

ALIEN WORKSHEET

COMPLETE ONE WORKSHEET FOR EACH ALIEN AT APPLICATION AND EACH RECERTIFICATION.

Case Name: _____

County Case: _____

Alien Name: _____

FSIS#: _____

Certification Period: _____

Date: _____

STEP 1 – Client’s Statement

Does the A/R (applicant/recipient) state he/she is illegal? Yes No If yes, STOP. The individual is an ineligible alien and no further verification of the individual's status is required **unless** the statement conflicts with previously reported information. Discrepancies in an individual's status must be addressed. Continue to Step 8 to determine countable income and deductions. **If no**, go to Step 2

STEP 2 – Hmong/Highland Laotian Tribe

Is the alien an individual lawfully admitted and a member of the Hmong/Highland Laotian tribe or the spouse, unremarried widow or unmarried dependent child of a tribal member? See Section 225.05 B.3 for criteria. Yes No If yes, STOP. Refer to Section 225.07 B.4 and call 919-527-6300 for verification of status. If listed, the individual is eligible indefinitely. If not listed, they may self-declare for indefinite eligibility. **If no**, go to Step 3

STEP 3 – American Indian

Is the alien a recognized American Indian foreign born or born in Canada and entitled to cross the U. S. border into Canada? Yes No If yes, STOP. Request proof of status and individual is eligible indefinitely. **If no**, go to Step 4.

STEP 4 – USCIS Document

Refer to the chart in 225.04 to determine the status of all other aliens. If the USCIS document is listed in the chart, the status has been determined for you.

Is the status qualified? Yes No If No, STOP. The individual is an ineligible alien. Continue to Step 8 to determine countable income and deductions. **If yes**, Copy the front and back of the USCIS card and conduct SAVE. Request additional verification when prompted by the system, discrepancies are noted or when information is questionable. If the USCIS document is not listed, identify the code on the document that indicates the section under which the client was admitted and continue with Step 5.

STEP 5 – Qualification

Is the alien a “Qualified” refugee, asylee, deportation withheld, Cuban/Haitian, trafficking victim, Amerasian, or Iraqi or Afghani Special immigrant? Yes No If yes, STOP. This individual is eligible indefinitely. Request proof of status and lawful admittance. For trafficking victims, contact the Trafficking Victim Verification Line at 1-866-401-5510.

If no, Is the alien a “Qualified” child under the age of 18? Yes No If yes, STOP. This individual is eligible regardless of the date of entry. Re-evaluate eligibility at recertification following 18th birthday. Request proof of status and lawful admittance.

If no, Has the alien been in the US for five years or more since obtaining “Qualified” status? Yes No If yes, STOP. The individual is eligible indefinitely. Request proof of status and lawful admittance.

If no, Is the alien “Qualified” and a currently disabled or blind individual who is lawfully present in the U.S. regardless of the date of entry? See Section 210.05 A-J for disability criteria. Yes No If yes, STOP. The individual is eligible indefinitely. Request proof of status and lawful admittance. **If no**, go to Step 6.

STEP 6 – Military Affiliation

Is the “Qualified” alien military-affiliated? Yes No If no, go to Step 7.

If yes, Is the alien a veteran honorably discharged for reasons other than alienage? Yes No If yes, STOP. The individual is eligible indefinitely. Request a copy of the alien's military DD-214.

If no, Is the alien on active duty (other than active duty for training) with 2 years minimum duty? Yes No If yes, STOP. The individual is eligible indefinitely. Request a copy of the alien's military ID.

If no, Is the alien a spouse, unremarried widow or unmarried dependent child of an honorably discharged veteran or an individual on active duty with 2 years minimum duty? See Section 225.07 B6 for criteria. Yes No If yes, STOP. The individual is eligible indefinitely. Request a copy of the alien's dependent military ID card for dependents of active duty personnel or retirees. Request a copy of the veteran's DD-214 and proof of lawful admittance for dependent veterans. **If no**, go to Step 7.

STEP 7 Qualifying Quarters

Does the alien lawfully admitted for permanent residence have a total of 40 qualifying quarters of their own employment and/or from a qualifying spouse, parent or stepparent? (See 225.12 for individuals who can provide this credit to the alien.) The wage earner providing the credit may be an alien or U. S. citizen. **Yes** **No** **If yes,** complete TPQY on the alien's SSN. A SSA-3288, Consent for Release, must be completed prior to completing TPQY for anyone other than the applicant. Verification of marriage/kinship must be requested. See 225.15 for Reconciliation – Lag Quarters and Covered Employment. **If no,** STOP. The individual is ineligible. Copy front and back of any USCIS documents provided. Go to Step 8 to determine countable income and deductions.

STEP 8 Categorically eligible/Specified persons

Are all household members authorized to receive WFFA or SSI or is at least one member authorized to receive an available service from Work First Employment Services? **Yes** **No** **If yes,** go to Step 10.

If no, Does the Household contain a specified person? **Yes** **No** **If yes,** go to Step 10. **If no,** go to Step 9.

STEP 9 – Non-qualified ineligible alien income and deductions

Does the non-qualified ineligible alien have income? **Yes** **No** **If no,** STOP and continue with eligibility determination.

If yes, include all of the non-qualified ineligible alien's income along with all other countable household members' income. Complete the gross income level test using the appropriate gross income limit (130% or 200%).

Does the income exceed the appropriate gross income level (do not include the non-qualified ineligible alien(s) in the household size)? **Yes** **No** **If yes,** count all income. **If no,** go to Step 10.

STEP 10 – Income and Deductions

Does the ineligible alien have countable income? (Do not include WFFA when the ineligible alien is the payee only. However, child support is considered payable to the parent. If the parent is an ineligible alien, the child support is prorated unless the court order specifies "payee only" for the children.) **Yes** **No** **If yes,** prorate the income of the ineligible alien by dividing the gross countable income by the number of total HH members including eligible, ineligible and disqualified members. Multiply the prorata share of income by the # of eligible and disqualified FNSU members. Round before and after each calculation. Enter the prorata share as income next to the ineligible alien. Continue to next question. **If no,** continue to next question.

Are there any Legal Support Obligations (LSO) paid by the ineligible alien from his own income? **Yes** **No** **If yes,** prorate the LSO amount paid by the ineligible alien from his own money. For a **LSO,** prorate by dividing the LSO amount paid by the total # of HH members including eligible, ineligible & disqualified members. Multiply the prorata share by the # of eligible and disqualified FSU members. Enter the LSO prorata share in the appropriate field. Continue to next question. **If no,** continue to next question.

Are there any shelter expenses, medical expenses, or dependent care expenses paid by the ineligible alien from his own income? **Yes** **No** **If yes,** prorate the allowable expenses paid by the ineligible alien from his own money by dividing the eligible expense by the total # of HH members including the eligible, ineligible, and disqualified members. Multiply the prorata share by the number of eligible and disqualified FNSU members. Enter the prorata share as an expense in the appropriate field and continue to next questions. **If no,** continue to next question.

Dependent care expenses are allowed for the care paid for eligible or ineligible dependents.
Medical expenses are allowed if paid by the ineligible alien for an eligible member entitled to the medical expense deduction.

Are there any utility expenses SUA/BUA/TUA? **Yes** **No** **If yes,** do not prorate the utility standard even if the utility is paid in part or in full by the ineligible alien. FSIS and NC FAST is programmed to include all FNSU members in the calculation of the SUA/BUA/TUA. **If no,** STOP and continue eligibility determination.

Comments