

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

### **P-2211A Verifying Out-of-State TANF Months (Reach Up rule 2238) (19-12)**

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: 0000000000 Name: 0000000000

Months on TANF in Vermont: 39 Total months on TANF: 39

1	11/2008	11	11/2009	21	10/2010	31	09/2012
2	12/2008	12	12/2009	22	11/2010	32	10/2012
3	02/2009	13	01/2010	23	12/2010	33	11/2012
4	03/2009	14	03/2010	24	01/2011	34	12/2012
5	04/2009	15	04/2010	25	02/2011	35	01/2013
6	05/2009	16	05/2010	26	04/2011	36	02/2013
7	06/2009	17	06/2010	27	01/2012	37	03/2019
8	07/2009	18	07/2010	28	02/2012	38	04/2019
9	08/2009	19	08/2010	29	07/2012	39	05/2019
10	10/2009	20	09/2010	30	08/2012		

Months on TANF out of state: 0 ( see CATN for details )

Months State \*\*\*\* Verified by on \*\*\*\*

USER: 934 FNX: SPEC MODE: C RPTGRP: 0000 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.

The screenshot shows the 'TANF Clock' screen with a red oval highlighting a pop-up box for entering comments. The box contains the following text:

```

TANF Clock
ASQAMK2
SSN: 0 Name:
Months on TANF in Vermont: 39 Total months on TANF: 39
-----Out of State TANF-----
Enter comments for CATN below
Out of State Tanf: 5 months in New Hampshire
Participant received 5 months of TANF in NH

```

Below the pop-up box, the screen displays the following information:

```

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

```

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

The screenshot shows the 'TANF Clock' screen with a red oval highlighting a verification box. The box contains the following text:

```

TANF Clock
ASQAMK2
SSN: 0 Name:
Months on TANF in Vermont: 39 Total months on TANF: 44
1 11/2008 11 11/2009 21 10/2010 31 09/2012
2 12/2008 12 12/2009 22 11/2010 32 10/2012
3 02/2009 13 01/2010 23 12/2010 33 11/2012
4 03/2009 14 03/2010 24 01/2011 34 12/2012
5 04/2009 15 04/2010 25 02/2011 35 01/2013
6 05/2009 16 05/2010 26 04/2011 36 02/2013
7 06/2009 17 06/2010 27 01/2012 37 03/2019
8 07/2009 18 07/2010 28 02/2012 38 04/2019
9 08/2009 19 08/2010 29 07/2012 39 05/2019
10 10/2009 20 09/2010 30 08/2012
Months on TANF out of state: 5 ( see CATN for details )
Months State **** Verified by on ****
_5 NH 934 Christine Dorer 09/20/2019

```

Below the verification box, the screen displays the following information:

```

USER: 934 FNX: spec MODE: c RPTGRP: 0 2550 PERIOD: 09 19 COMMAND:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Exit PgBk PgFd 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.