## P-2211 OUT-OF-STATE TANF MONTHS

# P-2211A Verifying Out-of-State TANF Months (Reach Up rule 2238) (22-06)

Verify Out-of-State TANF months and enter them into ACCESS. ACCESS keeps track of the total number of months. Obtain information for each parent in the household.

### **Initial Application**

Review ESD 202 to see if members of household report moving to Vermont in last 12 months or receiving benefits in another state. Clarify this information during interview even if the household has answered no on the ESD 202.

Check in ACCESS to see if reported states have already been contacted for this person and verified. If the states are not listed, contact the state(s) identified by using the National Directory of TANF Contacts. States can supply the information over the phone or by completing the Out of State TANF Verification Request (form ESD 202TANF).

If successful in reaching the state that day, update information in ACCESS and CATN.

If unable to obtain the information that day, send the state the 202TANF by fax, email or mail. Also send the household an ESD202V stating this information has been requested with a 10-day deadline.

Enter a clear CATN how the 202TANF is sent (i.e., fax, e-mail, or mail) and the date it is due back.

#### 202TANF Not Returned

Enter the information provided by the household during the interview and record that the information was verified via self-declaration.

#### 202TANF is returned, either by the due date or at a later date

Update the household information based on the documentation provided from the other state(s) and CATN that the information was verified via the form.

# 202 TANF is returned and household received 60 plus months in another state(s)

Send an email to the Reach Up case manager and Supervisor that this household has received over 60 months of TANF benefits. The household will be required to comply with the requirements for households that have received 60 or more months of Reach Up.

#### Recertification

If participant completes the ESD 202 at review and reveals at this time that they have received TANF in other states, follow the procedure listed above.

#### **BPS Support**

To enter out of state TANF months enter SPEC C CLOCK.

```
TANF Clock
                                                                         ASQAMK2
                SSN: 0
                                  Name:
Months on TANF in Vermont: 39
                                                       Total months on TANF: 39
    11/2008 11 11/2009 21 10/2010
12/2008 12 12/2009 22 11/2010
02/2009 13 01/2010 23 12/2010
                                          31
                                               09/2012
                                          32
                                               10/2012
 3
                                          33
                                               11/2012
     03/2009
                  03/2010
                                          34
              14
                            24
                                01/2011
                                               12/2012
 5
     04/2009
                   04/2010
                            25
                                 02/2011
                                          35
                                               01/2013
              15
     05/2009
                   05/2010
                                 04/2011
                                               02/2013
 6
              16
                            26
 7
     06/2009
              17
                   06/2010
                            27
                                 01/2012 37
                                               03/2019
     07/2009
              18
                   07/2010
                            28
                                02/2012 38 04/2019
                           29
     08/2009
              19
                   08/2010
                                07/2012 39 05/2019
               20
                   09/2010 30 08/2012
Months on TANF out of state: 0
                                                         ( see CATN for details )
                                      Verified by
                                                                        ***
  Months
           State
                                                                    on
USER: 934 FNX: SPEC MODE: C RPTGRP:
                                                 PERIOD: 09 19 COMMAND:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
      Quit
                   Exit
                                             PgBk
                                                   PgFd
                                                                RUFA
```

Enter the number of TANF months received out of state and the state abbreviation where they were received. Hit enter.

A pop-up box will then appear to enter additional information which will be stored in CATN.

```
TANF Clock
                                                                  ASQAMK2
              SSN:
       on TANF in Vermont: 39
                                                  Total months on TANF: 39
        -----Out of State TAN
    Enter comments for CATN below
   Out of State Tanf: 5 months in New Hampshire
   Participant received 5 months of TANF in NH
USER: 934 FNX: SPEC MODE: C RPTGRP:
                                             PERIOD: 09 19 COMMAND:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Quit
                 Exit
                                         PaBk PaFd
                                                          RUFA
```

After typing what should appear in CATN, hit enter again. The name of the person who entered the information will appear with the date.

```
TANF Clock
                                                                       ASQAMK2
               SSN:
                                  Name:
Months on TANF in Vermont: 39
                                                      Total months on TANF: 44
    11/2008 11 11/2009 21 10/2010 31 09/2012
    12/2008
                  12/2009
                                11/2010
                                              10/2012
              12
                            22
                                         32
    12/2008 12 12/2009 22
02/2009 13 01/2010 23
                                12/2010
                                         33 11/2012
                  03/2010 24
04/2010 25
    03/2009 14
                                01/2011
                                         34 12/2012
    04/2009
              15
                  04/2010
                                02/2011
                                          35
                                              01/2013
    05/2009 16
                  05/2010 26
                                04/2011
                                         36 02/2013
    06/2009
                                01/2012
              17
                  06/2010
                            27
                                         37
                                             03/2019
                           27
28
    07/2009
              18
                  07/2010
                                02/2012
                                          38
                                              04/2019
    08/2009 19
                  08/2010
                                07/2012
                                         39
                                              05/2019
                           30 08/2012
 10
    10/2009
              20
                   09/2010
Months on TANF out of state: 5
Months State ****
                                                        ( see CATN for detail
                                     Verified by
                                                                   on ****
                      934 Christine Dorer
                                                                 09/20/2019
    _5
             NH
USER: 934 FNX: spec MODE: c RPTGRP:
                                              550 PERIOD: 09 19 COMMAND:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
                                            PgBk PgFd
      Ouit
                  Exit
                                                              RUFA
```

The number of months and state can be deleted if entered in error. Enter an additional CATN to explain why the information was deleted.