

# Old TEVS System

Does not require login and can only input data.

The screenshot shows the 'TANF Eligibility Verification System - Welcome' page. The header includes 'Utah.gov Services' and 'Agencies'. The main navigation bar contains 'Department of Workforce Services', 'Job Seekers', 'Employers', 'Temporary Assistance', 'Labor Market', and 'Department'. A search bar is labeled 'Search all jobs.utah.gov' and a 'Sign in' link is visible. The main content area is titled 'Please Enter Your Information' and contains the following fields:

- First Name \*
- Last Name \*
- Phone Number \*
- Phone Extension
- Email \*
- Agency \* -- Select An Organization --

Buttons for 'Enter Records' and 'Clear' are located below the form. A note states '\* = Required field'. The footer contains links for 'Feedback | Equal Opportunity | Contact Us | Utah.gov Home | Terms of Use | Privacy Policy | Accessibility Policy' and the copyright notice '©2016 State of Utah'.

# New TEVS System

Requires secure Utah ID login to access TEVS.

The screenshot shows the 'Sign in to jobs.utah.gov' page. The header includes the Utah.gov logo, 'Utah.gov Services', and 'Agencies'. The main navigation bar contains 'Department of Workforce Services', 'Job Seekers', 'Employers', 'Temporary Assistance', 'Labor Market', and 'Department'. A search bar is labeled 'Search all jobs.utah.gov' and a 'Welcome Sarah' link is visible. The main content area is titled 'Sign in to jobs.utah.gov' and contains the following elements:

- Text: 'First-time customers, get started by selecting a sign in method'
- Four 'log in with' buttons: Utah ID, Google, facebook, and YAHOO!

The footer contains a 'Find a DWS Location' section with a map icon, a 'zip' input field, and a 'Find' button. It also includes a 'Translate this Page' section with a 'Select Language' dropdown menu. The 'Follow Us' section includes icons for Blog, YouTube, Twitter, and Facebook. The footer also contains links for 'Feedback | Equal Opportunity | Contact Us | Utah.gov Home | Terms of Use | Privacy Policy | Accessibility Policy' and the copyright notice '©2013 State of Utah'.

## Main Screen/Add Primary Household

The main screen displays all households that have been entered by your agency. This is where you will add a new primary household being served by your agency. From this screen, you may also edit an existing primary household. Notice the eShare link is displayed on all screens and can be accessed at any time.

The screenshot shows the 'TANF Eligibility Verification System' main interface. At the top, the agency is set to 'Asian Association of Utah'. There are buttons for 'TEVS', 'History', and 'Add New Household'. A table lists household members with columns for Last Name, First Name, Date Of Birth, Elig. Status, Elig. End Date, and Agency. A person icon is visible next to the entry for Homer Simpson. Navigation and pagination controls are at the bottom.

**Click here to add new primary household.**

**To edit primary household member or add additional members, click on the person icon.**

**To access eShare, click on this link. You will need your RSA security token.**

A primary household member must be identified. The primary household member must be an adult and may be an undocumented parent.

The screenshot shows the 'New Primary Household Member' form. It includes input fields for 'Household: First Name', 'Household: Middle Initial', 'Household: Last Name', and 'Date of Birth'. On the right side, there are fields for 'SSN', 'Alien Reg Number', 'Member Exclude' (with a checkbox), and 'Case Number'. At the bottom, there are 'Cancel' and 'Save' buttons.

**If the primary household member is undocumented, check the "Member Excluded" box. This individual will not be included in the TANF household count.**

# Adding New Household Member

Once the primary household member has been added, you may now add additional household members.

The screenshot shows the TANF Eligibility Verification System interface. At the top, the title is "TANF Eligibility Verification System". Below it, the "Agency" is set to "Asian Association of Utah". There are tabs for "TEVS" and "History". A link "Back to All Households" is visible. The current household is identified as "Household: Simpson, Homer". A table lists household members with columns for Last Name, First Name, Date Of Birth, Elig. Status, Elig. End Date, and Primary Household. The table contains one entry: Simpson, Homer, Jul 1, 1980, Categorically Eligible, Yes. A callout box points to the edit icon in the Primary Household column with the text "Click here to edit the primary household information." Another callout box points to the "Add New Household Member" button at the bottom left with the text "Click here to add a new household member."

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Simpson	Homer	Jul 1, 1980	Categorically Eligible		Yes

Only add TANF eligible household members in TEVS. If the household has additional members (spouse, siblings, etc) who are undocumented, do not add them in TEVS.

The screenshot shows the TANF Eligibility Verification System interface, similar to the previous one. The "Add New Household Member" button is highlighted with a callout box that says "Click here to add a new household member." Below the table, the "Member Form" is visible, with a callout box pointing to the "First Name" field (containing "Homer") and the "Case Number" field, with the text "Enter new household member's information and click Save at the bottom."

Member Form

First Name:  Case Number:

**Middle Initial:**

**Last Name:**

**Date of Birth:**

**SSN:**

**Alien Reg Number:**

**Agencies:**  
 Asian Association of Utah

**Eligibility Status:**

**End date Elig:**

**Eligibility End Date Notes:**

**TANF Services**

Names	Service End Date	Notes
Filter...	Filter...	Filter...
<input type="checkbox"/> TANF grant- Adult mentoring		
<input type="checkbox"/> TANF grant- Basic technology skills		
<input type="checkbox"/> TANF grant- Domestic violence prevention		
<input type="checkbox"/> TANF grant- Employment retention		
<input type="checkbox"/> TANF grant- Expungement assistance		
<input type="checkbox"/> TANF grant- Family preservation		
<input type="checkbox"/> TANF grant- Fatherhood initiatives		
<input type="checkbox"/> TANF grant- Pre-K/school readiness		
<input type="checkbox"/> TANF grant- Rural transportation		
<input type="checkbox"/> TANF grant- Skills training for transitioning out of incarceration		

Select the TANF Service(s) that customer is applying for. Once all information has been entered, click Save.

## To Update Household Status

You can update the eligibility status for the entire household directly from the household screen. On this screen, you can also edit any household member's information. When you edit the eligibility status for the household, the same status will apply to the entire household.

**TANF Eligibility Verification System**

**Agency:**

[Back to All Households](#)

**Household:** Simpson, Homer

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household	
Filter...	Filter...	Filter...	Filter...	Filter...		
Simpson	Homer	Jul 1, 1980			Yes	
Simpson	Marge	Aug 10, 1962				
Simpson	Bart	Jul 1, 1990				
Simpson	Lisa	Aug 11, 1998				

Click edit next to the primary household name to edit eligibility status for the entire household.

To edit the individual's information, click here.

### TANF Eligibility Verification System

Agency: Asian Association of Utah

TEVS | History

Back to All Households

Household: Simpson, Homer

Eligibility Status: \* End date Elig: MMDDYYYY

Apply Cancel

eShare Link Help

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Simpson	Homer	Jul 1, 1980			Yes
Simpson	Marge	Aug 10, 1982			
Simpson	Bart	Jul 1, 1990			
Simpson	Lisa	Aug 11, 1998			

Add New Household Member

Click the drop down and select appropriate status. This status will apply to the entire household. Click to apply changes.

### TANF Eligibility Verification System

Agency: Asian Association of Utah

TEVS | History

Back to All Households

Household: Simpson, Homer

Elig. Status: Categorizedly Eligible

eShare Link Help

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Simpson	Homer	Jul 1, 1980	Categorizedly Eligible		Yes
Simpson	Marge	Aug 10, 1982	Categorizedly Eligible		
Simpson	Bart	Jul 1, 1990	Categorizedly Eligible		
Simpson	Lisa	Aug 11, 1998	Categorizedly Eligible		

Add New Household Member

Notice the eligibility status changed for entire household.

## Determined Eligible by Contractor

For customers not receiving DWS benefits, contractor must determine eligibility on their own and collect all required documentation. In the Eligibility Status drop down box, select **“Determined Eligible by Contractor”** and in the **Comments box**, list the monthly household income.

The screenshot shows the TANF Eligibility Verification System interface. The Agency is set to 'Asian Association of Utah'. The household is identified as 'Brown, Bob'. The Eligibility Status is set to 'Determined Eligible by Contra' (circled in red). The End date Elig: field is empty. The Eligibility End Date Notes field is empty. The Comments field is empty (circled in red). Below the form is a table with columns: Last Name, First Name, Date Of Birth, Elig. Status, Elig. End Date, and Primary Household.

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Brown	Joe	Aug 14, 1990	Determined Eligible by ...		

## To “Remove” Household Member When No Longer Participating/Not Eligible

When notified by DWS that customer is no longer eligible for services or when customer is no longer participating in the program, you must end services for the customer.

If notified by DWS: **Select Not Eligible**

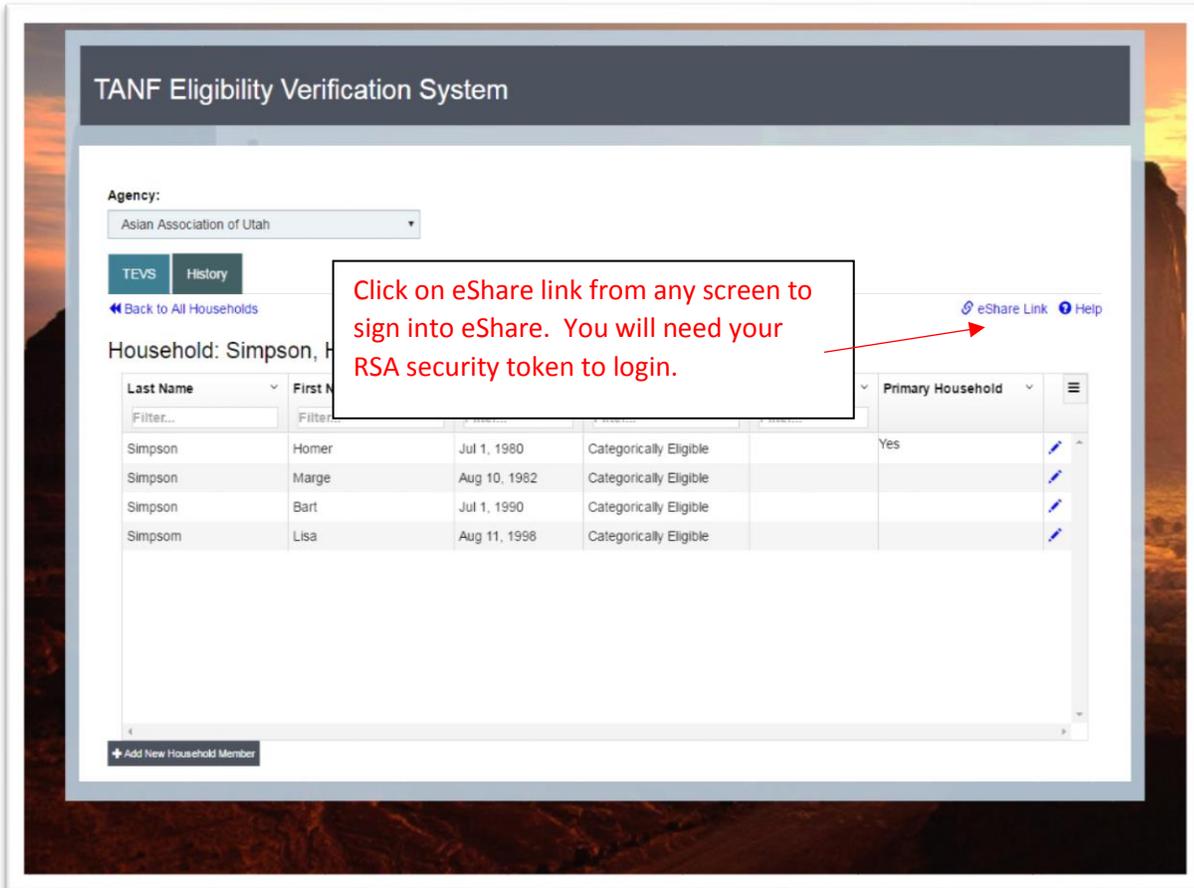
If customer withdrew or is no longer participating: **Select No Longer Participating**

The screenshot shows the TANF Eligibility Verification System interface. The Agency is set to 'Asian Association of Utah'. The household is identified as 'Brown, Bob'. The Eligibility Status is set to 'No Longer Participating'. The End date Elig: field is empty. The Eligibility End Date Notes field is empty. Red arrows point from the text 'Change the Eligibility Status to No Longer Participating and enter the Eligibility End Date and Notes.' to the Eligibility Status, End date Elig:, and Eligibility End Date Notes fields.

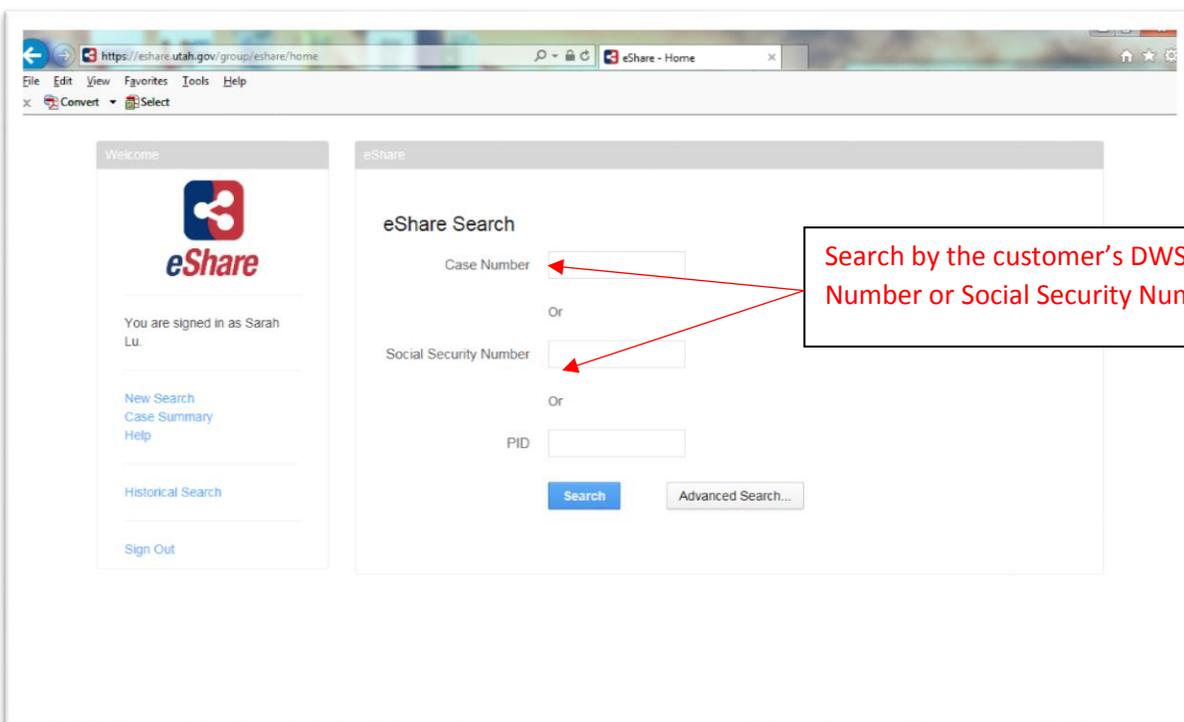
Change the Eligibility Status to No Longer Participating and enter the Eligibility End Date and Notes.

Last Name	First Name	Date Of Birth	Elig. Status	Elig. End Date	Primary Household
Brown	Joe	Aug 14, 1990	Determined Eligible by ...		
Brown	Betty	Aug 14, 2000	Determined Eligible by ...		
Brown	Bob	Aug 14, 1980	Determined Eligible by ...		Yes

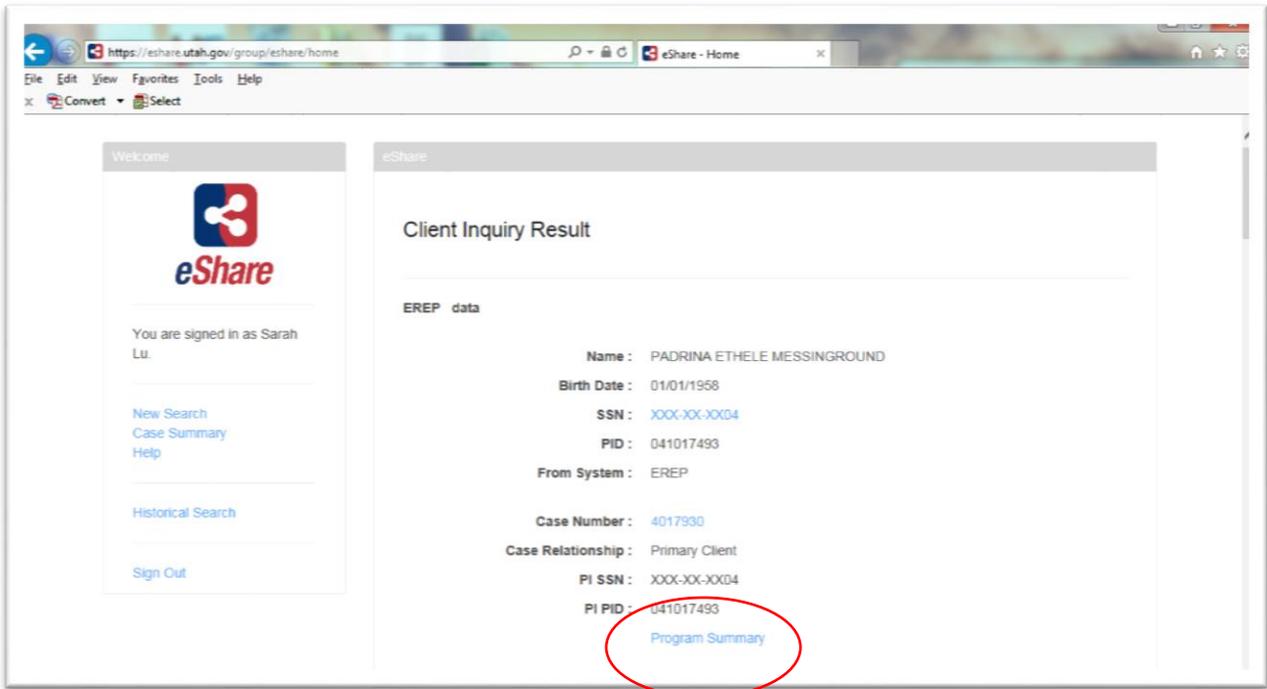
# Using eShare Interface to Verify DWS Benefits



Log into eShare with your assigned RSA security token. After you login, you can search by the customer's case number or Social Security Number.



To view whether customer is currently receiving DWS benefits, click on Program Summary.



Check the Program, Status and Dates. Look for the status of “Active”. This means the customer is currently receiving benefits. If customer is currently receiving benefits, they meet all TANF eligibility requirements and may be served. If not receiving benefits, Contractor must determine eligibility and collect all required documentation.

Program	Status	Status Reason	Start Date	End Date	Status Date
Child	Active		08/01/2016	04/30/2017	04/30/2017
Financial Assistance	Denied	Auto denial after thirty days of application	04/29/2016	09/30/2016	04/29/2016
Family	Closed	Not Eligible	04/01/2016	03/31/2017	07/31/2016
Food Stamps	Closed	Review not submitted	02/11/2016	01/31/2017	07/31/2016
Medical	Denied	Program created at Cascade	11/12/2015	11/12/2015	11/12/2015
Pregnant Woman	Closed	Not Eligible	11/01/2015	10/31/2016	04/30/2016
Child	Closed	Not Eligible	06/01/2014	05/31/2015	08/31/2014