

Taco Tuesday with TANF

06/18/19

Topic: Filing Date

<input type="checkbox"/> District 1	<input checked="" type="checkbox"/> District 7	<input checked="" type="checkbox"/> District 13
<input checked="" type="checkbox"/> District 2	<input checked="" type="checkbox"/> District 8	<input checked="" type="checkbox"/> District 14
<input checked="" type="checkbox"/> District 3	<input type="checkbox"/> District 9	<input checked="" type="checkbox"/> District 15
<input checked="" type="checkbox"/> District 4	<input checked="" type="checkbox"/> District 10	<input checked="" type="checkbox"/> District 16
<input checked="" type="checkbox"/> District 5	<input type="checkbox"/> District 11	<input type="checkbox"/> SSTU
<input type="checkbox"/> District 6	<input type="checkbox"/> District 12	

Q: Does the signature have to be on page 15 to establish a filing date?

A: No, it can be either on page 1 or 15 and must include the applicant's name, address, and signature.

Q: If an applicant is denied one month and needs to establish a new filing date the following month, what is the process for re-reviewing with the applicant?

A: Once a new filing date is established, the applicant will need an intake to review the application and determine eligibility. If the face to face intake was done within the last 10 days, a phone intake can be completed.

** Ways to establish a new filing date: Provide copy of page 1 or 15 for them to re-sign and email, fax, text or drop off. Filing dates can only be established within business hours.*

Q: How many times can we have a participant re-sign the same application and re-establish a new filing date?

A: We shouldn't have a reason to be doing this more than twice. By the time you get to a third month, 60 days would have passed, and we should be looking at doing a new application.

Q: Can they only use CAPI for other programs if they are also renewing SNAP?

A: CAPI does not have the option to apply for TANF, so they would need to be applying for another program. It is not possible to use CAPI to apply for TANF only.

Q: If the department receives a CAPI application and the worker is supposed to complete the TANF Supplemental Interview Guide (DHS 7882), does that mean the filing date is not established until the applicant sees the worker?

A: The filing date is established when the applicant signs the DHS 7882. When completing the intake and DHS 7882, explain to the applicant the various ways they can establish a filing date.

**Various ways could include: scanning and emailing the DHS 7882 to the participant, having them come to the front desk to sign, or sign at the appointment with the worker.*

Q: If there is a TANF request while on a CAPI call, can we pend for the DHS 7882 and the filing date?

A: We should be encouraging and working with the applicant to get the process completed as soon as possible if their intent is to apply.

For CAPI, we can still complete the intake without a filing date. The worker would complete the DHS 7882 with the applicant during the intake and then explain how to establish a filing date. We would not pend as there is not an official request for TANF without an established filing date.