



TANF 0-4 Definitions

Supersedes: TANF 0-4 (1/1/18)

A

ACF Administration for Children and Families

ADA Americans with Disabilities Act

ADH Administrative Disqualification Hearing

AE Adult Education

ARM Administrative Rules of Montana

ACCESS--As it relates to joint checking/savings accounts:

- **Restricted**--Limited access to money in an account.
- **Unrestricted**--Unlimited access to money in an account by one or all of the account holders.

ACCOMMODATE-- A reasonable adjustment to a job or work environment that makes it possible for an individual with a disability to perform job duties.

ADEQUATE NOTICE--Written notification to be received by the individual no later than the date of intended action or the date benefits would have been received.

ADMINISTRATIVE MONTH--The calendar month in which the eligibility determination is made: the month preceding the benefit month.

ADMINISTRATIVE REVIEW—A meeting between a Department representative and the applicant/client and/or his/her representative, for the purpose of resolving a dispute on the Department's action, to possibly avoid an unnecessary hearing, or diminish confusion at the hearing.

ADULT CLIENT--An individual age 18 or older who is not a minor child.

ADVERSE ACTION--A decision intended to discontinue, terminate, disqualify/sanction, or reduce assistance or to impose such conditions as protective payments or participation requirements.

ALIEN--A person residing in the United States who is not a citizen.

ALIEN SPONSOR--A person or any public or private agency or organization who executed an affidavit of support or similar agreement so that an alien could enter the United States.

ALIEN SPONSOR CONTRIBUTION--The amount of income of the sponsor and his/her spouse that is deemed to the alien, whether available or not.

ALLOWABLE WORK ACTIVITIES—State approved work activities which satisfy work-eligible individual's required participation hours.

AMERICAN INDIAN OR ALASKA NATIVE--A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

ANNUITY— A contract under which a sum is paid yearly or at other specific times in return for the payment of a fixed sum.

APPLICATION DATE--The date an application (or first page of the application) is received and date stamped by OPA.

ASIAN--A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

ASSESSMENT—The ongoing evaluation process to gain and maintain understanding of an individual's strengths and challenges, and suitability for employment and training services and supports.

ASSISTANCE UNIT--Composed of the eligible child(ren) and the eligible caretaker relative(s) who are living together, and whose needs are included in the benefits.

AUTHORIZED REPRESENTATIVE--A person acting for an applicant/client through the individual's written authorization.

AVAILABLE--For resources: the condition of having unrestricted access to property that can be converted into cash and used for the needs of the assistance unit. For income: is actually available; the applicant or client has a legal interest in a liquidated sum with the legal ability to make such a sum available for support and maintenance.

B

BIA Bureau of Indian Affairs

BASIC EDUCATION AND LITERACY ACTIVITIES-- Attendance in high school, Adult Education, basic literacy, family literacy, preparation for High School Equivalency, English as a Second Language, and other services that provide individuals opportunity to enhance academic skills, attain a high school equivalency diploma, transition to postsecondary education, and/or improve employment status.

BENEFICIARY--The individual designated in the trust instrument as benefitting in some way from the trust. The beneficiary can be the grantor or another individual.

BENEFIT MONTH--Calendar month for which benefits are issued.

BENEFIT STANDARDS--The level of countable monthly income that cannot be exceeded if the assistance unit is to be eligible.

BLACK OR AFRICAN AMERICAN--A person having origins in any of the black racial groups of Africa.

BOARDERS--Individuals to whom a household furnishes lodging and meals.

BONA FIDE--Good faith; without fraud or deceit.

BOND--A written obligation to pay a sum of money at a future specified time. It is a negotiable instrument.

BROKERING-- The act of connecting a TANF client to useful services to address their needs and ensure success. Brokering may or may not include a payment agreement between the TANF program and service on behalf of the TANF client.

BUDGETING--Calculating the amount of money to be paid to the assistance unit for the benefit month.

BUDGET MONTH--The month that the financial and nonfinancial criteria of the filing/assistance unit are evaluated to determine eligibility and to calculate the grant amount. Using prospective budgeting, the budget month is the same as the benefit month.

BURIAL CONTRACT--A legal document that provides for funeral expenses and specifies the method of burial.

BURIAL FUNDS--Burial contract, burial trust, life insurance or other burial agreements (whether irrevocable, revocable, rescindable or non-rescindable) or any other separately identifiable funds that are clearly designated for burial expenses.

BURIAL SPACES--Conventional grave sites, crypts, mausoleums, urns, and other repositories which are customarily and traditionally used for the remains of deceased persons.

BUSINESS (or trade)—An activity carried on for a livelihood or in good faith to make a profit.

BUSINESS EXPENSES--The costs directly related to the production of income.

C

CCR&R Child Care Resource and Referral

CD Certificate of Deposit

CFR Code of Federal Regulations

CFSD Child and Family Services Division

CMV Current Market Value

COBRA Consolidated Omnibus Budget Reconciliation Act

CRU Claims and Recovery Unit

CSED Child Support Enforcement Division
CSKT Confederated Salish and Kootenai Tribes

CARE AND CONTROL--The physical care, guidance or maintenance of a child or children provided by a responsible parent or specified caretaker relative within the 5th degree of kinship.

CARETAKER RELATIVE-- Individual within the 5th degree of kinship caring for a minor child.

CASE--Documents or computer data relating to a filing/assistance unit.

CASE FILE--The record maintained for each filing/assistance unit during the course of participation in the program.

CASE MANAGEMENT--A series of steps that assist in formulating and developing a course of action for the client.

CASH VALUE--For resources: the amount that would be paid, in the community of residence, if the resource was sold or converted to cash. For income: the amount of the income or the value assigned to the service rendered for in-kind earned income.

CCUBS – Child Care Under the Big Sky. A computerized system that assists in the determination of child care programs.

CHANGE IN CIRCUMSTANCE--A reversal or variation of the fact from what was previously known.

CHILD SUPPORT--Voluntary or court ordered payment by an absent parent for the purpose of meeting the needs of the child(ren).

CHILD SUPPORT SUPPLEMENTAL PAYMENT--A payment issued to TANF families based on current child support collected from a non-custodial parent, up to but not exceeding, \$100.00 per month per TANF household.

CHIMES – Combined Healthcare Information and Montana Eligibility System, a computerized system that assists in the determination of assistance programs.

CLIENT-- A person who is eligible for benefits including a person who is under a program sanction or disqualification.

CLIENT ADVOCATE--Individual who serves as a family's primary support and contact on behalf of the Pathways Contractor.

CLIENT SERVICE COORDINATOR--The field worker responsible for determining eligibility for public assistance programs and ongoing case maintenance.

COLLATERAL CONTACTS--Knowledgeable individuals or sources who serve to support or confirm information provided by the applicant/client.

COLLECTIBLES--Any item of value that may or may not be part of a collection.

COMMINGLED--Countable and exempt funds in a bank, BIA account, or other account that are combined.

COMMUNITY SERVICE PROGRAM-- Structured programs and embedded activities in which TANF individuals perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Programs must be designed to serve a useful community purpose and improve the employability of a client not otherwise able to obtain employment.

COMPENSATION--Money, real or personal property, food, shelter or services received by an individual in exchange for goods or services provided by that individual.

COMPLETE NOTICE--Written notice that includes the action the agency intends to take, the reason for the action, the agency policy and state and federal regulations supporting the action, the right to request a fair hearing, the person to contact for additional information, the availability of continued benefits and liability for such benefits if found ineligible in the hearing decision.

CONFIDENTIAL INFORMATION--Applicant or client information that may only be shared for establishing eligibility, determining amount of assistance, and providing services, with related federally mandated and assisted programs and agencies under contract to the Department or operating with a Memorandum of Understanding.

CONVICTION-- A judgment, or a sentence upon guilty plea or verdict or finding of guilt.

CONTRACT FOR DEED--A real estate transaction where the seller carries the buyer's obligation to pay the purchase price. The seller agrees to transfer the property deed to the buyer when all payments have been made. May be a negotiable instrument.

COUNTABLE INCOME--The total of earned and unearned income that is not excluded by policy, and is expected to be received by the assistance unit for the budget/benefit month.

CREATOR--Used in terms of a trust, the person who creates a trust, also known as a "settlor" or "grantor".

CURRENT MARKET VALUE--The amount for which the property can be expected to sell on the open market in the community.

CURRENTLY AVAILABLE PROPERTY RESOURCES--Assets which an applicant or client has a legal right and reasonable practical ability to liquidate.

CUSTODIAL PARENT--Natural/Adoptive parent who functions as the provider of maintenance, physical care and guidance of the child(ren) with whom the child(ren) live.

D

DOA Department of Administration
DOC Department of Corrections
DLI Department of Labor and Industry
DPHHS Department of Public Health & Human Services
DOR Department of Revenue
DRA Deficit Reduction Act of 2005

DEEMING--A budgeting process which considers a portion of income of one (1) person as the income of a second person, whether or not the income is actually available.

DEFICIT REDUCTION ACT--The Deficit Reduction Act of 2005 contains federal language and regulations regarding the reauthorization of the TANF program.

DEPENDENT--Individuals who could be claimed for purposes of determining federal personal income tax liability.

DISABILITY--The physical or mental impairment of an individual that may be either temporary or permanent.

DISREGARD--A dollar amount designated for a specific purpose that is deducted from the filing unit's countable gross income.

DISREGARDED-- The individual will not be penalized for failure to engage in work and the TANF family is not included in the calculation of the work participation rate.

DIVIDEND--A share of profits received by a stockholder or by a policy holder in a mutual insurance society.

DOCUMENT--Used as a noun, indicates a written record of the circumstances of an event or fact. Used as a verb, indicates the act of entering in the case file actions taken to determine eligibility and/or benefits or during the course of services.

DOMESTIC/FAMILY VIOLENCE--Physical, sexual, and/or mental or emotional abuse of a member of the assistance unit by a person with whom that member lives or with whom that member has recently lived which is sufficiently severe to interfere with the TANF client.

E

EA Emergency Assistance

EIC/EITC Earned Income Credit/Earned Income Tax Credit

ELL English Language Learners

E/SP Employability/Service Plan

EARNED INCOME--Employee payments received in cash or in-kind for wages, tips, commissions, or net profit from activities in which the individual is engaged as self-employed; the gross income before deductions for personal or employment expenses or garnishments.

EARNED INCOME TAX CREDIT--An amount of money which has been either deducted from the taxes owed or paid as a refund resulting from filing a Form 1040 or 1040A Tax Return for a calendar year.

EDUCATION PAYS-- Montana TANF program allowing individuals to pursue educational goals beyond the 12-month time limit. Education Pays clients will not receive a monthly cash benefit, rather the individual will be eligible to receive cash incentives for successfully achieving educational goals.

ELIGIBLE--A person who meets all eligibility requirements for a specific program and is considered to be qualified to receive benefits and/or services of that program.

ELIGIBLE EDUCATIONAL INSTITUTION—A post-secondary school that is accredited and eligible to participate in a student aid program run by the U.S. Department of Education.

ELIGIBILITY FACTOR (CONDITION OF ELIGIBILITY)--A specified condition that an applicant must meet in order to qualify for benefits and a client must continue to meet in order to remain eligible.

EMANCIPATED MINOR--A minor child who is no longer a dependent of his/her parent(s) due to court action or marriage. For eligibility purposes he/she is considered an adult.

EMERGENCY ASSISTANCE --A short-term program to assist families in an emergency situation caused by the occurrence of an unforeseen circumstance.

EMPLOYABILITY/SERVICE PLAN-- A document describing activities, services, and supports a family will participate in to address identified goals and barriers. All TANF clients will have a current Employability/Service plan which also includes time frames to complete activities and mutual obligations of the State and client.

EMPLOYMENT RELATED ACTIVITIES--Activities that assist clients in locating and securing employment.

ENCUMBRANCE/LIEN--A claim or legal debt(s) against a resource which is supported by a written document and which must be paid when the resource is sold.

ENGAGEMENT PATHWAY-- service delivery concept which identifies available family service options as well as defines the level of intervention and family/client advocate engagement.

ENGLISH AS A SECOND LANGUAGE (ESL)--A classroom training for those who are non-English speaking, but literate in their native tongue. The training is intended to provide sufficient command of the English language to compete in the labor market, to participate in the labor market, or to participate in training.

ENUMERATION--The act of assigning a Social Security Number (SSN) by the Social Security Administration.

EQUITY VALUE--The current fair market value less any encumbrances against the property as of the date of evaluation.

ESSENTIAL FOR DAY-TO-DAY LIVING--As stated by the caretaker relative, the item is indispensable or necessary for the survival of the assistance unit.

EVIDENCE--Something that furnishes proof.

EXCESS CHILD SUPPORT--Money received from the absent parent that is in excess of the monthly TANF grant.

EXCLUDED RESOURCE--Any real or personal property that is not counted toward the general resource limitation.

EXEMPT-- The individual will not be penalized for failure to engage in work; however, the individual is included in the calculation of the work participation rate.

EXPUNGEMENT --A process of removing benefits from an EBT card due to a period of inactivity for more than 180 days.

EXTENDED BENEFITS--Cash assistance approved beyond 60 months due to incapacity, needed in the home, or domestic violence.

EXTRA PAYCHECK--A payment (earned income) in addition to the usual number of payments made in a month. Extra paychecks are received four (4) times a year for people paid on a weekly basis and twice a year for people paid every other week.

E

FICA Federal Insurance Compensation Act

FPL Federal Poverty Level

FAIR HEARING--An opportunity for any person whose claim for assistance has been denied, or who had other negative action taken on their case, to present convincing evidence to reverse the original decision.

FAIR MARKET VALUE--The amount of money that the sale of property would bring on the open market in the community where the property is located.

FEDERALLY COUNTABLE WORK ACTIVITIES—The 12 categories of activities set forth in PRWORA that count toward the work participation rates; the parameters for each activity are shaped by definitions set by post-DRA federal rules.

FEE PATENT LAND – Land located on an Indian Reservation, but not under the control of the tribe or any other government entity. The landowner may be Native American or not Native American. When fee patent land is to be sold, the tribe must always be given the first opportunity to purchase the land. If the

tribe declines the right to purchase, the owner does not need the permission of the tribe or BIA in order to sell the property, and may sell it to anyone. Fee patent land is taxable land.

FILING UNIT--Those individuals whose income and resources must be considered in the eligibility determination. All members of the filing unit may not be included in the assistance unit and may not receive benefits.

FINANCIAL COACHING-- A process in which individuals and families work to reach personalized goals related to improving their financial well-being. Coaches are not "experts," but instead provide encouragement and monitoring over advice, and do so in a process largely driven by the client, focusing on ongoing behavior change and goal setting.

FINANCIAL EDUCATION COURSES-- Courses designed to increase understanding of and ability to manage financial matters, with the ultimate goal of developing long-term financial stability and security.

FLEEING FELON--An individual who has been convicted of a felony and is fleeing incarceration.

FOSTER CARE--A legal action that places a child in the custody/control of a person or entity other than the child's natural or adoptive parents.

FULL-TIME STUDENT--A student enrolled at least 12 credit hours each semester or 30 credit hours per year in an approved educational program, or a full-time high school student, High School Equivalency Test (HiSET) student, or vocational training student as defined by the institution in which the client is enrolled.

G

GMI Gross Monthly Income Standard

GARNISHMENT--A legal action to deduct a specified amount of money from an employee's wages or unemployment compensation to satisfy a creditor.

GENERAL PROGRAM COMPLAINT--Any complaint regarding such areas as processing standards or service to clients and potential clients.

GOOD CAUSE--An acceptable reason for an individual's action that dismisses the penalty for that action.

GRANT--The TANF cash assistance money payment given to an assistance unit on a monthly basis.

GRANTOR--The entity that creates a trust. The grantor may be a person, court or administrative body with legal authority to act on behalf of an individual. The grantor may be acting at the direction or request of an individual.

GROSS EARNED INCOME--The total money the person is entitled to receive prior to any deductions, including garnishment.

GROSS MONTHLY INCOME STANDARDS--The levels of gross income for each filing unit based on size and circumstances.

H

HCSD Human and Community Services Division

HIPAA Health Insurance Portability and Accountability Act

HiSET High School Equivalency Test

HRDC Human Resource Development Council

HEARING REQUEST--A clear expression by the applicant/client, or the authorized representative acting for him/her, that he/she wants the opportunity to present his/her case to a higher authority.

HISPANIC OR LATINO--A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.

HOME--The principal place of residence; the family setting in which the child lives with a caretaker relative, who provides the day-to-day care and control of the child. For resource purposes: a home is the current place of residence which is owned by the caretaker relative and which includes any building and the land upon which it is located, the land that appertains (belongs) to the home and all the buildings and/or mobile homes located thereon.

HOMELESS--Having no fixed address nor living in a permanent dwelling.

I

IDA Individual Development Account

IEVS Income and Eligibility Verification System

IIM Individual Indian Monies

INA Immigration and Naturalization Act

IPV Intentional Program Violation

IRA Individual Retirement Account

IRS Internal Revenue Service

INCAPACITY-- A physical or mental illness or impairment diagnosed by a licensed physician or psychologist as sufficiently serious enough to eliminate or substantially reduce the client's ability to obtain or retain employment.

INCARCERATION--The condition of being in prison or city/county jail for any length of time.

INCENTIVE PAYMENTS-- Cash payments provided to TANF clients to recognize accomplishing set goals.

INCOME--Money received from any source.

INCOME-PRODUCING PROPERTY--Property that is, in and of itself, producing income.

INDIAN COUNTRY-- Within the geographical boundaries of a reservation that has an unemployment rate above a federally specified amount.

INDIAN LAND--Property owned jointly by the tribe or property that can be sold only with the permission of other individuals, the tribe or the Bureau of Indian Affairs.

INDIAN TRUSTLAND--Reservation land, held in government trust status, owned by either the tribal governing body or individual tribal members. The land may be used by the individual owner or leased to others for farming, grazing, mineral extraction or other uses. The land cannot be sold without BIA and tribal approval.

INDIVIDUAL INDIAN MONEY ACCOUNTS--Accounts similar to bank accounts that are administered and maintained by the Bureau of Indian Affairs Area Office or a designated agency on the reservation. IIM Accounts can be restricted by the designated official at each agency.

INDIVIDUAL RETIREMENT ACCOUNT--A tax deferred pension or plan that sets aside money now for the needs of the person after retirement.

INELIGIBLE--Not entitled to receive benefits because of not meeting one (1) or more of the specified financial or non-financial eligibility requirements.

INHERITANCE--Property received or anticipated to be received from a relative or other person by legal succession or will.

INITIAL ELIGIBILITY DETERMINATION--The act of evaluating eligibility factors for each child and caretaker relative who apply for TANF cash assistance and finding the case eligible or ineligible.

IN-KIND INCOME--The receipt of good(s) and/or service(s) instead of money for the activities or work of an individual. The benefit must be evaluated to determine a value.

INMATE OF A PUBLIC INSTITUTION--An incarcerated individual from the date of actual incarceration in a prison, county, city or tribal jail until permanent release, bail, probation or parole. An individual, released from prison or jail due to a medical emergency, who would otherwise be incarcerated but for the medical emergency, is considered to be an inmate of a public institution.

INSTITUTION--An establishment that furnishes (in single or multiple facilities) food, shelter and treatment or services to four (4) or more persons who are unrelated to the proprietor.

INSURANCE SETTLEMENT--The money received by a person or persons from a company for damage of property or person.

INTACT FAMILY--A filing unit consisting of both parents and their children living together.

INTEGRATED SERVICE DELIVERY-- TANF service delivery approach using one prime Pathways Contractor or fiscal agent to deliver the full range of TANF services and supports to clients in a service region.

INTENSIVE SERVICES-- Engagement pathway focused on crisis reduction. Families in this pathway are experiencing significant barriers, which make it challenging for them to engage in services related to employability. This engagement pathway is focused on quickly and effectively addressing basic needs to stabilize families.

INTERVIEW--To question or converse with a person face-to-face or by other means of communication to exchange information.

J

JOB READINESS ASSISTANCE--Activities centered on pre-employment preparation and training.

JOB SEARCH ASSISTANCE—Activities seeking or obtaining employment or preparation to seek or obtain employment. Also includes life skills training, substance use treatment, mental health treatment, or rehabilitation activities.

JOB SKILL TRAINING--Vocational training for a specific occupational area conducted by an instructor in a non-work-site (or classroom) setting.

JOINT CUSTODY—An agreement that both parents function as providers of maintenance, physical care, and guidance of the child(ren). The actual circumstances may or may not indicate this is occurring.

JOINTLY OWNED PROPERTY--Presumed to be owned in equal shares by each of the persons holding a legal interest, unless otherwise specified in a legal document such as a deed or divorce decree. A court-ordered right of ownership takes precedence over any contrary verbal claim or stipulation on any document.

K

KEOGH--A tax deferred pension or plan for a self-employed individual to set aside money now for the needs of the individual after retirement.

KNOWLEDGEABLE SOURCE--A person who has a considerable degree of familiarity, which has been gained through experience or association with an individual or subject; a person who is professionally aware of the value of the property in the community.

L

LIEAP Low-Income Energy Assistance Program

LTR Lawful Temporary Resident

LANDLORD-TENANT AGREEMENT--A written agreement between a landlord (property owner) and a tenant in which the landlord gives the tenant temporary possession and use of the residence for a specified sum of money.

LEASE INCOME--Payment distributed in accordance with a lease agreement.

LEGAL RECORDS--Documents of transactions conforming to or permitted by law.

LIEN/ENCUMBRANCE--A security interest or claim upon real or personal property to ensure satisfaction of a debt. The lien amount must be paid up in order for title to property to be transferred from one owner to another.

LIGHT ENGAGEMENT-- Engagement pathway focused on clients with few, if any, barriers to stability. Services and supports within this pathway could be geared toward rapid unsubsidized employment, with a focus on job preparation, job search, job placement, and retention.

LIQUID RESOURCES—Cash or other financial holdings which are readily convertible to cash.

LOAN--A transaction in which money is given to another and must be repaid.

LUMP SUM PAYMENT--Earned or unearned, nonrecurring income, considered as a resource in the month received.

M

MA Medical Assistance

MCA Montana Codes Annotated

MISTICS The Montana DLI on-line system available to verify unemployment insurance benefits.

MOE Maintenance of Effort

MAINTENANCE--The act of providing the supplies or funds needed to sustain basic needs.

MATCHED SAVINGS PROGRAM—Financial programs that help families purchase an asset which is likely to return substantial long-term benefits to its owner.

MINERAL RIGHTS--The ownership or interest in land below the surface.

MINOR CHILD--A child who is:

1. under age 18, or if age 18, but less than 19 is a full-time secondary school student or in the equivalent level of vocation or technical training; and
2. living with a specified relative.

MINOR PARENT--An individual under age 18, married and caring for his/her minor child; or emancipated by the court.

MONTANA PATHWAYS PROGRAM-- Montana TANF contracted integrated services delivery program for all TANF clients.

MONTANA TANF FAMILY BRIDGE MODEL-- Outlines factors associated with family stability, employability, and financial security. The Bridge Model has a rating scale to determine the degree each factor represents a barrier to an individual or family. The Family Bridge Model will be used as an

overarching framework that informs program design, family screening, assessment, goal setting, and supports, and outcome tracking.

MONTH RECEIVED--The benefit month in which money may be available to the applicant or client or in which the person will receive money in-hand. SSA and SSI payments are exceptions to this definition, as the payment is made at the end of a month (usually because of holiday mail) for use during the following month.

MUTUAL FUND--A company without fixed capitalization, freely buying and selling its own shares and using its capital to invest in other companies.

N

NADA National Automobile Dealers' Association

NMI Net Monthly Income Standard

NDNH National Directory for New Hires

NATIVE HAWAIIAN OR PACIFIC ISLANDER--A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

NEGOTIATE-- To treat or bargain with others in order to reach an agreement; to procure, arrange, or conclude by mutual discussion (negotiate an agreement).

NEGOTIABLE INSTRUMENT--A written unconditional agreement signed by a person who promises to pay a specific sum of money at a specific time or on demand to the person, company, corporation or institution named on the note. A negotiable instrument may or may not involve the loan of money or goods.

NET MONTHLY INCOME STANDARDS--Need Standard for each size filing/assistance unit.

NET PROFIT--Gross revenue less allowable business expenses.

NON-EXEMPT (COUNTABLE)--Income and resources used to determine eligibility.

NON HISPANIC/LATINO--A person who is not Hispanic or Latino.

NON-LIQUID RESOURCES--Resources which cannot reasonably be immediately converted into cash.

O

OJT On the Job Training

OPA Office of Public Assistance

ON-GOING ELIGIBILITY DETERMINATION--The act of evaluating each open case and finding the case eligible or ineligible.

ORIENTATION--A process to provide applicants with information on program requirements, available supportive services, and their rights and responsibilities.

OTHERWISE ELIGIBLE--Means that the individual is not precluded from eligibility by some other provision of Title IV-A of the Social Security Act or Public Law 104-193 and the individual meets all other program requirements and meets all other non-financial criteria.

OVERPAYMENT--Financial assistance payment received by or for an assistance unit that exceeds the amount for which that unit was eligible.

P

PAHL Public Assistance Help Line

PAUG Public Assistance User Guide

PARIS Public Assistance Reporting Information System

PAS Parents As Scholars

PC Program Compliance

PCA Program Compliance Auditor

PEP Post-Employment Program

PIU Program Integrity Unit

PJUSTICE Department of Justice/Motor Vehicles

PRWORA Personal Responsibility and Work Opportunity Reconciliation Act

PARENT--A natural/adoptive parent or a stepparent (related by marriage to the child's natural/adoptive parent) or a person considered by law to be a parent in the case of a child conceived by artificial insemination.

PARENTAL CONTROL--Means that the child is financially or otherwise dependent upon a parent with whom he resides even if he is temporarily out of the home.

PARENTS AS SCHOLARS-- Allows TANF clients to continue postsecondary education activities beyond the allowed 12 months under federal regulations, or to participate in full-time classes to obtain a High School diploma or HiSET. Twenty-five slots are available statewide and are awarded through a regional lottery.

PATHWAYS CONTRACTOR-- Prime TANF Contractor or fiscal agent managing and delivering all Montana TANF contracted integrated services and supports for all TANF clients in a service region.

PAYEE--The person in whose name the benefits are issued.

PAYMENT--The act of giving a check or warrant, depositing funds directly into a bank account, or applying funds to an EBT account of the payee or the legal representative.

PAYMENT STANDARD – The maximum amount of TANF cash assistance that may be issued to an eligible family.

PEER SUPPORT PROGRAMS-- Specialized, positive interactions conducted by current clients who offer support and assistance in helping others. Peers utilize their unique knowledge, social, emotional, relevant or practical lived experiences to support others in their journey.

PENAL INSTITUTION--Any facility in which an individual may be lawfully held against his will by federal, state or local authorities.

PENSION FUND--An investment account (typically with an employer) that is intended to provide income at retirement.

PENSION PAYMENT--A sum of money paid regularly as a retirement or disability benefit.

PER DIEM--Per day; pertains to expenses for cost of meals and lodging.

PERJURY--A willful false statement of a material fact; swearing to what is untrue; or, incompletely answering all questions under oath.

PERSONAL PROPERTY--All belongings owned by the applicant or client that are not considered real property.

PHYSICAL CARE--The attention given to the physical needs of a child or children.

POST-EMPLOYMENT PROGRAM--The time limited program that allows individuals who lose eligibility for TANF cash assistance due to new or increased earned income to remain TANF eligible.

POST SECONDARY EDUCATION--Attendance at an institution of higher education beyond high school.

PRIMARY CUSTODIAL PARENT—Court designated custodial parent or custodial parent with whom the child resides with more than one-half the time.

PRIMARY EVIDENCE--A document or record by an official government agency, public institution, business, or individual that would be accepted in a judicial proceeding as establishing the truth.

PRIMARY WORK ACTIVITY—Work activities that count toward any or all hours of participation.

PRINCIPAL--The capital or main body of an estate or financial holding as distinguished from the interest or revenue from it.

PRINCIPAL PLACE OF RESIDENCE—A person's primary residence or dwelling where they usually live.

PROBATION/PAROLE VIOLATOR--An individual not fulfilling the requirements of his or her probation/parole.

PROGRAM REQUIREMENT--Specific criteria that must be met in order to establish eligibility.

PROPERTY RESOURCES--Real, personal, tangible or intangible assets owned by an applicant or client.

PRORATE--Divide or distribute benefits proportionally based on number of days eligible in the benefit month.

PROSPECTIVE OR PROSPECTED BUDGETING--Calculating eligibility and/or grant amount by using the best estimate of the income and circumstances that are expected to exist in the benefit month.

PROTECTIVE PAYEE--The individual, other than the caretaker relative, to whom payment is made and who manages the family's benefit for the purpose of safeguarding the health and welfare of the child(ren).

PUBLIC (NON-MEDICAL) INSTITUTION--An institution that is the responsibility of a governmental unit or over which a governmental unit exercises administrative control.

PUTATIVE--Commonly accepted or assumed to be.

Q

QA Quality Assurance

QUALIFIED ALIEN--An individual who has met the non-financial eligibility requirement regarding his or her alien status which may allow the receipt of public assistance benefits if otherwise eligible for a specified period of time.

QUALIFYING PROGRAM—An eligible educational institution, an accredited high school, or a training program approved by the department as rule.

R

RAC Refugee Assistance Center

RCA Refugee Cash Assistance

RSDI Retirement, Survivors and Disability Insurance

REAL PROPERTY--Land and building or immovable objects permanently attached thereto.

RECONCILIATION-- The process Pathways Contractors will document in CHIMES that a client has completed the required number of participation hours for the TANF Cash program.

REDETERMINATION--A review of all financial and non-financial requirements affecting eligibility and/or grant amount.

RE-ENGAGEMENT-- Process used to reconnect the client with their Employability Plan/Service Plan, goals and steps need to address self-sufficiency and address whether the client is able to complete their Employability Plan/Service Plan and address any barriers to participation.

REFUGEE--An alien who has been admitted to the United States under the classification of refugee and is considered a 'qualified alien' for eligibility purposes. Employment is permitted.

REQUIRED WORK HOURS-- The number of hours a work eligible TANF Cash recipient must participate in monthly activities.

RESIDENT--A person who states intent to reside in Montana.

RESOURCES--Resources include but are not limited to all real and personal property owned by a person, as well as money or any property that can be converted into supplies, services or benefits; the means of raising money or supplies; the capabilities of raising wealth to supply necessary wants or needs; or the available means or capability of any kind.

RESTORATION—Additional benefits issued for a past month to compensate for an under issuance.

ROOM AND/OR BOARD INCOME--Money received for providing meals and/or rooms to people not included in the assistance unit.

S

SAVE Systematic Alien Verification for Entitlement

SEARCHS System for Enforcement And Recovery of Child Support

SOF Statement of Facts

SOLQ State On Line Query. Montana's access to Social Security Administration information.

SSA Social Security Administration

SSI Supplemental Security Income

SSDI Social Security Disability Insurance

SSN Social Security Number

SANCTION-- A tiered penalty imposed against a TANF Cash assistance client for failure to cooperate with employability/service plan requirements.

SECONDARY WORK ACTIVITY—Federally countable work activities that can count only if the individual also participates in the minimum number of primary work activity hours.

SELF-EMPLOYMENT-- is the act of engaging in a trade or business.

SHELTER COSTS--The amount of money required to provide housing and/or utilities.

SPECIALIZED TRAINING— Structured, competency-based activities with a set curriculum or learning plan that teaches job specific skills needed to perform actual tasks and functions required by particular jobs or occupational clusters.

SPECIALIZED SERVICES-- Engagement pathway for clients with longer term barriers to self-sufficiency or with temporary exemptions from participation.

SPECIFIED CARETAKER RELATIVE—An adult within the 5th degree of kinship caring for a minor child.

STABILITY THRESHOLD-- Indicators defined on the Montana TANF Family Bridge Model that families strive to meet or exceeded while receiving TANF services and supports to demonstrate family stability, employability, and financial security.

STEP-PARENT--The spouse of the natural or adoptive child's parent.

STRIKE--Any concerted stoppage of work by employees, including a stoppage by reason of the expiration of a collective bargaining agreement, and any concerted slow-down or other concerted interruption of operations by employees.

SUBSIDIZED EMPLOYMENT-- Employment in the public or private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing an individual.

SUPPLEMENT—Additional benefits issued for the current month to compensate for an under issuance.

SUPPORTED ENGAGEMENT-- Engagement pathway for families generally not in crisis, but rather are working to achieve stability in areas of their lives that will lead to employment and self-sufficiency.

SUPPORTIVE SERVICES-- Funds to pay qualified expenses that are or may be incurred in the current benefit month by a TANF client.

I

TANF Temporary Assistance For Needy Families

TANF CASH ASSISTANCE--A time-limited cash assistance program designed to provide families with opportunities leading to self-support.

TAX YEAR--The 12-month period on which the income taxes are based; usually the calendar year.

TEEN PARENT--An individual who, through the end of the month of his/her 18th birthday, is unmarried and caring for his/her minor child.

TEMPORARY ABSENCE--The condition created when a member(s) of the assistance unit is away from the home for a specified period of time not to exceed 90 days except in limited circumstances.

TERMINATION--To close a case and/or remove an individual from program eligibility.

TIME CLOCK/TIME LIMITED BENEFITS-- Specific time-limits for receipt of TANF cash assistance. The TANF program limits receipt of cash assistance to 60 months in the client's lifetime.

TIMELY NOTICE--Written notification mailed at least ten (10) days prior to the date of the action.

TRADE (or business)—An activity carried on for a livelihood or in good faith to make a profit.

TRANSFER--The act of moving the right, title or interest in property from one (1) person to another by sale, gift or exchange. Also includes transfers to joint tenancy or to tenancy in common.

TRANSFER, DATE OF--The date delivery is made on a valid transfer.

TRUST--Any arrangement in which a grantor transfers property (real or personal) with the intention that it be held, managed, or administered by a trustee(s) for the benefit of the grantor or other beneficiary(ies). Trusts are managed by individuals or entities with fiduciary obligations.

TRUSTEE--Any individual(s) or entity that manages a trust and has fiduciary responsibilities.

U

UI Unemployment Insurance

USCIS United States Citizenship and Immigration Services (formerly INS)

UNCOMPENSATED VALUE--The current market value of a resource minus the amount of compensation received by the individual in exchange for the resource (if less than the current market value).

UNDERPAYMENT--A cash assistance payment that is less than the amount for which the unit is eligible.

UNEARNED INCOME--All money received that is not earned by providing goods or services.

UNIVERSAL ENGAGEMENT-- Model where all TANF clients are expected to participate to their ability in TANF activities to address family stability, employability, and economic stability goals and barriers.

UNPAID PRINCIPAL--The amount that remains to be paid on an agreement to buy or sell.

UTILITIES--The services provided for water, sewer, electricity, and heating fuel.

V

VISTA Volunteers In Service To America

VR (or Voc Rehab) Vocational Rehabilitation

VALID LOAN--A loan for which the lender delivers a sum of money to a borrower. The borrower must express or imply, either orally or in writing, an obligation to repay.

VENDOR--The person or business that provides goods or services.

VERIFICATION--A document or written statement attesting to the validity of a particular fact or event that is needed to determine eligibility or establish compliance with program requirements.

VERIFY--To check, confirm or establish whether a statement or condition is true or accurate by obtaining a copy, viewing a copy or obtaining a verbal description of the evidence.

W

WEX Work Experience

WIC Women, Infants, and Children's Program

WIOA Workforce Innovation and Opportunity Act

WOTC Work Opportunity Tax Credit

WARRANT--The written document (check) that authorizes the State of Montana to pay the stated amount to the specified person and which authorizes receipt of the payment.

WHITE--A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

WORK-ELIGIBLE INDIVIDUAL—An individual who is required to participate in allowable work activities per federal regulation. This individual's participation in work activities contributes to determining whether the individual and/or family counts in the calculation of the work participation rate.

WORK EXPERIENCE PLACEMENT-- Work activity that provides an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment and improve the employability of those who cannot find unsubsidized employment.

WORK OPPORTUNITY TAX CREDIT—A federal tax credit that reduces the federal tax liability for private employers.

WORK PAYS INCENTIVE – An incentive program that provides a small monthly benefit amount to a non-cash client who is engaged in full time employment.

Effective Date: April 1, 2020