

**STATE OF ALABAMA
DEPARTMENT OF HUMAN RESOURCES**

**PROGRAM PROCEDURES
FOR
TITLE XX, TANF AND WRTI CERTIFICATIONS**

REVISED OCTOBER, 2003

PROGRAM PROCEDURES FOR TITLE XX, TANF & WRTI CERTIFICATIONS

PURPOSE

These instructions are used to certify individuals eligible for TITLE XX, TANF and/or WRTI Services. Case workers should note that federal funds are available, in accordance with federal regulations and the State Plan, and expenditures of these funds under the Alabama social services program should be directed to individuals and families with respect to the National and the Department's goals. (TANF/Title XX funds are used by the Finance Partnership in accordance with Federal guidelines for reimbursement of various Department expenses and are not available to supplement local expenditures). County child welfare staff are required to use the DHR-RMP-758 to determine Title XX and TANF certification, and to enter each individual's certification status into FACTS.

PROGRAM GOALS

Title XX

1. Achieve or maintain economic self-support, to prevent, reduce or eliminate dependency;
2. Achieve or maintain self-sufficiency, including reduction or prevention of dependency;
3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interest or preserve, rehabilitate, or reunite families;
4. Prevent or reduce inappropriate institutional care by providing for community-based, home-based care, or other forms of less intensive care;
5. Secure referral or admission for institutional care when other forms of care are not appropriate, or provide services to individuals in institutions.

TANF

1. Encourage the care of children in their own homes or in the homes of relatives by furnishing temporary financial assistance and services to needy families with children
2. Provide a reasonable subsistence compatible with decency and health as far as practicable under the conditions in the State
3. Help maintain and strengthen family life
4. Help such parents or relatives to attain or retain capability for the maximum self-support and personal independence consistent with the maintenance of continuing parental care and protection

TITLE XX CERTIFICATION CRITERIA

An individual is certified for Title XX when that individual meets either of the following:

1. A child resides in an out-of-home placement; the Department, another State agency, or a licensed child placing agency has custody and/or planning responsibility; and the child's gross income is equal to or less than 200% of the poverty level. (Refer to Maximum Income Scale on the revised DHR-RMP-758 in FACTS; **or**
2. Children and their parents reside in the same home and the family's gross income is equal to or less than 200% of the poverty level. (Refer to Maximum Income Scale on the revised DHR-RMP-758 in FACTS).

INDIVIDUALS TO BE SERVED (Title XX)

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The following individuals who are making their home in Alabama are eligible to receive services:

1. Temporary Assistance to Needy Families (TANF) Recipients
2. Supplemental Security Income (SSI) Recipients
(Except for Residential Care Services for Individuals with Exceptional Needs, the individual must be eligible based on income.)
3. State Supplementation Recipients
4. Individuals whose needs were taken into account in determining the needs of TANF Recipients
5. Individuals eligible based on income
6. Individuals eligible for certain specific services without regard to income

TANF CERTIFICATION CRITERIA

An individual is certified for TANF when that individual meets either of the following:

1. A child resides in an out-of-home placement, has a permanency goal of return home or live permanently with relatives, and the child's gross income is equal to or less than 200% of the poverty level (Refer to Maximum Income Scale on the revised DHR-RMP-758 in FACTS); **or**
2. Children and their parents reside in the same home and the family's gross income is equal to or less than 200% of the poverty level (Refer to Maximum Income Scale on the revised DHR-RMP-758 in FACTS).

DEFINITION OF FAMILY (Title XX and TANF)

"Family" means the basic family unit consisting of an adult and his or her spouse (including common-law) and children under the age of 18 (or under 21 if in school) related by blood or marriage, or adoption that are residing in the same household. A member of the basic family unit temporarily out of the home – for example, attending school but returning for holidays and vacations, or hospitalized – continues to be considered a part of the family. Considered as separate families are:

1. Related persons 18 years of age or over, other than spouse, who live together
2. Unrelated people 18 years of age or over who live together
3. Children for whom the Department, another State Department, or licensed child placing agency has custody or planning responsibility and who are in need of placement in a foster care facility with the following exception: if the Department, another State Department or licensed child placing agency has only planning responsibility for children in need of Residential Care Services for Individuals with Exceptional Needs, these children must be considered a part of their own family in determining eligibility.
4. Children for whom the Department has custody or planning responsibility who are living with relatives other than parents.
5. Individuals under 18 years of age who are:
 - (a) married; or
 - (b) self-supporting and living apart from the basic family unit; or

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- (c) grantee relatives for their own children or siblings (for purpose of considering family income)

NOTE: If a member was certified for TANF funds and should be considered in the caseload count the worker must enter information in FACTS.

If a member is certified for TANF funds and is not to be considered in the caseload count (this person is an adult and all the children to whom services are provided are in foster care) enter into FACTS. (See FACTS roadmaps). An adult with no eligible children can receive services as long as the program criteria are met, and the goal is to return the child home or permanent placement with relatives.

INCOME CERTIFICATION (Title XX and TANF)

For purposes of determining income and certification, a family shall be defined as:

1. Children who are not living in their parents' home (regardless of custody) are a family of "one". Only the child's gross income will be considered.
2. If children and their parents live in the same home (regardless of custody), the total gross income of the children who live in the home and the parents will be considered.

WRTI

When families are unwilling or unable to complete the DHR-RMP-758 (FACTS), or when the family cannot be certified for any other reason, we will continue to provide services Without Regard To Income (WRTI).

Note: When any individual is certified Without Regard To Income (WRTI) for purposes of providing protective services day care, that certification must be reviewed every ninety (90) days. Certifications must be reviewed at least annually in all other cases.

REDETERMINATION / REVIEWS

Certifications must be reviewed at least once a year. The following changes in the family's circumstances will also necessitate a review:

1. A change in the family's income
2. A change in a child's permanency goal; and/or
3. A change in placement

If a change results in the child or family no longer meeting Title XX and/or TANF certification criteria, that change must be reflected on FACTS by updating the end date. The end date will be the last day of the month in which a change occurred.