

# TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) YOUTH DEVELOPMENT PROGRAM (YDP)

Desk Guide for TANF YDP Providers  
PY 2025 (July 1, 2025 – June 30, 2026)

April 2025

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## Desk Guide for Providers to the TANF YDP

### INTRODUCTION

This document provides information to Temporary Assistance for Needy Families Youth Development Program (TANF YDP) providers concerning policy and procedural requirements. The guide summarizes information about TANF YDP; gives detailed process steps for providers implementing the program; and includes guidelines for typical activities and interactions.



The **References and Resources** section on page 20 directs you to the location of the forms and documents mentioned in this guide.

If you have any questions regarding the use of this guide email to the TANF YDP Resource Account: [RA-LITANF-YDP@pa.gov](mailto:RA-LITANF-YDP@pa.gov).

### ACRONYMS FREQUENTLY USED

Acronym	Meaning
ACA	Affordable Care Act
ADA	Americans with Disabilities Act of 1990
BEP	Bureau of Employment Programs (DHS)
BWPO	Bureau of Workforce Partnership and Operations (L&I)
CAO	County Assistance Office
CCC	Community Correction Center
CIS	Client Information System
CTE	Career and Technical Education
CPSL	Child Protective Services Law
CWDS	Commonwealth Workforce Development System
DHS	PA Department of Human Services
DOL	U.S. Department of Labor
FPIG	Federal Poverty Income Guidelines
HHS	U.S. Department of Health and Human Services
HUD	U.S. Department of Housing and Urban Development
ISY	In-School Youth
ITA	Individual Training Account
LEP	Limited English Proficiency
L&I	PA Department of Labor & Industry

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<b>LWDB</b>	Local Workforce Development Board
<b>MA</b>	Medical Assistance
<b>OMB</b>	Office of Management and Budget
<b>OJT</b>	On-the-job Training
<b>OSY</b>	Out-of-school youth
<b>PII</b>	Personally Identifiable Information
<b>PWE</b>	Paid Work Experience
<b>PY</b>	Program Year
<b>RSAB</b>	Resource Sharing Agreement and Budget
<b>SSL</b>	Secure Sockets Layer
<b>SSN</b>	Social Security Number
<b>SNAP</b>	Supplemental Nutrition Assistance Program
<b>STEM</b>	Science, Technology, Engineering and Math
<b>SPAL</b>	Special Allowance
<b>STEAM</b>	Science, Technology, Engineering, Arts, and Math
<b>TANF</b>	Temporary Assistance for Needy Families
<b>TANF YDF</b>	TANF Youth Development Funding
<b>TANF YDP</b>	TANF Youth Development Program
<b>WIOA</b>	Workforce Innovation and Opportunity Act

## PROGRAM BACKGROUND AND OVERVIEW

Since 2000, the Commonwealth of Pennsylvania has allocated Temporary Assistance for Needy Families (TANF) Youth Development Funds (YDF) from the TANF Block Grant to the Department of Labor & Industry (L&I). Local boards and their youth councils/committees are to use TANF YDF to enhance workforce investment funding and extend the availability of high-quality workforce development activities to low-income youth.

This directly aligns with the priorities of the Workforce Innovation and Opportunity Act (WIOA), enacted in July 2014, and is reinforced by a joint statement from the U.S. Department of Labor (DOL), Health and Human Services (HHS), and Housing and Urban Development (HUD). The act and statement emphasize their shared goal of providing comprehensive services to youth by connecting them to all available resources within their community.

This partnership encourages the network of state and local youth services, workforce development providers, and public housing agencies. This partnership will allow the development of workforce programs for needy and at-risk youth that provide employment, educational experiences, and essential skills such as financial literacy and time management. Additionally, this partnership strongly encourages programs to co-enroll youth in TANF and applicable workforce programs so they can benefit from additional services such as occupational skills training and other relevant services.

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The goal of WIOA is to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skills requirements of employers, and enhance the productivity and competitiveness of the nation. WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY).

Pennsylvania's WIOA Combined State Plan affirms WIOA's priority of providing high-quality services for disadvantaged youth and young adults beginning with career exploration and guidance, continued support for high-quality case management toward educational attainment, and opportunities for skills training in in-demand industries and occupations. The intention of these collaborative services culminates with participants enrolling in post-secondary education, developing long-term career pathways, and obtaining a job earning a family or self-sustaining wage.

Pennsylvania's TANF State Plan also supports many of the same WIOA priorities. TANF YDF is directed to L&I to be used for youth workforce programs that include activities that meet TANF purpose number two - end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage. The primary goal of Pennsylvania's TANF Program is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and long-term self-support.

The Commonwealth's approach provides a participant with the opportunity to build work skills and work history. DHS is dedicated to helping low-income families become independent while they receive TANF. Additionally, this program supports a family's efforts to work by providing special allowances for work expenses such as childcare and transportation.

Each program year, pending state budget approval, TANF YDF become available for the support and benefit of young people in Pennsylvania between the ages of 12 (or those that have completed the 5<sup>th</sup> grade) and 24 years at the time of enrollment, who are TANF recipients or whose personal monthly gross countable earned income does not exceed 235% of the Federal Poverty Income Guidelines (FPIG); see **Appendix A: 235% of 2025 Federal Poverty Income Guidance**.

Local workforce development boards (LWDBs), their staff, as well as their LWDB youth committees and the contracted youth service providers, all come together each program year for the planning, execution, monitoring, and oversight of a successful TANF Youth Development Program (YDP).

## TANF YOUTH DEVELOPMENT PROGRAM ELIGIBILITY GUIDELINES

TANF YDPs may serve youth ages 12 through 24 but are not required to serve all ages within that range. It is up to local boards to determine the age groups on which they will focus. The broad range of ages will allow programming to focus on work experience opportunities and workforce exposure activities. TANF YDP providers may choose to focus the activities/services they plan to provide on older youth, younger youth, or all of the TANF youth age range, if the overall TANF YDP requirements, including allowable costs, are being followed. The LWDB must ensure that the segment of the youth population not served with TANF YDP still has the opportunity to receive local workforce programming supported by other funding streams. Activities must provide direct services to qualified youth participants and should incorporate the 14 WIOA Youth Program Elements.

### QUALIFIED PARTICIPANT AND FUNDING CATEGORIES

All individuals participating in a YDP require verification as a qualified TANF-eligible recipient either through TANF receipt or TANF income-eligibility. Subsequently, TANF YDP funds shall apply only to participants qualified for the program. LWDBs and the TANF YDP providers must collect the required TANF YDP documentation to verify all participants in each group activity are qualified to receive TANF YDP services prior to the activity start date.

**NOTE:** If a TANF YDP provider chooses to serve individuals before establishing them as a qualified participant, the provider accepts the responsibility for funding services to those non-TANF individuals with an alternative funding source.

To be verified as a qualified participant for the TANF YDP an individual must:

1. Be between the ages of 12 (or has completed the 5th grade) and 24 years at the time of enrollment.
2. Have proof of Social Security Number (SSN).
3. Have proof of identity.
4. Be a U.S. citizen or a TANF-eligible non-citizen.
5. Be a Pennsylvania resident.
6. Have personal monthly gross earned income that does not exceed 235% of the FPIG.

**NOTE:** Youth must meet the above criteria and be a TANF-eligible recipient either through TANF receipt or TANF income-eligibility.

Refer to **Appendix B: Verifications for Participation** for additional guidance.

The youth's sole monthly gross earned income shall establish their qualification unless the youth is legally married or has children and is residing in the same home as the child(ren)'s other parent. In those instances, the gross earned income of the youth and their spouse, or the other parent of the child(ren) will apply, and the family's household size will include the youth, spouse, or other parent of common child(ren) residing with them, and the child(ren). Proof of income must be dated within the last 30 days. Personal monthly gross income verification is required only at the time of enrollment. See **Appendix D: Excluded Earned Income of a Child**.

Youth may self-certify if they do not have earned income. Either the WIOA Statement of Family Size/Family Income Form or the WIOA Self-Attestation Form may be used for this TANF YDP purpose.

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A youth's 12-month qualification period begins on the date the TANF YDP application was completed. A person must complete a new application after 12 months of participation if they wish to continue their engagement in TANF YDP activities. This is called **recertification**.

### Example:

- Participant was found eligible through the Preliminary Screening Tool and a case was created on **October 10, 2024**.
- The participant received year-round services from one local program in October 2024 (Provider 1) and summer services in July 2025 from another local program (Provider 2).
- The participant would be required to complete a new application and be re-certified on October 10, 2025.

**October 10, 2024** ← **12-month Qualification Period** → **October 10, 2025**

**Provider 1** Services provided October 2024 – October 2025

**Provider 2**  
Services provided July 2025

The recertification process must be used as indicated to validate a participant on the 12-month cycle. All verifications previously collected must be maintained in the case file.

TANF policy states that a person is not eligible for TANF if they are an inmate or resident of a public penal, reform, correctional or mental institution, or any other public institution or temporarily hospitalized in a public mental institution. A court-involved youth may participate in the TANF YDP so long as they reside in a maternity home, drug and alcohol rehabilitation center, detoxification unit, community residential facilities under contract to, or operated by, state, county, or municipal authorities, such as Community Correction Centers (CCCs) See **Appendix C: TANF and Institutional Eligibility**.

## PRIORITIZATION OF SERVICES AND ACTIVITIES

The Commonwealth expects LWDBs to prioritize services and activities to those eligible youth with any of the following barriers to success:

- School dropout or identified as at risk of dropping out of school
- Within the age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter
- Basic skills deficient
- English language learner
- Individual with a disability
- Court-involved or at risk of involvement
- Children of an incarcerated parent(s)
- In foster care or aging out of foster care
- Homeless or a runaway
- Pregnant or parenting
- A migrant
- In need of additional assistance to enter or complete an educational program or to secure and hold employment

**NOTE:** DHS does not require WIOA program compliance when expending TANF funds. Local areas are encouraged to co-enroll youth in multiple programs when it could benefit a youth participant to do so. However, WIOA funding may only be used to serve and follow-up with participants that have been co-enrolled in a WIOA Youth Program.



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### 14 WIOA YOUTH PROGRAM ELEMENTS

LWDBs must incorporate the following 14 WIOA Youth Program Elements into their TANF YDPs to align with the TANF Statewide Plan:

Details regarding these 14 WIOA Youth Program Elements may be found at <a href="#">WIOA Youth Program Element Resources</a>	
1.	Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
2.	Alternative secondary school offerings or dropout recovery services.
3.	Paid and unpaid work experiences with an academic and occupational education component.
4.	Occupational skills training, with a focus on recognized postsecondary credentials and in-demand occupations. <b>NOTE:</b> Per the Bureau of Policy at DHS, Pennsylvania opted out of the use of funds for Individual Training Accounts (ITAs), therefore they are not allowable.
5.	Leadership development activities, e.g., community service, peer-centered activities, etc.
6.	Supportive services.
7.	Adult mentoring.
8.	Follow-up services for at least 12-months after program completion. <b>NOTE:</b> TANF YDP services end upon the completion of the 12-month cycle unless the participant re-certifies, or follow-up services can be provided if co-enrolled in WIOA.
9.	Comprehensive guidance and counseling, including drug and alcohol abuse counseling.
10.	Integrated education and training for a specific occupation or cluster.
11.	Financial literacy education.
12.	Entrepreneurial skills training.
13.	Services that provide labor market information about in-demand industry sectors and occupations.
14.	Postsecondary preparation and transition activities.

All 14 WIOA Youth Program Elements must be made available. However, not all participants are required to receive all 14 WIOA Youth Program Elements. Program Elements that a participant receives will be based on individual needs as determined by the participant and the TANF YDP case manager.

## TANF YDP PLANNING CONSIDERATIONS AND EXAMPLES OF POTENTIAL USES/ALLOWABLE EXPENDITURES

To ensure effective planning and implementation, the following considerations and examples of potential uses and allowable expenditures under TANF YDP are outlined below to assist local areas in preventing disallowed costs.

### Planning Considerations

1. Provision of workforce investment opportunities via community partnerships, such as municipal, community college, or career and technical education (CTE) relationships.
2. Provision of work experience opportunities to TANF-eligible youth.
3. Provision of career awareness and exploration (career pathway) activities for TANF-eligible youth, such as: career camps, career counseling services, in-class employer presentations, business tours, job mentoring, job shadowing, computer science exposure (such as information technology, coding, 3-D printing, robotics, aquaponics), etc.
4. Grant recipients must use security precautions to protect personally identifiable information (PII) as specified in the grant agreement.
5. [Coverage of Child Protective Services Law](#) (CPSL) clearance costs, as needed, to increase the willingness of local employers (and their participating staff) to host work experience opportunities for youth.
6. Implementation of special youth workforce projects, e.g., pilot programs, demonstrations, initiated by the Department of Labor & Industry that align with the overarching programmatic goals, target population, and allowable expenditures.
7. Infrastructure and shared expenditures as a result of being co-located in a PA CareerLink®.
8. Personnel and fringe benefits of staff implementing TANF YDP.

### Potential Uses/Allowable Expenditures

1. Purchase of dedicated supplies, equipment, technologies, and demonstrations to offer TANF-eligible youth 'hands-on' learning opportunities such as Science, Technology, Engineering, and Mathematics (STEM) and Science, Technology, Engineering, Art, Mathematics (STEAM), etc., to which they might not otherwise be exposed. Local areas must follow proper procurement and documentation procedures for the purchase of equipment, etc. Service providers must have sufficient internal controls and policies in place to account for all assets. Local areas must use sound fiscal prudence to maximize the value of taxpayer dollars spent. Definition of supplies and equipment are found at [2 CFR § 200.1](#).
2. Provision of participant support costs, meaning direct costs for items such as subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects, as defined in [2 CFR § 200.456](#).
3. Increase of TANF youth participant wages for work experience opportunities in alignment with the Governor's priorities as defined in [Executive Order: 2016-02 Amended](#) whenever possible.
4. Purchase of allowable types of incentives for TANF-eligible youth (if consistent with local incentive policy, and federal & state statute/guidance, including proper internal controls).

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5. Purchase of allowable types of supportive services for TANF-eligible youth is permissible, if consistent with local supportive services policy, and federal & state statute/guidance, including proper internal controls. Youth may not receive a special allowance (SPAL) from the County Assistance Office (CAO) for the same supportive service already received from the TANF YDP provider.
6. Stipends are an allowable use of TANF YDP funds. The utilization of stipends must adhere to all documentation and internal control procedures. Otherwise, stipend cost may be determined unallowable.

### PARTICIPANT INCENTIVES

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. Incentive payments may also be used for positive reinforcement to promote youth attendance or participation in workforce programming. Incentives are not based on need but rather on a participant meeting a defined objective or standard that is applied consistently across the program.

The local program must have written policies, procedures, and internal controls in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in [Uniform Guidance at 2 CFR part 200](#). For example, federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also applies to the safeguarding of gift cards, which are essentially cash.

The TANF YDP provider must maintain a list of all incentives issued, and include the following information:

1. Amount and type of incentive issued
2. Name of individual receiving incentive
3. Date issued
4. Reason for issuance of incentive

The issuances of participant incentives are subject to monitoring to ensure costs are allowable and only provided to TANF eligible participants.

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### PARTICIPANT SUPPORTIVE SERVICES

TANF YDP providers are strongly encouraged to make supportive services, such as assistance with transportation, childcare, housing, health/mental health care, educational testing, and work-related tools (e.g., eyewear, program uniform, etc.) available when they are necessary to enable an individual to participate in authorized TANF YDP activities. Supportive services can be essential to the success of youth enrolled in workforce investment programming.

Additionally, partnerships must be cultivated with private and public-sector agencies to leverage and increase the resources available to meet the needs of youth. TANF participant referrals may then be made to partners who can provide other needed services for the overall support and success of a youth or young adult. Partners can include programs or agencies such as those funded by DOL, HHS, HUD, and Justice, as well as faith and community-based organizations.

**NOTE:** Youth may not receive a SPAL from the CAO for the same supportive service received from the TANF YDP provider. The issuance of supportive services is subject to monitoring to ensure costs are allowable and only provided to TANF eligible participants.

### ONGOING PROGRAM OPERATIONS

#### TANF YDP PARTICIPANT QUALIFICATION PROCESS

To be able to utilize TANF YDP funds, all TANF YDP participants must be qualified by DHS. DHS has established a Preliminary Screening Tool in CWDS 2.0 that will be used to qualify applicants for TANF YDP services. TANF YDP providers must utilize the Preliminary Screening Tool to ensure that PII is not transmitted through unsecured methods. Each LWDB must identify one person and a backup that will be responsible for ensuring preliminary screening is accurately completed in CWDS 2.0. Depending on local processes, more than two LWDB or local provider staff can receive TANF YDP access to CWDS.

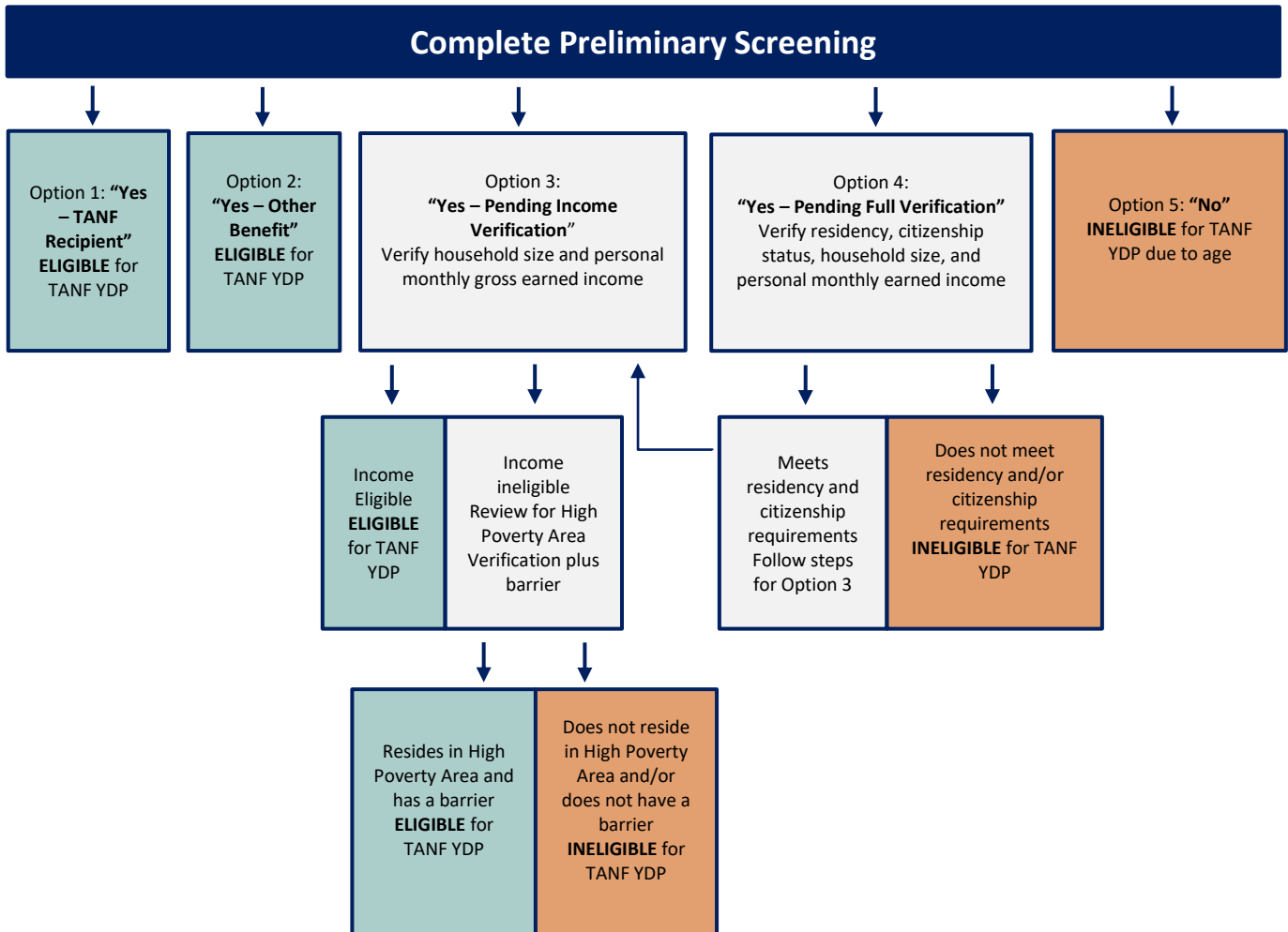
Upon application, TANF Youth providers must either collect verification of all qualification criteria before performing the preliminary screening in CWDS 2.0 or utilize the results from the Preliminary Screening Tool to identify what eligibility requirements must be verified. The latter option decreases the amount of time program staff spend obtaining documentation and reduces barriers youth may face in securing the verifications necessary to qualify.

Please see **Appendix E: Preliminary Screening Tool Instructions** regarding the use and application of the Preliminary Screening Tool for TANF YDP eligibility determination. The complete Flowchart for the Preliminary Screening Tool follows.

**NOTE:** All participants must have proof of SSN and Identity regardless of the preliminary screening tool result.

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### Preliminary Screening Tool for TANF YDP



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### PARTICIPANT ENROLLMENT PROCEDURES

Providers may continue to use their existing TANF YDP applications, along with the TANF YDP **Required Documents Checklist** (Attachment 1):

REQUIRED DOCUMENTS CHECKLIST	
<p>Youth must provide <b>COPIES</b> of one (1) item from each of the categories 1-4 listed below. Youth who are determined eligible through residency in a High Poverty Area must also provide verification of an additional barrier (category 5) where feasible. Note that some documents may satisfy more than one category (e.g., recent Department of Human Services benefits letter for categories 3 and 4).</p> <p>Reminder: ONLY <b>COPIES</b> OF THESE DOCUMENTS WILL BE ACCEPTED. EXPIRED DOCUMENTS <b>WILL NOT</b> BE ACCEPTED.</p>	
<div><b>1. Proof of Social Security Number</b><ul style="list-style-type: none"><li><input type="checkbox"/> Social Security Card OR</li><li><input type="checkbox"/> Proof of application for SSN from Social Security Administration OR</li><li><input type="checkbox"/> Print out from County Assistance Office (CAO) OR</li><li><input type="checkbox"/> Form I-9</li></ul></div>	<div><b>4. Proof of Household Income</b> (dated within the last 30 days)<ul style="list-style-type: none"><li><input type="checkbox"/> Recent DHS benefit letter OR</li><li><input type="checkbox"/> One month (30 days) of paystubs (Must include payee name and gross income) OR</li><li><input type="checkbox"/> Employer letter that captures information equivalent to one month (30 days) of paystubs (i.e. name, job title, hours/week, rate, frequency, employer contact info) OR</li><li><input type="checkbox"/> If self-employed, Tax Return including Scheduled C, C-EZ, or E (if receiving rental income) OR</li><li><input type="checkbox"/> WIOA Statement of Family Size/Family Income Form or Self-Certification Form (verification of last resort)</li><li><input type="checkbox"/> Telephone Verification</li><li><input type="checkbox"/> Department of Labor &amp; Industry Pennsylvania High Poverty Area Verification (will only be considered when a youth's verified income exceeds 235% of the FPIG and must also provide verification from category 5)</li></ul></div>
<div><b>2. Proof of Citizenship/Alien Status</b><ul style="list-style-type: none"><li><input type="checkbox"/> Birth Certificate OR</li><li><input type="checkbox"/> Naturalization Certificate OR</li><li><input type="checkbox"/> US Passport OR</li><li><input type="checkbox"/> I-179 OR</li><li><input type="checkbox"/> Alien Registration Card OR</li><li><input type="checkbox"/> FS-545 OR</li><li><input type="checkbox"/> DS-1350 OR</li><li><input type="checkbox"/> I-94 OR</li><li><input type="checkbox"/> I-551 OR</li><li><input type="checkbox"/> Print out from the CAO OR</li><li><input type="checkbox"/> Form I-9</li></ul></div>	
<div><b>3. Proof of PA Residency</b> (dated within the last 6 months)<ul style="list-style-type: none"><li><input type="checkbox"/> Rent receipt OR</li><li><input type="checkbox"/> Receipts for mortgage or utility payments OR</li><li><input type="checkbox"/> Deed OR</li><li><input type="checkbox"/> Driver's license or PA state ID OR</li><li><input type="checkbox"/> Statement that a motel or hotel room is available once rental payment is made OR</li><li><input type="checkbox"/> Statement that a room is available at a mission, Salvation Army, homeless shelter, or similar place OR</li><li><input type="checkbox"/> Report card OR</li><li><input type="checkbox"/> Verification from the school district on school letterhead containing the name, title, and contact information of the school official verifying enrollment OR</li><li><input type="checkbox"/> Recent Department of Human Service's benefit letter or print out from CAO OR</li><li><input type="checkbox"/> Collateral contact (must include the name and contact information) OR</li><li><input type="checkbox"/> Affidavit from someone other than the participant (must include the name and contact information)</li></ul></div>	<div><b>5. Additional Barrier(s)</b> (for youth income-eligible through High Poverty Area residency only)<ul style="list-style-type: none"><li><input type="checkbox"/> School dropout or identified as at risk of dropping out of school</li><li><input type="checkbox"/> Within the age of compulsory attendance, but has not attended for at least the most recent complete school year calendar quarter</li><li><input type="checkbox"/> Basic skills deficient</li><li><input type="checkbox"/> English language learner</li><li><input type="checkbox"/> Has a disability</li><li><input type="checkbox"/> Court-involved or at risk of involvement</li><li><input type="checkbox"/> Child of an incarcerated parent(s)</li><li><input type="checkbox"/> In foster care or aging out of foster care</li><li><input type="checkbox"/> Homeless or runaway</li><li><input type="checkbox"/> Pregnant or parenting</li><li><input type="checkbox"/> Migrant</li><li><input type="checkbox"/> In need of additional assistance to enter or complete an educational program or to secure and hold employment</li></ul></div>

All TANF YDP applications must capture the following information and will be reviewed as part of the monitoring process as requested:

1. First Name
2. Last Name
3. SSN
4. Date of birth
5. Residential address
6. Citizenship/immigration
7. Household size (the youth and/or spouse and child(ren), if applicable).
8. Personal monthly gross earned income and, if applicable, their spouse and child(ren).

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Providers may modify their applications to capture and/or screen for any additional information that has been determined as a local program priority (e.g., more restrictive age range, career interests, etc.) if all mandatory information is obtained.

TANF YDP providers may document the homeless or runaway status of youth using any of the following acceptable verifications:

1. Written Statement from an Individual Providing Temporary Residence
2. Written Statement from Shelter
3. Written Statement from Social Service Agency
4. WIOA Telephone Verification/Document Inspection Form
5. WIOA Self-Attestation Form

## TANF YDP DATA ENTRY REQUIREMENTS

The use of CWDS for entering data is a requirement as part of the verification process of all youth enrolled in TANF YDP. This includes and is not limited to:

1. Entering participant information into the Preliminary Screening Tool.  
**NOTE:** For conflicts between CWDS and Client Information System (CIS) please see the **Conflict Resolution Request Form** (Attachment 2) and the **Multiple Conflict Resolution Request Form** (Attachment 3). These forms can be submitted to the TANF YDP Resource Account at [RA-LITANF-YDP@pa.gov](mailto:RA-LITANF-YDP@pa.gov).
2. Creating a base record in CWDS if the participant does not have one.
3. Creating a TANF YDP case in CWDS for all participants.
4. Documenting interactions and services provided to the participant using case progress notes.
5. Completing a recertification to continue services every twelve months for the participant to continue in the program if they remain eligible.
6. All data entry must occur within 30 calendar days.

CWDS is Pennsylvania's Workforce System of Record and will be used for reporting purposes including TANF YDP enrollment numbers. For more information on CWDS, staff should review [Workforce System Policy \(WSP\) 01-2015, Change 1](#).

## Desk Guide for Providers to the TANF YDP

### Conflict Resolution Request Form (Attachment 2):

**TANF YDP CWDS Conflict Resolution Request Form  
for TANF Resource Account**

The purpose of this form is to ensure all information needed to resolve a conflict in CWDS when one appears after running the Preliminary Screening Tool is received. This will allow Central Office Staff to efficiently work with the Department of Human Services (DHS) to correct records in CWDS and CIS as necessary.

**Please note that to resolve the conflict the names in CWDS and CIS must be an exact match including capitalization and punctuation.**

Participant ID:	
Date of Birth:	
First Name in CWDS:	
Last Name in CWDS:	
First Name in CIS:	
Last Name in CIS:	
Correct Name: CWDS or CIS	
Document Used to Verify the Correct Name: e.g. Birth Certificate or State ID	

Form Date 01/14/2025

### Multiple Conflict Resolution Request Form (Attachment 3):

Participant ID	Date of Birth	First Name in CWDS	Last Name in CWDS	First Name in CIS	Last Name in CIS	Correct Name	Document used to Verify the Correct Name



## Desk Guide for Providers to the TANF YDP

### TANF YDP FILE REQUIREMENTS

The TANF YDP provider will create a confidential TANF YDP File for each participant. The internal controls associated to the storage and access with the overall TANF youth participants must be established in writing by the provider. The TANF YDP File must be kept in a secure designated location locally, with limited accessibility. Staff not associated with the TANF YDP case may not have access to the TANF YDP File.

All data files must contain, at a minimum:

1. SSN Verification.
2. Verification of Identity.
3. Verification of Preliminary Screening Result from CWDS. **NOTE:** Printing this is now optional.
4. Verification of activity. Examples include: where the youth was placed for work experience, assignment completion, self-attestation, telephone verification, attendance sheet, copies of pay stubs, and time sheets, etc.
5. TANF YDP application. \*This can be a paper application if one is being used or the printed application from CWDS.
6. Signed Authorization for the Release of Information.

The results of the Preliminary Screening Tool in CWDS will determine what other verifications are needed.

For more information, see **Appendix B: Verifications for Participation and Document Checklist**.

Participants that have received a “Yes- TANF Recipient” or “Yes- Other Benefit” require no additional information or verifications for the file beyond those listed above. Participants that have received a “Yes-Pending Income Verification” must have verification in the file of the personal monthly gross earned income for all mandatory household members or verification of an additional barrier (only for those determined income-eligible through residency in a high poverty area).

For TANF YDP purposes, local staff should refer to WIOA’s definitions for these barrier groups and follow the existing state and/or federal acceptable documentation guidelines for the WIOA Youth Program. Participants that have received a “Yes-Pending Full Verification” must have all eligibility verifications in the file, including:

1. PA residency
2. Citizenship status
3. Personal monthly gross earned income.
4. Additional barrier (only for those determined income-eligible through residency in a high poverty area)

**NOTE:** Electronically signed documents are permissible. LWDBs must address in local policy how these security requirements will be verified, and compliance maintained.

LWDBs may use telephone-verification, especially in consideration of individuals with barriers. When applicable, eligibility criteria may be verified by telephone contacts with recognized governmental or social services agencies, or by document inspections.


All documents related to TANF YDP shall be maintained for a period of six (6) years or three (3) years past the period of performance end date. All documentation related to TANF YDP participation must be kept and made available for monitoring purposes. If documents are stored electronically, they must be made available and be legible. Additional information about monitoring and corrective action can be found in the grant agreement.

## PROGRAM CONSIDERATIONS

### CONFIDENTIALITY

All participants must be assured that the personal data they provide will be kept confidential. Therefore, LWDB staff and service providers are required to comply with all federal and state laws and policies related to data privacy, security, and protecting PII and sensitive information. The TANF YDP provider will keep information obtained from the participant or other sources confidential. Personal data will only be released upon the participant's electronic approval, which must be obtained on the **Authorization for Release of Information Form** (Attachment 4) or its equivalent, and only for the purpose specified by the participant. The signed Authorization for the Release of Information Form or its equivalent must be retained in the participant's TANF YDP Data File. Additional information about the grantee's responsibilities related to customer and data confidentiality can be found in the grant agreement.

#### Authorization for Release of Information Form (Attachment 4):

	
<b>TANF YOUTH DEVELOPMENT PROGRAM (TANF YDP)</b>	
<b>Authorization for Release of Information</b>	
<p>I hereby authorize and request the disclosure to the TANF YDP service provider any information concerning education and training activities and any additional information involving eligibility   for myself. As a client in TANF YDP, I give permission to the TANF YDP service provider to discuss my case with other agencies as needed to further my participation in TANF YDP. It is understood that the information obtained will be used only for purposes directly related to the participation and eligibility with the TANF YDP service provider.</p>	
Organization Name and Address:	
Staff Name (please print)	
Staff Signature:	Date:
Client Name (please print) and Address:	
Date of Birth:	
Client Signature:	Date:
Signature of Parent or Legal Guardian (if client is under 18):	Date:

## Desk Guide for Providers to the TANF YDP

The Commonwealth has taken steps to safeguard the submission of information by implementing detailed technology and security policies. These policies can be viewed at the Office of Administration Information Technology website, [oa.pa.gov](https://oa.pa.gov). Commonwealth-managed websites use the Secure Sockets Layer (SSL) encryption protocol to safeguard sensitive and PII. When contacting the Commonwealth and other partners through any method of communication (phone call, email, web form, etc.), determine whether the method of communication is adequately secured before providing any PII or other confidential information.

### LIMITED ENGLISH PROFICIENCY (LEP)

Each TANF YDP provider will provide or arrange for the provision of adequate interpretive services for all TANF YDP services and activities.

### AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services. All contractors must comply with the [Americans with Disabilities Act](#).

### PERFORMANCE STANDARDS AND GOALS

Performance standards, including satisfactory progress towards, and tracking of outcomes identified in the local board's TANF YDF Plan narrative incorporated into the WIOA Local Plans, will be used to assess the effectiveness of the service provider. Additionally, any TANF youth served must participate in at least one Workforce Investment activity or work experience before exiting the program. Workforce Investment activity refers to all workforce-related programming designated for TANF YDP participants, in alignment with the WIOA Youth program guidelines (e.g., work experiences, career awareness and exploration, etc.).

TANF Youth Development funding augments WIOA programming, but there is no requirement that they last the same duration as a WIOA Youth Program enrollment and associated services. For youth who are co-enrolled (in WIOA and TANF YDP), the TANF YDP case shall be terminated at the conclusion of the TANF-funded activity.

### OVERSIGHT AND MONITORING

L&I will monitor the TANF Youth Development Program providers through verification reviews, as well as onsite visits and virtual monitoring to review program compliance, including verifying that TANF youth are actively engaged in programming. Monitoring will include observation of activities, a sample review of TANF YDP participants' data files, TANF YDF Plan outcomes, and an exit conference with program staff.

TANF YDP providers that do not meet the minimum outcomes and expectations will be asked to submit a corrective action plan addressing the deficiency(ies) within 30 days. Regular progress reports on actions to correct the deficiencies will also be required. Additional information about monitoring and corrective action can be found in the grant agreement.

### TANF YDP PLANNING AND FINAL REPORTING

In collaboration with the Governor's office, L&I leadership, and DHS leadership, the TANF Plan Narrative (previously submitted annually) will now be incorporated into the WIOA Local Plans in accordance with the four-year planning cycle and two-year modification processes. Local boards will continue to submit their annual TANF YDP budget final reporting document(s) (narrative report and spreadsheet) on a schedule determined by the commonwealth, with announced planning or reporting guidelines and deadlines for submission.

- **TANF YDF Plans** will focus on, among other things, the LWDB's planned age-appropriate youth workforce activities or services and the anticipated number of participants to be served (including age-ranges and targeted barrier populations and outcomes).
- **TANF YDF Final Reports** will focus on the actual youth workforce activities and services provided, as well as the actual number of participants served, including age-ranges and targeted barrier populations and outcomes.

**TANF YSP Plan Modification** – Should a local entity need to amend the TANF Youth Services section of their local or regional plan, it must go through the formal modification process outlined in the published regional and local plans policy on the department's website.

TANF YDF Planning and Final Reporting documents shall be submitted to the TANF YDP joint resource account by the established deadline: [RA-LITANF-YDP@pa.gov](mailto:RA-LITANF-YDP@pa.gov).

## REFERENCES AND RESOURCES



### TANF YDP Resources are available at:

- CWDS Help > Policy & Procedures > TANF YDP **AND**
- [Workforce Policies and Forms](#) > Operations drop-down menu > TANF Youth Development Program Manual:
  - **Desk Guide for TANF YDP Providers**
  - **Required Documents Checklist** (Attachment 1)
  - **Conflict Resolution Request Form** (Attachment 2)
  - **Multiple Conflict Resolution Request Form** (Attachment 3)
  - **Authorization for the Release of Information** (Attachment 4)
  - **235% FPIG Calculator** (Attachment 5)
- CWDS Help > Documents > How-Tos > WIOA
  - **WIOA Self-Attestation Form**
- CWDS Help > Policy & Procedures > Workforce Innovation and Opportunity Act (WIOA):
  - **WIOA Telephone Verification/Document Inspection Form – Appendix B of WSG 04-2015**
  - **Statement of Family Size/Family Income – Appendix C of WSG 04-2015**



### Additional Desk Guide for TANF YDP Providers online resources:

[WIOA Youth Program Element Resources](#)

[Coverage of Child Protective Services Law \(CPSL\)](#)

[Executive Order: 2016-02 Amended](#) (Minimum Wage)

[Americans with Disabilities Act](#)

[Federal Poverty Income Guidelines](#)

[Uniform Guidance at 2 CFR part 200](#) (Requirements for Federal Awards)

[Workforce System Policy \(WSP\) 01-2015, Change 1](#) (System of Record)

[2 CFR § 200.1](#) (Supplies and Equipment)

[2 CFR § 200.456](#) (Participant Support Costs)



### Questions?

If you have any questions regarding the use of this guide or if you notice an error in any of the content, please advise via email to the TANF YDP Resource Account: [RA-LITANF-YDP@pa.gov](mailto:RA-LITANF-YDP@pa.gov).

## Desk Guide for Providers to the TANF YDP

### APPENDIX A: 235% OF 2025 FEDERAL POVERTY INCOME GUIDELINES (FPIG)

FPIG amounts are updated annually by DHS and will be reflected in this document.

#### 2025

Persons	235% of FPIG (Month)	235% of FPIG (Annual)
1	\$3,065	\$36,778
2	\$4,142	\$49,703
3	\$5,219	\$62,628
4	\$6,297	\$75,553
5	\$7,374	\$88,478
6	\$8,451	\$101,403
7	\$9,528	\$114,328
8	\$10,605	\$127,253
Each additional person	\$+1,078	\$+12,925

Source: [Federal Poverty Income Guidelines](#)

### APPENDIX B: VERIFICATIONS FOR PARTICIPATION

#### SSN

To participate in the TANF YDP, a youth applying for services must provide verification of their SSN to determine if they qualify to receive TANF funded services.

#### Identity

To participate in the TANF YDP, a youth must verify their identity. Acceptable forms of proof may include, but are not limited to, the following:

1. Social Security card.
2. Driver's license.
3. Selective Service card.
4. Passport.
5. Military discharge papers.
6. Voter registration card.
7. Any document showing the person's signature, photograph, or description

**NOTE:** A birth certificate is *not* acceptable proof of identity.

**NOTE:** A voter registration card may be accepted as proof of identity by itself only if:

1. Another form of verification is not possible.
2. The person has cooperated with attempts to obtain additional verification.
3. The person has presented consistent information about his or her situation.

#### PA Residence

To participate in the TANF Youth Development Program, a youth applying for services must provide verification that the youth is a current resident of Pennsylvania. The youth can have more than one residence address.

Examples of acceptable verification of PA residency include:

1. Rent receipt
2. Receipts for mortgage or utility payments
3. Deed
4. Driver's license or PA State ID
5. Statement that a motel or hotel room is available once rental payment is made, statement that a room is available at a mission, Salvation Army, homeless shelter, or similar place
6. Report card, student ID, or other school records that are provided on school letterhead containing the name, title, and contact information of the school official verifying enrollment
7. Recent Department of Human Service's benefit letter or eCIS screen printout
8. Collateral contact (must include the name and contact information for the individual verifying residency)
9. Affidavit from someone other than the participant (must include the name and contact information for the individual verifying residency)

## Desk Guide for Providers to the TANF YDP

### Income

To participate in the TANF Youth Development Program, the youth, and if applicable their legal spouse or child(ren)'s other parent residing in the same home, must provide verification that their personal monthly gross earned income does not exceed 235% of the FPIG. Verification of income must be dated within the last 30 days.

Examples of acceptable income verification include:

1. One month (30 days) of paystubs.
2. Employer letter that captures equivalent information found on a paystub.
3. IRS Schedule C or C-EZ from the most recent tax year, if self-employed.
4. WIOA Statement of Family Size/Family Income or WIOA Self-Attestation Form.  
**NOTE:** Self-attestation should be the last resort to verify income and attempts to collect verification must be documented in the participant's casefile.
5. Residency in a designated high poverty area\*, plus documentation of any one of the following additional barriers, in alignment with the WIOA Youth Program:

#### For ISY:

- Basic skills deficient.
- English language learner.
- An offender, or a child of an incarcerated parent(s).
- Homeless, runaway, in foster care or aged out of the foster care system.
- Pregnant or parenting.
- An individual with a disability; or
- Person who requires additional assistance to enter or complete an educational program or to secure and hold employment.
- Identified as at risk of dropping out of school.
- Is a migrant.

#### For OSY:

- A school dropout.
- Within age of compulsory school attendance but has not attended for at least the most recent complete school year calendar quarter.
- Recipient of a secondary school diploma or recognized equivalent who is a low-income individual and is basic skills deficient.
- Is an English language learner.
- Subject to the juvenile or adult justice system, or a child of an incarcerated parent(s).
- Homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement.
- Pregnant or parenting.
- An individual with a disability; or
- Low-income individual requiring additional assistance to enter or complete an educational program or to secure and hold employment (per LWDB WIOA Additional Assistance Barrier Policy).
- Is a migrant.



## Desk Guide for Providers to the TANF YDP

### Citizen/Non-Citizen Status

To participate in the TANF Youth Development Program, the youth must be a United States citizen or a qualified non-citizen. U. S. Citizenship must be verified by a birth certificate, naturalization certificate or N-560 Certificate of Citizenship, or U.S. Passport.

**NOTE:** Individuals granted Deferred Action for Childhood Arrivals (DACA) status are not eligible for federally funded TANF services.

#### Qualified non-citizen statuses include:

##### Permanent Alien

These individuals are generally subject to a five-year bar from date of entry to the U.S. and are:

- A. Lawfully admitted for permanent residence, or
- B. B. Granted conditional entry prior to April 1, 1980, or
- C. C. Battered or subjected to extreme cruelty in the U.S.

The documentation to verify permanent alien status is:

A Permanent resident card (USCIS Form I-551), also known as a green card, and or alien registration card showing a U.S. date of entry at least 5 years prior.

##### Refugee/Asylee

- 1. Granted asylum, or
- 2. Paroled into the U.S. for a least one year, or
- 3. Deportation withheld, or
- 4. Refugee admitted in the U.S., or
- 5. Cuban or Haitian entrant, or
- 6. Amerasian immigrant, or
- 7. Hmong of Highland Laotian, or
- 8. Iraqi/Afghani Special Immigrants, or
- 9. Non-citizens subjected to severe form of trafficking in people, and
- 10. Other immigrants authorized by the Attorney General to work in the United States.

The documentation to verify refugee/asylee status is:

- 1. USCIS Form I-94 Arrival/Departure Record or passport stamped: "...admitted under section 207 of the INA...", or any of the following admission codes: RE1, RE2, RE3, RE4, RE5, Visa 93 or V93, or
- 2. USCIS Form I-688B or I-766 Employment Authorization Document (EAD) coded 274a.12(a)(3), 274a.12(a)(5), A03, A05, or
- 3. Refugee Travel Document (USCIS Form I-571), or
- 4. USCIS Form I-551 with category codes RE6, RE7, RE8, RE9, AS6, AS7, AS8, GA6, GA7, or GA8, or
- 5. Foreign passport stamped to showed unexpired, temporary evidence of Lawful Permanent Resident (LPR) or "I-551" status and code RE6, RE7, RE8, RE9, AS6, AS7, or AS8, or
- 6. USCIS Form I-94 Arrival/Departure Record or passport referencing: "...section 208 of the INA..." or coded AS1, AS2, AS3, Visa 92, or V92, or
- 7. Order granting asylum under section 208 of the INA issued by the USCIS Asylum Office, an Immigration Judge, the Board of Immigration Appeals (BIA), or a Federal court, or
- 8. USCIS I-70 Approval Letter from the USCIS Asylum Office.

## APPENDIX C: TANF AND INSTITUTIONAL ELIGIBILITY

### A. Institutional Eligibility

**Who is not eligible for TANF?** A person is not eligible for TANF if they are an inmate or resident of a public penal, reform, correctional, or mental institution or any other public institution.

**Who is an inmate or resident?** An inmate or resident of an institution is a person who resides in the institution, that is, they are not making their home elsewhere. Individuals not considered to be residing in an institution is a person who is in a hospital for temporary care, or a person who is on leave of absence from a public mental institution. A person who is boarded out by a public mental institution is considered to be residing in the institution. [55 Pa. Code § 161.22](#)

**What is an institution?** An institution is an establishment that:

- furnishes food and shelter to three or more persons unrelated to the owner; and
- provides some necessary care or service in addition to food, shelter, and laundry.

**Examples:** nursing homes, convalescent homes, homes for the aged and infirm, hospitals, jails, prisons, patient rehabilitation centers and boarding homes for adults that provide personal care and services. [55 Pa. Code § 161.21](#)

**Who is not an inmate or resident (and may be TANF eligible)?** A person is not an inmate or resident if they are a patient. A patient is a person who is in a medical institution because of illness, injury, or other health-related problems. They must receive professional medical care. There must be planned, continuing medical treatment directed toward improvement in health, or palliative medical measures if their health is not expected to improve. [CAH 192.3](#)

Additionally, the following are not inmates or residents;

- A person in a group home under the DHS Community Living Arrangements Program for the intellectually disabled is not considered a resident of an institution because he or she is free to come and go as he or she pleases. He or she may be eligible for TANF, if he or she is otherwise eligible.
- A person on a leave of absence from a public psychiatric institution is not considered a resident of an institution.
- A person in a hospital for temporary care is not a resident of an institution.
- A person in a public educational or vocational training facility for the purpose of receiving education or training is not a resident of an institution.
- A person temporarily in a public institution because of an emergency, pending other arrangements, is not a resident of an institution.
- A person and his or her children who reside in a community facility that provides services funded by the Office of Children, Youth and Families and directed towards improving family functioning are not considered residents of an institution.

**What is not an institution (for TANF purposes)?**

**Examples:** maternity homes, drug and alcohol rehabilitation centers, detoxification units, community residential facilities under contract to, or operated by, state, county, or municipal authorities, such as Community Corrections Centers (CCCs).

## Desk Guide for Providers to the TANF YDP

### References:

[Cash Assistance Handbook Chapter 192](#)

[55 Pa. Code § 161](#)

[45 CFR 233.60](#)

Institutions	TANF eligibility
Inmate or resident of a public penal, reform, or correctional institution	NO, only upon release
Inmate or resident of a public mental or any other public institution	NO
Temporary hospitalization in public mental institution	Yes, maybe *
Resident of a private mental institution	NO
Resident of any other private institution	NO
Temporary hospitalization in a private mental institution	Yes, maybe *
Temporary hospitalization in a medical institution	YES

**NOTE:** \* TANF eligibility requires a specified relative who has care and control of a child who is a minor.

### B. Example of Institutions and TANF Eligibility

**Example 1, Adult who is hospitalized:** Clarence lives with his great-aunt Martha. Martha receives TANF benefits for Clarence only. Martha becomes ill and must be permanently placed in a nursing home. Mr. Washington, a friend of the family, takes Clarence into his home until Children's Services can arrange for Clarence's care. Martha is institutionalized and no longer eligible for TANF, but Clarence remains eligible for TANF benefits while plans care and control are being made. [CAH 127.6](#)

**Example 2, Temporary absence of adult:** Mrs. Martin is in the hospital for childbirth. She retains care and control of her other children. She gets her benefit, continues responsibility for the children's needs and is in contact with them while her sister is temporarily watching them. Mrs. Martin did not lose care and control of her children during the temporary hospitalization. [CAH 127.7](#)

**Example 3, Institutionalized adult:** Ms. Smith is incarcerated for 60 days, she has lost care and control of her six-year-old child, her aunt will resume care and control while she serves her sentence. Ms. Smith is institutionalized and no longer eligible for TANF. TANF may continue for the six-year-old child with the aunt as a specified relative exercising care and control of the child. [CAH 127.2](#)

## APPENDIX D: EXCLUDED EARNED INCOME OF A CHILD

### A. TANF

Earned income of a child who is 18 or younger and is:

- A. a full-time student, **or**
- B. a part-time student working part-time, **or**
- C. a part-time student working full-time through either Job Corps or WIOA, **or**
- D. not a student and working through Job Corps or WIOA.
  - 1. Exemption for WIOA income for non-students is for six calendar months per calendar year. Months do not have to be consecutive.

### B. Supplemental Nutrition Assistance Program (SNAP)

Earned income of a child who is 17 years of age or younger and is:

- A. under parental control of another household member, and
- B. attending elementary, junior high, or high school at least half time, as defined by the school.

**NOTE:** WIOA earnings are countable if the individual is 19 years of age or over, or is under 19 and not under parental control, and participating in on-the-job (OJT) programs.

### C. Medical Assistance (MA)

#### A. TANF

- 1. Earned income of an individual who meets TANF deprivation criteria and is:
  - a. Under age 21 and a full-time student, **or**
  - b. Under age 21 and a part-time student who is working part-time, **or**
  - c. Not a student, but is age 18 or younger and working under a WIOA program\*\*
- 2. Earned income of an individual who does not meet TANF deprivation criteria and is:
  - a. Under age 14, **or**
  - b. Between ages 14 and 17 and working under a WIOA program\*\*

#### B. Affordable Care Act (ACA)-related categories

- 1. Earned income of a child or tax dependent living with biological, adoptive or stepparent not required to file a tax return
- 2. Earned income of a child not required to file a tax return living with a non-parent who will claim the child as a tax dependent.

\*\*Exemption for WIOA income is for a maximum of six calendar months per calendar year. Months do not have to be consecutive.

## APPENDIX E: PRELIMINARY SCREENING INQUIRY TOOL INSTRUCTIONS

The Preliminary Screening Inquiry Tool within CWDS is used by TANF YDP providers to identify if an applicant may be served using TANF YDF.

TANF YDP providers **must** ensure that the applicant meets the age eligibility requirements of the TANF YDP **prior to** utilizing this tool. To be eligible for TANF YDP funded services, the applicant **must** be between the ages of 12 (or have completed the 5<sup>th</sup> grade) and 24 years at the time of application.

If the applicant does not meet the age requirement, the applicant is **INELIGIBLE** for services using TANF YDF. The provider will not proceed with the Preliminary Screening Function but will review the applicant's eligibility for services through other funding sources.

If the applicant meets the age requirements for TANF YDP, the provider will proceed with the Preliminary Screening Inquiry instructions that follow.

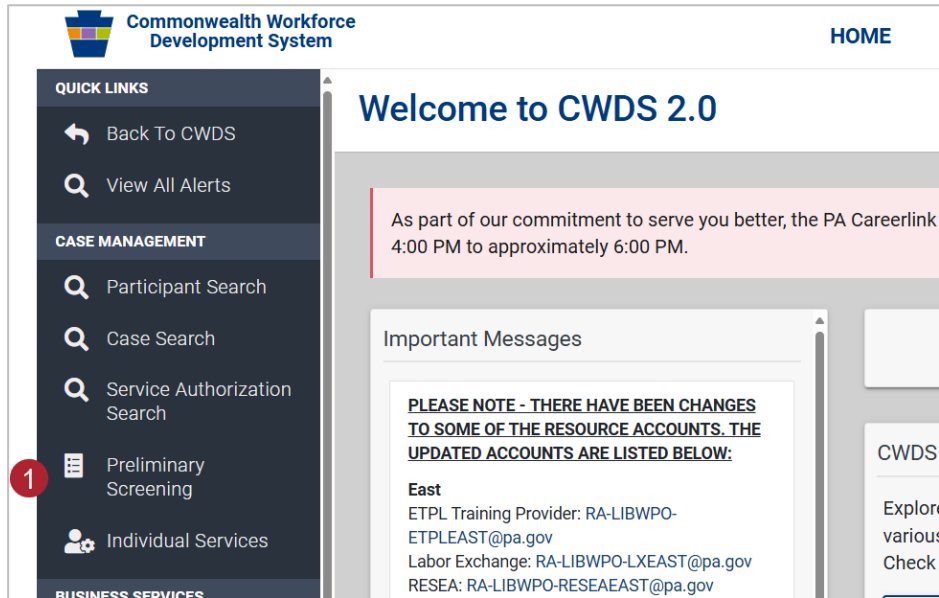
A calculator is available to help providers determine if the applicant meets the income requirements under [Federal Poverty Income Guidelines](#). The use of the **235% FPIG Calculator** (Attachment 5) is optional.

**235% FPIG Calculator** (Attachment 5):

235% FPIG Calculator	
Household Size:	<input type="text"/>
Monthly Gross Earned Income:	<input type="text"/>
Monthly Gross Income Limit:	<input type="text"/>
Please complete highlighted cells.	

## STEPS: IDENTIFYING ELIGIBILITY FOR TANF YDP USING PRELIMINARY SCREENING INQUIRY TOOL

1. From the **CWDS 2.0 Home Page**, locate the **Quick Links** on the left side of the page. Select **Preliminary Screening** under the **Case Management** section.



## ELIGIBILITY INQUIRY

2. From the **Preliminary Screening** page, enter the **Participant SSN**.
3. Select **TANF YDP** from the **Program** drop-down menu
4. Click the **Check Eligibility** button.

The screenshot shows the 'Preliminary Screening' page with the 'Eligibility Inquiry' form. The form has two required fields: 'PARTICIPANT SSN' and 'PROGRAM'. The 'PROGRAM' dropdown menu is set to 'TANF YDP'. A 'CHECK ELIGIBILITY' button is highlighted with a red circle and the number 4. A 'CANCEL' button is located at the bottom left. Red circles with numbers 2 and 3 highlight the SSN field and the program dropdown respectively.

## PRELIMINARY SCREENING ELIGIBILITY RESULTS

The screen will display one of five **Preliminary Screening Eligibility** results:

- **Option 1:** Eligible for Preliminary Screening: Yes – TANF Recipient
- **Option 2:** Eligibility for Preliminary Screening: Yes – Other Benefit
- **Option 3:** Eligible for Preliminary Screening: Yes – Pending Income Verification
- **Option 4:** Eligible for Preliminary Screening: Yes – Pending Full Verification
- **Option 5:** Eligible for Preliminary Screening: No

### Option 1: Eligible for Preliminary Screening: Yes – TANF Recipient

Preliminary Screening Inquiry

Eligibility Inquiry

PARTICIPANT SSN (required)

PROGRAM (required)

TANF YDP

CHECK ELIGIBILITY

Preliminary Screening Eligibility

ELIGIBLE FOR PRELIMINARY SCREENING

Yes - TANF Recipient

CIS Participant Information

PARTICIPANT NAME

DOB

RECIPIENT NUMBER

DISTRICT

3

CWDS Participant Information

PARTICIPANT NAME

DOB

PARTICIPANT ID

CASE ID

CASE STATUS

EL - Eligible

Receiving an **Eligible for Preliminary Screening: Yes – TANF Recipient** result means the applicant is **ELIGIBLE** for TANF YDP funded services because they are receiving TANF benefits. The provider is not required to collect further verification, and the applicant may be served immediately using TANF YDF.

**NOTE:** If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found in the **Creating a CWDS Base Record** section.

## Desk Guide for Providers to the TANF YDP

### Option 2. Eligible for Preliminary Screening: Yes – Other Benefit

The screenshot displays a web form titled "Preliminary Screening Inquiry". It contains several sections: "Eligibility Inquiry" with input fields for "PARTICIPANT SSN (required)" and "PROGRAM (required)" (set to "TANF YDP"), and a "CHECK ELIGIBILITY" button. Below this is a "Preliminary Screening Eligibility" section, which is highlighted with a red box and shows the result "ELIGIBLE FOR PRELIMINARY SCREENING" and "Yes - Other Benefit". Further down are sections for "CIS Participant Information" (with fields for PARTICIPANT NAME, DOB, RECIPIENT NUMBER, and DISTRICT 4) and "CWDS Participant Information" (with fields for PARTICIPANT NAME, DOB, and PARTICIPANT ID).

Receiving an **Eligible for Preliminary Screening: Yes – Other Benefit** result means the applicant is **ELIGIBLE** for TANF YDP funded services because they are receiving SNAP and/or Medical Assistance benefits AND are under the age of 15 or age 18 or older. The provider is not required to collect further verification, and the applicant may be served immediately using TANF YDF.

**NOTE:** If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found in the **Creating a CWDS Base Record** section.



## Desk Guide for Providers to the TANF YDP

### Option 3. Eligible for Preliminary Screening: Yes – Pending Income Verification

The screenshot shows a web form titled "Eligibility Inquiry". At the top, there are two input fields: "PARTICIPANT SSN (required)" and "PROGRAM (required)". The SSN field contains a blacked-out value. The PROGRAM dropdown menu is set to "TANF YDP". To the right of these fields is a button labeled "CHECK ELIGIBILITY". Below the input fields, a red-bordered box highlights the "Preliminary Screening Eligibility" section, which displays "ELIGIBLE FOR PRELIMINARY SCREENING" and "Yes - Pending Income Verification". Below this, there are two sections: "CIS Participant Information" and "CWDS Participant Information". The CIS section shows fields for PARTICIPANT NAME, DOB, RECIPIENT NUMBER, and DISTRICT (with the value "5"). The CWDS section shows fields for PARTICIPANT NAME, DOB, PARTICIPANT ID, CASE ID, and CASE STATUS (with the value "EL - Eligible").

Receiving an **Eligible for Preliminary Screening: Yes – Pending Income Verification** result means that the provider must verify the applicant's household size and personal monthly gross earned income to determine eligibility.

The provider must verify and document that the applicant's personal monthly grossed earned income is under 235% FPIG. The provider may utilize the **235% FPIG Calculator** (Attachment 5) to determine if the applicant is income eligible for TANF YDP funded services.

Receiving an **Income Eligible** result on the **235% FPIG Calculator** means that the applicant is **ELIGIBLE** for TANF YDP funded services. The provider is not required to collect further verification, and the applicant may be served.

Receiving an **Income Ineligible** result on the **235% FPIG Calculator** means that the applicant is **INELIGIBLE** for TANF YDP funded services. If the applicant is income ineligible, the provider must verify that the applicant resides in a High Poverty Area and has an additional barrier.

#### NOTES:

- A copy/screenshot of **All** verifications must be retained in the participant's TANF YDP Data File and be made available upon request to confirm program eligibility and allowable expenditures.
- If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found in the **Creating a CWDS Base Record** section.

## Desk Guide for Providers to the TANF YDP

### Option 4: Eligible for Preliminary Screening: Yes – Pending Full Verification

The screenshot shows a web form titled "Eligibility Inquiry". It has two input fields: "PARTICIPANT SSN (required)" and "PROGRAM (required)". The "PROGRAM" dropdown is set to "TANF YDP". A "CHECK ELIGIBILITY" button is to the right. Below these is a section titled "Preliminary Screening Eligibility" which contains the text "ELIGIBLE FOR PRELIMINARY SCREENING" and "Yes - Pending Full Verification". This section is highlighted with a red box. Below this are two sections: "CIS Participant Information" and "CWDS Participant Information". The "CIS" section has fields for "PARTICIPANT NAME", "DOB", "RECIPIENT NUMBER", and "DISTRICT". The "CWDS" section has fields for "PARTICIPANT NAME", "DOB", "PARTICIPANT ID", "CASE ID", and "CASE STATUS". The "CASE STATUS" field shows "EL - Eligible".

Receiving an **Eligible for Preliminary Screening: Yes – Pending Full Verification** means that the provider must verify all eligibility requirements: residency, citizenship status, household size, and personal monthly gross earned income.

The provider must verify and document that the applicant meets TANF YDP residency and citizenship requirements. If the applicant does not meet the residency and/or citizenship status requirements, the applicant is **INELIGIBLE** for TANF YDP funded services. The provider will review the applicant's eligibility for services through other funding streams.

If the applicant meets the TANF YDP residency and citizenship requirements, the provider must verify that the applicant's personal monthly grossed earned income is under 235% FPIG. Providers may utilize the **235% FPIG Calculator** (Attachment 5) to determine if the applicant is income eligible for TANF YDP funded services.

Receiving an **Income Eligible** result on the **235% FPIG Calculator** means that the applicant is **ELIGIBLE** for TANF YDP funded services. The provider is not required to collect further verification, and the applicant may be served.

Receiving an **Income Ineligible** result on the **235% FPIG Calculator** means that the applicant is **INELIGIBLE** for TANF YDP funded services. If the applicant is income ineligible, the provider must verify that the applicant resides in a High Poverty Area and has an additional barrier.

#### NOTES:

- A copy/screenshot of **All** verifications must be retained in the participant's TANF YDP Data File and be made available upon request to confirm program eligibility and allowable expenditures.
- If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found below on page 6.

## Desk Guide for Providers to the TANF YDP

### Option 5: Eligible for Preliminary Screening – No

Please note participant must be between the ages of 11 and 24 for the TANF Youth Program. If participant does not meet the age requirement, system will create a **INELIGIBLE TANF** YDP case when you choose to proceed on this screen. This default case status can be modified later using the TANF YDP application. ✕

Preliminary Screening Inquiry

Eligibility Inquiry

PARTICIPANT SSN (required) [REDACTED] PROGRAM (required) TANF YDP ▼ CHECK ELIGIBILITY

**Preliminary Screening Eligibility**

**ELIGIBLE FOR PRELIMINARY SCREENING**  
No

CIS Participant Information

PARTICIPANT NAME	DOB	RECIPIENT NUMBER	DISTRICT
<span style="background-color: black; color: black;">[REDACTED]</span>	<span style="background-color: black; color: black;">[REDACTED]</span>	<span style="background-color: black; color: black;">[REDACTED]</span>	

CWDS Participant Information

PARTICIPANT NAME	DOB	PARTICIPANT ID
<span style="background-color: black; color: black;">[REDACTED]</span>	<span style="background-color: black; color: black;">[REDACTED]</span>	<span style="background-color: black; color: black;">[REDACTED]</span>

Receiving an **Eligible for Preliminary Screening – No** means the applicant is known to eCIS and/or CWDS but does not meet the age requirements to participate in TANF YDP. Therefore, the applicant is **INELIGIBLE** for TANF YDP funded services.

## CREATING A CWDS BASE RECORD

The Preliminary Screening Inquiry tool will only allow providers to **Create a Base Record** for individuals not already known to CWDS.

Providers may encounter the following scenarios:

- **Scenario 1:** Individual not known to eCIS or CWDS (Yes - Pending Full Verification Result)
- **Scenario 2:** Individual known to CWDS but not eCIS (Yes - Pending Full Verification Result)
- **Scenario 3:** Individual known to both CWDS and eCIS (All Results, except Pending Full Verification)
- **Scenario 4:** Individual known to eCIS but not CWDS (All Results, except Pending Full Verification)

### Scenario 1: Individual not known to eCIS or CWDS (Yes – Pending Full Verification Result)

The provider will be required to **Create CWDS Base Record** for individuals that are not known to eCIS or CWDS. Only the **Preliminary Screening Eligibility** will display. There will be no **Participant Information** listed under the Eligibility result as the individual is unknown to both systems.

1. Click the **Create CWDS Base Record** button after completing the initial **Eligibility Inquiry**.

Preliminary Screening Inquiry

Eligibility Inquiry

PARTICIPANT SSN (required) PROGRAM (required)

██████████ TANF YDP

CHECK ELIGIBILITY

Preliminary Screening Eligibility

ELIGIBLE FOR PRELIMINARY SCREENING

Yes - Pending Full Verification

CANCEL 1 CREATE CWDS BASE RECORD

2. Enter the **Participant First Name**, **Participant Last Name**, and **Date of Birth**. Then, click **Continue**.

Preliminary Screening Inquiry

Eligibility Inquiry

PARTICIPANT SSN (required) PROGRAM (required)

██████████ TANF YDP

CHECK ELIGIBILITY

Individual Information

PARTICIPANT FIRST NAME (required) MIDDLE INITIAL PARTICIPANT LAST NAME (required)

SSN DOB (required)

██████████ mm/dd/yyyy

CANCEL 2 CONTINUE

## Desk Guide for Providers to the TANF YDP

- Complete all required fields under **Create Personal Information** and click **Save and Continue**.

### Create Personal Information

Name, SSN, PID, Phone, Email

Individual Name

SALUTATION

-- SELECT --

FIRST NAME (required)

Test

MIDDLE INITIAL

LAST NAME (required)

Test

SUFFIX

CREDENTIALS (E.G., MD, PhD)

Individual Personal Information

SSN

DATE OF BIRTH (required)

01/01/2006

CITIZENSHIP STATUS (required)

-- SELECT --

ARE YOU LEGAL TO WORK IN THE US?

Yes

No

Don't Know

ETHNICITY

Hispanic/Latino

Non Hispanic/Latino

Do not wish to disclose

RACE

American Indian or Alaskan Native

Asian

Black or African American

Hawaiian Native or Other Pacific Islander

White

Do not wish to disclose

GENDER (required)

Male

Female

Does not self-identify

HIGHEST LEVEL OF EDUCATION

-- SELECT --

ARE YOU A VETERAN?

Yes

No

ARE YOU THE SPOUSE OF A VETERAN?

Yes

No

Residential Address

ADDRESS LINE 1 (required)

ADDRESS LINE 2

CITY (required)

STATE (required)

Pennsylvania

ZIP CODE (required)

COUNTY (required)

-- SELECT --

MAILING ADDRESS SAME AS RESIDENTIAL ADDRESS

Desk Guide for TANF YDP Providers – April 2025

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## Desk Guide for Providers to the TANF YDP

### Create Personal Information – Continued

Contact Information

PRIMARY PHONE

☐ TDD/TTY ?

WORK PHONE

☐ TDD/TTY ?

CELL PHONE

VIDEO PHONE

FAX NUMBER

PHONE NOTES

0 characters of 150

PREFERRED CORRESPONDENCE METHOD (required)

☐ Email ☐ Mail

EMAIL

CONFIRM EMAIL

PREFERRED CONTACT METHOD

-- SELECT --

Text Message Notifications

IS PARTICIPANT ENROLLED?

TEXT CELL NUMBER

Internet & Social Media

DO YOU HAVE INTERNET ACCESS AT YOUR HOME?

☐ Yes ☐ No

DO YOU USE SOCIAL MEDIA?

☐ Yes ☐ No

Other Information

LANGUAGE PREFERENCE

☐ English ☐ Spanish ☐ Other

COMMUNICATION NEEDS

☐ Foreign Language Interpreter

☐ Sign Language Interpreter

☐ Braille

☐ Large Print

☐ Other

Staff Section

SOCIAL SECURITY NUMBER STATUS (required)

Valid

Civil Rights Statement

[Download Civil Rights Statement](#)

I HAVE READ AND UNDERSTOOD THE CIVIL RIGHTS STATEMENT

☐ Yes ☐ No

BACK

3

SAVE & CONTINUE

## Desk Guide for Providers to the TANF YDP

- A notification will display indicating that **participant data was modified** and the provider **must check eligibility again**. Click on **Check Eligibility**.

Participant data was modified. You must check eligibility again. ×

Preliminary Screening Inquiry

Eligibility Inquiry

**PARTICIPANT SSN (required)** PROGRAM (required)

TANF YDP 4 CHECK ELIGIBILITY

CWDS Participant Information

PARTICIPANT NAME	DOB	PARTICIPANT ID
Test Test	01/01/2006	<input type="text" value="REDACTED"/>

CANCEL

- Final **Preliminary Screening** results under **Eligible for Preliminary Screening** will display and a base record has been created.

5 Preliminary Screening Inquiry

Eligibility Inquiry

**PARTICIPANT SSN (required)** PROGRAM (required)

TANF YDP CHECK ELIGIBILITY

Preliminary Screening Eligibility

**ELIGIBLE FOR PRELIMINARY SCREENING**

Yes - Pending Full Verification

CWDS Participant Information

PARTICIPANT NAME	DOB	PARTICIPANT ID
<input type="text" value="REDACTED"/>	<input type="text" value="REDACTED"/>	<input type="text" value="REDACTED"/>

Create Local Case

**LWDA (required)** OFFICE (required) CASE START DATE (required)

South Central Workforce Development Area PENNSYLVANIA CWDS CONSORTIUM 04/08/2025

CANCEL CREATE CASE

The provider will take the appropriate next step based on the final **Preliminary Screening Eligibility** result as described above.

The **Eligibility for Preliminary Screening** will not change unless the date of birth the provider entered into the base record does not meet TANF YDP age requirements. A final **Preliminary Screening Eligibility** result of **No** means the date of birth the provider entered into the CWDS base record does not meet TANF YDP age requirements and is **INELIGIBLE** to receive TANF YDP funded services.

## Desk Guide for Providers to the TANF YDP

### PARTICIPANT CLEARANCE

If the provider completes **Scenario 1 – Step 2** above and is directed to **Participant Clearance**, it means that there is an existing record for an individual with the same **Name** and **Date of Birth** but a different **SSN**.

1. Review **Possible Matches**. Determine if an existing base record matches the applicant's verified information. **Proceed to the appropriate steps under A or B.**

This individual may already exist in the system. Please verify if one of the following profiles match this individual. Function buttons will not appear on this page if you do not have the role to perform the action.

**NEW RECORD**

Selecting this individual and the "Create New Participant Record" button confirms that there is not a conflict with an existing CWDS Participant and creates a new Participant record.

Participant ID	First Name	Middle Initial	Last Name	Social Security Number	Date of birth	Gender	Address	City	State	Zip Code	County
	Test		Test		1/1/2006						

CREATE NEW PARTICIPANT RECORD

**1** **POSSIBLE MATCHES**

Choose a profile and select the "Matches CWDS Profile" button to indicate that the incoming record is a match with an existing Participant record in CWDS.

Participant ID	First Name	Middle Initial	Last Name	Social Security Number	Date of birth	Gender	Address	City	State	Zip Code	County	Select
<input type="checkbox"/>	Test	Test			01/01/2006	9		Harrisburg	PA	17113	Dauphin	Select
<input type="checkbox"/>	Test	Test			01/01/1974	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>	test	test			01/01/1960	M		terst	PA	12222	Westmoreland	Select
<input type="checkbox"/>	test	test			01/01/1960	M		Pittsburgh	PA	15222	Allegheny	Select
<input type="checkbox"/>	test	test			01/01/1965	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>	test	test			01/01/1976	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>	test	test			01/01/1980	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>	Test	Test			01/01/1991	F		test	PA	59999	Lehigh	Select

MATCHES CWDS PROFILE

MERGE PARTICIPANT



## Desk Guide for Providers to the TANF YDP

### A. If an existing base record under Possible Matches is confirmed to be the applicant:

2A. Check the **box** next to the **matching individual**.

3A. Click the **Matches CWDS Profile** button.

This individual may already exist in the system. Please verify if one of the following profiles match this individual. Function buttons will not appear on this page if you do not have the role to perform the action.

**NEW RECORD**

Selecting this individual and the "Create New Participant Record" button confirms that there is not a conflict with an existing CWDS Participant and creates a new Participant record.

Participant ID	First Name	Middle Initial	Last Name	Social Security Number	Date of birth	Gender	Address	City	State	Zip Code	County
	Test		Test		1/1/2006						

CREATE NEW PARTICIPANT RECORD

**POSSIBLE MATCHES**

Choose a profile and select the "Matches CWDS Profile" button to indicate that the incoming record is a match with an existing Participant record in CWDS.

Participant ID	First Name	Middle Initial	Last Name	Social Security Number	Date of birth	Gender	Address	City	State	Zip Code	County	Select
<input type="checkbox"/>	Test	Test			01/01/2006	9		Harrisburg	PA	17113	Dauphin	Select
<input type="checkbox"/>	Test	Test			01/01/1974	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>	test	test			01/01/1960	M		terst	PA	12222	Westmoreland	Select
<input type="checkbox"/>	test	test			01/01/1960	M		Pittsburgh	PA	15222	Allegheny	Select
<input type="checkbox"/>	test	test			01/01/1965	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>	test	test			01/01/1976	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>	test	test			01/01/1980	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>	Test	Test			01/01/1991	F		test	PA	59999	Lehigh	Select

2A

3A

MATCHES CWDS PROFILE

MERGE PARTICIPANT

## Desk Guide for Providers to the TANF YDP

- 4A. Review **CWDS Information** on the **Resolve Conflict** screen. Make any verified updates. Then, click the **Use Existing Information** button.

Resolve Conflict

Name, SSN, PID, Phone, Email

<div><div>CWDS Information</div><div><div>FIRST NAME (required)</div><div>MIDDLE INITIAL</div><div>LAST NAME (required)</div></div><div><div>Test</div><div></div><div>Test</div></div></div> <div><div>Location Address</div><div><div>ADDRESS LINE 1 (required)</div><div>ADDRESS LINE 2</div><div>CITY (required)</div></div><div><div>MAIN ST</div><div></div><div>Harrisburg</div></div><div><div>STATE (required)</div><div>ZIP CODE (required)</div><div>COUNTY (required)</div></div><div><div>Pennsylvania</div><div>17113-2709</div><div>Dauphin</div></div></div> <div><div>Mailing Address</div><div><div><input type="checkbox"/> Use Same Address for Mailing Address</div><div><div>ADDRESS LINE 1 (required)</div><div>ADDRESS LINE 2</div><div>CITY (required)</div></div><div><div>123 main street</div><div></div><div>Harrisburg</div></div><div><div>STATE (required)</div><div>ZIP CODE (required)</div><div>COUNTY (required)</div></div><div><div>Pennsylvania</div><div>17121</div><div>Dauphin</div></div><div><div>PRIMARY PHONE (required)</div><div>WORK PHONE</div><div>CELL PHONE</div></div><div><div></div><div></div><div></div></div><div><div><input type="checkbox"/> Primary Phone TDD/TTY</div></div></div><div><div>Personal Information</div><div><div>SSN</div><div>DATE OF BIRTH (required)</div><div>GENDER (required)</div></div><div><div></div><div>01/01/2006</div><div>Does not self-identify</div></div><div><div>US CITIZEN (required)</div><div>ARE YOU LEGAL TO WORK IN THE US?</div><div>ETHNICITY</div></div><div><div>US Citizen</div><div>Yes</div><div>Do not wish to disclose</div></div><div><div>EMAIL</div><div></div></div><div><div>RACE</div><div><div><input type="checkbox"/> American Indian or Alaskan Native</div><div><input type="checkbox"/> Asian</div></div><div><div><input type="checkbox"/> Black or African American</div><div><input type="checkbox"/> Hawaiian Native or Other Pacific Islander</div></div><div><div><input type="checkbox"/> White</div><div><input type="checkbox"/> Do not wish to disclose</div></div></div></div></div>	<div><div>Received Information</div><div><div>FIRST NAME</div><div>MIDDLE INITIAL</div><div>LAST NAME</div></div><div><div>Test</div><div></div><div>Test</div></div></div> <div><div>Location Address</div><div><div>ADDRESS LINE 1</div><div>ADDRESS LINE 2</div><div>CITY</div></div><div><div></div><div></div><div></div></div><div><div>STATE</div><div>ZIP CODE</div><div>COUNTY</div></div><div><div></div><div></div><div></div></div></div> <div><div>Mailing Address</div><div><div>ADDRESS LINE 1</div><div>ADDRESS LINE 2</div><div>CITY</div></div><div><div></div><div></div><div></div></div><div><div>STATE</div><div>ZIP CODE</div><div>COUNTY</div></div><div><div></div><div></div><div></div></div><div><div>PRIMARY PHONE</div><div>WORK PHONE</div><div>CELL PHONE</div></div><div><div></div><div></div><div></div></div></div> <div><div>Personal Information</div><div><div>SSN</div><div>DATE OF BIRTH</div><div>GENDER</div></div><div><div></div><div>1/1/2006</div><div></div></div><div><div>US CITIZEN</div><div>ARE YOU LEGAL TO WORK IN THE US?</div><div>ETHNICITY</div></div><div><div></div><div></div><div></div></div><div><div>EMAIL</div><div></div></div><div><div>RACE</div><div></div></div></div>
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4A

USE EXISTING INFORMATION

USE RECEIVED INFORMATION

BACK

**NOTE:** Providers will be redirected to **Scenario 1 – Step 4** to reassess eligibility by clicking the **Check Eligibility** button for the final **Preliminary Screening** result.

## Desk Guide for Providers to the TANF YDP

### B. If an existing base record does not match the applicant's verified information:

- 2B. Click **Create New Participant Record**. Providers will be redirected to **Scenario 1 – Step 3** above to **Create Personal Information** and will complete the remaining steps.

This individual may already exist in the system. Please verify if one of the following profiles match this individual. Function buttons will not appear on this page if you do not have the role to perform the action.

---

**NEW RECORD**

Selecting this individual and the "Create New Participant Record" button confirms that there is not a conflict with an existing CWDS Participant and creates a new Participant record.

Participant ID	First Name	Middle Initial	Last Name	Social Security Number	Date of birth	Gender	Address	City	State	Zip Code	County
	Test		Test		1/1/2006						

**2B** [CREATE NEW PARTICIPANT RECORD](#)

**POSSIBLE MATCHES**

Choose a profile and select the "Matches CWDS Profile" button to indicate that the incoming record is a match with an existing Participant record in CWDS.

	Participant ID	First Name	Middle Initial	Last Name	Social Security Number	Date of birth	Gender	Address	City	State	Zip Code	County	Select
<input type="checkbox"/>		Test	Test			01/01/2006	9		Harrisburg	PA	17113	Dauphin	Select
<input type="checkbox"/>		Test	Test			01/01/1974	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>		test	test			01/01/1960	M		terst	PA	12222	Westmoreland	Select
<input type="checkbox"/>		test	test			01/01/1960	M		Pittsburgh	PA	15222	Allegheny	Select
<input type="checkbox"/>		test	test			01/01/1965	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>		test	test			01/01/1976	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>		test	test			01/01/1980	M		Camp Hill	PA	17011	Cumberland	Select
<input type="checkbox"/>		Test	Test			01/01/1991	F		test	PA	59999	Lehigh	Select

[MATCHES CWDS PROFILE](#) [MERGE PARTICIPANT](#)

## Desk Guide for Providers to the TANF YDP

### Scenario 2: Individual known to CWDS but not eCIS (Yes – Pending Full Verification Result)

The provider will not receive a **Create CWDS Base Record** option as a CWDS base record already exists. The **CWDS Participant Information** will be displayed.

Preliminary Screening Inquiry

Eligibility Inquiry

PARTICIPANT SSN (required)

PROGRAM (required)

TANF YDP

CHECK ELIGIBILITY

Preliminary Screening Eligibility

ELIGIBLE FOR PRELIMINARY SCREENING

Yes - Pending Full Verification

CWDS Participant Information

PARTICIPANT NAME

DOB

PARTICIPANT ID

Create Local Case

LWDA (required)

South Central Workforce Development Area

OFFICE (required)

PENNSYLVANIA CWDS CONSORTIUM

CASE START DATE (required)

04/08/2025

CANCEL

CREATE CASE

Desk Guide for TANF YDP Providers – April 2025

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## Desk Guide for Providers to the TANF YDP

### Scenario 3: Individual known to both CWDS and eCIS (All Results, except Pending Full Verification)

The provider will not receive the **Create CWDS Base Record** option as a CWDS base record already exists. The **CWDS and CIS Participant Information** will be displayed.

The screenshot shows the 'Preliminary Screening Inquiry' form. It includes sections for 'Eligibility Inquiry' with fields for 'PARTICIPANT SSN' and 'PROGRAM' (TANF YDP), a 'CHECK ELIGIBILITY' button, and a 'Preliminary Screening Eligibility' section stating 'ELIGIBLE FOR PRELIMINARY SCREENING' and 'Yes - Pending Full Verification'. Below are 'CIS Participant Information' and 'CWDS Participant Information' sections, each with fields for name, DOB, and ID/number. At the bottom, there is a 'Create Local Case' section with fields for 'LWDA', 'OFFICE', and 'CASE START DATE', along with 'CANCEL' and 'CREATE CASE' buttons.

### Resolve Conflict

The provider will be prompted to **Resolve Conflict** when the CWDS and CIS Participant information are displayed for the SSN entered but the individual's name and/or date of birth do not match in CWDS and eCIS.

1. Click the **Resolve Conflict** button.

This screenshot is identical to the previous one, but with a red circle containing the number '1' highlighting the 'RESOLVE CONFLICT' button at the bottom right of the form.

## Desk Guide for Providers to the TANF YDP

2. Review **Possible Matches** on the **Participant Clearance** screen to identify errors.

Resolve Conflict

Name, SSN, PID, Phone, Email

CWDS Information

FIRST NAME (required)

MIDDLE INITIAL

LAST NAME (required)

Test

Test

Location Address

ADDRESS LINE 1 (required)

ADDRESS LINE 2

CITY (required)

MAIN ST

Harrisburg

STATE (required)

ZIP CODE (required)

COUNTY (required)

Pennsylvania

17113-2709

Dauphin

Mailing Address

☐ Use Same Address for Mailing Address

ADDRESS LINE 1 (required)

ADDRESS LINE 2

CITY (required)

123 main street

Harrisburg

STATE (required)

ZIP CODE (required)

COUNTY (required)

Pennsylvania

17121

Dauphin

PRIMARY PHONE (required)

WORK PHONE

CELL PHONE

☐ Primary Phone TDD/TTY

Personal Information

SSN

DATE OF BIRTH (required)

GENDER (required)

01/01/2006

Does not self-identify

US CITIZEN (required)

ARE YOU LEGAL TO WORK IN THE US?

ETHNICITY

US Citizen

Yes

Do not wish to disclose

EMAIL

RACE

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Hawaiian Native or Other Pacific Islander

☐ White

☐ Do not wish to disclose

USE EXISTING INFORMATION

BACK

Received Information

FIRST NAME

MIDDLE INITIAL

LAST NAME

Test

Test

Location Address

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE

ZIP CODE

COUNTY

Mailing Address

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE

ZIP CODE

COUNTY

PRIMARY PHONE

WORK PHONE

CELL PHONE

Personal Information

SSN

DATE OF BIRTH

GENDER

1/1/2006

US CITIZEN

ARE YOU LEGAL TO WORK IN THE US?

ETHNICITY

EMAIL

RACE

USE RECEIVED INFORMATION

3. Complete a **Conflict Resolution Form** and submit it to [ra-litanf-ydp@pa.gov](mailto:ra-litanf-ydp@pa.gov) for resolution.

## Desk Guide for Providers to the TANF YDP

### Scenario 4: Individual known to eCIS but not CWDS (All Results, except Pending Full Verification)

The provider will be required to **Create CWDS Base Record** for individuals that are known to eCIS but not CWDS. The CIS Participant Information will be displayed.

1. Click the **Create CWDS Base Record** button.

The screenshot displays a web form titled "Preliminary Screening Inquiry". It is divided into three main sections: "Eligibility Inquiry", "Preliminary Screening Eligibility", and "CIS Participant Information".

- Eligibility Inquiry:** Contains two input fields: "PARTICIPANT SSN (required)" with a masked value and "PROGRAM (required)" with a dropdown menu set to "TANF YDP". A "CHECK ELIGIBILITY" button is to the right.
- Preliminary Screening Eligibility:** Shows the status "ELIGIBLE FOR PRELIMINARY SCREENING" with a result of "Yes - Pending Income Verification".
- CIS Participant Information:** Displays four fields: "PARTICIPANT NAME" (masked), "DOB" (masked), "RECIPIENT NUMBER" (masked), and "DISTRICT" (value "0").

At the bottom of the form, there is a "CANCEL" button on the left and a "CREATE CWDS BASE RECORD" button on the right. A red circle with the number "1" is overlaid on the "CREATE CWDS BASE RECORD" button, indicating the step to be taken.

## Desk Guide for Providers to the TANF YDP

2. Complete all required fields under Create Personal Information and click the **Save and Continue** button.

HOMESEARCHAPPSACCESSIBILITYHELP

HE VICTORIA!PENNSYLVANIA CAREER COUNSELOR

Create Personal Information

Name, SSN, PID, Phone, Email

Individual Name

SALUTATION

- SELECT -

FIRST NAME (required)

Text

MIDDLE INITIAL

Text

LAST NAME (required)

Text

SUFFIX

Text

CREDENTIALS (E.G., MD, PhD)

Text

Individual Personal Information

SSN

Text

DATE OF BIRTH (required)

01/01/2006

CITIZENSHIP STATUS (required)

- SELECT -

ARE YOU LEGAL TO WORK IN THE US?

☐ Yes ☐ No ☐ Don't Know

ETHNICITY

☐ Hispanic/Latino ☐ Non Hispanic/Latino ☐ Do not wish to disclose

RACE

☐ American Indian or Alaskan Native  
☐ Asian  
☐ Black or African American  
☐ Hawaiian Native or Other Pacific Islander  
☐ White  
☐ Do not wish to disclose

GENDER (required)

☐ Male ☐ Female ☐ Does not self-identify

HIGHEST LEVEL OF EDUCATION

- SELECT -

ARE YOU A VETERAN?

☐ Yes ☐ No

ARE YOU THE SPOUSE OF A VETERAN?

☐ Yes ☐ No

Residential Address

ADDRESS LINE 1 (required)

Text

ADDRESS LINE 2

Text

CITY (required)

Text

STATE (required)

Pennsylvania

ZIP CODE (required)

Text

COUNTY (required)

- SELECT -

MAILING ADDRESS SAME AS RESIDENTIAL ADDRESS

☒

Contact Information

PRIMARY PHONE

Text

TOO/TTY

☐

WORK PHONE

Text

TOO/TTY

☐

CELL PHONE

Text

VIDEO PHONE

Text

FAX NUMBER

Text

PHONE NOTES

Text

0 characters of 150

PREFERRED CORRESPONDENCE METHOD (required)

☐ Email ☐ Mail

EMAIL

Text

CONFIRM EMAIL

Text

PREFERRED CONTACT METHOD

- SELECT -

Text Message Notifications

IS PARTICIPANT ENROLLED?

☐

TEXT CELL NUMBER

Text

Internet & Social Media

DO YOU HAVE INTERNET ACCESS AT YOUR HOME?

☐ Yes ☐ No

DO YOU USE SOCIAL MEDIA?

☐ Yes ☐ No

Other Information

LANGUAGE PREFERENCE

☐ English ☐ Spanish ☐ Other

COMMUNICATION NEEDS

☐ Foreign Language Interpreter  
☐ Sign Language Interpreter  
☐ Braille  
☐ Large Print  
☐ Other

Staff Section

SOCIAL SECURITY NUMBER STATUS (required)

Valid

Civil Rights Statement

[Download Civil Rights Statement](#)

I HAVE READ AND UNDERSTOOD THE CIVIL RIGHTS STATEMENT

☐ Yes ☐ No

BACK

2

SAVE & CONTINUE



## Desk Guide for Providers to the TANF YDP

- A notification will display indicating that **participant data was modified**, and the provider must **check eligibility again**. Click the **Check Eligibility** button.

Participant data was modified. You must check eligibility again. ×

Preliminary Screening Inquiry

Eligibility Inquiry

PARTICIPANT SSN (required) PROGRAM (required)

TANF YDP 3 CHECK ELIGIBILITY

CWDS Participant Information

PARTICIPANT NAME	DOB	PARTICIPANT ID
Test Test	01/01/2006	<input type="text" value="REDACTED"/>

CANCEL

- Final **Preliminary Screening Eligibility** results for **Eligible for Preliminary Screening** will display, and a base record has been created.

Preliminary Screening Inquiry

Eligibility Inquiry

PARTICIPANT SSN (required) PROGRAM (required)

TANF YDP CHECK ELIGIBILITY

4 Preliminary Screening Eligibility

ELIGIBLE FOR PRELIMINARY SCREENING  
Yes - Pending Full Verification

CWDS Participant Information

PARTICIPANT NAME	DOB	PARTICIPANT ID
Test Test	01/01/2006	<input type="text" value="REDACTED"/>

Create Local Case

LWDA (required) OFFICE (required) CASE START DATE (required)

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CANCEL CREATE CASE