



## TANF 202-1

### Adding/Removing Members

**Supersedes:** TANF 202-1 (1/1/18)

**Reference:** ARM 37.78.206, .208 and .227

**Overview:** When a required filing unit member moves in or out of the household, or makes application for benefits, eligibility and/or benefits must be redetermined based on the new filing unit.

#### **ADDING MEMBERS:**

When it is discovered/reported that an individual, who is a required filing unit member, has entered the household, eligibility must be prospectively determined for the new filing unit. All financial and non-financial criteria must be verified and documented for each new household member.

Add filing unit members as follows:

1. If eligibility continues, the new member is added to the benefits the first of the next benefit month.
  - a. If the new household member is an adult, the “Adding a New Household Member” form (HCS-261A) is required.
  - b. If the new household member is a child, the use of the HCS-261A is encouraged as it allows for adequate notice of adverse action.
2. If the new household member is a IV-E foster child returning to the home, his or her needs are included in the unit as of the first day of the month following IV-E foster care payment termination.
  - a. Except in instances of a temporary absence, IV-E foster care payments and TANF grants cannot be made for the same child for the same month.
3. If the individual is a newborn child, follow the policy for “Adding Newborn”.
4. If the new member is a caretaker relative who is not a required assistance unit member, they are added the first of the month following request.

#### **ADDING NEWBORN:**

When it is discovered/reported that a newborn child, natural or adoptive, has entered the home, eligibility must be prospectively determined for the new filing unit.

#### **NEWBORN REPORTED TIMELY:**

If the newborn child is required to be included in the assistance unit, he/she will be added to the assistance unit the date of birth or adoption, provided the household has reported the birth or adoption of the newborn within ten (10) days from the date of birth or adoption. TANF cash assistance would be supplemented from the date of birth or adoption, once all eligibility requirements (including non-financial eligibility requirements), are met.

**Calculating the Newborn Supplement:**

Take the Payment Standard of the household including the newborn less the Payment Standard of the household prior to the newborn and divide the difference between the Payment Standards by the actual days in the month of birth. This is the payment amount per person per day.

Subtract the date of birth from the number of days in the month of birth and add 1 day to include the date of birth. This is the number of days the newborn is in the household.

Take the number of days the newborn is in the household and multiply it by the amount of the per person per day. This is the supplement amount for the newborn. The amount supplemented is rounded down to the whole dollar amount.

Use this hand budget if there is a question about the supplement amount.

**NEWBORN NOT REPORTED TIMELY:**

If the newborn child is required to be included in the assistance unit, but the household fails to report the birth or adoption of the newborn within ten (10) days from the date of birth or adoption, the newborn child will be added to benefits the first of the benefit month following the report of the birth or adoption.

**DEEMED PARENT:**

If the household reports the birth of a child within ten (10) days from the date of birth and the father of the unborn is coded as a deemed parent, the father of the unborn will not be added to the household until the first of the month following the birth of the child, even though the child is added the date of birth. The father will remain as deemed for the month of birth.

If the household fails to report the birth of a child within ten (10) days from the date of birth and the father of the unborn is a deemed parent, in this instance, the father of the unborn will also be added to benefits the first of the benefit month following the report of the birth or adoption.

**ADDING OR REMOVING A HOUSEHOLD MEMBER AT APPLICATION:**

If the application is still pending at the time a new required filing unit member is reported, the additional required filing unit member should be added effective the application date. The Adding a Household member form (HCS-261A) must be used to gather the necessary information on the new household member if that individual is an adult.

If the application is still pending at the time it is reported that a required filing unit member has moved out of the household, remove the member effective the application date.

**EXCLUDING MEMBERS:**

When a required filing unit member remains in the household but becomes a client of SSI, is disqualified, or no longer meets an eligibility requirements, (such as age), his/her needs are excluded effective the first of the next benefit month. Timely notice must be given.

**REMOVING MEMBERS FROM CASE:**

When a required filing unit member is reported to have left the household the household is required to complete the HCS 262 "Household Member Absence" form. The information on the form will be used to make a determination of whether or not the member is considered to be temporarily absent.

The HCS-262 form is not required if Child and Family Services has notified OPA that a child(ren) has been removed from the home and the plan is to return them to the home within 90 days.

If the household member does not meet the criteria to be considered temporarily absent from the home, his/her needs are removed effective the first of the next benefit month. However, if notification cannot be provided timely, the situation does not meet the exceptions to timely notice or the action is taken after issuance, benefits must be issued at the prior level. No overpayment is established.

Document action in case notes.

**REMOVING MEMBERS FROM ASSISTANCE UNIT:**

If a child is removed from the assistance unit who is the only eligible child in the household, eligibility terminates for the entire assistance unit.

If a child's only specified caretaker relative is removed from the assistance unit, the child no longer meets the requirement of living with a specified caretaker relative.

If an individual being removed from the assistance unit is a parent of a child receiving assistance in the household, a child support enforcement referral (HCS-332) must be completed before the remaining household members are eligible for assistance.

**IN MORE THAN ONE ASSISTANCE UNIT/PROGRAM:**

An individual cannot be included as a member of more than one assistance unit in the same month.

Sometimes a child may move from one household to another within a benefit month and can be a required filing unit member in each household as an "eligible child", but cannot receive benefits in both households for the same benefit month.

Sometimes an adult may move from household A to household B within a benefit month. If household B should apply for benefits in a month that the individual was a required filing unit member for household

A, the adult would have to be coded not requesting (but deemed) until the first of the next month after notice was given to remove him/her from household A.

**CHANGING EMPLOYMENT AND TRAINING (E&T) HOURS:**

If adding or removing a household member requires changing the number of Employment and Training hours for an existing household member, the required hours will change effective the first of the following month.

If the household is going from a single parent household to a two parent household, both individuals must negotiate an Employability/Service Plan (E/SP) before further benefits can be issued. If both do not negotiate an E/SP the case must be closed giving appropriate notice.

**Effective Date:** April 1, 2021