TANF 2024-2025
PROGRAM OVERVIEW

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AGENDA

- Introductions + Background

- RRH + HP Program Models

- TANF Manual Walkthrough

- TANF Resources

- Next Steps

- Q&A + Discussion

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MEET THE TANF TEAM!

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TANF FUNDING BACKGROUND

- Family and Social Services Administration (FSSA) awarded IHCDA the TANF Block Grant

- TANF funds must be used for **Short-Term Rapid Re-Housing** and **Homeless Prevention** efforts.

- Serves TANF Statuary Purpose #1:

  "Assist families so that children may be cared for in their own homes or in the homes of relatives"

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RRH + HP PROGRAM MODELS

RAPID RE-HOUSING PROGRAM MODEL

WHAT is Rapid Re-Housing?

- A solution to end homelessness designed to help people **quickly end** their experience of homelessness and return to permanent housing.

- A **low-barrier** intervention offered without preconditions, following the **Housing First Model.**

- RRH focuses on **three core components**: housing identification, rent and move-in assistance, and supportive services like case management

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Citations: PSY RRH Handbook & NAEH RRH Information

RAPID RE-HOUSING PROGRAM MODEL

WHO is Rapid Re-Housing for?

- Individuals, youth, young adults, and/or families experiencing literal homelessness
  (HUD category 1 + 4 definition)

- Some RRH programs may have additional criteria in place to prioritize a specific population.
  (Ex: TANF prioritizes families)

- RRH is **Housing First**, meaning it does not require people seeking housing to have a job, be sober, have income, receive mental health treatment, abide by religious practices, to qualify for the intervention.

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Citations: PSY RRH Handbook & NAEH RRH Information

RAPID RE-HOUSING PROGRAM MODEL

Core Components of Rapid Re-Housing:
These 3 components should form the foundation of your RRH program.

1 **Housing Identification**
- Recruiting landlords
- Addressing barriers to landlord participation
- Assisting households to find and secure appropriate housing

2 **Financial Assistance**
- Assistance to cover deposits, rent and/or utility payments, arrears, etc.

3 **Case Management & Services**
- Help resolve issues that may threaten housing stability
- Connect families to supports in their community
- Should occur while the family is in the RRH Program
- Could continue after assistance ends

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Citations: PSY RRH Handbook & NAEH RRH Information

HOMELESSNESS PREVENTION PROGRAM MODEL

WHAT is Homelessness Prevention?

- A **proactive** solution to prevent an individual or family from losing their current housing and experiencing homelessness.

- A **low-barrier** intervention offered without preconditions, following the **Housing First Model.**

- HP focuses on **three core components**: participant identification, financial assistance, and supportive services like case management

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Citations: USICH HP Framework

HOMELESSNESS PREVENTION PROGRAM MODEL

WHO is Homelessness Prevention for?

- Individuals, youth, young adults, and/or families who are imminently at risk of loosing their housing within 14 days. (HUD category 2 + 4 definition)

- Some HP programs may have additional criteria in place to prioritize a specific population. (Ex: TANF prioritizes families)

- HP programs can be **Housing First**, meaning they do not require people seeking housing to have a job, be sober, have income, receive mental health treatment, abide by religious practices, to qualify for the intervention.

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Citations: USICH HP Framework

HOMELESSNESS PREVENTION PROGRAM MODEL

Core Components of Homelessness Prevention:
These 3 components should form the foundation of your HP program.

1 ## Participant Identification
- Who in your community needs this type of assistance?
- Consider access to the program – how will people know this assistance is available to them?

2 ## Financial Assistance
- Assistance to cover deposits, rent and/or utility payments, arrears

3 ## Case Management & Services
- Help resolve issues that may threaten housing stability
- Connect families to supports in their community
- Should occur while the family is in the HP Program
- Could continue after assistance ends

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Citations: USICH HP Framework

RAPID RE-HOUSING + HOMELESS PREVENTION

Rapid Re-Housing	vs Homelessness Prevention
• Family is not currently housed OR is fleeing/attempting to flee domestic violence	• Family is currently housed but at risk of eviction w/o resources to obtain other housing
• HUD Category 1 or 4	• HUD Category 2 or 4
• Funds commonly used to pay for deposits, arrears, or rent payments to **obtain** housing.	• Funds commonly used on arrears or rental payments to **keep** a family housed.

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TANF MANUAL WALKTHROUGH

The TANF Manual is…

- A resource for how to administer your grant and the TANF Program at your agencies

- A supportive resource for when you have questions

- A reference point for regulations, requirements, and access to forms

- An ever-evolving document that is **subject to change**!

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GRANT ADMINISTRATION

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FUNDING PERIOD

- **Funding Year**: January 1st 2025 – December 31st 2025.

- Subrecipients may request reimbursement for any incurred costs dating back to **January 1st, 2025,** in their **first claim submission**.

- The first claim submission due date is **March 15th, 2025**. It will include:
  - **January Expenses**
  - **February Expenses**

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CLAIMS PROCESS

- The TANF Program operates on a **monthly reimbursement** basis.

- Subrecipients incur eligible costs every month. Once eligible costs are incurred, subrecipients request reimbursement from IHCDA by submitting their monthly claims.

- All claims must be submitted through **IHCDAOnline**.

IHCDAONLINE SETUP

- If your agency does not already have an IHCDAOnline account, register here:

IHCDAOnline Registration

- Each agency should only have a maximum of **TWO** organizational administrators (people who are submitting the monthly claims).

- It is best practice to have the same person submitting monthly claims. If the organizational admin changes, please let IHCDA know.

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IHCDAONLINE SETUP

- If you have **never** used IHCDAOnline before you are **required** to attend the **TANF IHCDAOnline + Claims Onboarding.**

- If you have used IHCDAOnline but would like a re-fresher on how to use IHCDAOnline and submit claims, please attend the **TANF IHCDAOnline + Claims Onboarding.**

IHCDAONLINE SETUP

- If needed, organizational administrators can grant access to other staff members at their agency to access IHCDAOnline.

- The only function subrecipients will need access to on IHCDAOnline is:

Claims Management Access

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CLAIMS SUBMISSION REQUIREMENTS

- Subrecipients can only claim **once a month** (12 claims per operating year).

- Claims are due **on or before the 15th** of every month.

- Each claim represents **one month** of expenses incurred or paid during the **previous month.**
  (Ex: March expenses are due by April 15th)

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CLAIMS SUBMISSION REQUIREMENTS

- For every eligible expense, it is **required** to submit supporting documentation proving "cost incurred".

- It is **strongly encouraged** to submit supporting documentation proving "proof of payment" for every eligible expense.

- It is **required** to submit a **Claims Narrative Form** with each claim submission.

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LATE CLAIMS

- Late claims should **not** occur. Subrecipients are **required** to submit their claims on time.

- If a subrecipient does not submit their claims on time, they are **required** to:
    - Request an extension from the TANF Analyst **before** the 15th of the month.
    - If approved, include the approval email from the TANF Analyst in their late claim submission

- Any late claims submitted **without permission** from the TANF Analyst will be **denied**.

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CLAIMS SUBMISSION NOTE

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By submitting monthly claims, subrecipients are confirming that all their HMIS and/or DV ClientTrack data is up-to-date and accurate.

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CLAIMS- SUPPORTING DOCUMENTION

- The **Claims – Required Supporting Documentation Chart** outlines acceptable forms of supporting documentation subrecipients are required to include with each claim.

- You can find this chart on the **TANF Website** or at the end of the TANF Manual (**Addendum C**).

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CLAIMS- SUPPORTING DOCUMENTION

Supporting documentation for:
Rental Payments, **Security Deposits**, and **Last Month's Rent**.

Eligible Expense	REQUIRED Proves **"Cost Incurred"**	STRONGLY ENCOURAGED Proves **"Payment"**
Rental Payments **Security Deposits** **Last Month's Rent**	<u>Provide **one** of the following:</u> • Copy of lease detailing charge for: rent, security deposit, or last month's rent • Official written communication from landlord indicating charge for: rent, security deposit, or last month's rent	<u>Provide **one** of the following:</u> • Copy of check • Copy of cancelled check • Copy of online payment indicating landlord/business name, payment amount, date of payment • Copy of bank statement that details: landlord/business name, payment amount, date of payment • Copy of landlord receipt

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CLAIMS- SUPPORTING DOCUMENTION

Required supporting documentation for: **Rental Arrears**.

Eligible Expense	REQUIRED Proves **"Cost Incurred"**	STRONGLY ENCOURAGED Proves **"Payment"**
Rental Arrears	Provide <u>**one**</u> of the following: • Itemized rent ledger from landlord listing each month of arrears. • Email or other written communication from landlord indicating need to pay arrears and amounts for each month.	Provide <u>**one**</u> of the following: • Copy of check • Copy of cancelled check • Copy of online payment indicating landlord/business name, payment amount, date of payment • Copy of bank statement that details: landlord/business name, payment amount, date of payment • Copy of landlord receipt

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CLAIMS- SUPPORTING DOCUMENTION

Supporting documentation for: **Utility Payments**.

Eligible Expense	REQUIRED Proves **"Cost Incurred"**	STRONGLY ENCOURAGED Proves **"Payment"**
Utility Payments	<u>Provide **one** of the following:</u> • Invoice / bill / billing statement • Screenshot of utility website indicating client name, date of utility services, & payment due	<u>Provide **one** of the following:</u> • Copy of check • Copy of cancelled check • Copy of online payment indicating utility company name, payment amount, date of payment, & client name • Copy of bank statement that details: utility company name, payment amount, date of payment • Copy of utility company receipt

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CLAIMS- SUPPORTING DOCUMENTION

Required supporting documentation for: **Utility Deposit**
and **Utility Arrears.**

	REQUIRED	**STRONGLY ENCOURAGED**
Eligible Expense	Proves **"Cost Incurred"**	Proves **"Payment"**
Utility Deposit **Utility Arrears**	<u>Provide **one** of the following:</u> • Invoice for each month of arrears or deposit • Itemized utility ledger listing each month of arrears • Written communication from utility company indicating the arrear amount for each month or deposit	<u>Provide **one** of the following:</u> • Copy of check • Copy of cancelled check • Copy of online payment indicating: utility company name, payment amount, date of payment, & client name • Copy of bank statement that details: utility company name, payment amount, date of payment • Copy of utility company receipt

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CLAIMS- SUPPORTING DOCUMENTION

Required supporting documentation for:
Direct Program Expenses

	REQUIRED	STRONGLY ENCOURAGED
Eligible Expense	Proves **"Cost Incurred"**	Proves **"Payment"**
Direct Program Expenses	Provide <u>**one** the following:</u> • Invoice • Itemized receipt • Timesheets indicating employee/contractor name, # of hours worked, dates for those hours, and project (TANF)	Provide <u>**one** of the following:</u> • Itemized receipt • Copy of online payment indicating company name, payment amount & date of payment • Copy of bank statement that details: company name, payment amount, date of payment & client name • Paystub/earning statement indicating employee/contractor name, pay period, pay date, & hourly rate (if applicable)

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CLAIMS- SUPPORTING DOCUMENTION

Required supporting documentation for:
Indirect Program Expenses

	REQUIRED	STRONGLY ENCOURAGED
Eligible Expense	Proves **"Cost Incurred"**	Proves **"Payment"**
Indirect Program Expenses	Provide **one** the following: • Invoice • Itemized receipt • Timesheets indicating employee/contractor name, # of hours worked, dates for those hours, and project (TANF)	Provide **one** of the following: • Itemized receipt • Copy of online payment indicating company name, payment amount & date of payment • Copy of bank statement that details: company name, payment amount, date of payment & client name • Paystub/earning statement indicating employee/contractor name, pay period, pay date, & hourly rate (if applicable)

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CLAIMS- SUPPORTING DOCUMENTION

Required supporting documentation for:
TANF Eligibility Determinations

	REQUIRED	STRONGLY ENCOURAGED
Eligible Expense	Proves **"Cost Incurred"**	Proves **"Payment"**
TANF Eligibility Determination	Provide <u>**one** the following</u>: • Individual employee or master timesheet indicating employee/contractor name, # of hours worked, dates for those hours, and project (TANF)	Provide <u>the following</u>: • Paystub/earning statement indicating employee/contractor name, pay period, pay date, & hourly rate (if applicable)

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COMMON REASONS FOR DENIED CLAIMS

- Ineligible expenses

- Incorrect dates

- Incorrect amounts/totals

- Unauthorized signatures

- IHCDAOnline user error

- Lack of supporting documentation

*If a claim is denied, subrecipients will receive an email from the IHCDA Claims Team

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CLAIMS RESOURCES

- Questions regarding claims, claim submission, or how to use IHCDAOnline, can be directed to claims@ihcda.IN.gov.

- Instructions on how to use IHCDAOnline can be found in the Partner's Guide to IHCDAOnline.

- Questions regarding eligible expenses and supporting documentation can be directed to the **TANF Analyst** (ldrascic@ihcda.IN.gov)

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CLAIMS TIMELINE

- After a subrecipient's claim submission is **approved** by IHCDA's claims team, it should take, at most, **30 days** for the subrecipient to receive their reimbursement.

- This timeline is determined by when IHCDA **approves** a claim, <u>not</u> by when a subrecipient **submits** their claim to IHCDA.

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FIRST CLAIM SUBMISSION

- The first claim submission due date is **March 15th, 2025**. It will include:
    - **January Expenses**
    - **February Expenses**

- The TANF Analyst will send out an email to all subrecipients providing approval for January and February's backdated claims.

- Subrecipients **must** include the TANF Analyst's approval email in their first claims submission.

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QUESTIONS?

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BUDGET MODIFICATIONS

- Subrecipients may request modifications to their original budget a **maximum** of **3 times**.

- Budget modifications are used to **move funds to another program component.** (Ex: Take money from Rental Assistance and move it to Financial Services)

- Budget modifications do **not** change the total **grant $ amount.**

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BUDGET MODIFICATIONS PROCESS

- Subrecipients must submit a **budget modification form** via email to communityservices@ihcda.in.gov **and** to the **TANF Analyst**.

- Instructions on how to complete a budget modification can be found on the **TANF Website.**

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BUDGET MODIFICATION FORM

24-25 TANF Short-Term RRH/HP Budget Modification Form

Subrecipeint			
Award Number	Award Amount		Modification Request Date

Rapid Re-Housing - Financial Assistance

Original Budget Amount	Added	Removed	Revised Budget Amount
			$ -

Rapid Re-Housing - Rental Assitance

Original Budget Amount	Added	Removed	Revised Budget Amount
			$ -

Rapid Re-Housing - Financial Services

Original Budget Amount	Added	Removed	Revised Budget Amount
			$ -

Homeless Prevention - Financial Assitance

Original Budget Amount	Added	Removed	Revised Budget Amount
			$ -

Homeless Prevention - Rental Assitance

Original Budget Amount	Added	Removed	Revised Budget Amount
			$ -

Homeless Prevention - Financial Services

Original Budget Amount	Added	Removed	Revised Budget Amount
			$ -

Administration

Original Budget Amount	Added	Removed	Revised Budget Amount
			$ -

		TOTAL BUDGET	$ -

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BUDGET/AWARD AMENDMENTS

- **Budget/Award Amendments** may occur if:
  - Subrecipients are unable to spend the entirety of their funding **(reducing their grant award amount)**
  - Additional award funding is available and a subrecipient would like more funds. (**increasing their grant award amount)**
  - The grant award period is extended

- Should a subrecipient receive an amendment, they will receive an email from the **TANF Program Manager** once the amendment is approved and processed.

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SPENDING PLANS AND DEADLINES

- IHCDA reserves the right to assign spending plans to TANF projects with **low funding utilization**.

- If this occurs, the **TANF Analyst** will reach out to the subrecipient via email to create a spending plan and required deadlines.

- If subrecipients have questions or concerns about spending their full award, please reach out to the **TANF Analyst** for help and support.

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DATA ENTRY REQUIREMENTS

Homeless Management Information System + DV ClientTrack

- TANF subrecipients are **required** to enter data on **all** program participants served by the TANF RRH/HP program into **HMIS** within **five business days** of intake, discharge, and all other service interactions.

- TANF subrecipients serving survivors of domestic violence are **required** to enter data into **DV ClientTrack** or a "comparable database" within **five business days** of intake, discharge, and all other service interactions.

***Note:** If an agency serves both survivors and non-survivors, they will utilize **both** DV ClientTrack and HMIS

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DATA ENTRY REQUIREMENTS

Homeless Management Information System + DV ClientTrack

- All subrecipients are **required** to enter program "**entry dates**" and "**exit dates"** within HMIS/DV ClientTrack.

- **Entry Date** = the date they sign the agency's TANF Program Agreement.

- **Exit Date** = the date their TANF assistance ended/is projected to end.

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ENTRY+ EXIT DATE EXAMPLE

Example #1: A family comes into your agency on Jan. 1st who is about to be evicted from their home due to unpaid rent. After meeting with a case manager, the case manager determines this family is eligible for TANF Homelessness Prevention assistance. The agency assists the family, covering rental arrears for October – December and January's current rent.

Entry Date – January 1st, 2025.
(the day the family became eligible for TANF and the agency started assisting)

Exit Date – January 31st 2025.
(the day the TANF rental assistance ended for this family)

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ENTRY+ EXIT DATE EXAMPLE

Example #2: A family experiencing homelessness is referred to your agency through CE. The case manager determines they are eligible for TANF RRH assistance on February 15th. Your agency assists the family with a security deposit, pro-rated rent for February, and first month's rent (March). You also intend to assist the family with April and May's rent.

Entry Date – February 15th ,2025.
(the day the family became eligible for TANF and the agency started assisting)

Exit Date – May 31'st, 2025.
(the day the TANF rental assistance ended for this family)

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ENTRY+ EXIT DATE EXAMPLE

Example #3: A family is at risk of losing their housing due to utility arrears from November-February. The case manager determines they are eligible for TANF HP assistance on March 20th. The agency pays for a one-time payment to cover the family's 4months of utility arrears on March 28th.

Entry Date – March 20th ,2025.
(the day the family became eligible for TANF and the agency decided to assist)

Exit Date – March 28th ,2025.
(the day the agency made the utility arrear payment + utility assistance ended for this family)

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DATA ENTRY REQUIREMENTS

Homeless Management Information System + DV ClientTrack

- All subrecipients are **required** to enter program "**services**" within HMIS/DV ClientTrack.
  (Ex: Rental assistance, security deposit, utility arrears, etc.)

- Alongside each TANF service, subrecipients are **required** to enter the **dollar amount** spent on such service.(except for case management which will be tracked by **hours**)

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DATA ENTRY REQUIREMENTS

**Homeless Management Information System
+ DV ClientTrack**

- Subrecipients administering **Rapid Re-Housing** programs are **required** to enter a **"housing move in date"** into HMIS/DV ClientTrack for clients who eventually find/secure housing through the program.

- Once subrecipients have stopped assisting a family, they are **required** to complete an "**exit assessment**" in HMIS/DV ClientTrack.

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DATA ENTRY REQUIREMENTS

Homeless Management Information System + DV ClientTrack

- Failure to enter data in a timely, consistent manner may impact subrecipients' current and future funding opportunities with IHCDA.

- **Consistent noncompliance with IHCDA's data entry requirements could lead to contract termination.**

- If subrecipients have concerns about their data quality, they can reference IHCDA's Data Quality Plan, which guides users on best practices and elements to data quality.

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DATA ENTRY NOTE

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By submitting monthly claims, subrecipients are confirming that all their HMIS and/or DV ClientTrack data is up-to-date and accurate.

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CAPER REPORTS

- IHCDA strongly encourages subrecipients to run the **Consolidated Annual Performance and Evaluation Report (CAPER**) on a regular (monthly/quarterly) basis.

- Running a CAPER consistently provides subrecipients with information about their agency's data quality which can be utilized for the subrecipient's benefit.

- The CAPER is **required** to be submitted **annually by all subrecipients,** therefore subrecipients that run the CAPER on a regular basis can address data quality errors prior to their annual submission deadline.

- Instructions on how to run the CAPER can be found **HERE** on the IHCDA website.

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HMIS + DV CLIENTTRACK RESOURCES

- For technical assistance, training, or questions about HMIS, please contact the HMIS helpdesk HMISHelpDesk@ihcda.IN.gov

- For technical assistance, training, or questions on the DV ClientTrack database, please contact the ClientTrack Help Desk - DVHelpDesk@ihcda.IN.gov

- HMIS/DV ClientTrack manuals and How-to Guides can be found on the IHCDA website.

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COORDINATED ENTRY

- **Rapid Re-Housing Projects** who are **using the TANF Program as match** for ESG are **required** to use the Coordinated Entry system when selecting families to assist.

- If a subrecipient is using TANF as match, the CE requirements of the **ESG Program** will apply.

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COORDINATED ENTRY

- **Rapid Re-Housing** Projects who are **not using the TANF Program as match** are encouraged to use the Coordinated Entry system when selecting families to assist.

- Subrecipients who wish to use their own internal selection process are required to reach out to the **TANF Analyst** and provide documentation on how their process for prioritization and selection functions.

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COORDINATED ENTRY

- **Homeless Prevention** Projects, regardless of if a Subrecipient is using TANF as match, do **NOT** use the Coordinated Entry system for prioritization and selection.

- Subrecipients must have their own internal selection process for selecting HP families to assist.

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REPORTING

- The only reporting **required** for subrecipients is to **submit all their client/program data into HMIS/DV ClientTrack in a timely, consistent manner.**

- **IHCDA** will use the Subrecipients data to complete reports to FSSA.

If Subrecipients do not submit their data into HMIS/DV ClientTrack, this will directly impact IHCDA's reports to FSSA.

- **IHCDA** will be sending FSSA the following reports:
    - Monthly Client-Level Reports
    - Quarterly Reports
    - Annual Report

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MONITORING

- Good documentation practices contribute to full compliance and an easier monitoring experience.

- Not all TANF awards will be monitored.

- Monitoring reviews can take the form of:
    - **limited reviews or full reviews**
    - **Desktop or onsite** (relatively rare)

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MONITORING

A full monitoring could consist of the below steps:

- Monitoring Notice

- Entrance Conference

- Monitoring

- Exit Conference

- Monitoring Report

- Project Improvement Plan (if needed)

    (Some steps are omitted if appropriate.)

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RECORDKEEPING REQUIREMENTS

- Subrecipients must maintain all records from the TANF Program for at least **three years** after award end date.

- Records to retain are outlined in TANF Manual:
  - **Addendum A** – Required Policies and Procedures
  - **Addendum B** – Client Files
  - **Addendum C** – Claims – Supporting Documentation

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REQUIRED POLICIES & PROCEDURES
ADDENDUM A

CLIENT FILE REQUIREMENTS
ADDENDUM B

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PIT & HIC Participation

- All TANF subrecipients administering **Rapid Re-Housing** programs are required to participate in HUD's annual homeless **Point-In Time Count** and **Housing Inventory Chart**.

- The **Point-in-Time (PIT) Count** is a count of sheltered and unsheltered people who are experiencing homelessness on a single night during the last 10 days in January in each community.

- The **Housing Inventory Chart (HIC)** is a nationwide inventory of provider programs within a CoC that provide beds and units dedicated to serve people experiencing homelessness.

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PIT & HIC Resources

- Questions about how to participate in your regional PIT and HIC can be directed to your regional PIT Coordinator.

- More information about the PIT and HIC can be found here on the IHCDA Website.

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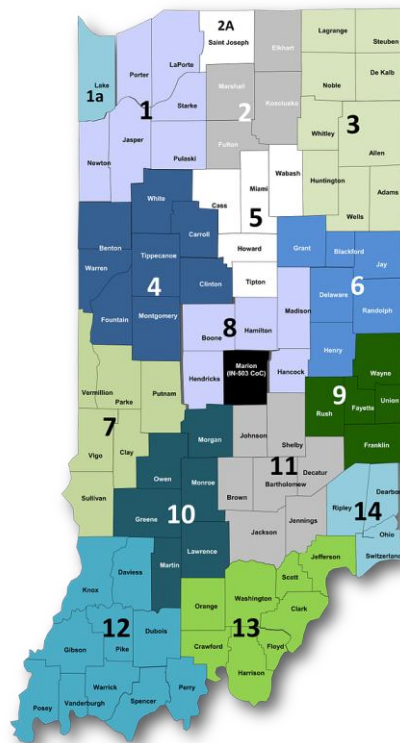
GRANT CLOSEOUT

- Once all funds have been spent, TANF RRH/HP subrecipients are required to close out their grant.

- The closeout process consists of several components:
  - **All funds expended**
  - **Final claim submitted**
  - **CAPER Data Quality Report**

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PROGRAM ADMINISTRATION

PARTICIPANT ELIGIBILITY

Eligible households must meet the following criteria:

- Are U.S. citizens or legal U.S. residents, residing in Indiana

AND

- Include a parent, grandparent, or caregiver to a child under the age of 18 (under age 19 if still a full-time student); or include an expectant parent, or be a dependent child in the household of a parent or guardian who meets the eligibility criteria

AND

- The family's household income is at or below 200% of the current federal poverty level (FPL), verified by the most recent 30 days of income

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PARTICIPANT ELIGIBILITY

Eligible households must also meet the following criteria for Rapid Re-Housing:

- Are experiencing homelessness; in an emergency shelter or in a place not meant for human habitation (HUD category 1 definition of homelessness)

OR

- Are fleeing/attempting to flee domestic violence, have no other residence, and lacks the resources or support networks to obtain permanent housing (HUD category 4 definition of homelessness)

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PARTICIPANT ELIGIBILITY

Eligible households must also meet the following criteria for Homeless Prevention:

- Are at imminent risk of homelessness; at risk of eviction without resources to obtain ongoing housing (HUD category 2 definition of imminent risk of homelessness)

OR

- Are fleeing/attempting to flee domestic violence, have no other residence, and lacks the resources or support networks to obtain permanent housing (HUD category 4 definition of homelessness)

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PARTICIPANT ELIGIBILITY

- Required documents and forms that verify participant eligibility can be found under **Addendum B** of the TANF Manual or on the TANF Website under "Program Resources"

- Subrecipients are responsible for verifying the eligibility of all households participating in the TANF program.

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ELIGIBILE COSTS

The eligible costs for the TANF Program:

- **Financial Assistance**

- **Rental Assistance**

- **Financial Services**

- **Administration** (10% of total award)

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ELIGIBILE COSTS

Financial Assistance

- **Security Deposit –** must not exceed two month's rent.

- **Last Month's Rent –** should be paid at time of security deposit, must not exceed one month's rent.

- **Utility Deposit –** Eligible utilities are gas, electric, water & sewage.

ELIGIBILE COSTS

Financial Assistance

- **Utility Payments –** per household, per service type. They must not exceed four months of service (arrears included). Partial payments count as one month.

- **Utility Arrears –** must be a one-time payment, must not exceed four months of service per utility type.

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ELIGIBILE COSTS

Utility Assistance Examples

Utility assistance could be any of the following combinations within a four-month window:
- 4 months of utility arrears
- 3 months of utility arrears + 1 month of utility payment
- 2 months of utility arrears + 2 months of utility payments
- 1 month of utility arrears + 3 months of utility payments
- 4 months of utility payments

- A household may receive up to four months of utility assistance **for each** service type (gas, electric, water & sewage).

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ELIGIBILE COSTS

Rental Assistance

- **Rental Payments** – TANF funds may pay for up to 4 months of rental payments per eligible household, including up to 4 months of rental payments in arrears and/or first month's rent. Pro-rated rent is allowable.[1] Pre-paying future rental payments is **not** allowed.[2]

ELIGIBILE COSTS

Rental Assistance Examples

Rental assistance could be any of the following combinations within a four-month window:

- 4 months of rental arrears
- 3 months of rental arrears + 1 month of rental payment
- 2 months of rental arrears + 2 months of rental payments
- 1 month of rental arrears + 3 months of rental payments
- 4 months of rental payments
- Pro-rated rent + 3 full months of rental payments

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ELIGIBILE COSTS

Rental Assistance

- **Rental Arrears –** must be a one-time payment, must not exceed four months of arrears, can include any late fees associated with arrears.

ELIGIBILE COSTS

⚠️

All rent and utility assistance cannot exceed <u>4 months</u> of payments AND must be in the <u>name of the client receiving funds</u>.

ELIGIBILE COSTS

EXCEPTIONS:

- If the utilities are included in the rental payments, you are allowed to assist the household.

- If the utilities are in the landlord's name and are being billed to the household, you are allowed to assist the household.

- If the client's name is **not** on the utility account but their name is on the lease and the lease and utility account have the **same** service address, you are allowed to assist the household.

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ELIGIBILE COSTS

Financial Services:

Direct Program Expenses include but are not limited to:

- Salaries + benefits of staff providing direct service to families
- Case management expenses
- Screening + assessment costs
- Cost of supplies, travel expenses, equipment, etc. for program

*For more examples, reference page 18 of the TANF Manual.

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ELIGIBILE COSTS

Administration:

Indirect Program Expenses include but are not limited to:

- Salaries + benefits of staff performing admin, payroll, accounting, etc.
- ⭐ Eligibility determination activities
- Admin contract costs
- Preparation of program plans, schedules, budgets, etc.

*For more examples, reference page 18 of the TANF Manual.

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BUDGET FORM

24-25 TANF Short-Term RRH/HP Budget Form	
Subrecipeint	
Award Number	**Award Amount**
Program Component	**$ Amount Alloted**
Rapid Re-Housing - Financial Assistance	
Rapid Re-Housing - Financial Services	$ -
Rapid Re-Housing - Rental Assistance	
Total	$ -
Homeless Prevention - Financial Assistance	
Homeless Prevention - Financial Services	$ -
Homeless Prevention - Rental Assistance	
Total	$ -
Administration - 10% of total budget	
Total	$ -
TOTAL BUDGET	**$0.00**

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NEXT STEPS

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FIRST CLAIM SUBMISSION

- The first claim submission due date is **March 15th, 2025**. It will include:
  - **January Expenses**
  - **February Expenses**

- The TANF Analyst will send out an email to all subrecipients providing approval for January and February's backdated claims.

- Subrecipients **must** include the TANF Analyst's approval email in their first claims submission.

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WHAT TO INCLUDE IN FIRST CLAIM

- Claims Narrative Form

- Supporting documentation proving "Cost Incurred" for every eligible expense

- Late claims approval email from TANF Analyst (Laura)

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NEXT STEPS

- Attend the IHCDAOnline + Claims Onboarding
    - **Feb. 18th from 11am-12pm EST**

- Attend the TANF HMIS Onboarding
    - **Feb. 19th from 1pm-2pm EST**

- Begin entering data into HMIS/DV Clienttrack

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QUESTIONS?

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MATCH INFORMATION

- Per <u>24 CFR 576.201(b)(2)</u>, subrecipients are allowed to use TANF RRH/HP funds as match for ESG.

- Families enrolled in TANF who will later be enrolled in ESG must **also** be eligible under ESG participant requirements.

- Specifically, households must meet **ESG's Income requirement** from the **beginning** of their TANF assistance.

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MATCH INFORMATION

TANF Income Requirement

A family's income must be at or below 200% of the Federal Poverty Level.

ESG Income Requirement

Per 24 CFR 576.401(b), annual household income cannot exceed 30% of the HUD-determined median family income

MATCH INFORMATION

IN 30% of Area Median Income

Extremely Low-Income Limit (ELIL) 30% of Median*							
1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
$18,850	$21,550	$24,250	$26,900	$29,100	$31,250	$33,400	$35,550

Federal Poverty Levels

Household/ Family Size	200%	225%	250%
1	30,120.00	33,885.00	37,650.00
2	40,880.00	45,990.00	51,100.00
3	51,640.00	58,095.00	64,550.00
4	62,400.00	70,200.00	78,000.00
5	73,160.00	82,305.00	91,450.00
6	83,920.00	94,410.00	104,900.00
7	94,680.00	106,515.00	118,350.00
8	105,440.00	118,620.00	131,800.00
9	116,200.00	130,725.00	145,250.00
10	126,960.00	142,830.00	158,700.00
11	137,720.00	154,935.00	172,150.00
12	148,480.00	167,040.00	185,600.00
13	159,240.00	179,145.00	199,050.00
14	170,000.00	191,250.00	212,500.00

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