
Documenting and Verifying Low-Income Eligibility

for the Temporary Assistance for Needy Families Subsidized Employment Initiatives

As detailed in WD Letter 14-10, Change 1, Local Workforce Development Boards (Boards) must document the eligibility of youth participating in the Temporary Assistance for Needy Families (TANF) Subsidized Employment Initiatives (TSE).

Documenting and Verifying Low Income

Household Receives TANF Benefits

If using this criterion, the household must be determined eligible for, or already be receiving, TANF benefits. The youth must be named on the grant.

Household Receives Supplemental Nutrition Assistance Program (SNAP) Benefits

If using this criterion, the household must be determined eligible for, or already be receiving, SNAP benefits. The youth must be named on the grant.

Youth Receives Children's Health Insurance Program (CHIP) Benefits

If using this criterion, the youth must be determined eligible for, or already be receiving, CHIP benefits.

Youth Receives Medicaid Benefits

If using this criterion, the youth must be determined eligible for, or already be receiving, Medicaid benefits.

Household Receives Subsidized Child Care through the Child Care and Development Fund (CCDF)

If using this criterion, the household must be determined eligible for, or already be receiving, subsidized child care through CCDF.

Household Is Eligible for or Receives Subsidized Public Housing Assistance

If using this criterion, the household must be determined eligible for, or already be receiving, subsidizing public housing assistance. If the household is eligible for subsidized public housing assistance, eligibility must be current.

Household Participates in Women, Infants, and Children (WIC)

If using this criterion, the household must be determined eligible for, or already be receiving, WIC services.

Youth Receives Free or Reduced-Cost School Lunch

If using this criterion, the youth must have received free or reduced-cost school lunches during the most recent school year.

Youth Is Eligible for, or Enrolled in, Workforce Investment Act (WIA) Youth Services

If using this criterion, the youth must be determined eligible for, or already be enrolled in, WIA youth services. Youth determined eligible for WIA youth services using the Five Percent Eligibility Exemption are included in this criterion. Youth receiving WIA youth follow-up services qualify for this criterion if the period of participation (POP) has not officially closed (90 days with no qualifying service). WIA eligibility expires when the POP [associated with the *WIA Program Detail* in The Workforce Information System of Texas (TWIST)] officially ends. The youth must be part of a family and not have applied for WIA youth services as a family of one.

Youth Whose Family Income Is 200 Percent of or below the U.S. Department of Health and Human Services’ (HHS) Poverty Guidelines or the U.S. Department of Labor’s (DOL) Lower Living Standard Income Level

If using this criterion, the youth must receive an income or be a member of a family receiving an income that, in relation to family size, is not in excess of the current combined 200 percent of HHS’s Poverty Guidelines and DOL’s Lower Living Standard Income Level, included in *Part D* of the *Subsidized Summer Youth Employment Program Implementation Guide* (<http://www.twc.state.tx.us/boards/wdletters/letters/25-10att1.doc>).

Family Size

A youth’s family includes all persons related by blood, marriage, or decree of court, who are living in a single residence.

To determine family size, use the Self-Certification of Family Status form, included in *Part C* of the *Subsidized Summer Youth Employment Program Implementation Guide* (<http://www.twc.state.tx.us/boards/wdletters/letters/25-10att1.doc>).

If a youth claims, for the purpose of defining his or her family, to be in a common-law marriage, Boards must ensure that written attestation affirming this fact is obtained from both parties. Texas Family Code §1.91 et seq. requires that individuals in an “informal” marriage (i.e., common-law marriage) be at least 18 years of age.

For purposes of family income determination, Boards must not consider a youth a family of one.

Determining Income

The income guidelines are based on 13 weeks of income. Income needs to be collected only for 13 weeks. To calculate the 13-week eligibility period:

1. Not counting the current month, count back three months from the application date.
2. Find the same week of the month and the same day of the week as the application date.
3. This is the beginning of the 13-week period. The end of the 13-week period is the day before the application date.

Boards must use this 13-week eligibility period to determine an annual income. To calculate the annual income:

- determine the income for the 13-week period; and
- multiply the 13-week period income by 4.

Excluded Income

For the purpose of determining income eligibility, the following are excluded from income:

- Unemployment insurance benefits;
- Needs-based scholarship assistance;
- Financial assistance under Title IV of the Higher Education Act—Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford, and Perkins loans—which is debt and not income;
- Child support payments;
- Cash welfare payments (including TANF, Social Security Insurance, Refugee Cash Assistance, General Assistance, emergency assistance, and general relief);
- One-time income received in lieu of TANF cash assistance;
- Income earned while a veteran was on active military duty and certain other veterans' benefits (compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance);
- Regular payments from Social Security, such as Old-Age and Survivors Insurance;
- Lump sum payments received as assets in the sale of a house, where the assets are to be reinvested in the purchase of a new home;
- Payments received as the result of an automobile accident insurance settlement that are being applied to the repair or replacement of an automobile;
- Foster care payments;
- Any withdrawal from an Individual Development Account for the purchase of a home, medical expenses, or educational expenses;
- One-time cash payment, including tax refunds; loans, which are debt and not income; one-time insurance payments; gifts; and lump sum inheritances; and
- Noncash benefits such as employer-paid fringe benefits, food, or housing received in lieu of wages, Medicare, Medicaid, SNAP benefits, school meals, and housing assistance.

Note: When a federal statute specifically provides that income or payments received under such statute must be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments must be excluded in WIA eligibility determination (e.g., adoption subsidies).

Include any income that is not specifically excluded above.