



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Division Director
Two Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142
Phone: 404-651-8409 • Fax: 404-657-5105

May 1, 2007

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 16

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

FROM: Cliff O'Connor, Deputy Director
Division of Family and Children Services

A handwritten signature in black ink, appearing to read "Cliff O'Connor", 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 1105- Application Processing – Mandatory forms to determine TANF eligibility were added.

Section 1205- Assistance Units – Standard Filing Unit policy was revised.

Section 1310 - Citizenship – Good Cause criteria for non-compliance with Citizenship Verification Requirement was added.

Section 1335-Living with a Specified Relative- clarifications made to the relationship requirement regarding Adoption and Legal Guardianship.

Section 1347- School Attendance – Minor policy clearance was added regarding school attendance requirements for TANF recipients.

Section 1349- Work Requirements – minor changes made regarding compliance with the TANF Family Service Plan requirements to maintain consistency with Georgia Work Verification Plan.

Section 1815 – TANF Family Service Plan Development- minor changes made to reflect results of non-compliance with the TANF Family Service Plan for the applicants and the recipients.

Section 1820- Work Activities – minor changes made to reflect consistency with Georgia Work Verification Plan.

Section 1830- Employment Support Services – clarified eligibility requirements for EIS and TSS.

Section 1840-Work Support Program – minor clarifications made regarding WSP.

Section 1910 – Electronic Benefit Transfer – the chapter was revised to update Electronic Benefit Transfer information.

Appendix C – New Appendix regarding documentation standards added to ensure consistency when documenting case records.

Appendix D – minor clarifications made to the procedures of organizing and purging TANF/ES case records.

Forms:

Revisions were made to Form 173A – Appointment Letter, Form 200-TANF Subsidized Employment Agreement, Form 297A- Rights and Responsibilities and Form 373 – TANF Simplified Reapplication Process

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 May 1, 2007.

INSTRUCTIONS FOR MANUAL MAINTENANCE

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

Remove Section 1105 and replace it with the revised Section 1105.

Remove Section 1205 and replace it with the revised Section 1205.

Remove Section 1310 and replace it with the revised Section 1310.

Remove Section 1335 and replace it with the revised Section 1335.

Remove Section 1347 and replace it with the revised Section 1347.

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

Remove Section 1815 and replace it with the revised Section 1815.

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.

Add Appendix C in "Appendix" section.

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

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

Remove Form 173 A and replace it with the revised Form 173-A.

Remove Form 200 and replace it with the revised Form 200.

Remove Form 281 and replace it with the revised Form 281.

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

Remove Form 373 and replace it with the revised Form 373.

Remove Instructions to use Form 206 and replace with the revised Instructions.

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal 15.

ON LINE MANUAL UPDATE

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

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