

Domestic Violence Intervention Flow Chart – Updated 10-05-2007
Temporary Assistance for Domestic Violence Survivors (TA-DVS)
and TANF (Temporary Assistance for Needy Families)

Step 1 – Identifying or screening for Domestic Violence - TANF & TA-DVS

- Self disclosure
- DV indicators on the application (415F)
- Safety Assessment (7802) indicates abuse
- MP Worker Guide #15 – Application Process for All Programs
- Referral from DV service provider or other program

- DV suspected but not disclosed (visible injury; interview cues)
- Case record or interview indicates history of past or current abuse
- Current TANF client discloses abuse (in person or through contractor or other)

Step 2 – The Application Process

- Application - 415F
- TA-DVS applications may be made by phone or in person – *Eligibility must be determined within 16 working hours*
- Discuss the domestic violence situation in safe & private location (no potential abuser present)
- If unsafe to come to branch make alternative intake arrangements
- If the client has received TA-DVS within the last 12 months call to staff case with central office (You can check “Wish” for actual issuances)

Step 3 – Identifying the Safety Concern

- What happened that lead the client to apply? *Safety needs to be assessed within 8 working hours.*
- Who is the client’s abuser? *Intimate Partner; Household Member; Family Member* What is the abusers name?
- Does what happened fit within the SS definition of domestic violence? *Physical abuse; mental, verbal, emotional abuse; fear of physical injury; sexual abuse; coercive or controlling behavior*
- What is the client afraid will happen? Is there immediate danger?
- What does the client think the abusers will do? What threats has the abuser made?
- Is there a history of abuse? Was the abuse physical or mental? Has the abuse escalated?
- Does the abuser have a criminal record? For crimes against people? For domestic violence?
- Is the abuser using alcohol or drugs? Does the abuser have weapons? Has the abuser threatened the victim with a weapon?
- If child abuse by abuser, disclose the need to inform Child Welfare so the client can prepare for possible abuser reaction
- Review the case plan at a minimum of every six months
- Narrate information on TRACS or use the “TRACS TA-DVS Eligibility and Assessment Addendum” if it’s safe to narrate.

Step 4 – Determining Eligibility for TA-DVS

- Eligibility requirements are the same as the TANF program except where specified in the TA-DVS chapter
- Meet the DHS Definition of domestic violence as well as have a safety concern related to domestic violence (see Identifying the Safety Concern)
- The person must have a minor child (and have care, control or supervision of the child) or be pregnant (at any point of pregnancy)
- The person must be a resident of Oregon but does not have to intend to reside (we can help people move out of Oregon)
- Available income must be below the TANF Countable (“net” not “gross”) income standard. (Count only income available in time to meet emergent need and not controlled by the abuser)
- If not eligible, offer referrals to other SS programs (if appropriate) or to other community resources to address clients needs. (e.g. domestic violence service providers, housing referrals, community action agencies, etc.)

Notices and coding

- If eligible hand deliver 456DV (program approval notice) with 90 day eligibility period noted
- If eligible code DVS with first month of eligibility under the adult client as a need/resource code (or change first month if second request)
- If not eligible hand deliver 456 with reason for denial
- Reason codes for denial or closure (TANF reason codes, VE-no emergent need; VM-closed due to reconciliation with abuser; VS-doesn't meet SS definition of domestic violence; VW –waiver removed; VN – 90 day eligibility period has expired)
- TA-DVS denials (for program or payments) are eligible for Expedited Hearings

Step 5 – Waiving TANF/TA-DVS Requirements

- TANF and TA-DVS eligibility requirements can be waived...
- Waive requirements that would put client at further risk of domestic violence; that would make it more difficult to escape domestic violence; that would unfairly penalize victims of domestic violence.
- Examples of commonly waived requirements: being in last month of pregnancy, income controlled by abuser, citizenship requirements, pursuit of child support
- Provide information about Good Cause for failure to pursue child support and options to pursue safely (e.g. address of record and claim of risk - see 8660 Safety Packet)
- Review waivers at a minimum of every six months.
- Code waivers on the TRACS – PDP under “Dom Viol”
- Code Good Cause (for non-cooperation with Child Support) under the absent parent on PCMS
- You can not waive medical or food stamp requirements

Step 6 – Case planning with victims of domestic violence

- Use a *Domestic Violence Assistance Agreement* (1543) or use *PDP* with a *DVAA Supplemental TRACS Narrative*
- Focus on safety and stabilization from domestic violence (Provide the victim with options, not mandates)
- List activities that the victim feels will help her be safe (e.g. new locks for current house; moving; relocation; etc.)
- List other activities the victim is participating in (e.g. working with CW; court appointments; medical appointments for victim or children)
- List agreed upon referrals (e.g. DV service provider for safety planning or shelter; victims assistance (if criminal action) for crime victims compensation; mental health or substance abuse providers for counseling (if agreed upon and appropriate for that individual); referral to other community resources for food, clothing, household items, furniture; etc.)
- List contacts in place if the client is moving out of area (e.g. family, friends, shelter, etc.)
- List agreed upon payments (i.e. housing payments, relocation costs, items left behind when fled, items to increase safety)
- If the client has income, what is the client paying for? (Use the 1542 income calculation sheet if appropriate)
- List agreed upon support services to complete plan activities (i.e. child care or transportation)
- Include information on what the client’s plan is to pay future housing costs if no visible means of future support (i.e. applying for TANF; advertising for a room mate; cooperating with JOBS or the employment department; interviews scheduled; etc.)

Payments processes used in domestic violence cases:

- TA-DVS payments are made by special pay using the 457 process or through revolving fund
- Use the “22” code for TA-DVS payments (when making payments for normally ineligible non-citizens use 2N or for medical related payments use 2M)
- Payments should be paid directly to vendors or by dual payee (if this can’t happen...narrate why not)
- Make any support payments through JASR
- If a payment is denied a 456 must be given to the client with the reason for denial
- Expedited hearings are available to clients on both payment and program denials

Narration and coding in TRACS:

- Narrate on TRACS (unless it’s unsafe to do so - abuser currently in household; Abuser or family member is DHS, partner or law enforcement staff) – *If you can’t narrate on TRACS because it’s not safe narrate in Word and put narration in hard file.*
- Do not use the “TRACS TA-DVS Eligibility and Assessment Addendum” or the “DVAA Supplemental Narrative” if it’s safe to narrate.
- When it’s safe, narrate Safety Concerns (visible injury, what happened, what the client is afraid of, name of abuser, restraining orders, etc.)
- Narrate name and relationship of abuser
- Narrate payments made
- Narrate child support Good Cause; address of record or claim of risk
- Narrate specific TANF requirements waived (e.g. citizenship, pregnancy, income controlled by abuser)
- Code DV waivers on TRACS
- Code steps (activities) on TRACS