

## **Categorically Eligible Households**

Categorically eligible SNAP households are households where **all** members receive one of the following benefits:

- TANF;
- Supplemental Security Income (SSI);
- Interim Assistance, County or Indian General Assistance; or
- a combination of these benefits.

Households are also categorically eligible if at least one member receives one of the TANF benefits below, as long as the TANF benefit is considered to be for the entire household (i.e., ineligible, non-citizen members).

### **Categorical eligibility does not apply to households:**

- if any member is disqualified from SNAP for Intentional Program Violation (IPV);
- if the SNAP head of household is disqualified because they failed to comply with SNAP Employment and Training work requirements or workfare;
- if any SNAP household member is ineligible due to a conviction for a drug-related felony.

## **180.1 Receipt of TANF Benefits**

Categorical eligibility is limited to the month in which the household received one of the following TANF funded benefits:

- **TANF Cash** – Temporary Assistance for Needy Families cases including NEON, Child-Only, TEMP, and SSG, and ERP;
  - Have an active TANF case but benefits are suspended or recouped; or
  - Receive zero benefits because their TANF benefits are less than \$10<sub>7</sub>.
- ~~**Job Retention Bonus Payment** – TANF-funded incentive payment designed to reward an individual for keeping a job for 6 months or more. Ongoing or terminated households who provide proof of retaining a job with an average of 25 hours per week for 6 months may apply for and receive a one-time work allowance bonus of \$350. Certification for the TANF work allowance bonus will qualify the household for categorical eligibility status for the current certification period effective with the benefit month the bonus is received. Because the payment cannot be anticipated, categorical eligibility will be applied to the current certification when issuance of the one-time bonus payment becomes known or retroactively upon discovery (e.g., SNAP benefits are approved March 1<sup>st</sup> through September 30<sup>th</sup>. On May 15<sup>th</sup>, the worker discovers the TANF bonus was paid to a household member on May 10<sup>th</sup>. Categorical eligibility is applied to the month of May only.)~~

- **Contracted Services** – TANF-funded contract services for substance abuse and/or domestic violence services when the TANF grant is zero due to a sanction or a case is pending TANF grant approval. Because contracted services cannot be anticipated, categorical eligibility will be applied to the current certification period when these services become known or retroactively upon discovery (e.g., SNAP benefits are approved March 1<sup>st</sup> through September 30<sup>th</sup>. On May 15<sup>th</sup>, the worker discovers a household member received TANF-funded services for substance abuse on May 10<sup>th</sup>. Categorical eligibility is applied to the month of May only.
- **Support Services** – TANF-funded supportive services which are available to applicants and recipients include transportation services, and special needs (e.g., bus passes, cab fare, clothing vouchers, reimbursements for vehicle repairs, etc.). Because these services cannot be anticipated, categorical eligibility will be applied when the services become known or retroactively upon discovery (e.g., SNAP benefits are approved March 1<sup>st</sup> through September 30<sup>th</sup>. On May 15<sup>th</sup>, the worker discovers that a household member received supportive services on May 10<sup>th</sup>, the categorical eligibility is applied to the month of May only.)

## **180.2 Expanded Categorical Eligibility**

Categorical eligibility will be expanded to include all SNAP households whose gross income is equal to or below 200% of Poverty and who receive the updated “This Is Your Copy” page of the Application for Assistance that includes the following text:

*Utilizing TANF funds, DWSS through the Nevada Public Health Foundation (NPHF), has developed a class to target pregnant and parenting teens receiving TANF cash assistance. Teen parents receiving TANF benefits and services are known as STARS (Supporting Teens Achieving Real-life Success) participants. This class has been expanded to include other pregnant and parenting teens receiving other forms of assistance such as SNAP and Child Welfare. This one-day class places emphasis on employment, success in the workplace, decision-making, money management and health, such as birth control and sexually transmitted diseases. In addition, Community Action Teams, an entity of the Nevada Public Health Foundation, conducts community assessments of teen pregnancy and its prevention and identify potential methods for reducing teen pregnancy through abstinence-based programs. Youths, parents, business, churches, health care providers, law enforcement, schools and other organizations are encouraged to serve on the Community Action Teams. Men of all ages are also encouraged to serve as positive role models, reinforcing the postponement of sexual involvement message.*

**660.12 TANF Benefit Amount/SNAP Allotment**

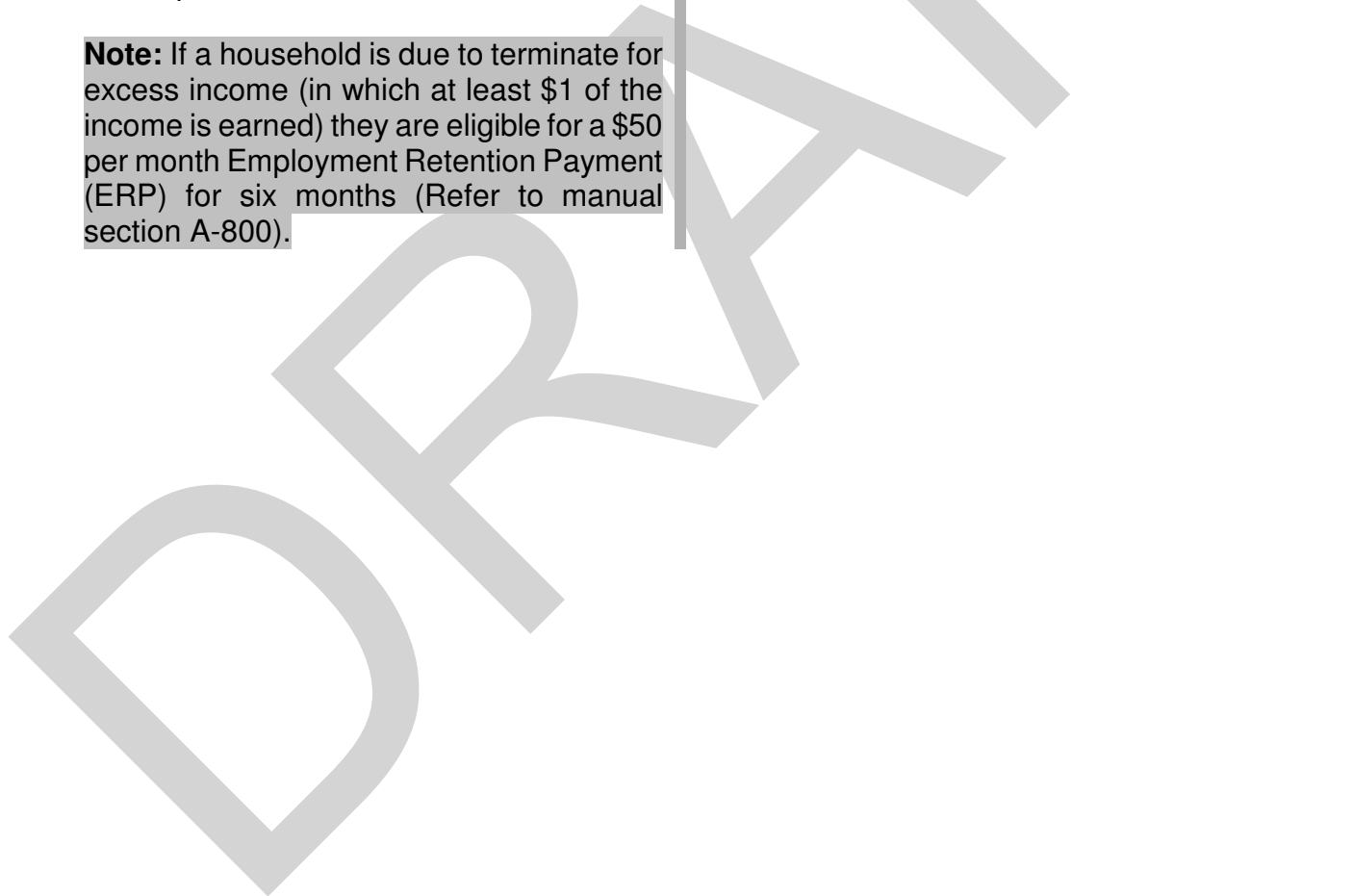
The benefit amount is determined by comparing the net income after the application of all earned income disregards and dependent care deductions compared to the payment allowance for the household size. A benefit is always a whole dollar amount. Round all amounts down to the nearest dollar.

The minimum benefit amount is \$10. Benefits of less than \$10 are issued only for

- supplemental payments;
- payments made after an overpayment recoupment is processed.

**Note:** If a household is due to terminate for excess income (in which at least \$1 of the income is earned) they are eligible for a \$50 per month Employment Retention Payment (ERP) for six months (Refer to manual section A-800).

The benefit amount is determined by multiplying the net income by 0.3 (round up) and subtracting that amount from the maximum allotment for the household size. The result equals the monthly SNAP allotment.



**814 SUPPORT SERVICES**

Support services are also available to assist TANF-NEON, TANF-Temporary, and SNAP participants during Employment & Training activities. All support service payments for authorized special needs and transportation must be processed within five (5) working days of receipt of the necessary verification, unless extenuating circumstances exist. Exceptions must be documented.

Support service needs for NEON participants are identified in assessments and are included in the participant's Personal Responsibility Plan (PRP). Support services may be authorized for both countable and non-countable work activities.

SNAPET participants receive payments or reimbursements for the cost of transportation and special need items, which are reasonably necessary and directly related to participation in the SNAPET program for no more than two (2) months of job search in a 12-month period, ~~and~~ up to the first 30 days of employment if the client obtained employment while conducting SNAPET job search, or the participant is in a qualified third party education program.

Support services may be provided to individuals who are disqualified from participating in SNAPET for failure to cooperate with work requirements if they need assistance to comply with program requirements to reestablish eligibility.

## 814.2 Transportation

TANF-NEON and TANF-Temporary Program participants may receive assistance with transportation when it is necessary to complete a program activity.

### 814.2.1 Bus Passes

The Division of Welfare and Supportive Services purchases bus passes from public transportation providers for use by participants residing in areas where bus service is available. Supplies are maintained within district offices for distribution and participants are encouraged to utilize public transportation where it is available.

Transportation assistance, in the form of youth bus passes, may be provided to other household members when necessary to allow the NEON mandatory member to achieve the objectives set forth in their PRP.

**Note:** Some public transportation vendors will require a school or vendor generated ID card be presented with the youth passes.

All issued bus passes and tokens are to be documented in the Bulk Purchase Screen in OASIS no later than three (3) working days after the date of issuance.

### 814.2.2 Gasoline for Transportation

The Division of Welfare and Supportive Services allows for transportation costs reimbursement in the form of a participant payment and/or vouchers to assist the client in complying with work-related activities. The Employment & Training Transportation Claim Form (2750) must be completed and signed by participants requesting a reimbursement.

**Transportation** – SNAPET participants in a required activity or a qualified third party education program are eligible to receive the following per month:

- Up to \$25 biweekly for gas reimbursement, one monthly bus pass, or daily and/or weekly bus passes, the total of which is not to exceed a 30 day timeframe. Costs of support service payment authorizations/reimbursements are recorded in the participant case records to keep a history of authorized payments. All issued bus passes are to be documented in the Bulk Purchase Screen in OASIS no later than three (3) working days after the date of issuance.

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Master Log: EXCEL spreadsheet listing each **purchas-e** of bus passes from the vendor.

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Retention and Disposition Schedule: Retain bus logs for a period of three (3) fiscal years.

**814.2.5 Suggested Assignments**

NEON MEMBER	BULK STORAGE (SAFE COMBINATION OR LOCKING FILE CABINET)	DAILY USE LOCKING FILE CABINET	CONDUCTS AUDITS / MONITORS CONTROLS	OASIS INPUT AND DISTRIBUTES TO CLIENTS
OFFICE MANAGER	X		X	
SUPERVISOR(S)	X		X	
SUPERVISOR(S)		X	X	
SOCIAL WORKER SUPERVISOR(S)		X	X	
ADMINISTRATIVE AID(S)		X	X	
FSS STAFF				X
SOCIAL WORKERS				X

Costs of support service payment authorizations/reimbursements must be recorded in the participant's case record and accurately detail a history of authorized payments. All payments and vouchers will be tracked on the Online Automated Self-Sufficiency Information System (OASIS).

The amount/value of special needs allowances must be documented and tracked in OASIS.

### **814.5.1 Vocational Education/Training Options**

Vocational training opportunities for TANF-NEON and TANF-Temporary Program participants are offered to assist the participant in attaining the education, skills and/or qualifications they need to increase their ability to obtain employment and maximize their earning potential, thus reducing or eliminating their need for public assistance.

There are a wide variety of excellent vocational education/training choices available to Nevada residents and it is the intent of the DWSS to provide our NEON participants access to the training option best suited to their individual needs and interests.

SNAP recipients may volunteer for qualified third party education program offered through sub-contracts with Community Based Organizations providing programs such as:

- Basic Literacy
- WIOA Success Preparation
- English Language Learner
- Adult Basic Education
- Postsecondary Education
- Vocation Skills Certificate Training
- Workplace Stability Training

### **814.7 Relocation Expenses for Employment**

Relocation expenses, for TANF-NEON participants with a verified job offer at least 50 miles from their current residence, may be authorized one-time only for no more than \$1,000. Allowable expenses include the one-way rental cost of a do-it-yourself moving van or trailer, necessary rental liability insurance, fuel costs, and a maximum of \$100 for hiring a laborer to assist in loading/unloading the moving van or trailer.

This relocation service may be allowed for training, work experience and job search on a case by case basis:

Case manager must obtain written approval from their supervisor prior to authorizing relocation assistance

### **814.8 Drug/Alcohol Treatment Co-pay Reimbursement**

Experts in the substance abuse field have indicated the importance of investing clients in their treatment both emotionally and financially. The Division of Welfare and Supportive Services, in support of this philosophy, allows substance abuse treatment providers to collect a co-payment from TANF-NEON and TANF-Temporary participants. A reimbursement for any co-payment paid to the substance abuse treatment provider is authorized when the case manager and substance abuse treatment provider mutually agree the TANF participant has successfully completed their substance abuse treatment program. Reimbursement can be issued to the participant directly through the Participant Payment process in OASIS. A copy of the paid statement of co-payments from the vendor must be retained in the participant's file.

### **814.9 ~~Job Retention Bonus Payment~~ Employment Retention Payment (ERP)**

~~Based on available funding, current and former TANF-NEON and TANF-Temporary Program participants, who obtained employment while a TANF participant are eligible to receive a one-time job retention bonus payment of \$350; after completion of six (6) continuous months of employment averaging 25 hours or more per week in which the participant earned at least minimum wage. In-Kind income cannot be used to meet this requirement. To claim the Job Retention Bonus the participant must notify office staff and provide proof of meeting the job retention conditions within six (6) months of the month they complete the six (6) continuous months of employment. The case manager verifies the employment history, and generates the payment to eligible participants through OASIS.~~

Ongoing TANF NEON households who have obtained employment and are due to terminate for excess earned income are eligible for an extension of TANF support services and a \$50 per month Employment Retention Payment (ERP) for six (6) months. These cases must be active TANF NEON cases (TN, TN1, or TN2), with a NEON Code of A, B, C, D, or M.



If employment terminates or income decreases to a dollar amount that is below the TANF income limit, the household may no longer be eligible for ERP; however, they may be eligible for regular TANF NEON benefits. There is no limit to the number of times a household can become qualified for six (6) consecutive months of ERP.

Example: A TANF NEON household becomes eligible for ERP and receives ERP payments for four (4) months. After four (4) months, they become unemployed and are eligible for regular TANF NEON. One month later, they are due to term for excess earned income. They would then be eligible for another six (6) months of ERP.

State and federal time limits do apply to ERP; however, if the household has reached their 24 or 60 month time limit, they will be granted an automatic hardship in order to continue receiving ERP and support services for an entire six (6) month period, if eligible. If employment terminates or income decreases to a dollar amount that is below the TANF income limit during the automatic hardship for ERP, unless determined by the Hardship Committee to be eligible for regular TANF NEON benefits, the case will terminate and the household will be subject to state and federal time limit restrictions.

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**816 DETERMINING MANDATORY AND EXEMPT PARTICIPANTS**

**816.1 Employment & Training Status**

Individuals who meet the definition of a “Work Eligible Individual” are NEON mandatory.

A Work Eligible Individual includes:

- All adults or minor head-of-households receiving assistance under TANF-NEON or a Separate State Program funded with TANF MOE; and
- Non-recipient parents living with a child receiving assistance. (Parents disqualified due to IPV, parents sanctioned for non-cooperation, Fleeing Felons, Drug Felons, Parole Violators)

The following are not considered Work Eligible Individuals:

- Minor parents who are not the head-of-household
- An undocumented non-citizen who is ineligible for TANF due to immigration status
- SSI or SSDI recipients
- Parents providing care for a disabled family member in the home (Refer to manual section A-816.2.3)
- Tribal TANF program recipient
- Non-recipient relative, other than a parent

SNAPET participation is mandatory for household members age **16 through 59**, unless exempt, as a condition of continuing eligibility.

SNAPET participation is voluntary for participants enrolled in a qualified third-party education program.

SNAPET promotes the employment of participants through job search and education activities which provide a self-directed placement philosophy, allowing the participant to be responsible for his/her own development by providing job skills and the confidence to obtain employment.

**816.2 NEON Exception, Exemption, and Not Work Eligible Criteria**

**816.2.1. Child Care Exception**

A single custodial parent with a child under 6 years of age who proves appropriate child care is unavailable, unsuitable or unaffordable. The child care contractor supplies verification (Form 2153, Work Required Exception) to the case manager regarding the inability to find suitable child care.

Attempts must be made to adjust child care arrangements required activities to accommodate unavailable unsuitable child care, whenever possible. The case record is to note attempts made.

**816.2.2 Single Parent 12-Month Exemption**

**Note:** The Single Parent 12-Month NEON Exemption, Form 2139-WG, must be completed during the screening assessment for appropriate intake and ongoing cases.

A single parent caring for a child under age twelve (12) months may be exempt from participation for 3 months per pregnancy, not to exceed a lifetime limit of twelve (12) months. An additional three (3) months may be granted should the office manager determine the head of household to be suffering from a hardship. If a client goes to work they must report the change immediately and become a mandatory NEON participant if their scheduled hours are anticipated to meet work participation requirements.

ABAWD and non-ABAWD individuals, determined mandatory to participate in E&T, will be referred to participate in job search activities. **Note:** Refer to manual section B-470 for full ABAWD requirements.

**Exception:** In households entitled to expedited service, members claiming an exemption from SNAPET participation are requested to provide proof of the exemption as a postponed verification. If the proof is not provided, the member is required to participate in the SNAPET.

**Note:** Update SNAPET work code as appropriate.

**FEDERAL SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING EXEMPTIONS**

An individual meeting a federal exemption is exempt from the ABAWD provisions (see manual section B-470.1). When an individual no longer meets a federal exemption, determine if the individual is then subject to the ABAWD provisions and SNAPET requirements. Update the SNAPET code (mandatory or exempt). The following are codes used in NOMADS:

**818 REFERRAL TO EMPLOYMENT & TRAINING PROGRAM**

**818.1 E&T Determination**

At approval, staff must ensure TANF/SNAP participants are referred to the appropriate Employment & Training Program by entering appropriate mandatory/exempt codes in NOMADS.

NEON codes are required for all TANF adults and minor parents in the assistance unit who are work eligible.

- **CODE A** - Mandatory parent or needy relative caregiver over 19 years old
- **CODE B** - Mandatory parent age 18-19
- **CODE C** - Mandatory parent, under age 18, not a high school graduate. Living with legal parent(s). This code is to be used even if the major parent is not TANF eligible (i.e., the parent is an SSI recipient or a non-qualified non-citizen) to ensure the minor is correctly referred to Social Work staff
- **CODE D** - Mandatory parent, under age 18, not a high school graduate. **Not** living with parent(s)
- **CODE M** – Mandatory non-recipient parents living with a child receiving assistance (parents disqualified due to IPV, fleeing felons, drug felons, parole violators and minor parents who are the head of household disqualified for not meeting eligibility requirements)

**Note: Code E** – Work eligible individual who qualifies for an exemption. For NEON exemption codes refer to manual section A-816.2.4.

SNAPET codes are required for all SNAP recipients.

- **CODE M** – Mandatory participant
- **CODE E** – Exempt participant

**Note:** An Exempt Reason code must be selected (Refer to manual section A-816.2)

- **CODE for Volunteers** – Enter Y in the Vol Sts field on the MEMB Screen in NOMADS. ~~(volunteers are not allowed support services).~~

**818.1.1 SNAP Employment and Training (SNAPET) Orientation & Job Search**

All mandatory SNAPET recipients must attend the program orientation and job search workshop; unless they are participating in a qualified third party education program. The workshop portion provides basic information about the program and is part of the first day of the Individual Job Search. The Individual Job Search requires the participant to actively seek work by making in-person or on-line contacts with prospective employers who have valid openings.

**Job Search**

Job Search is limited to eight (8) weeks in a consecutive 12-month period. When a participant has completed eight (8) weeks of job search in a consecutive 12-month period, they have met SNAPET requirements. Once a consecutive 12-month period has expired, SNAPET mandatory participants are required to attend an additional SNAPET orientation and 8-weeks of job search within a new 12-month period.

Participants attending the individual job search workshop are provided information on:

- ▼ Job seeking skills and techniques
- ▼ Employment application and resume completion
- ▼ Interviewing techniques
- ▼ Personal appearance
- ▼ Appropriate attitude and communication in the work place

At the conclusion of the job search workshop, the SNAP Employment and Training Program Agency/Client Contract, Form 2744-WA, and Individual Job Search Plan, Form 2674-WF, are completed and signed by the participant and case manager.

The SNAP Employment and Training Program Agency/Client Contract consists of:

- ▼ General Provisions
- ▼ Division Responsibilities
- ▼ Support Services
- ▼ Participant Responsibilities

The Individual Job Search Plan consists of:

- ▼ Purpose of the Individual Job Search
- ▼ The number of valid job contacts necessary to complete the plan (minimum of 10 contacts in a 4-week period).
- ▼ The beginning and ending dates of the job search (cannot exceed 8 weeks in a consecutive 12-month period)
- ▼ Consequences of failure to comply with the Job Search Plan
- ▼ Employer name, address, title of job opening, source of job opening information, person contacted, date of contact, the results of the contact and additional information as requested by Division of Welfare and Supportive Services staff

**827.2 Action for Non-Compliance**

When a TANF-NEON Program household fails to comply with the terms of their Personal Responsibility Plan (PRP), case managers may attempt to contact participants to determine if a resolution is possible without having to implement a conciliation/sanction action. When the case manager attempts to contact the client at a valid telephone number and has to leave a message, the case manager should, at a minimum, give the client until the end of the next regular work day to contact the case manager to resolve the issue of non-compliance. All attempted contact must be documented.

When there is no known phone number or the case manager attempts to contact the client at their known telephone number(s) and is unable to leave a message, the case manager may choose to send a letter to the client requesting them to contact the case manager OR document the attempt to contact the client and initiate non-compliance conciliation.

Use prudent worker judgment when initiating a sanction. The case worker is expected to weigh such factors as the client's past cooperation history, their known barriers to participation, the administrative time available and the goal of developing a positive working partnership with the client. If the case manager sends a letter requesting contact to resolve the issue of non-compliance, the client should be provided at least five (5) calendar days to respond to the mailed letter before initiating non-compliance conciliation. Prior to imposing a three (3) month sanction, caseworkers must staff the case with a supervisor.

The SNAPET case manager issues a "Notice of Non-Compliance" (NOCO) within five (5) working days advising the participant of the specific requirement which was not met. The participant is allowed ten (10) days (the day following the notice date is the 1st day of the 10-day period) to contact the SNAPET case manager and to claim good cause (see manual section A-829).

If there is no response or good cause is not substantiated, the SNAPET case manager notifies the eligibility case manager within five (5) working days via an Intra Office Referral Report Form 6009-AG, and if it is the 1st, 2nd, 3rd or subsequent occurrence. Within two (2) working days of receiving the notice of non-compliance from the SNAPET case manager, the eligibility case manager disqualifies that member as follows:

**First Violation** - a minimum of one benefit month and until compliance;

**Second Violation** - a minimum of three benefit months and until compliance;

**Third or Subsequent Violation** - a minimum of six (6) benefit months and until compliance.

If the non-complying member moves to a new household, disqualify the member for the remainder of the penalty period.

**Note:** A benefit month is not a 30-day period; the disqualified month may be a prorated month.

**828 HEARINGS**

A household is entitled to a hearing up to 90 days from the date of notice to contest:

- The worker's decision to not allow an exemption; and
- The denial or reduction of benefits because of noncompliance.

If a hearing is requested timely, process the request.

**Note:** The hearing officer notifies all involved staff of the hearing date and the hearing decision when the issue is non-compliance with E&T.

Process the hearing request when:

- The household appeals a decision of noncompliance with their eligibility case manager; or
- The eligibility case manager fails to provide notice of good cause or cure prior to termination or denies good cause.

**Note:** The hearing officer notifies all affected staff of the hearing date. SNAPET case manager may attend the hearing or must be available to respond to questions during the hearing if necessary.

If a TANF hearing is requested based on noncompliance with NEON and benefits are continued pending the outcome of the hearing, continue SNAP benefits simultaneously. If the non-compliance action is upheld, the disqualification is imposed the next issuance cycle after notification of the hearing decision.

**829 RE-ESTABLISHING ELIGIBILITY**

See manual section B-900 - Sanctions.

The disqualified member can re-establish eligibility any time after serving the disqualification period.

**829.1 Re-establishing Eligibility During the Disqualification Period**

Re-establish eligibility during the disqualification period if the disqualified member:

- Becomes exempt from participation;
- ~~or~~ Complies with the requirement not previously met.
- or Participates in a qualified third party education program.

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**1823 REDETERMINATION/RECERTIFICATION PERIODS**

Except for the Temporary Program, TANF households do not have certification periods. They remain eligible until determined ineligible. However, a redetermination is required every 12 months.

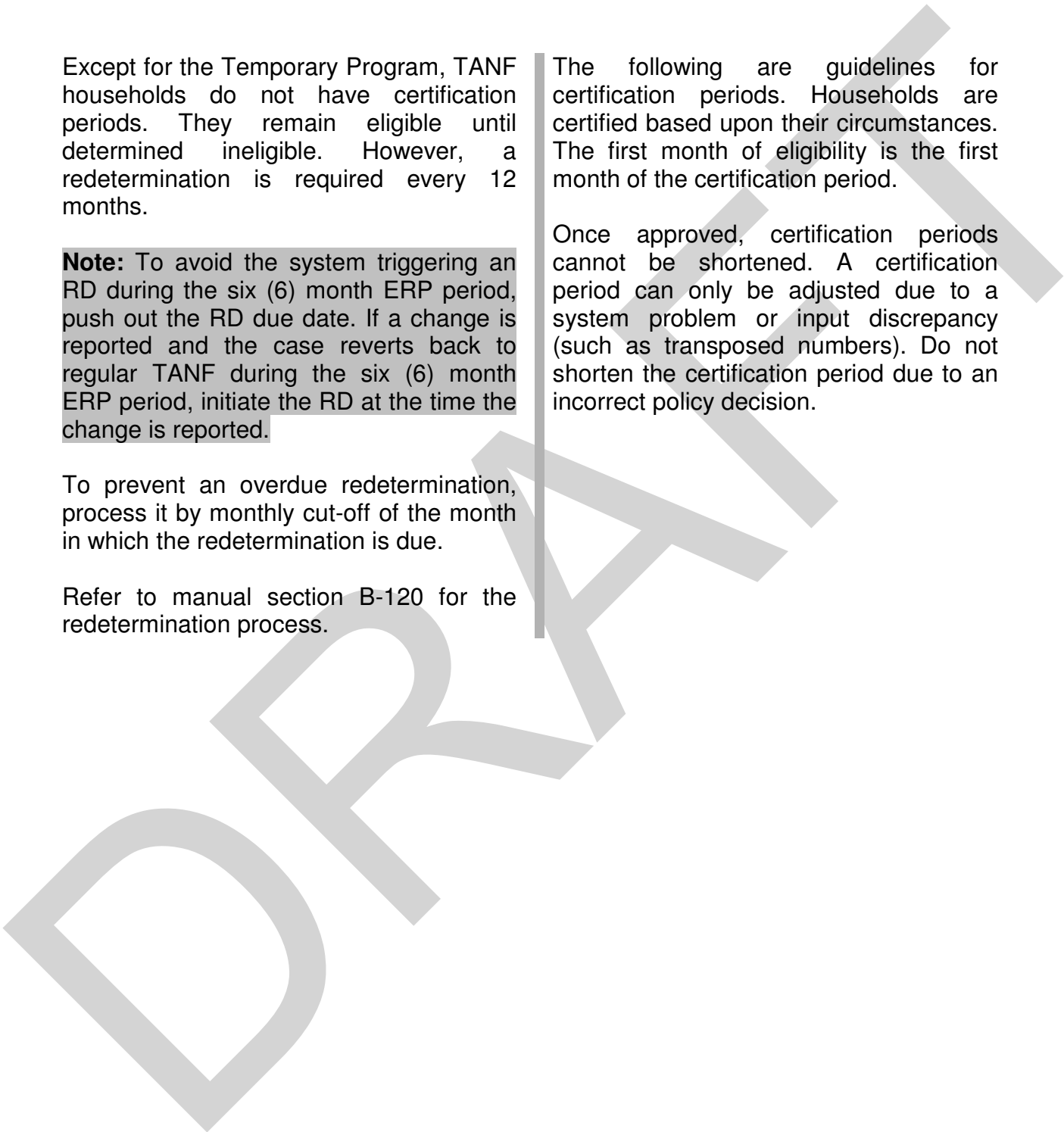
**Note:** To avoid the system triggering an RD during the six (6) month ERP period, push out the RD due date. If a change is reported and the case reverts back to regular TANF during the six (6) month ERP period, initiate the RD at the time the change is reported.

To prevent an overdue redetermination, process it by monthly cut-off of the month in which the redetermination is due.

Refer to manual section B-120 for the redetermination process.

The following are guidelines for certification periods. Households are certified based upon their circumstances. The first month of eligibility is the first month of the certification period.

Once approved, certification periods cannot be shortened. A certification period can only be adjusted due to a system problem or input discrepancy (such as transposed numbers). Do not shorten the certification period due to an incorrect policy decision.





## **2411.1 When Time Limits are Applied**

Time limits **are** applied to:

- Nevada's TANF/NEON, ERP, and/or Loan Program;
- Any TANF benefits received from other states;
- A household (effective January 1998) in which a minor parent is/was the head of household for their own case; and
- Any months in which a recipient lived in Indian country or an Alaskan native village with an adult unemployment rate of **less than 50%**.

**Note:** The Washoe Tribe of Nevada and California (WTNC) **does not** meet the adult unemployment rate of less than 50%; therefore, any month an adult household member received Tribal TANF benefits must be considered in the time limit counts. Enter Tribal TANF months on the adult member's time limit screen (MEMB>TLMT).

## **2411.2 When Time Limits are Not Applied**

Time limits do NOT apply to:

- Child-Only Programs because an adult household member does not receive benefits;
- Nevada's
  - Self-Sufficiency Grant (SSG) and/or
  - Temporary (TEMP) Program

## **2412 Federal Time Limits**

A household may not receive from Nevada or any other state more than 60 months of TANF cash benefits.

A TANF/NEON, ERP, and/or Loan household in which any adult member (this includes a minor parent who is/was the head of household for their own case) received TANF benefits from Nevada or any other state for 60 months, regardless of whether consecutive or cumulative, is prohibited from receiving TANF/NEON, Loan or SSG cash benefits, unless the head of household is granted a hardship extension.

## **2413 Nevada Time Limits**

In addition to the federal lifetime limits implemented by Nevada January 1, 1997, Nevada established policy effective January 1, 1998 of how the 60-months lifetime limit benefits would be received.

Provided federal lifetime limits have not been met, Nevada benefits may be paid as follows:

1. The household is limited to receiving whether consecutive or cumulative, a maximum of 24 months of Nevada issued cash assistance. After receiving 24 months, they are prohibited from receiving cash assistance for 12 consecutive months.
2. After not receiving cash assistance for 12 consecutive months, the household may reapply for cash benefits, if eligible, for another 24 months.
3. After not receiving cash assistance for an additional 12 consecutive months, the household may reapply for cash benefits, if eligible, for the final 12 months.

Exception: Benefits **may** continue if the household has an approved qualifying hardship.

#### **2414 WHEN TIME LIMIT COUNTS BEGIN**

Nevada's TANF/NEON, ERP, and/or Loan cash assistance counts in the month payment is received, rather than for the month the payment was authorized.

**Example:** Client applies for NEON on April 22 and the case is approved on June 30. The client receives the first cash benefit in July which covers July, as well as a prorated benefit for May and June. Since the benefit for all months was **received** in July, only July will count toward the time limit.

**NOTE:** All new TANF/NEON or Loan applications must include a look back at any months an adult household member received TANF LOAN benefits beginning October 1, 2007. The Loan months must be manually added to the TANF TLMT screen.

The total time limit months from NEON, ERP, and/or Loan will be used by NOMADS in determining the federal lifetime and Nevada months for TANF/NEON and/or Loan eligibility. If a new adult household member is added to an existing NEON case, the added individual's NEON, ERP, and/or Loan months must be evaluated and considered in determining the assistance unit's continued assistance.

**NOTE:** Although months in which ERP is received are counted against the time limits, ongoing ERP recipients are exempt from termination based on the time limits having been exhausted. An automatic hardship will be granted in order to allow continuation of ERP benefits through the full six months (Refer to manual section A-800).

NOMADS is the state's "official" TANF time limit tracking record. Federal and state retention for keeping records is 37 months. Households who dispute the state's official time limit tracking record must provide proof they did not receive the benefits.

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## **2415 FEDERAL AND NEVADA EXCEPTIONS OF TIME LIMITS**

The following exceptions are *not* considered in the Federal or Nevada time limit counts:

- Battered non-citizens who entered the U.S. on or after August 22, 1996 and have not served a five year bar will receive Nevada state-funded (MOE) TANF cash assistance. Once the five year bar is served, cases must be transferred from MOE to federal TANF, if otherwise eligible. (Refer to A-400);
- Any month in which the recipient lives in Indian country or an Alaskan native village with an adult unemployment rate of at least 50%. Refer to TANF Charts/Part C-190 for a list of tribal lands with a 50% unemployment rate.
- Child-Only cases because an adult household member does not receive benefits for themselves.
- Any months (effective October 1, 1999), recipients did not receive benefits (i.e., benefit amount is under \$10 and benefits are not issued, or the benefit amount is reduced to zero to recover an overpayment).
- Individuals ineligible for TANF due to felony drug-related conviction.
- Support services provided for pre-eligibility work activities.

## **2420 HARDSHIP**

All TANF cases reaching state and federal time limits are to be reviewed by the Hardship Committee in each district office for possible extensions to the 24- or 60-month rules. The Hardship Committee is made up of the Employment and Training/NEON and Social Work Supervisors in each district office. Should a supervisor need assistance, a designee may be appointed by the Chief, Employment and Supportive Services.

**Note:** For households eligible for ERP, an automatic hardship will be granted if state or federal time limits have been exhausted in order to allow continuation of ERP benefits through the full six months (Refer to manual section A-800).

## **2421 Granting a Hardship to Federal and State Time Limits**

The Personal Responsibility and Work Reconciliation Act of 1996 imposes a 20% limit of the average TANF caseload on the number of households allowed an exemption from the federal 60-month lifetime limit on receipt of TANF benefits. Households with hardships will be monitored through the OASIS system Hardship Tracking report.

The district office Hardship Committee members, on behalf of the division, may determine the head of household to be suffering from a hardship after considering the input from the Hardship Committee.

The decision of district office Hardship Committee members is final and not subject to

appeal.

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