

## **Instructions: IM-3104.1, Determination of Need (Cash Assistance)**

### **Case information, top section:**

**Case Name:** Enter the name of the case head.

**Case Number:** Enter the case number.

**County Abbreviation:** Enter the two letter abbreviation for the county of residence. This causes the correct shelter group from the tables to be entered in the 'Shelter Group' field below.

**Persons in Plan:** Enter the number of persons who are coded 'Member (MEM)' or 'Financially Responsible Excluded (FRE)' in the program block. It automatically determines the correct amount from the Living Arrangement tables based on persons in the plan.

**Application Date:** This is only necessary if it is a new application. The day-date determines the start date for proration, which the form calculates automatically.

**Enter an 'x' if ongoing:** Entering an 'x' will block the proration calculation. So even if you enter a date on an ongoing case, the form will not prorate the benefits if the 'x' is entered.

**Living Arrangement:** This entry will cause the correct amount to be considered from the shared or non-shared living arrangement tables.

**Benefit Month:** No matter how you enter this, the form will always default to 'Month abbreviation-year.' If you type '01/20/08,' it will change to 'Jan-08.'

**Days in Benefit Month:** Enter the correct number of days in the benefit month. This causes correct calculation for proration considering the date of application.

**Shelter Group:** This is automatically populated based on the entry in the County Abbreviation field.

**Section A:** This section is related to initial eligibility considering unearned income. If unearned income exceeds the Need Standard, there is no eligibility.

**A1, CS Received:** For application months, enter the amount of child support received during the month prior to the date the application is approved.

**A2, CS Expected:** Enter the amount of child support expected in the application month, even that which is expected following the date TANF is approved. Entering this is critical so the grant calculation considers the CS expected because there is no eligibility if the total CS expected equals or exceeds the grant amount.

**A3, Other Unearned Income:** Enter any countable unearned income. See KEESM 6200 and 6410. If unearned income is not countable leave \$0.00.

**A4, Total Unearned:** This is automatically calculated.

**Line beneath A4:** The form will automatically indicate whether the income *is* or *is not* less than the amount from the Living Arrangement tables (Need Standard). If A4 is less than this amount, an edit will appear to the right, 'CONTINUE.' If A4 is equal to or greater than this amount, an edit will appear to the right, 'DO NOT CONTINUE.'

**Section B:** Only the amount of individuals coded 'FRE' are considered in B1. Enter the total earnings of all persons coded 'FRE.' This amount is counted in full, without deductions or disregards.

**Section C:** This section is to be completed in order to calculate earned income for initial eligibility determination. Those who have received TANF one of the previous 4 months are allowed the 60% disregard when considering initial eligibility. Entering an 'x' in the box as instructed on the form will allow the 60% disregard for determining initial eligibility for those who have received TANF in one of the previous 4 months.

**C1, Gross Earned Income:** Enter the correct amount for each person in the plan, based on the correct calculation formula from KEESM 7110.

**C2, Standard Work Expense:** This is automatically deducted from earned income of each individual, automatically populating **C3** with the correct amount.

**C4, 60% Disregard (C3 X .60):** This is the amount after applying the 60% disregard to the amount in C3 for those who have received TANF in one of the previous 4 months. If no 'x' is in the box for the individual having received TANF in one of the previous 4 months, the form will leave this amount zero.

**C5, Child/Incap. Ind Care Deduction:** Enter the amount of dependent care in order to maintain employment and other purposes explained in KEESM 7211 (3). This is a deduction from earnings only.

**C6, Total Deductions (C2+C4 + C5):** This amount is the total of the Standard Work Expense, the 60% Earnings Disregard (if applicable), and the Dependent Care amount.

**Section D:** This section is to determine initial eligibility by automatically calculating the total unearned and earned income. If the total is less than the amount from the TANF Living Arrangement tables (Payment Standard), the net earned income will be calculated in Section E below for Payment Determination in Section F.

**Section E:** If the case passes initial eligibility, with or without allowing the 60% disregard in Section C, this section must be completed to determine net earned income for the purpose of determining the grant amount. The calculations are completed with the same method as in Section C, but the 60% disregard is always allowed.

**Section F:** This section calculates the grant amount by comparing the total net earned and unearned income to the Payment Standard. Proration will be calculated for the month of application if the case is **not** designated an ongoing case.

**F1, Payment Standard:** This is the amount from the appropriate shared or non-shared Living Arrangement tables based on the Persons in Plan, Shelter Group, and Shared or Non-shared status.

**F2, Total Net Unearned Income:** This is the amount of unearned income without including the CS expected, as that amount is not considered in determining the grant amount.

**F3, Total Net Earned income:** This includes earned income from persons coded 'MEM' or 'FRE.'

**F6, Prorated Amount:** This will be calculated if the case is not designated as ongoing. If it is designated as ongoing, the field will show '(Prorated Amount is N/A).'

**F9, Grant Amount (Cents dropped from F5 or F6 amount):** This will show the amount of the grant, prorated in application months. It will be increased or decreased based on amounts entered in F7 or F8. Cents are dropped from the Adjusted Need or Prorated Amount in accordance with policy. If CS expected, A2, exceeds the Grant Amount an edit will appear below indicating that the case is not eligible.