

TANF/SSBG Family Violence Program FAQ

Q: Why are we collecting this information?

A: The HHSC Family Violence Program (FVP) receives TANF to Title XX funds, which support the funding for HHSC contracted family violence shelters and nonresidential centers. To continue to receive this funding, the FVP must demonstrate that HHSC contracted family violence shelters and nonresidential centers are serving potentially eligible TANF recipients. This form is not a TANF cash assistance application, but does serve as documentation to support receiving TANF funds to provide family violence services. The information collected on this form cannot be used to determine eligibility for any services provided by your organization through its contract with the Family Violence Program.

Q: Are we required to complete this form?

A: Yes. FVP contractors are required to:

1. Utilize the most current HHSC FVP TANF/SSBG form produced by the FVP;
2. Complete an HHSC FVP TANF/SSBG form on each family served during the state fiscal year (September through August);
3. Complete a new TANF/SSBG form on April 1st of each year for each client served after March 31st;
4. Ensure that its entire staff utilizes the most current TANF/SSBG form that reflects the most current Federal Poverty Level (FPL) information, upon the release of revised FPL information;
5. Ensure that no client signs (only initials) the HHSC FVP TANF/SSBG form, so as to ensure client confidentiality; and
6. Ensure that the HHSC FVP TANF/SSBG form is filled-out completely and appropriately filed in a central location and not within the client's file.

Q: When will we complete the TANF form and how often is this information collected?

A: You will complete the form one-time each fiscal year (September 1st- August 31st) for every adult resident/nonresident/participant (including an emancipated/qualified minor) that you serve. The 2019 TANF form should be used for every resident/nonresident/participant who is served for the first time this fiscal year after March 31st, 2019, and then again

for everyone receiving services on or after September 1st, 2019 until the 2020 TANF form is distributed.

To ensure that your agency has at least one form on file for every applicable client in a fiscal year, we recommend a form be completed every time client intake is performed. The only valid reason for not having a form on-file for an adult client is if he/she refuses to complete it.

Q: Will we complete a form for child clients?

A: No, unless it is an unaccompanied minor. Child clients should be counted within the parent's TANF form. However, within your organization's database, you will need to enter the child's TANF status as the same as the parent's for accurate reporting in FVNet. For example, if the parent is considered eligible on the form, then the TANF status for all children accompanying the parent for services will be recorded as eligible.

Q: Do we need to fill out the form again if the resident/nonresident/participant goes from non-resident to resident, or otherwise changes her/his available income or status within the same fiscal year?

A: No. You fill out the form the first time an adult (including an emancipated/qualified minor) resident/nonresident/participant comes to see you, either as a non-resident or resident.

Q: Do we need to see proof of income?

A: You do not need to see proof of income. However for non-shelter residents/nonresidents/participants, you will need to ask about all adult household income. Please note the abusive partner's income is not considered "accessible income." (Refer to the Note on the Form, question 5: 2019 Income.)

Q: Will the resident/nonresident/participant's confidentiality be maintained?

A: Yes. To ensure confidentiality, the Client ID is used instead of a name. In addition, the resident/nonresident/participant verifies the information with her/his initials, rather than a signature. These two elements combined, provide assurance for an audit trail and confidentiality.

Q: Can a staff member initial the form instead of the client?

A: No. The initials serve the same purpose as a signature, but are meant to protect the confidentiality of the resident/nonresident/participant. Both the staff member and the resident/nonresident/participant are verifying the accuracy of the information on the form.

Q: If we are not sure of some information, can we leave it blank on the form?

A: It is not acceptable to have an incomplete form. By signing and initialing the form, the staff and resident/nonresident/participant are both acknowledging they are providing accurate and complete information. If one or both does not acknowledge this, the form is incomplete and should be reported to FVNet as "NF" (No Form on File).

Q: Who can I contact if I have other questions about this form?

A: Email your questions to familyviolence2@hhsc.state.tx.us.

Q: When can we expect to receive the updated forms after the federal poverty guidelines have changed?

A: HHSC will release an updated HHSC FVP TANF/SSBG form by April 1st of each year to be completed for clients served after March 31st.

Q: How will the updated forms be distributed to programs?

A: The updated HHSC FVP TANF/SSBG forms will be emailed to programs by April 1st of each year. Programs may also contract their HHSC Contract Manager at any time during the year to receive a copy of the most recent form.