



# 0-4 Glossary

References:	TANF 0-4 (07/01/08)
	<p style="text-align: center;"><u><b>A</b></u></p> <p><b>ACF</b> Administration for Children and Families</p> <p><b>ACS</b> Formerly known as Consultec. The Montana Medicaid service payment contractor.</p> <p><b>ADA</b> Americans with Disabilities Act</p> <p><b>ADH</b> Administrative Disqualification Hearing</p> <p><b>AES</b> Accelerated Employment Services</p> <p><b>AFDC</b> Aid to Families with Dependent Children (program was eliminated and replaced with Temporary Assistance to Needy Families TANF)</p> <p><b>APWA</b> American Public Welfare Association</p> <p><b>ARM</b> Administrative Rules of Montana</p> <p><b>AWEP</b> Alternative Work Experience</p> <p><b>ACCESS</b>--As it relates to joint checking/savings accounts:</p> <ul style="list-style-type: none"> <li>• Restricted--Limited access to money in an account.</li> <li>• Unrestricted--Unlimited access to money in an account by one or all of the account holders.</li> </ul> <p><b>ACCELERATED EMPLOYMENT SERVICES</b>--An individualized training contract between the employer, the TANF participant, and the agency intended to provide training for higher skilled occupations and ultimately full-time employment.</p> <p><b>ADEQUATE NOTICE</b>--Written notification to be received by the individual no later than the date of intended action or the date benefits would have been received. Notices must be mailed no later than two working days after TEAMS cutoff to meet adequate time frames.</p> <p><b>ADMINISTRATIVE MONTH</b>--The calendar month in which the eligibility determination is made: the month preceding the benefit month.</p> <p><b>ADULT PARTICIPANT</b>--An individual over the age of 18 who is not a minor child.</p> <p><b>ADVERSE ACTION</b>--A decision to deny, decrease, or terminate benefits.</p> <p><b>ALERT</b>--An action to forewarn the worker to reevaluate the case circumstances.</p> <p><b>ALIEN</b>--A person residing in the United States who is not a citizen.</p> <p><b>ALIEN SPONSOR</b>--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.</p>

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

**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. Annuities may be purchased by an individual, an employer, or as part of a court ordered settlement. The annuity contract may be a resource, and the payments are countable income.

**APPLICATION DATE**--The date the completed first page of the application form is received and date stamped in the County Office.

**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.

**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/participant 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 participant has a legal interest in a liquidated sum with the legal ability to make such a sum available for support and maintenance.

## **B**

**BENDEX** Beneficiary Data Exchange System  
**BEOG** Basic Educational Opportunity Grant  
**BIA** Bureau of Indian Affairs  
**BL** Blackfeet Tribe

**BENDEX**--SSA's Beneficiary Data Exchange System, which provides the amount of RSDI and Title II benefits paid to people entered on the system. Also, BENDEX provides data on pensions and wages.

**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. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**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.

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

### C

<b>CCTT</b>	Chippewa Cree Tribal TANF
<b>CD</b>	Certificate of Deposit when used in financial context. Also used to refer to County Director.
<b>CFR</b>	Code of Federal Regulations
<b>CFS</b>	Child and Family Services
<b>CMS</b>	Centers for Medicare and Medicaid Services (formerly HCFA). CMS is the federal agency responsible for the administration of the Medicaid programs.
<b>CMV</b>	Current Market Value
<b>COBRA</b>	Consolidated Omnibus Budget Reconciliation Act
<b>CRU</b>	Claims and Recovery Unit
<b>CSE</b>	Child Support Enforcement
<b>CSSED</b>	Child Support Enforcement Division

**CSKT** Confederated Salish and Kootenai Tribes  
**CSP** Community Services Program (ended 06-30-01)  
**CWS** Child Welfare Services (usually refers to Foster Care)

**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**--A person who meets the definition of a relative and is providing care of the child(ren).

**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 the case manager in formulating and developing a course of action for the participant.

**CASE MANAGER**--The individual assigned to a participant to assist in the development of the participant's employability plan.

**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. This system replaced the MACCS system.

**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 SUPPLEMENT 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 Medicaid programs.

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

**COLLECTIBLES**--Any item of value that may or may not be part of a collection, such as paintings, coins, stamps, etc.

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

**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 THE PROGRAM**--An individual enrolled in high school or an equivalency program is considered to have completed the program if the institution has awarded a diploma or certificate of completion.

**CONCILIATION**--The informal process for resolving a participant's complaint, grievance, or dispute.

**CONFIDENTIAL INFORMATION**--Applicant or participant 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 (CMV)**--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 participant 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  
**DOLI** 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.

**NOTE:** Resources of a alien's sponsor and the alien's sponsor's spouse must also be deemed to a sponsored alien. See the TANF manual section 604-1.

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

**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 (work expense, 25% employment credit, child care expense, legally-binding child support payment) that is deducted from the filing unit's countable gross income.

**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.

**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 participant.

**NOTE:** This definition pertains only to the criteria used by the WoRC Case Manager to set the domestic violence indicator on the EMPL screen in TEAMS.

**DRUG FELON**-- The individual may be eligible to receive benefits if the individual is complying with the conditions of supervision or if the sentence associated with the felony conviction has been discharged and the person is actively participating in treatment, if required.

**E**

- EA** Emergency Assistance; also Eligibility Assistant
- EIC/EITC** Earned Income Credit/Earned Income Tax Credit
- EPSDT** Early and Periodic Screening, Diagnosis & Treatment
- ERP/EMRP** Employment related payment previously given under the FAIM Financial Assistance Program

**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 (EITC)**--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. EITC is disregarded as income and is an excluded resource in the month following receipt.

**ELIGIBILITY CASE MANAGER**--The county worker responsible for determining eligibility and providing case management to participants of the TANF cash assistance program.

**ELIGIBILITY FACTOR**--A specified condition that an applicant must meet in order to qualify for benefits and a participant must continue to meet in order to remain eligible.

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

**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 FOR NEEDY FAMILIES**--A short-term program to assist families in an emergency situation caused by the occurrence of an unforeseen circumstance.

**EMPLOYABILITY PLAN**--A document developed with the WoRC case manager that sets forth a planned series of actions leading toward employment for participants who have been referred to the WoRC Program.

**EMPLOYMENT RELATED ACTIVITIES**--Activities that assist participants 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.

**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.

**EPSDT**--Early and Periodic Screening, Diagnosis and Treatment services for individuals under age twenty-one (21) who are covered by Medicaid.

**EQUITY VALUE**--The current market value less any encumbrances (legal debts such as mortgages, loans, penalties, cost of sale, etc.) 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 (a document or a statement attesting to the validity of a particular event).

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

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

**EXPUNGEMENT** --A process of removing benefits from an EBT card due to a period of inactivity (the card has not been used) for more than 180 days. This is done by the Fiscal Department on a monthly basis.

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

## **E**

**FBIC** Fort Belknap Indian Community

**FC** Foster Care

**FIA/EP** Family Investment Agreement/WoRC Employability Plan

**FICA** Federal Insurance Compensation Act

**FNS** Food and Nutrition Service

**FS** Food Stamp Program

**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.

**FAMILY INVESTMENT AGREEMENT/WORC EMPLOYABILITY PLAN (FIA/EP)**--A document listing activities, time frames, and mutual obligations of the State and the participant regarding the course of action to empower the participant to become self-supporting. (Formerly FIA).

**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.

**FLEEING FELON**--An individual who has been convicted of a felony and is fleeing incarceration. The individual is not eligible for assistance.

**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. Examples are IVE, CWS, Kinship Care.

**FULL-TIME STUDENT**--A minor child attending school a minimum of six (6) hours a day or the number of hours the institution states is considered full-time.

## **G**

**GED** Graduate Equivalency Diploma

**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 EQUIVALENCY DIPLOMA (GED) TRAINING**--Training provided to individuals who require a high school education or its equivalent to obtain appropriate employment. The training prepares the individual for the GED test for a high school equivalency certificate.

**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 (GMI) STANDARDS**--The levels of gross income for each filing unit based on size and circumstances.

## H

**HCFA** Health Care Financing Administration (Now known as CMS Centers for Medicare and Medicaid Services)

**HHS** Health and Human Services; federal agency administering the TANF programs

**HIPAA** Health Insurance Portability and Accountability Act

**HIPPS** Health Insurance Premium Payment System

**HISPANIC OR LATINO**--A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**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.

**HOUSEHOLD FURNISHINGS**--Furniture, appliances, clothing and personal items owned by the filing/assistance unit.

## I

**IDA** Individual Development Account

**IEVS** Income and Eligibility Verification System

**IIM** Individual Indian Monies

**INA** Immigration and Naturalization Act

**INS** Immigration and Naturalization Services (Now U. S. Citizenship and Immigration Services-USCIS)

**IPV** Intentional Program Violation  
**IRA** Individual Retirement Account  
**IRS** Internal Revenue Service

**INCAPACITY**--A physical or mental defect, illness or impairment which is sufficiently serious as to eliminate or substantially reduce the caretaker relative's ability to care for or support the child(ren) for a period expected to last at least thirty (30) days.

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

**INCOME**--Money received from any source.

**INCOME-PRODUCING PROPERTY**--Property that is, in and of itself, producing income. For example, rental property is considered income-producing property.

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

**INDIVIDUAL RETIREMENT ACCOUNT (IRA)**--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 non financial or financial requirements of eligibility.

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

**INITIAL ASSESSMENT**--A determination of employment potential and the need for intensive case management.

**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. If the benefit is provided in the form of food or shelter, it is considered earned income and must be counted in the determination of eligibility.

**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.

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

**J**

**JERP** Job Supplement One-time Employment Related Payment (ended 06-30-01)

**JSP** Job Supplement Program (ended 06-30-01)

**JOB READINESS ACTIVITIES**--Secondary activities centered on pre-employment preparation and training, limited to 5-10 hours per week as a FIA/EP activity.

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

**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.

**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

**MSD** Medicaid Services Division

**MISTICS** The Montana DOLI on-line system available to TEAMS users to verify unemployment insurance benefits.

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

**MEDICAID**--The program for the payment of covered medical expenses for persons who are categorically eligible, eligible for nursing home care or medically needy.

**MEDICALLY NEEDY**--An individual or family otherwise eligible for medical assistance but whose income is above the limits allowed for the categorically eligible.

**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.

**MONTH RECEIVED**--The benefit month in which money may be available to the applicant or participant 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.

**NEED STANDARD (NMI)**--The amount of money required by the filing/assistance unit to purchase essential items to sustain life.

**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 (NMI) 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 according to the definition stated earlier.

**NON-LIQUID RESOURCES**--Resources which cannot reasonably be immediately converted into cash. The term may be applied to any resource. A resource which has been determined to be non-liquid for any reason is not considered inaccessible or excluded simply because the value of the asset cannot be accessed in the benefit

month.

**NOTICE OF ACTION—**

1. CONTENT

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.

2. TIMELINESS

- a) Adequate Notice -- Written notification as stated above, to be received by the individual no later than the date of action or the date payment would have been received.
- b) Timely Notice -- Written notification as stated above, mailed ten days prior to the date of action.
- c) Notices are mailed the next working day after they are sent from TEAMS, and are not mailed on weekends or holidays.
- d) Ten day notice period -- the ten consecutive days immediately following the day the notice was mailed.

**O**

- OJT** On the Job Training
- OPA** Office of Public Assistance
- OPL** On-Line Policy Logs

**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**

**PA** Public Assistance  
**PARIS** Public Assistance Reporting Information System  
**PC** Program Compliance  
**PCA** Program Compliance Auditor  
**PERP** Pathways One-time Employment Related Payment (ended 06-30-01)  
**PIU** Program Integrity Unit  
**PJUSTICE** Department of Justice/Motor Vehicles  
**PRWORA** Personal Responsibility and Work Opportunity Reconciliation Act

**PATHWAYS**--A time-limited cash assistance program designed to provide families with opportunities leading to self-sufficiency. The assistance unit's eligibility is limited to 24 months of assistance. (program ended 06-30-01)

**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.

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

**PAYEE**--The person in whose name the benefits are issued. The payee can be an eligible or ineligible parent or other specified caretaker relative or a protective payee.

**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.

**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 participant 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 such as a 4-year college or university, a 2-year vocational technical school, or a proprietary school.

**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.

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

**PROBATION/PAROLE VIOLATOR**--An individual not fulfilling the requirements of his or her probation/parole; not eligible for assistance.

**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 participant. Property resources include, but are not limited to real property, vehicles, mobile homes, cash, stocks, bonds, savings accounts, the cash value of life insurance, and recreational equipment.

**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 person, other than the caretaker relative, to whom payment is made and who is managing the funds 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, as in putative factor or putative father.

**Q**

- QA** Quality Assurance
- QMB** Qualified Medicare Beneficiary

**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.

**R**

- RAC** Refugee Assistance Center
- RCA** Refugee Cash Assistance
- RMA** Refugee Medical Assistance
- RPS** Regional Policy Specialist
- RQA** Regional Quality Assurance Specialist
- R & R** Resource & Referral Agency (child care)
- RSDI** Retirement, Survivors and Disability Insurance

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

**RECONCILE**--To compare two (2) events and adjust for the difference.

**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.

**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.

**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
- SDX** State Data Exchange
- SEOG** Student Education Opportunity Grant
- SLMB** Special Low-Income Medicare Beneficiary
- SOLQ** State On Line Query. Montana's access to Social Security Administration

information.

- SSA** Social Security Administration
- SSI** Supplemental Security Income
- SSDIB** Social Security Disability Insurance Benefits
- SSIG** State Student Incentive Grant
- SSN** Social Security Number

**SANCTION**--A penalty imposed against a TANF cash assistance participant for failure to cooperate with Family Investment Agreement/WoRC Employability Plan (FIA/EP) requirements. The cash grant is decreased by an amount equal to one individual's share of the grant.

**SHELTER COSTS**--The amount of money required to provide housing (rent, mortgage payments, motel rates, etc.) and/or utilities (water, sewer, heat, electricity).

**SNAP Program** -- Supplemental Nutrition Assistance Program, formerly known as Food Stamps.

**SPECIFIED RELATIVE**--One of the following individuals living with the dependent child:

1. Father, mother, grandfather, grandmother, brother, sister, uncle, aunt, first cousin, nephew, niece; or persons of preceding generations denoted by prefixes of "grand", or "great"; first cousin once removed; or
2. Stepmother, stepfather, stepbrother and stepsister;
3. One who legally adopts a child or his parent, as well as the natural and other legally adopted children of such persons; and
4. Spouses of any person mentioned above even though the marriage may be terminated by death or divorce.

**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**--Support with partial financial payment by a governmental agency.

**SUPPORTIVE SERVICES**--Items and/or services (usually cash) provided to a TANF cash assistance participant by the WoRC Case Manager that are necessary to enable the individual to comply with the Family Investment Agreement/WoRC Employability Plan (FIA/EP) activities.

**TANF** Temporary Assistance For Needy Families

**TC** TANF cash assistance

**TEAMS** The Economic Assistance Management System

**TPL** Third Party Liability

**TR** Transitional Medicaid

**TANF CASH ASSISTANCE (TC)**--A time-limited cash assistance program designed to provide families with opportunities leading to self-support. The assistance unit's eligibility is limited to 60 months of assistance in a lifetime.

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

**TEAMS**--The Economic Assistance Management System - a computerized system that assists in the determination of eligibility and/or grant. (ended 12/1/2012)

**TEEN PARENT**--An individual under age 18, 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 ninety (90) days except in limited circumstances.

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

**THIRD PARTY**--Any individual, entity or program that is or may be liable to pay all or part of the medical costs of injury, disease or disability of an applicant or recipient.

**TIME LIMITED BENEFITS**--Families eligible for TANF cash assistance are limited to 60 months in a lifetime.

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

**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**--A property interest held by one person, under a written contract, for the benefit of another.

**TRUSTEE**--The person(s) given the authority, by a written contract, to manage money set up in a trust.

U

**UC or UIB** Unemployment Compensation or Unemployment Insurance Benefits  
**USCIS** United States Citizenship and Immigration Services (formerly INS)  
**USDA** United States Department of Agriculture

**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. Unearned income includes, but is not limited to gifts, Social Security Income benefits, Veterans' benefits, Workers' Compensation payments, Unemployment Compensation payments, child support, interest from checking or savings, etc. and returns from capital investments which the individual himself is not actively engaged.

**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** 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

	<p><b>WEX</b> Work Experience  <b>WIA</b> Workforce Investment Act  <b>WIC</b> Women, Infants, and Children’s Program  <b>WoRC</b> Work Readiness Component  <b>WSP</b> Work Support Payment</p> <p><b>WARRANT</b>--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.</p> <p><b>WHITE</b>--A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p><b>WEX</b>--A primary component of TANF activities that provides work experience at a WEX site placement.</p> <p><b>WoRC</b>--Work Readiness Component of TANF cash assistance to assist participants in becoming self-supporting by providing needed employment-related activities and supportive services.</p> <p><b>Work-eligible individual</b>—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.</p> <p><b>Work Support Payment</b>--Money allocated to help the participant bridge the gap between the closure of TANF cash assistance and the receipt of employment income into the household. (These payments no longer valid effective 7/1/08)</p>
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