

CMS coding on cases where citizenship is being waived due to Domestic Violence:

TANF Non-Citizen DV Cases:

- Program code would be “2” or “82”
- Leave social security field blank (do not use “T” number or false SS#)
- Add “WDV” case descriptor for each person that you’re waiving citizenship requirements
 - remember you can’t waive citizenship requirements for medical or food stamps
 - there doesn’t need to be citizen eligible children in the household to waive requirements
- Add or change each person to “AD” or “CH” in-grant code
- Review at a minimum of every six months
 - Check with “AD” to see if there is a continued safety issue
 - If client or children’s safety is still at risk leave TANF open for as long as necessary (a review still needs to happen every six months)
 - If safety is no longer an issue remove or change in-grant code to “No” for everyone where citizenship requirements were being waived.
 - Use “VW” waiver removed reason codes on notices to reduce or close TANF
 - Provide client with decision notice closing or reducing TANF, as appropriate
 - Remove “WDV” case descriptor
- Add “TLD” needs/resource code with month before review date month. Non-citizens without work permits are exempt from JOBS but a plan must be developed to address safety and stability from domestic violence.

TANF & TA-DVS Non-Citizen Combined Cases:

- Follow the above procedure for the TANF portion of the case.
- Add “DVS” need/resource code on “AD” only with first month of eligibility
 - There is no need for adding several “DVS” needs/resource codes or “DVS” needs/resource code to each person in HH
- Payments should be made using special pay with “2N” payment reason as opposed to “22”
- Once 90 day eligibility period is complete...
 - There is no need to send a closure notice as long as the 456DV lists the dates of eligibility.
 - If the case is closed early (i.e. moved out of state; no eligible children) then a 456 decision notice should be given to the client with reason program is being ended early (only mail if safe address)
 - Leave the “DVS” need/resource code and if the client reapplies in the future change the date

TA-DVS Only Non-Citizen Cases:

- Program code “E2”
- Leave social security field blank (do not use “T” number or false SS#)
- Add – “NCP” and “NID” case descriptor
- Add “DVS” need/resource code on payee only with first month of eligibility
 - There is no need for adding several “DVS” need/resource code or “DVS” needs/resource code to each person in HH.
- Payments should be made using special pay with “2N” payment reason as opposed to “22”
- Once 90 day eligibility period is complete...
 - There is no need to send a closure notice as long as the 456DV lists the dates of eligibility.
 - If the case is closed early (i.e. moved out of state; no eligible children) then a 456 decision notice should be given to the client with reason program is being ended early (only mail if safe address)
 - Leave the “DVS” need/resource code and if the client reapplies change the date