



TANF SAMH Checklist

1. TANF SAMH Checklist Eligibility 01 (1)TANF SAMH Policy Handbook, Chapter 2, p. 11 & 17 and Att. 3, pp. 77-78 2) Florida Statutes, Chapter 414 "Family Self Sufficiency" 3) F. S., Chapter 445 "The Workforce Innovation Act (WIA)") Is the EZ-1 Eligibility Form accurate including use of poverty guidelines for current year (Worksheet on Family Income)?
2. TANF SAMH Checklist Eligibility 02 (1)TANF SAMH Policy Handbook, Chapter 2, p. 13, 14 & 18) Is there a TANF Specialist's authorization confirmation number for current fiscal year? (SAMHIS Data Base Access)
3. TANF SAMH Checklist Eligibility 04 (1) TANF SAMH Policy Handbook, Chapter 4, p. 34) | Is the referral source clearly documented (outreach, RWFB designee, Family Safety, DJJ, Dependency Court, etc.)?
4. TANF SAMH Checklist Eligibility 04 (1) TANF SAMH Policy Handbook, Chapter 4, p. 34) Is the referral source clearly documented (outreach, RWFB designee, Family Safety, DJJ, Dependency Court, etc.)?
5. TANF SAMH Checklist TDF only 01 (1) TANF SAMH Policy Handbook, Chapter 4, p. 35) Are income status updates documented every 30 days, including "non-custodial parents", if applicable?
6. TANF SAMH Checklist TDF only 02 (1) TANF SAMH Policy Handbook, Chapter 4, p. 35) If income status updates show income is zero for more than one month, is the reason documented in the progress notes? (Reason must be part of TANF objectives)
7. TANF SAMH Checklist TDF only 05 (1) TANF SAMH Policy Handbook, Chapter 5, p. 42-43; 2) F. S. 445.002(2); 3) 45 C.F.R.s. 260.31(a)) Do progress notes document support for use of contingency funds? (Applicable TANF Services/ One-Time TANF Approval Forms)
8. TANF SAMH Checklist TDF only 06 (1) TANF SAMH Policy Handbook, Chapter 5, p. 42-43; 2) F. S. 445.002(2); 3) 45 C.F.R.s. 260.31(a)) If applicable, is there a copy of the request for contingency funds in the participant's file? (If applicable, TANF One-Time form)