

TANF/SSBG Family Violence Program FAQ

Q1: Why are we collecting this information?

A1: The HHSC Family Violence Program (FVP) receives TANF to Title XX/Social Services Block Grant (SSBG) 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 to Title XX funds to provide family violence services. TANF to Title XX has different income limits than the requirements to receive TANF cash assistance and is 200% of the Federal Poverty Limits (FPL) each year. 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.

Q2: Are we required to complete this form?

A2: Yes. FVP contractors with a Residential, Satellite, Shelter A and/or Non-Residential contract are required to:

1. Utilize the most current HHSC FVP TANF/SSBG form produced by the FVP, which is sent by email no later than April 1st of each year and can also be found within the FAQ/Help tab of FVNet within the "Data Training Materials" section. The form can also be obtained by contacting your HHSC FVP Contract Manager;
2. Complete an HHSC FVP TANF/SSBG form on each family served during the state fiscal year (September through August);
3. Complete a TANF/SSBG form on March 1st of each year for each *new* client served after February 28th. (See question #3 on the following page for more information.);
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, 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.

Q3: When will we complete the TANF form and how often is this information collected?

A3: 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 2022 TANF form should be used for every resident/nonresident/participant who is served for the first time this fiscal year after February 28, 2022, and then again for everyone receiving services on or after September 1st, 2022 until the 2023 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 reasons for not having a form on-file for an adult client is if he/she refuses to complete it, or there was an instance where doing so would compromise the client's safety. At no time should the inability to obtain a completed TANF form result in service not being provided. While the TANF form is critically important, HHSC is mindful that there are rare instances where trauma exposure or safety concerns may need to be addressed first. If this situation is reoccurring, please contact your HHSC FVP Contract Manager.

Q4: Will we complete a form for child clients?

A4: No, unless it is an unaccompanied minor, such as a minor seeking services under Section [32.004](#), [32.201](#) and/or [32.202](#) of the Texas Family Code. 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 status for accurate reporting in FVNet, unless your database does this automatically. 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.

Q5: 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?

A5: 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.

Q6: Do we need to see proof of income?

A6: No, 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: 2022 Income.)

Q7: Will the resident/nonresident/participant's confidentiality be maintained?

A7: 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.

Q8: Can a staff member sign the form instead of the client?

A8: Yes, in certain circumstances. A staff person may sign a TANF form if the client is unable to initial the form in-person because it is either unsafe or for them to do so, or if they only receive services remotely. In signing the TANF form, the staff are acknowledging that they have discussed it with the client and have the client's consent to complete the form. An explanation should also be noted field #7 of the form. If the client does not give consent, then this should be reported to HHSC as "Refused".

Q9: If we are not sure of some information, can we leave it blank on the form?

A9: It is unacceptable to have an incomplete TANF form, unless a survivor refuses to complete it. 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 (except in cases listed under question #8 above), the form is incomplete and should be reported to FVNet as "NF" (No Form on File). If a survivor refuses to complete the form, the form should be reported to HHSC in FVNet as "R" (Refused).

Q10: Who can I contact if I have other questions about this form?

A10: Email your questions to familyviolence2@hhsc.state.tx.us.

Q11: When can we expect to receive the updated forms after the federal poverty guidelines have changed?

A11: HHSC will release an updated HHSC FVP TANF/SSBG form by April 1st of each year.

Q12: How will the updated forms be distributed to programs?

A12: The updated HHSC FVP TANF/SSBG forms will be emailed to programs by April 1st of each year. Programs may also contact their HHSC FVP Contract Manager at any time during the year to receive a copy of the most recent form or find the form in the FAQ/Help tab of FVNet within the "Data Training Materials" section.