



FYI

Cash Intake Form

To promote consistency and streamline the intake process for TAFDC/EAEDC applicants statewide, field staff have recommended the creation of a standardized Cash Intake Form. The Department has created a standardized *Cash Intake Form* which is available in Online Forms. As with all forms, **the use of any TAO created intake form is not acceptable.** TAO's must only use Department created forms.

It is important to remember that the intake form is **not** an application. Clients do not have to fill it out to apply for benefits. If after reviewing the completed form a client appears to be ineligible, the client still has the right and must be afforded the opportunity to apply.

The *Cash Intake Form* can be found by accessing Policy Online; Online Forms; Cross Programs; Cash Intake Form.

The *Cash Intake Form* will be made available in more languages at a later date.

Diversity Quote

Diversity is not focused on how we differ, it's about embracing one another's uniqueness.

Ola Joseph