TABLE OF CONTENT

Click title of page you would like to visit:

DC | DEPARTMENT of HUMAN SERVICES

- Domestic Violence
- Homeless Services
- Interim Disability Assistance Program (**IDA**)
- Program on Work Employment and Responsibility (**POWER**)
- Reductions and Terminations
- Sanctions
- Supplemental Security Income (**SSI**)
- Temporary Assistance for Needy Families (**TANF**) Services
- **TANF** Requirements
- **TANF** Service Providers and Participants
- Tuition Assistance Program Initiative for TANF (**TAPIT**)
- Teen Parent Assessment Program (**TPAP**)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

DC | DEPARTMENT of HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

DOMESTIC VIOLENCE

WHAT IS THE MY SISTER'S PLACE PROGRAM?

The My Sister's Place Program is a non-profit organization sup-ported by the District of Columbia Department of Human Services to provide domestic violence support services to families who are receiving TANF Temporary Assistance for Needy Families.

WHO IS ELIGIBLE FOR MSP SERVICES?

Customers who are suffering as a result of a pattern of abusive behaviors in a relationship from one partner in an attempt to gain and or maintain power over the other. The domestic violence can be physical, sexual, emotional, economic, or verbal acts or threats. My Sister's Place assists victims with obtaining employment, training, housing, counseling and skills building.

HOW DO I KNOW IF I AM A VICTIM?

If you are not sure if you are a victim of domestic violence, there are certain warning signs that should be considered. If you answer "yes" to any of the following questions, My Sister's Place may be able to help you:

- Does your partner threaten to hurt you or call you names?
- Does your partner constantly insult you? In front of your children?
- Do you feel isolated from friends and family?
- Does your partner control when and where you go, or what you do?
- Does your partner insist that you spend all of your time with him or her?
- Do you or have you ever had to deal with slapping, choking, pushing, pinching burning, or any other physical violence?

WHAT SERVICES DOES MY SISTER'S PLACE PROVIDE?

A My Sister's Place provides the following services for victims of domestic violence:

- Crisis Counseling
- Support Groups
- Residential Support
- Community Referrals
- Advocacy and Education
- Community Outreach

HOW DO I REACH MY SISTER'S PLACE?

My Sister's Place is located in Washington, DC.
You may call them at **202.540.1058** or contact them by e-mail at *ESA@mysistersplacedc.org.*

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

DC | DEPARTMENT of HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

HOMELESS SERVICES

WHAT IS HOMELESS SERVICES INTEGRATION?

The Homeless Services Integration (HSI) Initiative, is a streamlined approach t service provision for families facing housing instability. Families experiencing housing instability may now go to the Virginia Williams Family Resource Center (VWFRC) to apply for public benefits **TANF**, Food Stamps, and Medicaid), complete the required **TANF** Orientation, Assessment and Individual Responsibility Plan process, receive preventative and emergency services, and work collaboratively with an Integrated Service Team to coordinate their needs to move towards self-sufficiency.

WHAT SERVICES ARE OFFERED AT VWFRC?

Families seeking emergency assistance around their housing instability are screened to determine the severity of their needs. VWFRC is not a shelter. Families participate in a Unified Screening process for all services and benefits. Eligible families may receive services such as prevention resources, including emergency rental and utility assistance, or temporary emergency shelter. Other services include referrals for employment training, work readiness, and job placement assistance.

WHO IS CONSIDERED HOMELESS ?

Families currently facing housing instability must complete the **DHS** Housing Instability Assessment to determine their needs and appropriate resources. The Integrated Service Teams at **VWFRC** have been trained to respond to families' needs based on the results of this assessment. The **VWFRC** Integrated Service Team will work with the family to support them in moving to safe, stable, and appropriate housing as quickly as possible.

WHERE DO I GO IF I'M IN NEED OF HOMELESS SERVICES?

The Virginia Williams Family Resource Center (VWFRC) serves as the central point of intake for families experiencing housing instability in the District of Columbia. **VWFRC** is located at 920 Rhode Island Ave., NE, Washington, DC.

WHEN CAN I GO TO VWFRC?

The **VWFRC** is open Monday- Thursday from 8:30 a.m. until 4:00 p.m. The telephone number is 202-526-0017. The Virginia Williams Family Resource Center is **NOT** open to the public on Fridays. After business hours, families can call the Shelter Hotline for information about services and resources at **1-800-535-7252.**

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

INTERIM DISABILITY ASSISTANCE PROGRAM (IDA)

WHAT IS IDA?

IDA, the Interim Disability Assistance Program, is desi-gned to provide temporary financial assistance to adults with disabilities who are ineligible for **TANF** and who have applied for and are awaiting approval of Supple-mental Security Income (SSI). **IDA** funds are contingent upon availability.

WHO IS ELIGIBLE FOR IDA?

A person eligible for Interim Disability Assistance must be:

- Between ages 18 and 64
- Permanently and totally disabled
- Ineligible for **TANF** because no eligible child lives in the home
- Awaiting a decision on eligibility for **SSI**
- Ineligible for a category of cash assistance in which there is federal financial participation, except that an individual who has applied for **SSI** or Social Security Disability Insurance (SSDI) may be eligible during the period that the **SSI** or **SSDI** application is being proc-essed.

WHAT DO I NEED TO DO TO APPLY FOR IDA?

Applications for IDA must be submitted in person at desig-nated Economic Security Administration (ESA) Ser-vice Centers, using the Combined Application that is used to apply for multiple programs. Currently the designated Center is H Street. Every applicant has the right to file an application on the same day that he/she contacts the **ESA**. An application is considered to be filed when it is received at the designated **ESA** Service Center and a face-to-face interview is complete.

WHAT WILL I NEED TO APPLY FOR IDA?

The following eligibility items are needed to apply:

- Proof of DC Residency
- Proof of Citizenship/Alienage
- Application for Supplemental Security Income
- Proof of Social Security Number
- Proof of Disability

WHEN DO I FIND OUT IF I'VE BEEN APPROVED?

Applications for IDA must be processed within 60 days, counting from the day after the application was filed.

WHERE DO I GO TO APPLY FOR IDA?

Persons applying for IDA should report to:
645 H Street, NE Washington, DC 20002.
For more information about the IDA Program, please call the Interim Disability Assistance Office at 202.698.6661

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

DC | DEPARTMENT of HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

PROGRAM ON WORK EMPLOYMENT AND RESPONSIBILITY (POWER)

WHAT IS THE POWER PROGRAM?

The POWER Program, or Program on Work Employ-ment and Responsibility, offers specialized services and resources to D.C. residents with specific barriers or disabilities who receive TANF benefits. The University of the District of Columbia (UDC) helps offer these services

WHO IS ELIGIBLE FOR THE POWER PROGRAM?

Customers who are suffering as a result of a pattern of abusive behaviors in a relationship from one partner in an attempt to gain and or maintain power over the other. The domestic violence can be physical, sexual, emotional, economic, or verbal acts or threats. My Sister's Place assists victims with obtaining employment, training, housing, counseling and skills building.

HOW DO I KNOW IF I AM A VICTIM?

Customers may be eligible for the POWER Program if:

- **You suffer from temporary or permanent incapacities that are expected to last longer than 30 days;**
- **You take care of a household member who is physically or mentally incapacitated;**
- **You are 60 years or older;**
- **You are a pregnant or parenting teen under the age of 19 who meets certain conditions, such as attending school; or**
- **You have experienced domestic violence and have been granted a domestic violence waiver.**

WHERE DO I GO TO SIGN UP FOR POWER?

TANF customers who believe that they are eligible for the POWER Program must report this information to a Social Services Representative (SSR) at their designated Service Center or to a Vocational Development Specialist (VDS) at the Family Resource Center at 2100 Martin Luther King, Jr. Avenue, SE. This information can also be shared with an employment vendor.

WHAT DOES THE POWER PROGRAM DO?

- **Exempts the customer from work participation requirements (but you must still comply with a self-sufficiency plan).**
- **Lifts sanctions in some cases.**
- **Restores the amount of cash assistance to the benefit amount received before any reductions (for customers who have exceeded the 60-month TANF time limit)**
- **Stops the TANF clock**
- **Allows the customer to focus on their health**
- **Assists customers with obtaining Social Security Income**

WHAT HAPPENS AFTER PARTICIPATION IN POWER?

Once a temporary incapacity has been resolved, and after participation in the POWER Program ends, TANF benefits may continue for eligible customers. The TANF 60-month time limit and work participation requirements apply when the customer returns to TANF.

For more information about the POWER Program, please call the Family Resource Center at 202.698.1860.

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

REDUCTIONS & TERMINATIONS

WHO EXPERIENCES REDUCTIONS?

According to Federal and Reduction? District law, there is a 60- month time limit to receive **TANF** benefits. Those who have exceeded the 60-month time limit experienced a 20 percent reduction in benefits in April, 2011.

WHAT CAN I DO TO STOP THE REDUCTIONS?

Unlike sanctions, reductions cannot be avoided. Customers who have currently exceeded the 60-month time limit to receive **TANF** benefits should anticipate a gradual reduction in benefits until the case is terminated in 2015, or the customer is no longer eligible to receive **TANF**. Reductions in benefits for customers who have exceeded the time limit will occur even if they comply with work participation activities.

WHEN SHOULD I ANTICIPATE ANOTHER REDUCTION?

On October 1, 2013, **TANF** customers who have exceeded the 60-month time limit to receive **TANF** benefits are scheduled to receive a 25 percent reduction in addition to the reduction that occurred in 2011. The Council of the District of Columbia, however, makes the final determination.

WHAT IS THE NEW TERMINATION POLICY?

Effective February 1, 2013, it is a requirement of eligibility that a customer complete an Orientation, Work-Readiness Assessment and Individual Responsibility Plan (IRP) at **TANF** recertification, unless the process has been completed. If the head of household does not complete the Orientation, Assessment and **IRP** process, by the effective date of termination, **TANF** benefits for the family will be terminated. If benefits are terminated, the customer will have to reapply for **TANF**.

WHO IS EXEMPT FROM COMPLETING THE ASSESSMENT?

- **Adults who receive Supplemental Social Security Income.**
- **Caregiver relatives other than a parent whose needs are not included in the TANF grant.**
- **Recipients who are currently in the POWER program.**
- **Dependent children**

WHO CAN I CONTACT FOR MORE INFORMATION?

For more information about Reductions and Terminations, please call the Family Resource Center at 202.698.1860

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

DC | DEPARTMENT of HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

SANCTIONS

WHAT IS A SANCTION?

A sanction is a temporary reduction in cash benefits that is applied to a **TANF** case when a customer does not meet work participation requirements for four consecutive weeks without documented good cause. Imposing sanctions will be a graduated process. Under the current sanction policy, a level one sanction is the removal of the adult head of the household's portion of the grant. A level two sanction is a fifty percent reduction of the original grant amount. If the adult does not come into compliance—a level three, or full family sanction, wherein the entire cash benefit is cut off, will be imposed for one month.

WHO GETS SANCTIONED?

Families wherein the non-exempt, adult head(s) of the household that do not meet work requirements. The sanction continues until the adult head of household is in compliance with his/her Individual Responsibility Plan (IRP) for four consecutive weeks.

WHERE DO I GO TO GET A SANCTION LIFTED?

You must report to your employment vendor or your service provider and begin to register hours of work participation for four consecutive weeks. If you have been removed from the employment vendor, you will need to call and make an appointment with the Family Resource Center at 202. 698. 1860,. located at 2100 Martin Luther King, Jr. Avenue, S.E., Washington, DC, #400.

WHY ARE CUSTOMERS SANCTIONED?

Currently in the District of Columbia, there are over 4,000 customers who have been referred to an employment vendor who do not have any registered hours of work participation activity. The sanction policy is enforced to encourage **TANF** customers to maintain participation with an employment vendor and comply with their **IRP** to increase their opportunities to become self-sufficient.

HOW DO I GET MORE INFORMATION ABOUT SANCTIONS?

For more information about sanctions, please call the Family Resource Center at **202.698.1860**

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

DC | DEPARTMENT of HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

SUPPLEMENTAL SECURITY INCOME (SSI)

WHAT IS SSI?

Supplemental Security Income (SSI) is a Federal income supplement program desig-ned to help persons who are aged, blind, or have other disabilities, who have little or no income. It provides cash to meet basic needs for food, clothing, and shelter.

WHO IS ELIGIBLE TO GET SSI?

SSI is approved by the Social Security Administration (SSA) to those individuals that are:

- **65 or older**
- **Disabled, or**
- **Blind**

WHAT DO I NEED TO DO TO APPLY FOR SSI?

You can begin the process to apply for **SSI** benefits by calling the SSA at 1-800-772-1213 (or TTY 1-800-325-0778 if you are deaf or hard of hearing) to make an appointment. If you are deaf or hard of hearing, **SSA** will take your telecommunications relay ser-vices (TRS) assisted calls at 1-800-772-1213. During your appointment, an **SSA** representative will help you apply for benefits. Appointments to apply for benefits can be done via telephone or in person at your local Social Security office.

WHEN SHOULD I APPLY FOR SSI?

If you believe you are eligible for **SSI**, you should apply as soon as possible so that you do not lose benefits. The SSA cannot pay benefits for time periods earlier than your application effective date. If you call them to make an appointment to apply and you file an application within 60 days of the call, **SSA** will use the date of your call as your application filing date. If you do not keep this appointment and you do not contact **SSA** to reschedule the appointment, they will try to contact you. If they do not get in touch with you to reschedule the appointment, they will send you a letter.

The letter will state that if you file an application within 60 days from the date of the letter, **SSA** will use the date of your origi-nal contact with **SSA** as your **SSI** application date.

WHAT KIND OF ASSISTANCE DOES SSI PROVIDE?

The amount of your SSI payment depends on your income, resources and where you live. Most people who are eligible for **SSI** are eligible to receive Food Stamps and Medicaid. You can receive Interim Disability Assistance (IDA) during the **SSI** appli-cation process. For more Information about **IDA**, call 202.698.6661.

HOW DO I GET MORE INFORMATION ABOUT SSI?

For more information about **SSI**, please call the Social Security Administration at 1-800-772-1213 or visit *http://www.socialsecurity.gov/*

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

DC | DEPARTMENT of HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

New laws have been passed that may affect your **TANF** *benefits starting in October 2016; if you have been receiving* **TANF** *for more than 60 months (5 years), you may no longer be eligible to receive* **TANF** *and your assistance will end. Below is information you need to know about your* **TANF** *benefits.*

WHAT HAPPENS TO MY TANF BENEFITS AFTER 60 MONTHS?

If you have been receiving **TANF** benefits for 60 months or longer, your benefits have been reduced by 65%. After September 30, 2016, your benefits will likely stop.

WHEN WILL MY BENEFITS STOP?

On October 1, 2016, all of your **TANF** cash assistance payments may completely end if you have received **TANF** for 60 months or longer.

WHAT SHOULD I DO TO PREPARE FOR MY BENEFITS STOPPING?

You should connect with your **TANF** service provider or vendor right away. They will help you develop an Individual Responsibility Plan (IRP), help you find employment and connect you with other services that you may need.

HOW DO I GET IN CONTACT WITH MY TANF VENDOR OR SERVICE PROVIDER?

If you are assigned to a vendor or service provider, please go to their office to start working on your IRP. If you don't know who your service provider is, or have not completed an orientation and assessment, please call the Office of Work Opportunity **(OWO)** at 202-698-1860. You may also email us at dhs.owo@dc.gov or go to our website at http://dhs.dc.gov for more information.

WHAT CAN I EXPECT FROM THE TANF VENDOR OR SERVICE PROVIDER?

TANF vendors provide specialized services. "Work Readiness" vendors will help you to improve your education; job skills and other abilities to get you ready for employment, and find a job. "Job Placement" vendors will provide services to help you find and keep your job.

CONTINUE ON NEXT PAGE...

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

DC | DEPARTMENT of HUMAN SERVICES

WHAT WILL HAPPEN IF I DO NOT PARTICIPATE IN OR COMPLETE THE TANF PROGRAM REQUIREMENTS?

If you do not participate and follow your Individual Responsibility Plan (IRP), you will be subject to a sanction, which will decrease your **TANF** check even more. Failure to comply with your IRP will ultimately result in a complete termination of your cash assistance. A sanction is the action of last resort. If you are having difficulty following your IRP, contact your **TANF** vendor or service provider.

CAN ATTENDING SCHOOL BE A PART OF THE WORK REQUIREMENTS

Yes! Attending school for GED classes, Adult Basic Education, Vocational Education, College and Job Skills Training can all be counted towards meeting the goals of your plan. Talk to your vendor or service provider for more details.

WILL MY TANF BENEFITS DECREASE WHEN I GET A JOB?

If you work, it means more money in your pocket. Your **TANF** cash assistance may decrease, but the combination of **TANF** bonuses*, your **TANF** cash assistance and your paycheck will always amount to more than your **TANF** check. Please see the example below:

Example for Family of 3	TANF Check (without job)	Job Paycheck	TANF Check (with Job)	Total Received: Job Paycheck and TANF Check
	$441	$600	$275	$875

HOW DO I EARN TANF BONUSES?

When you get a job and keep it for at least two weeks you will receive a bonus of $150. For the next five months, you will receive a bonus of $120 for each month that you keep your job. If you keep your job for six months you will receive a bonus of $500.

WHAT IF I NEED A CHILD CARE VOUCHER?

TANF vendors provide specialized services. “Work Readiness” vendors will help you to improve your education; job skills and other abilities to get you ready for employment, and find a job. “Job Placement” vendors will provide services to help you find and keep your job.

CAN I JUST WALK IN WITHOUT SCHEDULING AN APPOINTMENT FOR A TANF ORIENTATION OR ASSESSMENT?

No, you cannot walk in without scheduling an appointment. To better meet your needs, please call **OWO** at 202.698.1860 to schedule an appointment which helps you avoid long wait times or email us at *dhs.owo@dc.gov.* **OWO** is located at 2100 Martin Luther King, Jr., Ave., SE, 4th Floor.

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

DC | DEPARTMENT of HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

TANF REQUIREMENTS

WHAT ARE THE NEW TANF REQUIREMENTS?

TANF customers must now attend an Orientation and complete an Assessment and Individual Responsibility Plan (IRP) when applying for or recertifying for benefits.

WHAT IS AN ORIENTATION AND ASSESSMENT?

The Orientation explains the new requirements for receiving **TANF**. The Assessment is a private interview with a **DHS** specialist that will identify a customer's strengths as well as challenges to determine the best vendor/provider to help the customer move toward self-sufficiency.

WHAT IF I DO NOT COMPLETE THE ORIENTATION AND ASSESSMENT?

If you do not attend the Orientation and complete the Assessment and IRP when required, you will not be eligible to receive **TANF** benefits.

WHAT IS AN IRP?

The Individual Responsibility Plan (IRP), is developed by you along with a Vocational Development Specialist (VDS) from the Department of Human Services. It lists your goals, and career interests, and the steps needed to achieve self sufficiency. You are required to complete the activities in your **IRP**, which may include going to work or attending school. You can modify your **IRP**, but you will need to work with your case manager to make changes.

WHAT IF I DO NOT FOLLOW MY IRP?

For If you do not follow your **IRP**, and you do not have a documented good cause, you will be sanctioned. A sanction is a temporary reduction in benefits applied to your case until you are in compliance with your **IRP** for four weeks. You **MUST** report to **OWO** to update your **IRP**.

HOW DO I COMPLETE THE ORIENTATION AND ASSESSMENT ?

You will be assigned to avendor/service provider based on the results of your assessment. You will also be eligible to apply for assistance with child care.

HOW DO I GET MORE INFORMATION ABOUT TANF REQUIREMENTS?

For more information about TANF Requirements, please call the Family Resource Center at **202.698.1860**

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

TANF SERVICE PROVIDERS, WORK ACTIVITY/PARTICIPATION

DC | DEPARTMENT of HUMAN SERVICES

WHAT IS A SERVICE PROVIDER?

A service provider is an agency that provides services with the goal of effectively moving **TANF** customers toward greater levels of self-sufficiency through work, work experience, community service, training and educational attainment.

WHAT ARE WORK REQUIREMENTS?

According to Federal and District law, **TANF** customers are required to participate in work-related activities to receive benefits.

WHAT IS WORK ACTIVITY/WORK PARTICIPATION?

Work activities can include core or non-core activities:

Core work activities include:

- Unsubsidized Employment
- On-the-job-training
- Community Service
- Providing child care for Community Service
- Work Experience
- Job Search/Readiness
- Vocational Education
- Barrier Remediation

Non-core activities include:

- Job Skills Training
- Education for Employment
- GED/SSED
- Homework time

WHO IS REQUIRED TO DO A WORK ACTIVITY/WORK PARTICIPATION ?

Single Parent Families: A single-parent family head of household with a child under the age of six, must participate for at least 20 hours per week in a core activity. A single-parent family head of household with a child age six or older must participate for at least 30 hours per week in a core activity.

For those single-parent customers required to participate a total of 30 hours per week, the customer must register at least 20 hours in one or more of the core activities and can fulfill the remaining 10 hours in a non-core activity.

Two Parent Families: A two-parent family head of household must participate or a total of 35 hours per week, with at least 30 of those hours attributed to one of the core activities. The remaining five hours may be supplemented with a non-core activity.

If a child in a two-parent family receives subsidized child care, both parents are required to participate in activities.

ARE THERE ANY EXCEPTIONS?

Yes. Customers who need to increase their educational or vocational skills levels are encouraged to do so (on an individual basis) as a core activity. Customers who need barrier removal services follow the steps included in their case plans or Individual Responsibility Plan (IRP) to satisfy work requirements.

HOW DO I GET MORE INFORMATION ABOUT TANF SERVICE PROVIDERS/WORK PARTICIPATION?

For more information about Work Requirements, please call the Family Resource Center at **202.698.1860**

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

TUITION ASSISTANCE PROGRAM INITIATIVE FOR TANF (TAPIT)

DC | DEPARTMENT of HUMAN SERVICES

WHAT IS TAPIT?

Tuition Assistance Program Initiative for **TANF (**TAPIT), provides financial assistance for **TANF** customers to pursue post secondary degrees or college certificate programs. **TAPIT** is a scholarship program not a loan.

WHO IS ELIGIBLE FOR TAPIT?

To be eligible for **TAPIT**, you must be:

- **TANF** eligible or a **TANF** recipient who does not currently have a post secondary degree.
- First time applicants accepted to a two year post secondary community college or college certificate program. Continuing applicants accepted to a two or four year post secondary degree program.
- Fulfilling work participation requirements and meeting the goals of your Individual Responsibility Plan (IRP).
- Maintaining a 2.0 grade point average. Additionally, if you are close to exceeding the 60-month time limit to receive **TANF** benefits, or have surpassed thirty months, you will not be eligible for the **TAPIT** Program.

WHAT WOULD I NEED TO DO TO APPLY FOR TAPIT?

To be eligible for **TAPIT**, you must complete the **TANF** orientation, assessment and **IRP** process. Contact the:

Family Resource Center at **202.698.1860** to schedule an appointment for an orientation, assessment and **IRP**, if you have not already completed the assessment and **IRP** process. Applications for **TAPIT** must be submitted along with required documentation, such as official verification of acceptance into an approved postsecondary program.

WHERE DO I GO TO APPLY FOR TAPIT?

Customers interested in applying for **TAPIT** should visit The Family Resource Center at 2100 Martin Luther King Jr., Avenue, SE, 4th floor Washington, DC 20020, and request a **TAPIT** application.

HOW MUCH IS THE TAPIT SCHOLARSHIP?

Each **TANF** eligible **TAPIT** recipient can receive up to $4,000.00 per academic year.

WHAT WILL TAPIT FUNDS COVER?

TAPIT will cover up to $4,000.00 of the following:

- Tuition
- Books
- Mandatory Fees

HOW DO I GET MORE INFORMATION ABOUT TAPIT?

For more information about the **TAPIT** Program, please call the Family Resource Center at **202.698.1860**

WE ARE WASHINGTON DC

GOVERNMENT OF THE DISTRICT OF COLUMBIA

MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES

IMPORTANT INFORMATION AND FACTS ABOUT

TEEN PARENT ASSESSMENT PROGRAM (TPAP)

WHAT IS TPAP?

TPAP is the Teen Parent Assessment Program. It is a volunteer program that provides case management services for teen parents ages 14-17 years old. Teen parents under the age of 18 participate in a living arrangement assessment.*

WHO IS ELIGIBLE FOR TPAP?

To be eligible for TPAP, you must be:

- **TANF eligible or a TANF recipient.**
- **A teen parent under the age of 18.**

WHAT DO I NEED TO DO TO APPLY FOR TPAP?

Teen parents who are receiving **TANF** or who are **TANF** eligible should call the Family Assessment and Resource Center to schedule an appointment to attend a **TANF** Orientation and complete the Work Readiness Assessment and Individual Responsibility Plan process. You can reach the: Family Resource Center at **202.698.1860.** Upon completion of this process, **TANF** customers between the ages of 14-17 will be assigned to **TPAP**.

WHAT SERVICES ARE PROVIDED BY TPAP?

TPAP provides referrals for case management services to assist teens in the following areas:

- Educational Programs
- Parenting Classes
- Other Community based Services
- Counseling Services
- Teen Pregnancy and Prevention Programs
- Assistance with obtaining daycare vouchers

WHAT ARE THE REQUIREMENTS FOR TPAP?

A pregnant teen minor or parenting teen who is younger than 18 must:

- Attend high school or an equivalent educational, training or other similarly approved program
- Complete an Orientation and Work Readiness Assessment and IRP
- Provide proof of pregnancy where applicable
- Provide proof of DC residency

*A pregnant minor under the age of 18 who is expected to deliver within the next four months, or a teen parent under the age of 18 must reside in his or her parents home or the home of another adult relative or responsible adult.

HOW DO I GET MORE INFORMATION ABOUT TPAP?

For more information about the TPAP Program, please call **202.698.6671**