					
6	\$647	Clinton	Lawrence	Perry	Venango	
Additional Person	\$83					
Number of People in Budget group	FSA	Armstrong	Clarion	Forest	Huntingdon	Northumberland
1	\$174					
2	\$279					
3	\$365	Bedford	Clearfield	Fulton	Jefferson	Schuylkill
4	\$454					
5	\$543	Cambria	Fayette	Greene	Junata	Somerset
6	\$614					
Additional Person	\$83					



Unearned income includes, but is not limited to, the following:

Retirement Benefits

Social Security (Retirement/Survivors/Disability)

Unemployment

Support

Income of a Child

Worker's Compensation

A client receiving unearned income has a right to a deduction for any expenses that he or she must pay to be eligible for or to receive the income. These expenses include, but are not limited to:

Attorney fees.

Court costs.

Transportation costs.

The amount paid to a rental agency to handle rental property.

Court-ordered fees paid to a guardian who controls the client's income.

Child and Spousal Support

Each applicant/recipient must cooperate in the paternity determination and the establishment/enforcement of a child support obligation

- The CAO will count support paid by a legally responsible relative (LRR) or putative father for a child or a spouse. Support must be counted in determining eligibility whether it is court ordered, voluntary, paid directly to the person, or paid to DPW.
- An LRR is: The spouse or biological or adoptive parent of a TANF dependent child or a TANF minor parent.

Child Support Disregard

- Up to \$100 if there is one child in the family
- Up to \$200 if there are two or more children in the family

*There is no support disregard for spousal support

If TANF applicants/recipients do not cooperate with support requirements without good cause, the CAO must reduce their cash grants by 25%.

The cooperation requirements are excused if good cause is established.

Good Cause includes, but is not limited to:

- The child was conceived as a result of rape or incest
- Legal proceedings for the adoption of the child are pending
- Domestic Violence

The assignment of support to DHS is transferred to the client upon the termination of Cash Assistance.

This awards the client with additional monies toward their steps to financial independence.

Domestic Relations Section (DRS) will attach a garnishment to the LRR's income to ensure payments are consistent. If LRR is behind on payments, DRS has the right to intercept the LRR's tax refund to offset the arrearages.

Payments received in exchange for services count as earned income. The CAO will determine the gross earned income amount.

Some sources of earned income:

- Wages/salary
- Rental Property
- Profit from Self Employment
- Commissions and Bonuses

Earned Income Deductions

Earned income disregard

- 50% of each **eligible** employed client's earned income

Personal expenses

- Care for an incapacitated adult

Eligibility for TANF earned income disregard

- Receiving TANF now or during the past 4 months
- Sanctioned or disqualified
- Determined eligible through incentive test

The CAO will not count income from certain sources in determining a budget group's eligibility and monthly assistance payment, included but not limited to:

- Tax Refund and Earned Income Credit (EIC)
- Earnings of a child
- Educational Assistance
- Gifts, Loans, or Borrowed Money
- Support Pass-through
- Income of an SSI/SSP recipient
- LIHEAP

Verification Requirements in regard to TANF:

Every household is required, as a condition of eligibility, to prove certain information about its circumstances.

Sources of verification include the following:

- Written evidence
- Collateral contacts
- Home visits
- Automated sources

General Items that **may** require Verification include the following:

- Citizenship
- Unearned Income
- Income
- Identity
- Residency
- Resources
- Social Security Number
- Criminal History