

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES**Notice of Personal Responsibility  
for the TANF Program**

CASE NAME

Muhammad Sahibzada

CASE NUMBER

118947431

**Please Read the Following Explanations of your Personal Responsibilities Carefully****Minor Parent Residency**

- If you are an unmarried minor parent and have a dependent child in your care, you must reside in a home maintained by your parent or guardian to be eligible for TANF, unless an exception applies.
- The exceptions are: (1) you are married, (2) neither of your parents is living or their whereabouts are unknown, (3) or living with either parent will jeopardize you or your dependent child's physical or emotional health or safety.
- If an exception applies, your worker will tell you whether you may live with an adult relative, legal guardian, or an individual standing in place of your parent.
- If none of the above living arrangements exist, the agency will search for an adult-supervised supportive living arrangement for you and require you to live there.

**Family Cap**

- If you give birth to or adopt a child ten months after your first TANF payment is issued, that child will not be added to your TANF case.
- As a custodial parent, you will receive any child support collected for the child ineligible under this family cap provision. The child support will not be counted as income in your TANF case.
- If you are a minor, any additional child you have or adopt during the time period described above will not be added to your TANF case.

**Compulsory School Attendance**

- Any child between the ages of 5 and 18, including a minor parent, must attend school to be eligible for TANF unless he/she has a high school diploma or a GED.
- The school will notify the agency if he/she is not attending school regularly unless he/she has an excused absence.
- After this notification, the worker will contact you to develop a plan to help your child comply with attendance requirements.
- If you or your child do not cooperate with the plan, your child will be ineligible for TANF.

**Immunizations**

- A child must receive his/her immunizations as required by Virginia law for you to receive your total TANF check. A doctor, the agency, or the health department will help you comply with this requirement.
- "Shot Records" are sufficient to verify that the child has received his/her required immunizations. The worker can provide a form to take to the doctor or the health department if you do not have the "shot records".
- If a child has not received immunizations due to medical reasons, you must provide a written explanation from a doctor or the health department. If the child has not received immunizations for other reasons, you should tell your worker.
- Failure to meet the immunization requirements will result in the TANF check being reduced by \$50 for one child and \$25 for each additional child until the immunization requirements are met.

**Cooperation in Obtaining Support**

- You must cooperate in identifying and locating the absent parent of any child for whom TANF is requested, establishing paternity of any child born out of wedlock, and in obtaining support payments for yourself and for any child for whom TANF is requested or received.
- If you do not know the absent parent's name or other identifying information, you should tell your worker. You may be required to sign an "Attesting to the Lack of Information" form which declares, under penalty or perjury, that you have no knowledge of the information requested.
- Your worker will review the "Notice of Cooperation and Good Cause" form with you and answer any questions you may have about the cooperation requirements, situations in which cooperation is not required (good cause), and penalties for not cooperating without good cause. You must complete this form and indicate **for each absent parent** whether you agree to cooperate or wish to claim good cause not to cooperate.
- If you do not cooperate and do not meet an exception to cooperating, your TANF benefits will be reduced or terminated.

The Agency has explained each of the above provisions to me. By signing this form, I acknowledge that I have read this form and understand each of the above provisions.

**SIGN HERE**

Signature \_\_\_\_\_

Date \_\_\_\_\_