



B. J. Walker, Commissioner

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December 29, 2006

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 15

TO: County Departments of Family and Children Services
Regional Directors
Regional Managers
State Staff

FROM: Martha Okafor, Deputy Director
Division of Family and Children Services

A handwritten signature in black ink, appearing to read "Martha Okafor", is written over the printed name in the "FROM:" field.

RE: Changes to the TANF Policy Manual

PURPOSE

The purpose of this transmittal is to revise the previously released policies that address questions and concerns from the field.

DISCUSSION

A shaded background identifies changes in the text that affect the meaning of the text. Changes that do not affect the meaning of the text (e.g., grammatical or spelling corrections) have not been identified.

Significant changes are noted below, however other minor changes might also have been made to the following sections.

Section 1210- Grandparents Raising Grandchildren- the “need” criterion for the GRG MSP was deleted.

Section 1349- Work Requirements - minor clarifications regarding work requirements were made.

Section 1710-Reviews - Form 194- TANF Assessment for Domestic Violence was added as a required Form for Reviews.

Section 1720- Changes - clarified the procedures for financial and non-financial changes due to untimely report of changes.

Section 1820-Work Activities – policy regarding excused absences was changed to reflect what was stated in the 2006 Interim Final Rule. Participants in work activities excluding Unsubsidized, Subsidized, or Self Employment are allowed 10 days of excused absences. This cannot be converted to hours.

Section 1830- Employment Support Services - clarified eligibility requirements for EIS and TSS and added policy regarding Voluntary Quit.

Section 1840-Work Support Program - added information about eligibility for WSP when clients are participating in Subsidized Employment. Also clarified the policy for Voluntary Quit.

Forms:

New Form 304, Support Services Tracking Sheet was created to track support services provided to each customer.

Revisions were made to Form 114- TANF Hardship Waiver Case Staffing Worksheet, Form 207-Work Support Payments Disposition Notification, Form 490-Applicant Services Employment Assessment, Form 351- GRG Monthly Subsidy Payment (MSP) and/or Crisis Intervention Services Payment (CRISP) Worksheet, Form 806-Medical Statement and Form 5706-TANF/Family Medicaid/Child Support Services Compliance Agreement.

Minor corrections to previously approved policy and typographical errors have also been made where necessary, but are not noted in this transmittal. In addition, minor stylistic changes and rearrangement of sentences and/or paragraphs that do not contain substantive changes or create new policy are also not identified.

IMPLEMENTATION

Changes are effective January 1, 2007.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Remove the Table of Contents and replace it with the revised Table of Contents.

Remove Section 1210 and replace it with the revised Section 1210.

Remove Section 1349 and replace it with the revised Section 1349.

Remove Section 1710 and replace it with the revised Section 1710.

Remove Section 1720 and replace it with the revised Section 1720.

Remove Section 1820 and replace it with the revised Section 1820.

Remove Section 1830 and replace it with the revised Section 1830.

Remove Section 1840 and replace it with the revised Section 1840.

Remove Appendix F and replace it with the revised Appendix F.

Remove Form 114 and replace it with the revised Form 114.

Remove Form 207 and replace it with the revised Form 207.

Remove Form 297 and replace it with the revised Form 297.

Remove Instructions to use Form 297 and replace it with the revised Instructions.

Remove Form 297A and replace it with the revised Form 297A.

Remove Instructions to use Form 297 A and replace it with the revised Instructions.

Add Form 297 I to the forms section of the manual.

Add instructions to use Form 297 I.

Add Form 304 to the forms section of the manual.

Add instructions to use Form 304.

Remove Form 351 and replace it with the revised Form 351.

Remove Form 490 and replace it with the revised Form 490.

Remove Form 806 and replace with the revised Form 806.

Add instructions to use Form 806.

Remove Form 5706 and replace with the revised Form 5706.

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal 14.

ON LINE MANUAL UPDATE

The material contained in this transmittal will be updated in ODIS effective January 1, 2007.

Make the proper notation on the Record of Receipt of Manual Transmittals.