Manual Sections from Vol. III that should help in dealing with AFDC
Standard Filing Unit.

2002: Eligible Groups

2020: Persons in Application

2300: Technical Requirements

2625: Stepparent or Parent/Legal Guardian of a Minor Parent/L. Guardian

2655: Test Budgets
Definitions - 2005

1. AFDC Child: A child who meets the financial eligibility criteria and is deprived of parental support due to the death, incapacity or absence of a parent and is living in the home of a specified relative. The child must be age 17 or under or, if 18, in regular full-time attendance in high school or equivalent level of vocational or technical school and expected to complete a course of study before reaching age 19 or during the month of the 19th birthday.

2. Minor: An individual who is age 17 or under or, if 18, in regular full-time attendance as above (AFDC Child). For the purpose of deeming income, a minor parent/legal guardian is considered any person under the age of 18.

3. Second Parent: An individual included in the AFDC grant because:
   
   A. He/She is the incapacitated natural or adoptive parent of at least one of the needy children; and
   B. He/She is living in the home; and
   C. He/She is:
      1. Legally married; or
      2. Recognized as married through common-law by another state, to the parent who is included in the grant as specified relative; or
      3. Adjudicated either by the court or by an administrative establishment of paternity.

4. Sibling: One of two or more persons having one or both parents in common. Includes brother or sister, and half brother or half sister, but does not included stepbrother or stepsister.

5. Specified Relative: The relative, related to the AFDC child within a specified degree, in whose home the AFDC child lives. (relationship-2326)
I. AFDC Standard Filing Unit – (Proper People in the AFDC Case)

When technically eligible, include the following in the AFDC case:

- Parent(s);
- Children;
- Siblings; and
- Minor Parent

When adding a person, the effective date is the date on form PAFS-2 requesting additional verification or the date on form PAFS-126 recording the addition if all verification is provided at the report. Form PAFS-2 is sent the SAME DAY the agency becomes aware that an individual entered the household. (Vol. III, MS 2011 B).
II. Income may be considered in some unique ways, depending on the relationship of the individuals in the home.
Example 1

The following people live together.

Mother and her child

(Terry with child Justin)

Terry applies for AFDC for herself and Justin. Terry is an unwed mother. The alleged father is not in the home.

Establish one (1) case for:

When a child is eligible for AFDC, the technically eligible parent living in the home MUST BE included in the case.

(Terry with child Justin)
Example 2

The following people live together.

Husband-Stepfather

their child age 4

(Tom)

(Jim)

Wife

her child age 10

(Liz)

(Ann)

Liz applies for AFDC for her child Ann. Tom is employed.

Establish one (1) case for:

Tom is not related to the child of Liz. Jim has no deprivation factor, even though he is the half brother to Ann.

When a child is in an AFDC case as a child and the technically eligible mother is in the home, the mother MUST be included in the case.

Technically ineligible individuals, Tom not related and Jim with no deprivation, are NOT included in the case.
Example 3

The following people live together.

- **Mother**
  - (Alice)
- **Child/minor parent age 16**
  - (Mary with child Amy)
- **Child age 17**
  - (Richard)

A. **Mary**, the minor parent, applies for AFDC for her child Amy. Amy is a BOW child, the alleged father is not in the home. Alice receives unemployment compensation.

Establish one (1) case for: Mary MUST be included in the case with her child.

- Mary with child Amy

OR

B. Alice applies for AFDC for her grandchild Amy. Amy is a BOW child, the alleged father is not in the home. Alice receives unemployment compensation.

Establish one (1) case for:

- Mary (minor parent) is the mother of Amy.
- Alice is the parent of Mary.
- Richard is the brother of Mary.

When a minor parent is considered a child in the AFDC case, any technically eligible siblings MUST BE in the SAME case. Additionally, when the technically eligible parent lives in the home with a child in the AFDC case, the parent MUST BE in the AFDC case with the child.
Example A

The following people live together.

(Paul)    Husband  
Stepfather

(Doris)   Wife

(Patricia with 
child Chris)

Her child/minor
parent age 15
and her child

A. Doris applies for AFDC for Patricia. She does NOT want AFDC for her grandchild Chris. Paul is employed.

Establish one (1) case for:

Doris    Patricia

Chris is NOT automatically included.

OR

B. Doris applies for AFDC for herself and Chris. Paul is employed.

Establish one (1) case for:

Doris    Patricia with 
child Chris

A minor parent MUST be included in the case when her child is included.

OR
C. Patricia, the minor parent, applies for herself and Chris. Chris is a BOW child. The alleged father is not in the home. Paul is employed.

Establish one (1) case for:

Since Doris has not applied for AFDC, Patricia is the SR and Doris is NOT in the case.

Patricia with child Chris

OR

D. Patricia, the minor parent, applies for herself and Chris. Chris is a BOW child. The alleged father is not in the home. Paul and Doris are employed.

Establish one (1) case for:

Since Doris has not applied for AFDC, Patricia is the SR and Doris is NOT in the case.

Patricia with child Chris
Example 5

The following people live together.

Father
(Zeb)
Child age 7
(Albert)
Child age 22
(Gloria with
child Hanna)
Mother
(Agnes)
Child age 12
(Sally)

Agnes applies for AFDC for all six people, Zeb is incapacitated.

Establish one (1) case for:

Gloria is NOT technically eligible as a child,
therefore, she is NOT included in the case
with her parents and siblings.

For Gloria to receive AFDC benefits, she MUST
make application for herself and Hanna.
Example 6

The following people live together.

Father  Child age 10  Child/minor parent age 15 with her child (Grandchild to Jane and Joe)

(Joe)  (James)  (Jessica with child Joan)

Mother  Child age 12  Grandchild - parent not in home

(Jane)  (John)  (Jenny)

Jane applies for AFDC for all seven people. Joe is determined to be incapacitated.

Establish two (2) cases for this family group as follows:

Case A includes:

Joe  Jane  James  John  Jessica with child Joan

Joe and Jane are the parents of James, John and Jessica. Jessica is included because she is the sister of James and John. Joan is included because AFDC is requested and she is the daughter of Jessica.

Case B includes:

Jenny

Jenny is not related to any of the children in the other AFDC case and her parent is not in the home. Jane is payee and is included in only one case.
Example 7

The following people live together.

Mother/minor parent
age 17
with her child

(Nancy
with child
Sue)

Legal guardian
of Nancy

(Janet)

Janet's child age 5

(Harry)

Nancy applies for AFDC for herself and her child. Janet is not related.

Establish one (1) case for:

Janet and Harry may NOT be in this case.

To be included in an AFDC case the individuals MUST BE related to the proper degree.
Example 8

The following people live together.

Husband - Stepfather
(Mark)

Mother
(Rhonda)

His child
(Matthew)

Their child
(Valerie)

Her child
(Paula)

Rhonda applies for AFDC for her child Paula. Mark is incapacitated and receives SSDI of $124.00 per month.

Establish one (1) case for:

Mark Rhonda Matthew Valerie Paula

Valerie is a sibling to Matthew and Paula by half blood. Their child is technically eligible due to the incapacity of Mark. All technically eligible siblings MUST be in the same case.

Mark is the father of Matthew, therefore, he MUST be in the case with Matthew.

Rhonda is the mother of Paula, therefore, she MUST be in the case with Paula.
Example 9

The following people live together.

Alleged Father   Child
(Kevin)           (Kelly)

Mother
(Margaret)

Margaret applies for AFDC for herself and Kelly. Margaret and Kevin have never been married. Kelly was born out-of-wedlock. Paternity has NOT been established.

Establish one (1) case for:

Margaret    Kelly

The presence of the alleged father in the home has no bearing on the deprivation factor. However, pursue establishing paternity (administrative or adjudged).
Example 10

The following people live together.

Father          Mother          Child
(Frank)          (Karen)        (Adam)

Karen applies for AFDC for herself and Adam. Karen and Frank have never been married. Adam was born out-of-wedlock. Paternity of Frank for Adam has been established. Frank is employed.

Establish one (1) case for:

Karen          Adam

Deny assistance as no deprivation exists. Both parents in home and no incapacity claimed.
Example II

The following people live together.

Father
(James)

Mother
(Georgia)

Child
(Ellen)

Georgia applies for AFDC for herself and Ellen. Ellen was born out-of-wedlock. Georgia and James have never been married. Paternity of James for Ellen has been established. Incapacity of James has been established. James receives RSDI.

Establish one (1) case for:

James  Georgia  Ellen

The incapacitated parent MUST BE included in the case with Georgia and Ellen. In this situation, James is a parent because paternity has been established.
II. Counting Income for Different Households

Example 1

Count all income of Terry and Justin, if any.

Terry  Justin
### Example

#### VII. CASE DECISION AND ACTION CHECKLIST

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<th>[ ]PA-127</th>
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<td>Number of Eligible Children.</td>
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Example 2

Count PA-3OA, Test Budget IV, surplus income of Tom as income to Liz. Count total income of Liz and Ann to AFDC case.

Tom earns $225 gross weekly income from part-time employment. He is paid on Friday. The application month has four Fridays.

Surplus

Tom

Liz & Ann
Example 3

Alice receives $30 weekly from unemployment insurance benefits. UI is paid every two weeks. This month and next month Alice will receive 2 UI checks.

A. Count PA-30A, Test Budget IV, surplus income of Alice to Mary and Amy.

\[\text{Surplus} \quad \frac{\text{Alice}}{\text{Mary and Amy}}\]

B. Count all income of Alice, Mary, Richard, and Amy.

\[\text{Alice} \quad \text{Mary} \quad \text{Richard} \quad \text{Amy}\]
For examples A, B, and C, Paul earns $175 weekly and is paid on Friday. There are four Fridays. There is no other income.

For example D, Paul earns $175 weekly and is paid on Friday. Doris is employed and earns $100 per month. There are four Fridays.

A. Count PA-30A, Test Budget IV, surplus of Paul to AFDC case and all income of Doris and Patricia.

B. Count PA-30A, Test Budget IV, surplus of Paul to AFDC case and all income of Doris, Patricia, and Chris.
Example 4

C. Count PA-30A, Test Budget IV, surplus of Paul and Doris to AFDC case and all income of Patricia and Chris.

[Diagram showing Paul, Doris, and Patricia with surplus arrows between them.]

D. Count PA-30A, Test Budget IV, surplus of Paul to Doris; PA-30A, Test Budget IV, surplus of Doris to AFDC case; and all income of Patricia and Chris.

[Diagram showing Paul, Doris, and Patricia with surplus arrows between them.]
Example 5

No form PA-30A Test Budget is used. If a case member has income, complete for PA-30.

Count income of Zeb, Agnes, Albert, and Sally.

Zeb  Agnes  Albert  Sally

Example 6

No form PA-30A Test Budget is used. If a case member has income, complete form PA-30.

Case A. Count income of Joe, Jane, James, John, Jessica, and Joan.

Joe  Jane  James  John  Jessica  Joan

Case B. Count income of Jenny only.

Jenny
Example 7

Janet earns $135 weekly and is paid on Friday. The application month has five Fridays.

Count PA-30A, Test Budget IV, surplus of Janet to AFDC case of Nancy.

NOTE: Two budgets are required since the next prospective month does not have five Fridays.
Example 8

No form PA-30A test budget is used. Since a case member has income, complete form PA-30.

Count income of Mark, Rhonda, Matthew, Valerie, and Paula.

Example 9

No form PA-30A test budget is used. If a case member has income, complete form PA-30.

Count all income of Margaret and Kelly.
Example 10

No form PA-30A test budget is used. Since a technical factor is not met, form PA-30 is not required.

No deprivation – both parents in home, deny. If a hearing is requested on the denial, consider all income of Frank, Karen, and Adam when completing a form PA-30 in preparation for the hearing (FSOM, Vol. I, HS 0571 A3).

Example 11

No form PA-30A test budget is used. Since a case member has income, complete form PA-30. James receives $163.70 RSDI monthly.

Count all income of James, Georgia, and Ellen.

James  Georgia  Ellen