



## Eligibility Reference Sheet

### Areas of Eligibility

Eligibility	Verification Examples	Training Samples* <i>(Remove all sensitive information.)</i>
Age	Verify according to program-developed and approved policy and procedure (Not required if a barrier to enrollment)	Birth certificate Immunization record Insurance letter/cards Passport Other**
Income	Tax forms, pay stubs, declarations, third-party consent, Social Security, child support, or alimony	Tax form 1040, W-2 Paycheck stubs/envelopes Unemployment Written statements from employer Documentation of no income** Other**
Public Assistance	Documentation from state, local, or tribal public assistance agency; or award letter or evidence of eligibility	TANF documentation SSI benefits SNAP redacted letter, photocopy of card with eligibility information
Homeless	Written statement, school personnel, service agency, or declaration	Homelessness verification**
Foster Care	Court order, legal or government-issued documents, or proof of foster care payment	Foster care reimbursement Adoption benefits
SNAP	Award letter or evidence of benefit	Redacted letter, photocopy of SNAP card

\*Use samples to train staff on what to request and how to identify appropriate documents for eligibility determination.

\*\*Program-developed and approved policy and procedure.



## Eligibility Terms and Definitions

Term	Reference(s)
Age	<a href="#">Determining, verifying, and documenting eligibility, 45 CFR §1302.12(b)(1),(2),(3)</a>
Family	<a href="#">Terms, 45 CFR §1305.2 Family</a>
Service Area	<a href="#">Terms, 45 CFR §1305.2 Service Area</a> <a href="#">Determining community strengths, needs, and resources. 45 CFR §1302.11(a)</a>
Relevant Time Period	<a href="#">Terms, 45 CFR §1305.2 Relevant Time Period</a>
Current Situation	<a href="#">Determining, verifying, and documenting eligibility, 45 CFR §1302.12(i)(1)(iii)</a>
Income <ul style="list-style-type: none"> <li>No income</li> <li>Below poverty</li> <li>100-130% of the poverty line</li> <li>Over income</li> </ul>	<a href="#">Terms, 45 CFR §1305.2 Income</a> <a href="#">Consumer Income Census Report</a> <a href="#">Determining, verifying, and documenting eligibility, 45 CFR §1302.12(c)</a> <a href="#">Determining, verifying, and documenting eligibility, 45 CFR §1302.12(d)</a> <a href="#">Poverty Guidelines</a> (updated annually in January)
Homeless Children	<a href="#">Terms, 45 CFR §1305.2 Homeless</a> <a href="#">Determining, verifying, and documenting eligibility, 45 CFR §1302.12(i)(3)</a> <a href="#">McKinney-Vento Act</a>
Foster Care	<a href="#">Terms, 45 CFR §1305.2 Foster Care</a> <a href="#">Determining, verifying, and documenting eligibility, 45 CFR §1302.12(i)(4)</a>
Public Assistance <ul style="list-style-type: none"> <li>SSI</li> <li>TANF</li> <li>SNAP</li> </ul>	<a href="#">Determining, verifying, and documenting eligibility, 45 CFR §1302.12(c)</a> <a href="#">ACF-IM-HS-22-03 – SNAP</a>
Verify <ul style="list-style-type: none"> <li>Lack of documentation</li> <li>Third-party verification</li> </ul>	<a href="#">Terms, 45 CFR §1305.2 Verify</a>
Eligibility Duration	<a href="#">Determining, verifying, and documenting eligibility, 45 CFR §1302.12(j)</a>

Additional ERSEA resources: <https://eclkc.ohs.acf.hhs.gov/ersea>

