



TANF SAMH Checklist

1. TANF SAMH Checklist 08 (LSF Standard Contract, Incorporated Document 21, 42 U.S.C.s. 608 (6)(A)) Did provider ensure TANF funds were not used for this client to reimburse medical treatment services? (Hint: Outside of the allowable services per PAM 155-2)

2. TANF SAMH Checklist Eligibility 01 (LSF Standard Contract, Incorporated Document 21) Is the EZ-1 Eligibility Form accurate including use of poverty guidelines for current year (Worksheet on Family Income)? (TANF EZ-1 Form, can be found here: Network Management->TANF->TANF->TANF EZ-1 Form. Make sure all 3 pages are present.)

3. TANF SAMH Checklist Eligibility 02 (LSF Standard Contract, Incorporated Document 21) Is there a TANF Specialist's authorization confirmation number for current fiscal year? (SAMHIS Data Base Access) (Hint: 1) See if agency has print out of TANF Approval of TANF Application or 2) Program staff that completes Page 2 "Financial Eligibility")

4. TANF SAMH Checklist Eligibility 04 (LSF Standard Contract, Incorporated Document 21) Is the referral source clearly documented (outreach, RWFB designee, Family Safety, DJJ, Dependency Court, etc.)? (Hint: Review EZ-1 Form to determine referral source, provider has to indicate whether a client is one of the following for eligibility:
 1. The individual must meet the TANF eligibility requirements; or
 2. The individual must be at risk for welfare dependency, as provided under 414.1585, F.S.)

5. TANF SAMH Checklist TDF only 01 (1) TANF SAMH Policy Handbook, Chapter 4, p. 35) Are income status updates documented every 30 days, including "non-custodial parents", if applicable? (Hint: Either in Chart/Progress notes. Some agencies have a face sheet that has income verification every 30 days.)

6. TANF SAMH Checklist TDF only 02 (LSF Standard Contract, Incorporated Document 21) If income status updates show income is zero for more than one month, is the reason documented in the progress notes? (Reason must be part of TANF objectives)

7. TANF SAMH Checklist TDF only 05 (LSF Standard Contract, Incorporated Document 21, Exhibit A One Time Payment Form) Do progress notes document support for use of contingency funds? (Applicable TANF Services/ One-Time TANF Approval Forms) (Hint: Look at TANF One Time Tracking 23/24 for applicable clients.)

8. TANF SAMH Checklist TDF only 06 (LSF Standard Contract, Incorporated Document 21, Exhibit A One Time Payment Form) If applicable, is there a copy of the request for contingency funds in the participant's file? (If applicable, TANF One-Time form) (Hint: If there was one time TANF request is the approved LSFHS form present in client chart. Also saved in Correspondence of Contract file of provider.)