



## TANF Homeless Prevention Funds Case Managers Checklist

*The Temporary Assistance for Needy Families (TANF) is a key program for supporting self-sufficiency among low-income families currently at-risk of homelessness. If a RRH Family is in Follow Up and identifies a need for one-time assistance to remain in housing, please refer below for instructions in submitting a request for TANF Homeless Prevention Funds*

- **Application:**
  - Complete and Upload in HMIS the TANF Prevention Application
    - Can be found via this link or online: [hsncfl.org/rapid-rehousing/](https://hsncfl.org/rapid-rehousing/) under the RRH Program Forms section
- **EDA:** Into your Project Entry EDA
- **Client Profile:**
  - Ensure the household current income budget is uploaded into HMIS
  - Ensure current proof of income is uploaded into HMIS for all adults 18+
    - Income is a must! This would be used to determine if the one time assistance will resolve the crisis and keep the family housed.
  - Ensure current lease is uploaded into HMIS
  - Upload past due bill for requested assistance
    - Past due rental notice not exceeding \$2400
    - Past due utility bill not exceeding \$1200
- **Case Plan Notes**
  - Update Case Notes identifying need under the Follow Up Case Management Goal utilizing the following Case Note Template:

A TANF request for Utility and/or Rent Arrears is being requested in the amount of \$440.00 for the month(s) July 2019.  
The head of household had an unexpected car repair and was unable to cover the payment(s) due. The head of household is employed and is able to manage upcoming rents and/or utility payments as evidenced by their budget submitted with the application.
- **Referral**
  - Once all tasks have been completed, the Case Manager will send a referral to CES 811 via HMIS.
    - **Please indicate under the referral ranking section DCF TANF Homeless Prevention**
  - Grants will approve or deny request upon review
    - Referral Outcome 1: Referral is declined due to ineligibility
      - Notification will be made via email to Case Manager identifying denial and reason.
    - Referral Outcome 2: Referral is accepted
  - Notification will be made via email to Case Manager identifying acceptance and payment distribution