

SUBJECT	SECTION/PAGE(S)
Absence of a Parent from the Home/Military Service	201.5b, p. 2b
Adding Individual to Assistance Unit (AU)	401.1, p. 1; 401.1G, p.3-4; 401.2, p. 2b-2d
Newborns-Social Security Number (obtaining a SSN#)	201.8, p. 1
Parent	401.1, p. 3; 401.2, p. 2b-2d
Adding an Individual with Income	305.1, p. 10; 401.2, p. 2b
Adequate Notice	401.4, p. 7-8; <b>401.3, p. 6c</b>
Administration	100.2; 101.1; p. <b>1b</b>
Administrative Disqualification Hearings	102.4 - 102.14
Age	201.1, p. 1; 201.2, p. <b>3e</b>
Agreement of Personal Responsibility	901.5, p. <b>5b</b> ; 901.6, p. <b>6</b>
Alienage	201.7, p. 1-1g
Alien - Sponsor's Income Ineligible	305.4, p. <b>32a-33a</b> 201.7, p. 1a; 305.4, p. 34
Alimony	305.4, p. 36; 305.4, p. <b>38</b> ; 305.4, p. <b>43</b> ; 602.3, p. 2
Amount of Payment	502.1, p. 1-2
Anticipated Income	305.1, p. 4-6
Appeals and Fair Hearings	104.1 - 106.6; 401.1, p <b>2a</b> ; 401.1, p. 3; 401.4, p. <b>7a</b> ; 401.5, p. <b>10a</b> ; <b>401.4 p. 9</b> <b>1000.26, p. 93-94</b>

SUBJECT	SECTION/PAGE(S)
Application	
Application: Basic Requirements	401.1,
Date of Application	401.1, p. 3
Date of Authorization	401.1, p. 3
Death of Applicant	401.1, p. 5
Effective Date	401.1, p. 4
Face-to-Face Interview Requirements	401.2, p. 1; 401.3, p. 4
Inability to Locate Applicant	401.1, p. 5
Ineligible the Month Processed	305.1, p. 8
Option to Up-date Current Application	401.3, p. 5
Processing Time Standard	401.1, p.2a
Verification of Information	401.5, p. 12
Who Must Be included	401.1, p.1
Withdrawal of Application	401.1, p. 5
Assignment of Rights	201.9 - 201.10, p. 1
Assistance Unit (AU)	302.1; 302.7;
	401.1, p. 1
Temporary Assistance for Needy	
Families-Unemployed Parent (TANF-UP)	701.3, p. 2
Minor Parents (Complex Unit)	302.8
Multiple Groups of Children (Complex Unit)	302.8
Authorized Representative	401.1, p. 1a
<b>Barriers to Employment</b>	<b>1000.8, p 24</b>
Beginning Date of Assistance (BDOA)	401.1, p. 4; 502.2, p. 3
Budgeting Income - Prospectively	305.1, p. 3
Calculating Monthly Income	305.1, p. 6a-8
Care and Control, Minor Parent	302.8, p. 4b-5a
Caretaker - Definition	302.3
Categorical Requirement	
Temporary Assistance for Needy	
Families (TANF)	201.1, p. 1
TANF-UP	701.2

SUBJECT	SECTION/PAGE(S)
Changes	
Income	305.1, p. 9-10
Information Reviewed on Application	401.1, p. 2d
Parent Returns Home	401.2, p. 2b-2d
Reflecting the Change in the Case	401.2, p. 2a-2d
Removing Income	305.1, p. 9a
Removing Persons with Income	305.1, p. 10
Support	602.5, p. 6
Time Frame for Reporting	305.1, p. 9; 401.2, 2a-2c; 401.6, p.11
Verification Time Frame	305.1, p. 9a; 401.2, p. 2a
Child Care Disregard	305.3, p. 17-21
Child Support Disregard (\$100)	305.4, p. 24; 602.3, p.1-1a
Child Care - Transitional	401.7
Gifts of Income	305.2, p. 12
Citizenship	201.1, p. 1; 201.7, p. 1; 305.4, p. 35
Coding of VIEW Components in ESPAS	<b>Section</b> 1000 Appendix H
Complaints	101.2, p. 1c
Cohabitant Contribution	305.4, p. 37
Conditions of Eligibility	
For Children	201.1, p. 1-1a; 201.8, p. 1; 201.9, p. 1; 201.1, p. 6; 801.1, p. 1
For Parents	201.1, p. 1a; 201.8, p. 1; 201.9, p. 1 201.11, p. 6; 801.4, p. 1
For Virginia Initiative For Employment Not Welfare (VIEW)	901.1, p. 1-2b
Confidentiality	103.1; <b>103.2</b>
<b>Contracts</b>	<b>1000.28, p. 95-97</b>
Cooperation with Division of Child Support Enforcement (DCSE)	201.10, p. <b>1-2a</b>

SUBJECT	SECTION/PAGE(S)
Continuation of Assistance During Appeal Process	401.5, p. 10-10a
Contract Earnings	305.1, p. 5-6
Contributions from Another Agency	305.4, p. 43
Contributions In-Kind	305.4, p. 36a; 305.4, p. 44-45; 602.3, p. 2
Countable Earnings	305.3, p. 21
Current Support Received  Also see Cohabitant; Minor Caretaker; Stepparent	305.4, p. 36-37; 602.3, p. 1-3
Date of Entitlement	401.1, p. 4; 502.2, p. 3-3a
Day Care Income	305.3, p. 14
Death of Applicant	401.1, p. 5
Debit Card	502.5, p. 5; Section 500, Appendix III
Declaration of Citizenship and Alien Status	201.7, p. 1c-1g
Decrease in Income	305.1, p. 9-9a
<b>Deeming Disregard (\$90)</b>	305.4, p. 40-42
Deemed Income	
Ineligible Alien	305.4, p. 41-43
Senior Parent(s) to Minor Caretaker	305.4, p. 41-43
Sponsor to Alien	305.4, p. 32-33a
Stepparent	305.4, p. 37-41
Unverified	305.4, p. 43
Definitions	104.3
Deleting Income	305.1, p. 10
Deleting Person with Income	305.1, p.10
Direct Deposit	502.3, p. 4; 502.5, p. 5; Section 500, Appendix II

SUBJECT	SECTION/PAGE(S)
Disability	101.2D, 901.2D, Section 1000, VIEW definitions, <b>1000.7, p. 21</b>
Discrimination Complaint	101.2
Disregarded -	
Earned Income	305.3, p. 15-21
Other Income	305.4, p. 22-24b
Unearned Income	305.4, p. 22-24b
Student Income	305.3, p. 15-16
Diversions Assistance	801.1 - 801.8, p. 1-3
Amount	801.6, p. 2
Eligibility Period	801.4, p. 1; 801.5, p. 1
<b>Grant Calculation</b>	<b>Section 800, Appendix 1, p. 1-5</b>
Period of Ineligibility	801.7, p. 3
Purpose	801.1, p. 1
Screening	801.2, p. 1
Vendor	801.8, p. 4
Voluntary	801.3, p. 1
Division of Child Support Enforcement (DCSE)	601.1-602.5
Notification to Local Agencies	602.5, p. 4-6
Support Collected	305.4, p. 24; 305.4, p. 46; 602.5, p. 4-6
Earned Income	305.3, p. 13
Counted in Calculating Payment	305.1, p. 3-6; 701.4, p. 2
Disregarded	305.3, p.18; 305.4, p.22
Disregards	305.3, p. 16
Disregards Not Allowed	305.3, p. 20-21
Exceptions to Allowing Disregards	305.3, p. 20-21
How to Calculate Monthly Amount	305.1, p. 6a-8
Profit	305.3, p. 14
Reporting	305.1, p. 10-11
Verification	305.1, p. 8-9
Educational Loans	305.4, p. 22, <b>p. 23</b> , p. 24b, <b>p. 25</b>
Eligibility - Initial	401.2, p. 1-2a
Eligibility - Ongoing	401.2. p. 2a-2d
Eligibility - Beyond the Sixty Month Limit	201.1, p. 3c
Emergency Assistance	203.1-203.4; 302.7 - 302.8, p. 4b; 502.1, p. 2
Emergency Payee	502.4, p. 4a

SUBJECT	SECTION/PAGE(S)
Emancipated	
By Courts	302.7; 601.2, p. 3
By Marriage	302.7; 601.2, p. 3
Exceptions to Countable Income	305.2, p 12-13
Exchange of Information	103.2; <b>103.4</b>
Excluded Children	302.7, <b>p 2a.</b>
Excluded Parent(s)	302.7, <b>p 3</b>
Excluded Caretaker/Relative Other than Parent	302.7, <b>p 4</b>
Face-to-Face Interview	401.2, p. <b>2e</b> ; 401.3, p. <b>4</b>
Failure to Report Timely	
AU Changes	401.2, p. 2b-2c
Income	305.3, p. 21
Related to Overpayments	503.7, p. 2-2c
Fair Hearings	105.2, <b>p 1</b>
Family Cap	201.12, p. 7-8; 302.7, p. 3; 401.2, p. 2d
DCSE Referrals	601.2, p. 2-3
Information Given Applicant/Recipient	401.5; 401.9, p. 14
<b>One Hundred (\$100) Support Disregard</b>	305.4, p. 24 & 36; 602.1, p. 1 602.5, p. <b>6</b>
Federal Poverty Level	Appendix 3, Chapter 900
<b>FEP</b>	<b>901.4, p. 11a-14</b>
Fluctuating Income	<b>305.1, p. 5; 305.3 p.18; 305.4,</b> p. 22

SUBJECT	SECTION/PAGE(S)
Fraud	See Intentional Program Violation 102.1, p. 1
Fugitive Felons	103.2, p. 1
Full-Time Employment	305.3, p. 18-19
Good Cause/Non-Cooperation	201.5, <b>p. 2</b> ; 201.8, <b>p. 1a</b> ; 201.10, p. 1-6
Grant Calculations	Appendix 3 to 305; 901.7, p. <b>7a-8</b>
Grants and Loans to Students	305.4, p. 22 & 24a
Guardian	502.7, p. 9
<b>Hardship Exceptions</b>	<b>1000.24, p. 86</b>
Hearings	104.1-106.6; 401.5, p. 9a-11
Home Defined	201.5, p. 2
Home Visits	<b>401.2, p. 2-3</b> ; 401.3, p. 4
Immunizations	201.1, p. 2-3
Improper Payments	503.1
Incapacitated Adult/Child Care Disregard	See Earned Income - Disregards 305.3, p. <b>19</b>
IEVS - Income Eligibility Verification System	402.1
Income	
Anticipating	305.1, p. 4-6
Benefits and Services in Lieu of Income	305.4, p. 45
Calculating Monthly Income	305.1, p. 6a-8
Child Care Income	305.2, p. 12
Counted in Calculating Payment	305.2, p. 12
Of Excluded Children	305.4, p. 34; 401.2, p. 2
Other Cash Income	305.4, p. 43
Prospective Determinations/Screening	305.1, p. 1
Self-Employment	305.3, p. 14
Verification	305.1, p. 8-9
<b>Volunteers in Service to America (VISTA)</b>	<b>305.4, p. 23</b>

SUBJECT	SECTION/PAGE(S)
Income Tax Refunds	305.4, p. 23
Income vs. Expenses	401.2, p. <b>2e</b>
Information to be Given Client	401.5, p. <b>10-14</b> ; Section 600, Appendix I
<b>Initial Assessment</b>	<b>Section 1000.8, p.8 and 22</b>
Inheritances See Lump Sum Payments	
Inquiry for Information	401.1, p. 1
Intentional Program Violation (IPV)	102.1, p. 1-3; 102.5, p. 3a
IPV Disqualification Penalties	102.3, p. 2
IPV VIEW Improper Payments	503.1, p. 1; 503.7, p. <b>2d</b>
IPV Forms	102.2, p. 2
Interest Income	305.4, p. 24a;
Interim Reporting	401.3 H, p.6-6c
Interviews	
Redetermination	401.3, p. 4
Intake	401.2, p. 2e
Job Corps	305.4, p. 23
Joint Processing Temporary Assistance and Supplemental Nutrition Assistance Program (SNAP) (TANF & SNAP)	See Single Interview; 401.3, p. 5
Legal Aid Projects	400, Appendix I, p. 1
Legal Base	100.1, p. 1
Legal Presence	201.7D, p.1d
Legally Responsible Persons	<b>301.1</b> ; 302.8; 601.3, p. 4-5

SUBJECT	SECTION/PAGE(S)
Living Arrangements	201.5, p. 1-5
Minor Parent	201.5, p. 3-5; 302.8, p. 4b-5a
Living in a Home	201.1, p. 1; 201.5, p. 2-3; 701.1, p. 1
Loans	305.4, p. 24b
Localities - Grouping	<b>304</b> , Appendix I
Lottery Winnings	305.4, p. 25
Lump Sums	305.4, p. 25-27
<b>Net Support</b>	304.4, p. 3; 601.2.p. 2; <b>602.1, p1; 602.3, p. 1a;</b> <b>602.5, p. 4, 5, and 6a</b>
Maximum Income Chart	<b>305</b> , Appendix I
Medicaid	401.6
Medical Exams	201.1, p. 3d; 304.3, p. 2; 901.2, p. 2; 901.11, p. 10
Migrant and Seasonal Farm Workers	305.1, p. 5
Minimum Payment (Non-money payment)	502.1, p. 1
Minor Parent	
Assistance Unit	302.8
Deemed Income	305.4, p. 37-43
Family Cap	201.12, p. 7-8
Living Arrangements/Residency Requirements	201.5, p. 3-5; 302.8, p. 4b-5a
Protective Payments	201.5, p. 5; 502.7, p. 7c-10
Multiple Groups of Children	See Assistance Units 302.1; 302.7; 401.1, p. 1
<b>Need and Payment Standards</b>	304, Appendix 2
New Application Requirements	401.3, p. 5
New Earnings	305.1, p. 8-10

SUBJECT	SECTION/PAGE(S)
Newborn Children	
Adding to AU	401.1, p. 1; 401.2, p. <b>2c-2d</b>
SS# Requirement	201.8, p. 1
Non-Discrimination	101.1, p. 1
Non-Cooperation with DCSE	201.10, p. <b>3-6</b> ; 601.2, <b>p.3</b>
Nonimmigrant Admission Codes	201, Appendix 1
Notices and Notification	
Adequate	401.4, p. 7-8
Timely	401.4, p. 7; 401.4, p. 8-10
Notification Report (from DCSE of Current Support)	602.5, p. 4-6 <b>b</b>
Overdue Renewal	401.3, p. 5
Overpayments	503.1, p. 1 - 503.10, p. 5
Paternity - Establishing	201.10, p. 1-7a; 601.1, p. 1
Payee	302.4, p.1; 302.7, p. 2a; 302.8, p. 5a; 502.4, p. 4-4a
Payment	
Amount	502.1, p. 1
Issuance Date	502.5, p. 4a-5
Method	502.3, p. 4
Period Covered by Payment	502.2, p. 3-3a
Proration	502.2, p. 3-3a
Protective and Vendor Payments	502.4, <b>p. 4</b> ; 502.7, p. 7c-9
Period of Ineligibility	302.7, p. 2a, p. 4, and p. <b>5a</b>
<b>Diversionsary Assistance</b>	<b>801.7, p. 3</b>
<b>Emergency Assistance</b>	<b>203.2, p. 3</b>
Lump Sums	305.4, p. 25-27
<b>Sixty-Month Clock</b>	<b>201.G, p. 3a</b>
<b>Twenty-four Month Clock</b>	<b>901.2, p.3, 4a and 5;</b> <b>901.5, p. 5b and 5d;</b> <b>901.11, p. 9b</b>
Virginia Initiative for Employment Not Welfare (VIEW)	901.11, p. 9b - 10a

SUBJECT	SECTION/PAGE(S)
Persons Essential To Well Being (EWB)	302.2, p. 1; 302.6, p. 1a; 302.7, p. 3a and 4
Prohibited Practices	401.2, p. 3
Prospective Budgeting	305.1, p. 3-10
Protective Payments	502.3;502.4, p. 4; 502.7, p. 7c-9
Protective Services	401.9, p. 14-14a
Putative Father	302.3, p.1; 302.7, p. 4a; 305.4, p. 36a; 601.1, p. 1a; 601.2, p. 2-2a; 602.3, p. 1-2
Qualified Alien	201.7, p. 1,1a, 1b, 1c, 1d, 1e, 1f
Exception to the Requirement	201.7, p. 1-1b
Questionable Information	401.2, p. 2e; 402.1, p. 1
<b>Reassessment</b>	<b>1000.19, p. 70</b>
<b>Record Retention</b>	<b>100.4, p. 1; 100.2-101.1, p. 1; 103.2, p.2; 1000.29, p. 98</b>
Recoupment/Recovery	503.8, p. 3-3a
Redirection of Support	602.1, p. 1
Reflecting Income	See Changes - Income; and Prospective Budgeting 305.2, p. 12-13
Reimbursements	305.2, p. 12; 305.4, p. 33
Relationship	201.4; 201.5, p. 1,1a,3a; 302.4, p.37
Release of Information to U.S. Citizenship and Immigration Services (USCIS)	103.6, p. 3
Release of Information - Benefits - Aliens	103.5, p. 3
Renewals	401.3, p. 4-6
Rent/Utilities Paid by Spouse Paid by Someone Other than Spouse	305.4, p. 36a; 305.4, p. 44 See Shelter Contributed

SUBJECT	SECTION/PAGE(S)
Rental Property	305.2, p. <b>12</b> ; 305.3, p. 14
Request for Address of a TANF recipient	103.4, p. <b>2</b> ; 100, Appendix I
Residence	201.6, p. 5; 203.1, p.1
Responsible Relatives	See Support
Sanctions	
DCSE	201.10, p. <b>3a-4</b>
Virginia Initiative for Employment Not Welfare (VIEW)	901.6, p. 6-7; 1000.20, p. 71-78
Compliance	1000.21, p. 79-80
School	
Attendance	201.3, p. 4-4d
Enrollment	201.1, p. 1; 201.2, p. 3e; 201.3, p. 4
<b>Truancy</b>	<b>201.3, p. 4-4d</b>
Section 8 and Section 23 Housing and Urban Development (HUD) Payments	305.4, p. <b>23a</b>
Self-Employment	305.3, p. 14-15; <b>1000.1, p. 8;</b> <b>1000.13, p. 39 and 40</b>
Shelter Contributed	305.4, p. 36a & 45
Siblings Defined	302.5, p. 1a
Single Interview (TANF & SNAP)	401.1, p. 1a
Sixty (60) Month Limit on Receipt of TANF	201.1 G
Social Security Benefits	305.4, p. 24b
Social Security Number (SSN)	
Letter on SSN Update Requirement	201.8, p. 1
Special Occasion Income	305.2, p. 12
Specified Relatives	201.5, p. 1-2
Standard Deduction	305.1, p. 2; 305.3 p. 16, Appendix 3, pg. 1-2; 901.7, p.8; Appendix 1, pg. 1-2
Standard Filing Unit	302.2

SUBJECT	SECTION/PAGE(S)
Standards of Assistance By Groups	304.1, p. 1 Appendix 2 to 304
State Board of Social Services	100.2, p. 1; 102.1, p. 1; 104.2, p. 1
Stepparent Deeming	305.4, p. 37-43
Student Income	305.1, p. 2-3; 305.3, p. 15; <b>305.4</b> , p. 24a
Also see; Grants & Loans, Truancy	
Supplemental Security Income Recipients (SSI)	201.1, p. 1a; 302.7
Support for Child Subject to Family Cap	201.12, p. 7-8
Support from Absent Non-Custodial Parent Other Non-Responsible Persons Putative Fathers Outside the Home Spouse Outside the Home Relatives Also see Deeming - Stepparent	602.3, p. 2 305.4, p. 37 305.4, p. 36a-37 305.4, p. 36-36a 305.4, p. 33a-37
Support Redirected to DCSE Handling of Support on Suspended cases	305.4, p. 36-36a, 37; 602.1, p. 1 602.5, p. 6-6b
<b>Supportive Services</b>	<b>1000.12, p. 30</b>
Suspension	401.3, p. 6; 901.6, p. 6-7
Summer Youth Program (WIA)	305.3, p. 15; 305.4, <b>p. 23</b>
Systematic Alien Verification for Entitlements (SAVE)	201.7, E
<b>TANF Funding</b>	100.3
Temporary Absence from Home	201.5, B
Temporary Assistance for Needy Families - Unemployed Parent (TANF-UP)	201.5; <b>701.1; 701.2; 701.3;</b> <b>Chapter 700</b> ; app. 3 to Ch. 900; 1000, p. 55

SUBJECT	SECTION/PAGE(S)
Termination of Assistance	
Continuing Medicaid	<b>401.6</b>
When Income Change is Reported	305.1, p. 9a
Refusal/Failure to Sign Agreement Of Personal Responsibility (APR)	901.5, C
Third Party Payments	305.4, p. 36a
Time Standards for Processing	
Application	401.1, p. <b>2a-3</b>
Changes to AU	401.1, p. 1; 401.2, p. 2b- 2d
Income Changes	305.1, p. 9-9a
Timely Notice	401.4, p. 7 & 8-9a
Transfer of Cases	502.6, p. 5-7b; 901.12, p. 10a; 1000.25, p. 92
Transitional <b>Services</b>	
Child Care	401.7, p. 14; 901.13, p. 11-11a
<b>Emergency</b>	<b>1000.22, p. 82</b>
<b>Medical/Dental</b>	<b>1000.22, p. 82</b>
Transportation	1000.22, p.82
<b>VIEW Transitional Payment (VTP)</b>	<b>1000.22, p. 83-85</b>
<b>Work Related</b>	<b>1000.22, p. 82</b>

SUBJECT	SECTION/PAGE(S)
Truancy	201.3, p. 4-4d
Unearned Income	305.1, p. 8-8a
Unemployed Parent	Chapter 700
Assistance Unit	701.3, p. 2
Categorical Requirements	701.2, p. 1
Financial	701.4
Purpose of the TANF-UP Program	701.1
Vendor Payments	<b>203.2, p. 3; 502.5, p. 4a; 502.7, p. 7c-9</b>
Verification	
Of Categorical Requirements	201.7, p. 1-1q
Of Income	305.1, p. 8-9
Veterans Benefits	305.4, p. 23-24b
Virginia Initiative for Employment not Welfare (VIEW)	Chapter 900; Chapter 900, Appendix I-III; Chapter 1000;
<b>VIEW Activity and Service Plan</b>	<b>1000.11, p. 29</b>
Agreement of Personal Responsibility	901.2, p. 3; 901.3, p. 4, 901.5, p. 5-6; <b>901.7, p. 7a</b> ; 901.9, p. 9; 1000.9, p. 26-26a
Appeals	901.6, p. 7a; 901.13, p. 11a; 1000.26, p. 93; 1000.27, p. 94
Participation and Exemption	901.5, p. 5-6 901.2, p. 1-3; 1000, VIEW Definitions, p. 2
Full Employment Program ( <b>FEP</b> )	901.14
Intentional Program Violation ( <b>IPV</b> )	102.1, p. 1-1a 102.3, p. 2 102.4, p. 3-3a 102.11, p. 4 102.14, p. 7 503.1-503.7, p. 2 901.4, p. 5 1000.8, p. 25, 1000.12, p. 30; 1000, Appendix A, p. <b>38</b>
Notice (Time Limit)	901.10, p. 9a
Payment Calculation	901.7, p. 7a-8; Appendix 1 and 2
Period of Ineligibility	901.11, p. 9b; 10a

Responsibilities - Eligibility Worker	901.3, p. 3-5
Responsibilities - VIEW Worker	901.4, p. 5
Sanctions	901.6, p. 6-7; 1000, p. 58-65
Time Limits	901.9, p. 8a-9a, 1000.5, p.19
Transfers	901.12, p. 10-10a; <b>1000.5, p. 66</b>
Transitional Benefits (VTP)	901.13, p. 11; 1000, p. 66-67
Volunteers	901.2, p. 3, <b>1000.6, p.20</b>
Vocational Rehabilitation Referrals	901.2, p. <b>2a</b>
Voter Registration	400, Appendix II
Wage Assignments	305.4, p. 38
Withdrawal of Application	401.1, p. 5
<b>Work Activities - VIEW</b>	<b>1000.1, p. 1</b>
<b>See Components</b>	<b>1000.13, p. 34-p. 69</b>
<b>Worker's Compensation</b>	<b>1000.13, p. 44, Appendix A, p. 2 and 20</b>
Workforce Investment Act (WIA)	305.1, p. 2-3; 305.3, <b>p. 15</b> ; 305.4, p. 23; 1000.1, p. 8; 1000.13, p. 56; 1000.28, p. 95
Work Study	305.4, p. 22