



2025 TANF Form 8831 FAQ

HHSC Family Violence Program

1) Why are Family Violence Program grantees required to collect this information?

The HHSC Family Violence Program (FVP) receives TANF to Title XX/Social Services Block Grant funds, which supports the funding for HHSC family violence shelter and nonresidential center grantees. To continue to receive this funding, FVP must demonstrate that HHSC family violence center grantees are serving potentially eligible TANF recipients. This form serves as documentation to support receiving TANF to Title XX funds to provide family violence services. This form is not a TANF cash assistance application. 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 FVP.*

2) Are we required to complete the TANF form?

FVP grantees with a Residential, Nonresidential, or Enhanced Services grant must request HHSC eligible clients to complete the 8831 TANF form. Grantees with only a Special Nonresidential Project (SNRP) grant do not need to complete the form. Grantees must:

1. Utilize the most current HHSC FVP TANF form produced by 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 one HHSC FVP TANF form for each HHSC eligible adult client who receives an orientation and services from your center;
3. Ensure that all staff utilizes the most current TANF form that reflects the most current Federal Poverty Level (FPL) information, upon the release of revised FPL information;
4. Ensure that no client signs (only initials) the HHSC FVP TANF form, to ensure client confidentiality; and

5. Ensure that the HHSC FVP TANF form is filled out completely and appropriately filed in a central location and not within the client's file.

3) When will we complete the TANF form and how often is this information collected?

You will complete the form one time each fiscal year (September 1st- August 31st) for every adult client that you serve, including an emancipated or qualified minor (see #5 for more details). It is important that the new 2025 form is used for all new clients after March 31, 2025. If a returning client already has the newest TANF form filled out and is returning for services in the new fiscal year, you do not have to fill out the new form again for this client.

To ensure that your agency has at least one form on file for every applicable adult client in a fiscal year, we recommend a form be completed every time client intake/orientation, is performed. The only valid reasons for not having a form on file for an adult client is if the client chooses not 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.

4) Are we required to complete a form when providing emergency orientation?

No. Due to the time sensitive nature of clients receiving emergency orientation, the TANF form does not need to be documented during the one-time service. If the client returns for continuing services, the TANF form should be provided to the client during intake/orientation. Please see the emergency orientation policy guidance for more information about emergency orientations.

5) Will we complete a form for child clients?

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 documented within the parent's TANF form and be conferred to child clients 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.

6) Do we need to fill out the form again if the client changes from non-resident to resident, or otherwise changes their available income or status within the same fiscal year?

No, there is no need to update the TANF form due to these circumstances. Grantees only need to update TANF forms for clients once per fiscal year.

7) Do we need to see proof of income?

No, you do not need to see proof of income. However, for all clients, you will need to ask about the accessible income of all adults in the household. Please note the abusive partner's income, property, or assets are not considered "accessible income."

8) Does the client need to have a dependent or be pregnant to be marked as "eligible" on this TANF form?

A client needs to have a dependent in order to be marked as "eligible" for the purposes of the 8831 TANF form, although the person does not have to have current custody of the dependent or have them with them in shelter.

If the person is pregnant with no other dependents, they are not eligible for TANF until the child is born. Field #5 on the TANF form should be answered with a family size of one and not eligible.

9) Will the client's confidentiality be maintained?

Yes. To ensure confidentiality, the Client ID is used instead of a name. In addition, the client verifies the information with their initials, rather than a signature. These two elements combined provide assurance for an audit trail and confidentiality.

10) Can a staff member sign the form instead of the client?

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

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

It is unacceptable to have an incomplete TANF form unless a survivor chooses not to complete it. By signing and initialing the form, the staff and client are both acknowledging they are providing accurate and complete information. If one or both does not acknowledge this (except in cases listed under question #10 above), the form is incomplete and should be reported to FVNet as "No Form on File." If a

survivor chooses not to complete the form, the form should be reported as “Did Not Disclose.”

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

HHSC will release an updated HHSC FVP TANF forms by April 1st of each year in both English and Spanish. Programs may also contact their HHSC FVP Contract Manager at any time during the year to receive a copy of the most recent forms or find the forms in the FAQ/Help tab of FVNet within the “Data Training Materials” section.

13) Who can I contact if I have other questions about this form?

Please reach out within any questions to familyviolence2@hhsc.state.tx.us.