Pennsylvania Department of Labor and Industry

Bureau of Workforce Partnership and Operations

CWDS - TANF YDP Preliminary Eligibility Screening Instructions

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Background

The Preliminary Screening Function within the Commonwealth Workforce Development System (CWDS) is a tool for TANF Youth Development Program (YDP) providers to identify if an applicant may be served using TANF Youth Development Funds (YDF).

TANF YDP providers **must** ensure that the applicant meets the age eligibility requirements of the TANF YDP **prior to** utilizing this tool. To be eligible for TANF YDP funded services, the applicant **must** be between the ages of 12 (or have completed the 5th grade) and 24 years at the time of application.

If the applicant does not meet the age requirement, the applicant is **INELIGIBLE** for services using TANF YDF. The provider will not proceed with the Preliminary Screening Function but will review the applicant's eligibility for services through other funding sources.

If the applicant meets the age requirements for TANF YDP, the provider will proceed with the Preliminary Screening Function instructions.

A calculator is available to help providers determine if the applicant meets the income requirements under <u>235% Federal Poverty Income Guideline (FPIG)</u>. The use of the "235% FPIG Calculator" is optional.

CWDS Instructions

Step 1. Click "Sign In"

Step 2. Enter Username & Password

Step 3. Click on the CWDS 2.0 icon found on the top right corner

Step 4. Locate the "Quick Links" to the far left under the CWDS Icon

<u>Step 5.</u> Under the "Case Management" section, select the "Preliminary Screening" option which will take you to the DHS Preliminary Screening Inquiry homepage

Eligibility Inquiry

From the DHS Preliminary Screening Inquiry homepage:

Step 1. In "Participant SSN" field, enter participants social security number

Step 2. In "Program" field, select "DHS-TANF Youth"

Step 3. Click on "Check Eligibility"

DHS Preliminary Screening

DHS Preliminary Screening	Inquiry			
Eligibility Inquiry				
PARTICIPANT SSN (required)	PROGRAM (required)			
196798717	DHS-TANF Youth	~	CHECK ELIGIBILITY	

Name, SSN, PID, Phone, Email

Step 4. Screen will display one of five "Preliminary Screening Eligibility" results

Preliminary Screening Eligibility Results

The "Preliminary Screening Eligibility" will display one of five eligibility results.

Option 1. Eligible for Preliminary Screening: Yes – TANF Recipient

DHS Preliminary Screening Inquiry			
Eligibility Inquiry			
PARTICIPANT SSN (required) 249-67-4874	PROGRAM (required) DHS-TANF Youth	CHECK ELIGIBILITY	
Preliminary Screening Eligibility			
ELIGIBLE FOR PRELIMINARY SCREENING Yes - TANF Recipient			
CWDS Participant Information			
PARTICIPANT NAME NIECE YDP	DOB 09/02/2008	PARTICIPANT ID 6393033	
CIS Participant Information			
PARTICIPANT NAME NIECE YDP	09/02/2008	RECIPIENT NUMBER 380385754	district 0
CANCEL			

Receiving an "Eligible for Preliminary Screening: Yes – TANF Recipient" result means the applicant is **ELIGIBLE** for TANF YDP funded services because they are receiving TANF benefits. The provider is not required to collect further verification, and the applicant may be served immediately using TANF YDF.

NOTE: If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found below on page 6.

Option 2. Eligibility for Preliminary Screening: Yes - Other Benefit

DHS Preliminary Screening Inquiry					
Eligibility Inquiry					
PARTICIPANT SSN (required) 178-71-4118	PROGRAM (required) DHS-TANF Youth	*	CHECK ELIGIBILITY		
Preliminary Screening Eligibility					
ELIGIBLE FOR PRELIMINARY SCREENING Yes - Other Benefit					
CIS Participant Information					
PARTICIPANT NAME JOHN ROVER	DOB 01/01/2000		RECIPIENT NUMBER 50380036	DISTRICT	
CANCEL				с	REATE CWDS BASE RECORD

Receiving an "Eligible for Preliminary Screening: Yes – Other Benefit" result means the applicant is **ELIGIBLE** for TANF YDP funded services because they are receiving Supplemental Nutrition Assistance Program and/or Medical Assistance benefits AND are under the age of 15 or age 18 or older. The provider is not required to collect further verification, and the applicant may be served immediately using TANF YDF.

NOTE: If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found below on page 6.

Option 3. Eligible for Preliminary Screening: Yes – Pending Income Verification

Eligibility Inquiry					
PARTICIPANT SSN (required)	PROGRAM (required)				
196798717	DHS-TANF Youth ~	CHECK ELIGIBILITY			
Preliminary Screening Eligit	pility				
ELIGIBLE FOR PRELIMINARY SCREENING Yes - Pending Income Verification					
CIS Participant Information					
PARTICIPANT NAME SEPTEMBER PAVIO	DOB 01/01/2006	RECIPIENT NUMBER 908852151	district O		

Receiving an "Eligible for Preliminary Screening: Yes – Pending Income Verification" result means that the provider must verify the applicant's household size and personal monthly gross earned income to determine eligibility*.

The provider must verify and document that the applicant's personal monthly grossed earned income is under 235% FPIG*. The provider may utilize the "235% FPIG Calculator" to determine if the applicant is income eligible for TANF YDP funded services.

Receiving an "Income Eligible" result on the "235% FPIG Calculator" means that the applicant is **ELIGIBLE** for TANF YDP funded services. The provider is not required to collect further verification, and the applicant may be served.

Receiving an "Income Ineligible" result on the "235% FPIG Calculator" means that the applicant is **INELIGIBLE** for TANF YDP funded services. If the applicant is income ineligible, the provider must verify that the applicant resides in a High Poverty Area, using the most current version of the *Pennsylvania High Poverty Area Verification* tool, and has an additional barrier*.

If the applicant meets the High Poverty Area Verification, the applicant is **ELIGIBLE** for TANF YDP funded services and may be served. If the applicant does not meet the High Poverty Area Verification, the applicant is **INELIGIBLE** for TANF YDP funded services. The provider will then review the applicant's eligibility for services through other funding streams.

*Please see the <u>TANF YDP Manual</u> for additional information.

NOTE: A copy/screenshot of **All** verifications must be retained in the participant's TANF YDP Data File and be made available upon request to confirm program eligibility and allowable expenditures.

NOTE: If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found below on page 6.

Option 4. Eligible for Preliminary Screening: Yes – Pending Full Verification

DHS Preliminary Screening Inquiry					
Eligibility Inquiry					
PARTICIPANT SSN (required)	PROGRAM (required)				
456678876	DHS-TANF Youth	~	CHECK ELIGIBILITY		
Preliminary Screening Eligibility					
ELIGIBLE FOR PRELIMINARY SCREENING Yes - Pending Full Verification					

Receiving an "Eligible for Preliminary Screening: Yes – Pending Full Verification" means that the provider must verify all eligibility requirements: residency, citizenship status, household size, and personal monthly gross earned income*.

The provider must verify and document that the applicant meets TANF YDFP residency and citizenship requirements*. If the applicant does not meet the residency and/or citizenship status requirements, the applicant is **INELIGIBLE** for TANF YDP funded services. The provider will review the applicant's eligibility for services through other funding streams.

If the applicant meets the TANF YDP residency and citizenship requirements*, the provider must verify that the applicant's personal monthly grossed earned income is under 235% FPIG*. Providers may utilize the "235% FPIG Calculator" to determine if the applicant is income eligible for TANF YDP funded services.

Receiving an "Income Eligible" result on the "235% FPIG Calculator" means that the applicant is **ELIGIBLE** for TANF YDP funded services. The provider is not required to collect further verification, and the applicant may be served.

Receiving an "Income Ineligible" result on the "235% FPIG Calculator" means that the applicant is **INELIGIBLE** for TANF YDP funded services. If the applicant is income ineligible, the provider must verify that the applicant resides in a High Poverty Area, using the most current version of the *Pennsylvania High Poverty Area Verification* tool, and has an additional barrier*.

If the applicant meets the High Poverty Area Verification, the applicant is **ELIGIBLE** for TANF YDP funded services and may be served. If the applicant does not meet the High Poverty Area Verification, the applicant is **INELIGIBLE** for TANF YDP funded services. The provider will then review the applicant's eligibility for services through other funding streams.

*Please see the TANF YDP Manual for additional information.

NOTE: A copy/screenshot of **All** verifications must be retained in the participant's TANF YDP Data File and be made available upon request to confirm program eligibility and allowable expenditures.

NOTE: If applicant is not known to CWDS, the creation of a CWDS base record will be required. Further instructions on the creation of a CWDS base record are found below on page 6.

Option 5. Eligible for Preliminary Screening: No

Participant must be between the ages of 11 and 24 for the TANF Youth Program.			
DHS Preliminary Screening Inquiry			
Eligibility Inquiry			
PARTICIPANT SSN (required) 164-48-9494	PROGRAM (required) DHS-TANF Youth		
Preliminary Screening Eligibility ELIGIBLE FOR PRELIMINARY SCREENING No			
CWDS Participant Information			
PARTICIPANT NAME AUNT YDP	DOB 09/13/1989	PARTICIPANT ID 6392973	
CIS Participant Information			
PARTICIPANT NAME AUNT YDP	09/13/1989	RECIPIENT NUMBER 380385751	DISTRICT
CANCEL			

Receiving an "Eligible for Preliminary Screening: No" means the applicant is known to eCIS and/or CWDS but does not meet the age requirements to participate in TANF YDP. Therefore, the applicant is **INELIGIBLE** for TANF YDP funded services.

Creating a CWDS Base Record

The DHS Preliminary Screening Tool will only allow providers to "Create a Base Record" for individuals not already known to CWDS.

Scenario 1: Individual not known to eCIS or CWDS (Yes-Pending Full Verification Result)

The provider will be required to "**Create CWDS Base Record**" for individuals that are not known to eCIS or CWDS. Only the Preliminary Screening Eligibility will display. There will be no Participant Information listed under the Eligibility result as the individual is unknown to both systems.

Step 1. Click on "Create CWDS Base Record" after completing the initial Eligibility Inquiry

DHS Preliminary Screening			Name, SSN, PID, Phone, Email Q
DHS Preliminary Screening Inquiry			
Eligibility Inquiry			
	ROGRAM (required) DHS-TANF Youth	CHECK ELIGIBILITY	
Preliminary Screening Eligibility			
ELIGIBLE FOR PRELIMINARY SCREENING Yes - Pending Full Verification			
CANCEL			CREATE CWDS BASE RECORD

<u>Step 2.</u> Enter the Participant First Name, Participant Last Name, and Date of Birth and click on "Continue"

DHS Preliminary Screening			Name, SSN, PID, Phone, Email
DHS Preliminary Screening Inquiry			
Eligibility Inquiry			
PARTICIPANT SSN (required) 154-16-4684	PROGRAM (required) DHS-TANF Youth	✓ CHECK ELIGIBILITY	
Individual Information			
PARTICIPANT FIRST NAME (required) Tester	T	PARTICIPANT LAST NAME (required) Testing	
SSN 154-16-4684	DOB (required) 01/06/2006		
CANCEL			CONTINUE

<u>Step 3.</u> Complete all required fields under "Create Personal Information" and click on "Save and Continue"

Create Personal Information			Name, SSN, PID, Phone, Email
Individual Name			
SALUTATION			
- SELECT -			
FIRST NAME (required)	MIDDLE INITIAL	LAST NAME (required)	SUFFIX
Tester	Т	Testing	
CREDENTIALS (EXAMPLE: MD, PHD)			
Individual Personal Information			
SSN 😧	DATE OF BIRTH (required)		
154-16-4684	01/06/2006		
CITIZENSHIP STATUS (required)	ARE YOU LEGAL TO WORK IN THE US?		
US Citizen 🗸	Yes No Don't Know		
ETHNICITY			
Hispanic/Latino Non Hispanic/Latino Do not wish to disclose			
RACE American Indian or Alaskan Native			
Asian			
Black or African American			
Hawaiian Native or Other Pacific Islander			
White			
Do not wish to disclose			

	GENDER (required)	
	Male Female Does not self-identify	
	HIGHEST LEVEL OF EDUCATION	
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<u>Step 4.</u> A notification will display indicating that participant data was modified, and the provider must check eligibility again. Click on "**Check Eligibility**"

DHS Preliminary Screening	l i i i i i i i i i i i i i i i i i i i		Name, SSN, PID, Phone, Email Q
Participant data was modified. You must check	k eligibility again.		×
DHS Preliminary Screening Inquiry			
Eligibility Inquiry			
PARTICIPANT SSN (required) 154-16-4684	PROGRAM (required) DHS-TANF Youth	CHECK ELIGIBILITY	
CWDS Participant Information			
PARTICIPANT NAME Tester Testing	DOB 01/06/2006	PARTICIPANT ID 6393072	
CANCEL			

<u>Step 5.</u> Final Preliminary Screening results under "**Eligible for Preliminary Screening**" will display and a base record has been created

DHS Preliminary Screening			Name, SSN, PID, Phone, Email	٩
DHS Preliminary Screening Inquiry				
Eligibility Inquiry				
PARTICIPANT SSN (required) 154-16-4684	PROGRAM (required) DHS-TANF Youth	CHECK ELIGIBILITY		
Preliminary Screening Eligibility				
ELIGIBLE FOR PRELIMINARY SCREENING Yes - Pending Full Verification				
CWDS Participant Information				
PARTICIPANT NAME Tester Testing	DOB 01/06/2006	PARTICIPANT ID 6393072		
CANCEL				

The provider will take the appropriate next step based on the final Preliminary Screening Eligibility result as described above.

The "Eligibility for Preliminary Screening" will not change unless the date of birth the provider entered into the base record does not meet TANF YDP age requirements. A final Preliminary Screening Eligibility result of "No" means the date of birth the provider entered into the CWDS base record does not meet TANF YDP age requirements and is **INELIGIBLE** to receive TANF YDP funded services.

Participant Clearance

If the provider completes Step 2 and is directed to "Participant Clearance", it means that there is an existing record for an individual with the same Name and Date of Birth but a different SSN.

This inc	dividual may alre	eady exist in the	system. Please verif	y if one of the f	following profiles ma	atch this	individual. F	unctio	on buttons v	vill not appear on thi	s page if y	ou do not h	ave the rol	le to perforn	n the action.	
NEW REG	CORD															
Selecting	this individual i	and the "Create	New Participant Rec	ord" button con	firms that there is n	ot a con	flict with an	existin	g CWDS Pa	rticipant and creater	s a new Pa	irticipant re	cord.			
Partic	sipant ID	First Name	Middle Initial	Last Name	Social Securit Number	y Dat of birt		ender	Address	City		State	Z	lip Code	County	
		Benjamin		Abduljabbar	046526145	10/	3/2004									
ODFAT	E NEW PARTICIP	NY DECODE														
CREAT	E NEW PARTICIPS	ANT RECORD														
POSSIBL	E MATCHES				1	R										
Choose a	profile and sele	ect the "Matche	s CWDS Profile" butto	on to indicate th	nat the incoming rec	ord is a	match with	an exis	ting Particij	pant record in CWDS	L.					
	Participant ID	First Name	Middle Last Name Initial	Social Security Number	Date of birth	Gender	Address			City	State	Zip Code	County			
0	5387075	Benjamin	Abduljabbar	046526146	10/03/2004	F	231 Schael	fer Ln		York	PA	17401	York			
MATCH	HES CWDS PROFI	LE														

Step 1. Review "Possible Matches"

Step 2. Determine if an existing base record matches the applicant's verified information

Step 3. Proceed to the appropriate steps under A or B

A. If an existing base record under "**Possible Matches**" is confirmed to be the applicant:

Step 1. Click on the toggle next to the matching individual and select "Matches CWDS Profile"

<u>Step 2.</u> Review "CWDS Information" on the "Resolve Conflict" screen, make any verified updates, and click on "Use Existing Information"

olve Conflict					Name, SSN, PID, Phone, Email
CWDS Information			Received Inf	ormation	
FIRST NAME (required)	MIDDLE INITIAL	LAST NAME (required)	FIRST NAME	MIDDLE INITIAL	LAST NAME
Benjamin		Abduljabbar	Benjamin		Abduljabbar
Location Address			Location Add	dress	
ADDRESS LINE 1 (required)	ADDRESS LINE 2	CITY (required)	ADDRESS LINE 1	1 ADDRESS LINE 2	СПУ
231 Schaefer Ln		York			
STATE (required)	ZIP CODE (required)	COUNTY (required)	STATE	ZIP CODE	COUNTY
Pennsylvania 🗸	17401-3898	York	~	-	
Mailing Address			Mailing Addr	ress	
Use Same Address for Mailing Address			ADDRESS LINE	ADDRESS LINE 2	СІТҮ
ADDRESS LINE 1 (required)	ADDRESS LINE 2	CITY (required)			
231 Schaefer Ln		York	STATE	ZIP CODE	COUNTY
STATE (required)	ZIP CODE (required)	COUNTY (required)			
Pennsylvania 🗸 🗸	17401-3898	York	Y PRIMARY PHON	IE WORK PHONE	CELL PHONE
PRIMARY PHONE (required)	WORK PHONE	CELL PHONE			
(717) 855-5134		(717) 855-5134			

ADDRESS LINE 1 (required)	ADDRESS LINE 2	CITY (required)				
231 Schaefer Ln		York		STATE	ZIP CODE	COUNTY
STATE (required)	ZIP CODE (required)	COUNTY (required)				
Pennsylvania 🗸	17401-3898	York	~	PRIMARY PHONE	WORK PHONE	CELL PHONE
PRIMARY PHONE (required)	WORK PHONE	CELL PHONE		- Allower - Hone	None Trone	offer the second
(717) 855-5134		(717) 855-5134				
Primary Phone TDD/TTY						
Personal Information				Personal Information		
SSN (required)	DATE OF BIRTH (required)	GENDER (required)		SSN	DATE OF BIRTH	GENDER
046526146	10/03/2004	Female	~	046526145	10/3/2004	
US CITIZEN (required)	ARE YOU LEGAL TO WORK IN THE US?	ETHNICITY		US CITIZEN	ARE YOU LEGAL TO WORK IN	ETHNICITY
US Citizen 🗸	Yes 🗸 🗸	Non Hispanic/Latino	~		THE US?	
RACE				RACE		
American Indian or Alaskan Native	Asian			RACE		
Black or African American	Hawaiian Native o	r Other Pacific Islander				
White	Do not wish to dise	close				
USE EXISTING INFORMATION				USE RECEIVED INFORMATION		
BACK						

<u>Step 3.</u> Providers will be redirected to Step 4 to re-assess eligibility by clicking "Check Eligibility" for the final Preliminary Screening result

B. If an existing base record *does not* match the applicant's verified information, click "Create New Participant Record". Providers will be redirected to Step 3 above to "Create Personal Information" and will complete the remaining steps.

Scenario 2: Individual known to CWDS but not eCIS (Yes- Pending Full Verification Result)

The provider will not receive a "Create CWDS Base Record" option as a CWDS base record already exists. The CWDS Participant Information will be displayed.

HS Preliminary Screening				Name, SSN, PID, Phone, Email	0
DHS Preliminary Screening Inquiry					
Eligibility Inquiry					
PARTICIPANT SSN (required)	PROGRAM (required)				
046-52-6146	DHS-TANF Youth	~	CHECK ELIGIBILITY		
Preliminary Screening Eligibility					
ELIGIBLE FOR PRELIMINARY SCREENING					
Yes - Pending Full Verification					
CWDS Participant Information					
PARTICIPANT NAME	DOB		PARTICIPANT ID		
Benjamin Abduljabbar	10/03/2004		5387075		
CANCEL					

Scenario 3: Individual known to both CWDS and eCIS (All Results, except Pending Full Verification)

The provider will not receive the "Create CWDS Base Record" option as a CWDS base record already exists. The CWDS and CIS Participant Information will be displayed.

DHS Preliminary Screening Inquiry				
Eligibility Inquiry				
PARTICIPANT SSN (required)	PROGRAM (required)			
249-67-4874	DHS-TANF Youth 🗸	CHECK ELIGIBILITY		
Preliminary Screening Eligibility				
ELIGIBLE FOR PRELIMINARY SCREENING Yes - TANF Recipient				
CWDS Participant Information				
PARTICIPANT NAME NIECE YDP	DOB 09/02/2008	PARTICIPANT ID 6393033		
CIS Participant Information				
PARTICIPANT NAME NIECE YDP	DOB 09/02/2008	RECIPIENT NUMBER 380385754	DISTRICT	
CANCEL				

Resolve Conflict

The provider will be prompted to "Resolve Conflict" when the CWDS and CIS Participant information are displayed for the SSN entered but the individual's name and/or date of birth do not match in CWDS and eCIS.

Step 1. Click on "Resolve Conflict"

HS Preliminary Screening			Nam	ne, SSN, PID, Phone, Email
DHS Preliminary Screening Inquiry				
Eligibility Inquiry				
PARTICIPANT SSN (required)	PROGRAM (required)			
365-21-4411	DHS-TANF Youth 🗸	CHECK ELIGIBILITY		
Preliminary Screening Eligibility				
ELIGIBLE FOR PRELIMINARY SCREENING Yes - Pending Full Verification				
CWDS Participant Information				
PARTICIPANT NAME	DOB	PARTICIPANT ID		
Not Father	01/02/2003	6393066		
CIS Participant Information				
PARTICIPANT NAME	DOB	RECIPIENT NUMBER	DISTRICT	
NOT FATHER	01/01/2002	770380172	0	
CANCEL				RESOLVE CONFLIC
				5

Step 2. Review "Possible Matches" on the "Participant Clearance" screen to identify errors

Participant Clearance

	connets for f	coords with sin	ilar profiles where t	ne oons ale u	ie same, piease c	Jonnaet you	- Local Office (Juper 1301.				3
			e system. Please ver	ify if one of the	following profile	s match this	s individual. Fu	nction buttons v	vill not appear on	this page	if you do no	ot have
the role t	to perform the	action.										
NEW REC	ORD											
electing t	this individual :	and the "Create	New Participant Red	ord" button co	nfirms that there	is not a cor	uflict with an ex	isting CWDS Pa	rticinant and crea	ates a new	v Participant	t record
secting		and the oreate	New Farticipant Net	Jord Button Co	inititis that there	15 1101 8 001	met with an ex	isting CWD3 Fa	rticipant and crea	ites a new	v rancipant	record.
		First Name	Middle Initial	Last Name	Social	Date	Gender	Address	City		State	Zij
Partici	pant ID	First Name										
Partici	pant ID	FIRST Name			Security Number	of birth						
Partici	pant ID	NOT		FATHER			002	1 RAIN LANE	YORK		PA	1
Partici	pant ID			FATHER	Number	birth	002	1 RAIN LANE	YORK		PA	1
				FATHER	Number	birth	002	1 RAIN LANE	YORK	_	PA	1
POSSIBLI	E MATCHES	NOT			Number 365214411	birth 1/1/20					PA	;
OSSIBLI	E MATCHES	NOT	s CWDS Profile" butt		Number 365214411	birth 1/1/20				/DS.	PA	1
POSSIBLI	E MATCHES	NOT	Middle Last Name		Number 365214411 that the incoming Date of	birth 1/1/20				/DS. State	Zip	County
OSSIBLI	E MATCHES	NOT ect the "Matche		on to indicate	Number 365214411 that the incoming	birth 1/1/20 precord is a	match with an		pant record in CW			

Name, SSN, PID, Phone, Email

Q

Step 3. Take a screen shot and send to the L&I Resource Account, ra-litanf-ydp@pa.gov, for resolution

Scenario 4: Individual known to eCIS but not CWDS (All Results, except Pending Full Verification)

The provider will be required to "Create CWDS Base Record" for individuals that are known to eCIS but not CWDS. The CIS Participant Information will be displayed.

Step 1.	Click on	"Create	CWDS	Base	Record"
	011011 011	0.0410			

OHS Preliminary Screeni	ng		Name, SSN, PID, Phone, Email	۹
DHS Preliminary Screening Inquiry				
Eligibility Inquiry				
PARTICIPANT SSN (required) 249-67-4874	PROGRAM (required) DHS-TANF Youth	CHECK ELIGIBILITY		
Preliminary Screening Eligibility				
ELIGIBLE FOR PRELIMINARY SCREENING Yes - TANF Recipient				
CIS Participant Information				
PARTICIPANT NAME NIECE YDP	DOB 09/02/2008	RECIPIENT NUMBER 380385754	district O	
CANCEL			CREATE CWDS BASE RECOR	D

<u>Step 2.</u> Complete all required fields under "**Create Personal Information**" and click on "**Save and Continue**"

Added a lower Extended a lower Extended a lower being lower b	reate Personal Information			Name, SSN, PID, Phone, Email
SIGETON WIND NUMB	Individual Name			
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SNI Description Calculation Descript	CREDENTIALS (EXAMPLE: MD, PHD)			
above data! The control build a to work in the data or Concern Concern<	Individual Personal Information			
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Indicates Internet	249-67-4874	09/02/2008		
Intervent Image:	CITIZENSHIP STATUS (required)	ARE YOU LEGAL TO WORK IN THE US?		
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1234 Youth Development Rad IV (required) STATE (required) Pennay/vania PCODE (required) COUNTY (required) Dauphin	esidential Address			
1234 Youth Development Road IV (required) STATE (required) Pennsylvania P CODE (required) COUNTY (required) Dauphin INALLING ADDRESS SAME AS RESIDENTIAL ADDRESS Intact Information IMARY PHONE Y17) 123-4567 INDO/TTY @ SR PHONE IDD/TTY @ IL PHONE Y17) 123-4567 IL PHONE Y17) 123-4567	DRESS LINE 1 (required)	ADDRESS LINE 2		
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VX NUMBER	(717) 123-4567			
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PREFERRED CORRESPONDENCE METHOD (required)		
Email Mail		
EMAIL	CONFIRM EMAIL	
cooldude18@tanfydp.com	cooldude18@tanfydp.com	
PREFERRED CONTACT METHOD		
Email	•	
Internet & Social Media		
DO YOU HAVE INTERNET ACCESS AT YOUR HOME?	DO YOU USE SOCIAL MEDIA? Ves No	
I Tes O No	O Yes INO	
Other Information		
LANGUAGE PREFERENCE English Spanish Other		
COMMUNICATION NEEDS		
Foreign Language Interpreter		
Sign Language Interpreter		
Braille		
Large Print		
Other		
Staff Section		
SOCIAL SECURITY NUMBER STATUS (required) Valid		
Valid		
Civil Rights Statement Download Civil Rights Statement		
I HAVE READ AND UNDERSTOOD THE CIVIL RIGHTS STATEMENT		
Yes No		
BACK		SAVE AND CONTINUE

<u>Step 3.</u> A notification will display indicating that participant data was modified, and the provider must check eligibility again. Click on **"Check Eligibility"**.

DHS Preliminary Screening			Name, SSN, PID, Phone, Email	Q
Participant data was modified. You must check eligibility again.				
DHS Preliminary Screening Inquiry				
Eligibility Inquiry				
PARTICIPANT SSN (required) 249-67-4874	PROGRAM (required) DHS-TANF Youth	CHECK ELIGIBILITY		
CWDS Participant Information				
PARTICIPANT NAME NIECE YDP	DOB 09/02/2008	PARTICIPANT ID 6393033		
CANCEL				

<u>Step 4.</u> Final Preliminary Screening Eligibility results for "Eligible for Preliminary Screening" will display, and a base record has been created.

OHS Preliminary Screening			Name, SSN, PID, Phone, Email
DHS Preliminary Screening Inquiry			
Eligibility Inquiry			
PARTICIPANT SSN (required) 249-67-4874	PROGRAM (required) DHS-TANF Youth	CHECK ELIGIBILITY	
Preliminary Screening Eligibility			
ELIGIBLE FOR PRELIMINARY SCREENING Yes - TANF Recipient			
CWDS Participant Information			
PARTICIPANT NAME NIECE YDP	D08 09/02/2008	PARTICIPANT ID 6393033	
CIS Participant Information			
PARTICIPANT NAME NIECE YDP	09/02/2008	RECIPIENT NUMBER 380385754	DISTRICT O
CANCEL			

