



TANF 103-4

Verification and Documentation

Supersedes: TANF 103-4 (1/1/18)

Reference: ARM 37.78.208 and .227

Overview: All TANF eligibility criteria must be verified and/or documented for all applications, redeterminations, and reported changes. Certain criteria only requires a client statement while other criteria must be verified. Documentation used must be case noted. Staff cannot request verification that is not necessary to determine TANF cash assistance eligibility.

An applicant/client must provide verification of all requested financial and non-financial eligibility criteria within ten (10) days of the request (or up to 30 days following the application date, whichever is greater), unless good cause exists.

DATE STAMP:

Items received during a day's business hours will be date-stamped with that date. Items received after normal business hours must be date-stamped with the following business day's date.

VERIFICATION/DOCUMENTATION:

Following is a list of items that must be verified and/or documented. For more information on each item, refer to the individual manual section(s).

1. AGE: Hard copy verification is required (minor child only).
2. CITIZENSHIP/ALIEN STATUS: Hard copy verification is required and can be verified with the SSA composite interface.
3. COOPERATION WITH CSED: Cooperation with CSED is verified through Child Support Enforcement Division or SEARCHS.
4. DRUG FELON COMPLIANCE: Hard copy/collateral verification is required.
5. EMPLOYABILITY/SERVICE PLAN (E/SP): The authorization of the E/SP on CHIMES will serve as verification this requirement has been met.
6. HOUSEHOLD COMPOSITION: Hard copy/collateral verification is only required if household composition is questionable.
7. INCOME: Hard copy/collateral verification is required.
8. LIVING WITH A SPECIFIED CARETAKER RELATIVE: Hard copy/collateral verification is only required if questionable.

9. MARITAL STATUS: Hard copy/collateral verification is only required if marital status is questionable.
10. PREGNANCY Written medical verification of the expected due date is required if the woman is applying for TANF and has no other minor children in the home.
11. PROGRAM COMPLIANCE: Document in case notes how the household regained eligibility and/or the non-compliance was resolved.
12. RELATIONSHIP: Hard copy verification is required.
13. RESIDENCY: Hard copy/collateral verification is only required if residency is questionable.
14. RESOURCES: Hard copy/collateral verification is required.
15. SOCIAL SECURITY NUMBER: Client statement is sufficient; verify with SSA interface.
16. Student Status/Education: Hard copy/collateral verification is required for 16 & 17 year olds.
17. TEEN PARENT LIVING ARRANGEMENT: Document in case notes the approved adult supervised setting or approval to live independently.
18. TIME CLOCK: Hard copy/collateral verification is required.

Effective Date: September 1,2023