



Title IV-E Unemployed Parent Worksheet for Foster Child :

SSN:

Step 1: Establish the Primary Wage Earner (PWE) Parent

This is the parent who has earned the greater amount of income in the 24-month period immediately preceding the **AFDC Eligibility Month**.

Note: income amounts may be established by Wage Match, check stubs, tax returns, W-2 forms, or a Family Service Worker's statement if no other documentary evidence is available.

	Parent	24 Months of Gross Earnings	PWE
Father:			
Mother:			
Verification:			

Step 2: Establish if the PWE Parent meets the Unemployment Status Criteria

Has the PWE been unemployed at least 30 days prior to the AFDC eligibility month or employed less than 100 hours per month during the AFDC eligibility month and expected to work less than 100 hours in the month following the AFDC eligibility month?

Yes If "Yes", go to Step 3 **Verification:**

No If "No", **STOP**. Title IV-E Unemployed Parent deprivation eligibility criteria not met.

Step 3: Job Offer Requirements

Has the PWE been willing to accept bona fide (BF) timely offers of employment or training, i.e., offer made within 1 month prior to AFDC eligibility month?

Yes If "Yes", go to Step 4 **Verification:**

No If "No", **STOP**. If the PWE refused a BF offer of employment, the Title IV-E UP deprivation is not met.

Step 4: Establish Labor Force Connection

a. Is the PWE eligible to receive or receiving unemployment compensation (UC), or received at least one UC payment during the past twelve months prior to the AFDC eligibility month?

Yes If "Yes", a labor force connection has been established and **the child is deprived based on the unemployed parent criteria**.

No If "No", go to 4b.

b. Has the PWE earned at least \$50 in any 6 quarters within a -13 consecutive quarter period (not counting the current quarter)?

Yes If "Yes", a labor force connection has been established and **the child is deprived based on the unemployed parent criteria**. Show quarters and income amounts below:

No If "No", **STOP**. Title IV-E Unemployed Parent deprivation eligibility not met.

AFDC Eligibility Month:		Current Quarter:			
Year	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	
	Amt. Earned	Amt. Earned	Amt. Earned	Amt. Earned	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verification of Income in each quarter:

CWBC:

Date:



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INSTRUCTIONS FOR USE OF FORM

Purpose

A foster child can be considered to be deprived of parental support because of unemployment when both parents were living in the removal home and the primary wage earner is unemployed or employed less than 100 hours per month.

Reminder: When determining initial eligibility, first determine if deprivation exists based on either Absence or Incapacity. Incapacity can be of a temporary nature and may include an injury or convalescence following illness or injury. Physical or mental incapacity is to be supported by competent medical documentation and must be of such a debilitating nature as to reduce substantially or eliminate the parent's ability to provide support or care for the foster child and be expected to last for a period of at least **30 days**. **A foster child's parent who is in receipt of Title XVI SSI benefits or Social Security disability benefits may be considered to be deprived of parental support because of incapacity.**

General Procedures

The Title IV-E Unemployed Parent Worksheet is completed by the Child Welfare Benefits Counselor. It is completed only at the time of an Initial eligibility determination for each foster child considered deprived of parental support because of the unemployment of a parent.

Step 1: Establish the Primary Wage Earner (PWE) Parent

To be deprived of parental support on the basis of the unemployment of a parent, the Primary Wage Earner must meet Steps 2 – 4.

Step 2: The PWE Parent meets the Unemployment Status Criteria.

Step 3: The PWE has not refused a bona fide offer of employment or training and is not on strike.

Step 4: The PWE has a Labor Force Connection.

Establishing Labor Force Connection: The amount of earnings in each prior quarter does not have to be the exact amount. However, it must be verified that the earnings were at least \$50 in each quarter.



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