



Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

TANF Subsidized Employment Program

The Temporary Assistance for Needy Families (TANF) Subsidized Employment Program (TSEP) is a time-limited state work experience program designed to provide those who meet TANF eligibility requirements with real life work experience. Interested applicants are not required to currently or have ever received TANF benefits. The eligibility requirements are described below:

- Household Income under 300% Federal Poverty Limit.
 - A household is defined as: All family unit household members, to include applicant, second parent (if applicable), and child (ren).
- Minor child living in the home:
 - Child has not attained 18 years of age.
 - Child has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training).
- Georgia resident
- U.S. Citizen or legally authorized to work in the U.S.
- Ability to pass a background check.
- Satisfactory completion of required training.
- Satisfactory performance ratings.

This program is not intended for long-term employment. These positions are **time-limited** to 24 months and based on available funding.

2024 Federal Poverty Level (FPL) Chart	
Household Size	300% FPL
1	\$45,180
2	\$61,320
3	\$77,460
4	\$93,600
5	\$109,740
6	\$125,880
7	\$142,020
8	\$158,160
9	\$174,300
10	\$190,440

The parameters of the FPL increase annually, based on the cost of living. This chart is effective February 1, 2024.

TANF subsidized positions can be hired as a **Customer Service Associate 2, Pay Grade “E” at a special entry salary of \$29,520**. TSEP employees are eligible for health insurance, flexible benefits, and accrued leave at time of employment. TSEP employees are also eligible for Georgia State Employees’ Pension and Savings Plan (GSEPS) at the time of employment.

TANF Subsidized Employment Program (TSEP) Frequently Asked Questions & Answers

1. How are eligible TSEP applicants identified?

A TANF Subsidized Employment application must be submitted by the applicant, and the TANF Subsidized Employment Program eligibility worksheet must be completed by OFI leadership or designee verifying that TANF eligibility requirements are met.

2. How do applicants apply for TSEP positions?

Positions are advertised <http://dhsjobs.dhs.ga.gov> and <http://team.georgia.gov/careers>. The TANF Subsidized Employment Application and Eligibility work sheet (page 4 of application) must be submitted to SRM for all TANF subsidized positions.

3. Do TSEP staff attend New Employee Orientation?

Yes, all new TSEP employees must attend New Employee Orientation on the first day of work.

4. Are TSEP employees eligible for health insurance?

Yes, TANF subsidized staff are eligible for health insurance at time of employment under the State Health Benefits Plan (SHBP).

5. Do TSEP staff earn leave? When do TSEP staff become eligible for retirement and flexible benefits?

TSEP staff are eligible to accrue annual and sick leave at the beginning of their employment. Employees are eligible to enroll in any of the flexible benefits offered by the Georgia State Employees’ Pension and Savings Plan (GSEPS).

6. Are TSEP staff required to complete time sheets?

Yes, TSEP employees must complete weekly time sheets via the DFCS SMILE System.

7. Are TSEP employees paid overtime and holidays?

Yes, staff are compensated for holidays if in full pay status the scheduled day before or after the holiday. All overtime requires pre-approval from leadership and is determined by funding and need.

8. Are TSEP employees considered DHS Staff?

Yes, TSEP employees are considered DHS staff and are subject to all DHS policies and standards.