

Department of Public Health  
and Human Services

Section:  
HOUSEHOLD COMPOSITION

TANF CASH ASSISTANCE

Subject:  
Adding/Removing Members

**Supersedes:** TANF 201-3 (07/01/07)

**References:** ARM 37.78.102; .206; .208 and .227

GENERAL RULE—When a required filing unit member moves in or out of the household, or makes application for benefits, eligibility and/or benefits must be redetermined based on the new filing unit.

For the policy on adding or removing a household member at application, see TANF 103-5.

**► ADDING  
MEMBERS**

When it is discovered/reported that an individual, who is a required filing unit member, has entered the household, eligibility must be **prospectively** determined for the new filing unit. If eligibility continues, the new member is added to the benefits the first of the next benefit month.

► **EXCEPTION:** If the individual is a newborn child, the process outlined in “Adding Newborn” section below must be followed.

If the new member is a caretaker relative who is not a required assistance unit member, they are added the first of the month following request.

► **NOTE:** If the new household member is an adult, the “Adding a New Household Member” form (HCS-261A) is required. If the new household member is a child, the use of the HCS-261A is encouraged as it allows for adequate notice of adverse action.

**NOTE:** All financial and non-financial criteria must be verified and documented for each new household member, as outlined in TANF 103-4 Verification and Documentation.

If this is a joint custody case, review TANF 201-2. If the member is moving in for a temporary visit please review TANF 302-1.

**NOTE:** When a IV-E foster child returns to the home, his or her needs are included in the unit, if eligible, as of the first day of the month following the termination of the IV-E foster care payment. Except in instances of a temporary absence, IV-E foster care payments and TANF grants cannot be made for the same child for the same month.

► **ADDING  
NEWBORN**

When it is discovered/reported that a newborn child, natural or adoptive, has entered the home, eligibility must be prospectively determined for the new filing unit.

► **NEWBORN  
REPORTED TIMELY**

If the newborn child is required to be included in the assistance unit, he/she will be added to the assistance unit the date of birth or adoption, **provided the household has reported the birth or adoption of the newborn within ten (10) days from the date of birth or adoption.** TANF cash assistance would be supplemented from the date of birth or adoption, once all eligibility requirements (including non-financial eligibility requirements), are met.

► The following steps will be taken to add the newborn to the household and supplement TANF cash assistance:

1. Copy the unborn's ID number from SEPA;
2. Next to CLIM;
3. Inquire on the unborn using the unborn's ID number;
4. Save the unborn for maintenance;
5. Change the date of birth, name and gender code on CLMA;
6. Next to AF SEPA and change the relationship code of the child to 'CH' from 'UB', change the participation code to 'IN' and change the STR DATE on AF SEPA to be the date of birth for the child;
7. Enter all required information for the newborn on TEAMS, including child support enforcement information;
8. Authorize supplemental TANF cash assistance benefits for the newborn on EXPD and send appropriate notice.

► **DEEMED  
PARENT**

If the household reports the birth of a child within ten (10) days from the date of birth **and** the father of the unborn is coded as a deemed person ('DP' on SEPA), the father of the unborn will **not** be added to the household until the first of the month following the birth of the child, even though the child is added the date of birth as outlined above.

► The following steps will be taken to add the newborn and the father to the household:

1. Copy the unborn's ID number from SEPA;
2. Next to CLIM;
3. Inquire on the unborn using the unborn's ID number;
4. Save the unborn for maintenance;
5. Change the date of birth, name and gender code on CLMA;
6. Next to AF SEPA for the month of birth and change the relationship code of the child to 'CH' from 'UB', change the participation code to 'IN' and change the STR DATE on AF SEPA to be the date of birth for the child;

- **NOTE:** The deemed father will remain coded as 'DP' for the month of birth.
7. Enter all required information for the newborn on TEAMS, including child support enforcement information. A "good cause" code of 'GC' must be entered on the ABP1 screen in the OPA Coop Code field;
  8. Authorize supplemental TANF cash assistance benefits for the newborn for the month of birth on EXPD and send appropriate notice;
  9. Change the benefit month to be the following month and next to AF SEPA;
  10. Change the coding of the deemed parent from 'DP' to the appropriate participation code and enter all required information on the parent. If the father is required to do a FIA/EP, this may cause a change in participation hours for the household. (Refer to "Changing WoRC Hours" section on page 4.)

► **NEWBORN NOT REPORTED TIMELY**

If the newborn child is required to be included in the assistance unit, but the household **fails** to report the birth or adoption of the newborn within ten (10) days from the date of birth or adoption, the newborn child will be added to benefits the first of the benefit month following the report of the birth or adoption.

- **NOTE:** If the father of the unborn is coded as a deemed person ('DP' on SEPA), in this instance, the father of the unborn will also be added to benefits the first of the benefit month following the report of the birth or adoption.

The following steps will be taken to add the newborn to the household and issue Medicaid benefits, if appropriate, for the month of birth:

1. Copy the unborn's ID number from SEPA;
2. Next to CLIM;
3. Inquire on the unborn using the unborn's ID number;
4. Save the unborn for maintenance;
5. Change the date of birth, name and gender code on CLMA;
6. "Next" to SEPA – enter through AF/SEPA to get to the MA-SEPA screen (**DO NOT MAKE ANY CHANGES TO AF/SEPA**);
7. On MA/SEPA, change the relationship code to "CH" and the participation code to "IN";
8. Enter through all other necessary screens and authorize the MA on EXBD.

**NOTE:** If anyone (e.g., Eligibility Case Manager or Supervisor) goes back to AF/SEPA after changing MA/SEPA, the relationship code of "CH" from MA/SEPA carries over to the AF/SEPA screen causing error edits which would force the worker to change the participation code. The changed participation code will cause the TANF file to error so it is important that nobody returns to any SEPA screen for the birth month once the MA/SEPA screen has been completed.

### EXCLUDING MEMBERS

When a required filing unit member remains in the household but becomes a recipient of SSI, is disqualified, or no longer meets an eligibility requirements, (such as age), his/her needs are excluded effective the first of the next benefit month. Timely notice must be given.

### REMOVING MEMBERS FROM CASE

When a required filing unit member is reported to have left the household the household is required to complete the HCS 262 "Household Member Absence" form. The information on the form will be used to make a determination of whether or not the member is considered to be temporarily absent. (TANF 302-1)

**NOTE:** The HCS-262 form is not required if Child and Family Services has notified the OPA that a child(ren) have been removed from the home and the plan is to return them to the home within 90 days.



If the household member does not meet the criteria to be considered temporarily absent from the home, his/her needs are removed effective the first of the next benefit month. The individual is coded "OU" on AF SEPA and removed from the case on TEAMS via DECC. However, if notification cannot be provided timely, the situation does not meet the exceptions to timely notice (TANF 1503-1) or the action is taken after TEAMS cutoff, benefits must be issued at the prior level (including individual who is no longer in the filing unit/home). No overpayment is established. Document action in TEAMS Case Notes (CANO).

### ▶ HOUSEHOLD COMPOSITION

Household composition should always be considered questionable when the result of a household member moving out results in the household being eligible for TANF (e.g., no longer over income/resources or time clock not exhausted.) The household composition should also be considered questionable when a sanction penalty month has been imposed and the household reports the sanctioned member is no longer in the household. (See TANF 103-4 for process on verifying questionable household composition.)



**EXAMPLE:** Tom and Susie are a 2-parent household receiving TANF cash assistance. Susie is notified she will be sanctioned for the month of February. It is her first sanction, resulting in a penalty month for February. On January 20th, Tom reports that Susie has left the household. Because the household composition is questionable, based on the sanction, hard copy/collateral verification of the household composition is appropriate. (TANF 702-3) If Tom provides verification of household composition that indicates Susie has left the household, TANF benefits can be issued for the remaining household members.

**IN MORE THAN ONE ASSISTANCE UNIT/PROGRAM**

An individual cannot be included as an 'IN' or 'DQ' member of more than one assistance unit in the same month.

Sometimes a **child** may move from one household to another within a benefit month and can be a required filing unit member in each household as an "eligible child", but cannot receive benefits in both households for the same benefit month.

**EXAMPLE:** A child leaves the home of specified relative #1 and moves into the home of specified relative #2 (who has no other eligible children). Eligibility is determined for the new filing unit - the child (TEAMS Part Code: 'TR') and specified relative #2. The needs of specified relative #2 are included as of the date of application, if eligible, but the child's needs cannot be included until the first of the month following termination from household #1.

In the second month of eligibility, the child's Part Code must be changed from 'TR' to 'IN' or the case will fail - no eligible child in the filing unit.

**NOTE:** Minor children who usually live with a custodial caretaker relative and are visiting their other parent (or other caretaker relative) for a temporary visit are not considered to be living with the second parent or caretaker relative. They are 'temporarily absent' from their custodial parent, and could be eligible in the custodial parent's household. (TANF 302-1)

**EXAMPLE:** Minor child normally lives with his mother. Each summer he goes to visit his father. During his absence from his mother's home, he is still considered to be living with his mother. If his father applied for TANF cash assistance, the father's application would be denied (even if the child's

mother was not on assistance) if he was the only minor child in his father's home.

- ▶ Sometimes an **adult** may move from household A to household B within a benefit month. If household B should apply for benefits in a month that the individual was a required filing unit member for household A, the adult would have to be coded 'OU' or 'DP' until the first of the next month after notice was given to remove him/her from household A. (See TANF 1503-1 for notice requirements.)

### CHANGING WoRC HOURS

If adding or removing a household member requires changing the number of hours that another household member is assigned to WoRC, the Eligibility Case Manager must enter an END DATE for the existing WRC component and enter a new component beginning the first of the next month.

- ▶ **EXAMPLE:** On April 4, 2008, a participant who has a child under the age of six (6) reports that her husband has left the home. This change will result in a change in the required number of participation hours (132 to 108 hours per month). Because the participation hours differ, the Eligibility Case Manager must enter an END DATE of 043008 on the existing WRC component and add a new WRC component with a START DATE of 050108 with an END DATE of 999999 on EMPL.
- ▶ **NOTE:** An END DATE can be changed retroactively (e.g., on April 4, the WRC component with an existing END DATE of 9's can be end dated 0331XX. However, the start date of the new component cannot be less than the current date (April 4), which causes a partial month referral to WoRC.
- ▶ **NOTE:** If the household is going from a single parent household to a two parent household, both individuals must negotiate a new Family Investment/WoRC Employability Plan (FIA/EP) before further benefits can be issued. If both do not negotiate a new FIA/EP the case must be closed giving appropriate notice. (See TANF 1503-1 for notice requirements.)

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