



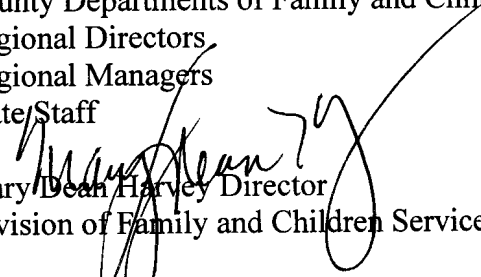
B. J. Walker, Commissioner

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September 25, 2007

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 17

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

FROM:  Mary Dean Harvey Director
Division of Family and Children Services

RE: Updates and Revisions 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 as well as to make final changes to align our policy with the requirements of the Federal Deficit Reduction Act of 2005.

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 current policy specified that the grandparent applying for benefits on behalf of the children should meet the criteria for GRG MSP. In this MT-17, we have added that the grandparent or a spouse who meets the criteria including the relationship requirements, and is living in the home, will qualify the applicant to be eligible to receive the GRG MSP. This change can be seen on page 1210-1 of the policy manual.

Section 1349 – Work Requirements – Current policy regarding those parents that were an exception to the Work Eligible Individual (WEI) requirement were not clear. We clarified who these individuals are. These changes can be seen on page 1349-1 of the policy manual.

Section 1392 – Hardship Waiver – The current policy was not giving clear directives as to when and how to request approval of the Hardship Waivers beyond 60 months from the state office. In this MT-17 we have clarified these procedures. The change can be seen on page 1392-4 of the policy manual.

Section 1801- Employment Services Overview – The current policy did not have new Work Support Program listed with other services provided to the TANF clients. In this MT-17 we have added a brief description of the Work Support Program. This change can be seen on pages 1801-2, 1801-3, 1801-5 and 1801-8 of the policy manual.

Section 1820- Work Activities – The current formulas in this policy had the previous Federal Minimum Wage standard. We updated the formulas to reflect the new Federal Minimum Wage standard. We changed the procedure for FLSA deeming, Crediting of Countable Hours, Identification of Disabled Household Members and Determination of Hours to be aligned with the requirements of the Federal Deficit Reduction Act of 2005. These changes can be seen on pages 1820-5, 1820-7, 1820-9, 1820-10, 1820-11, 1820-21, 1820-26 and 1820-27.

Section 1830- Employment Support Services – Current policy had incorrect child care codes for TANF applicants. In this MT-17 we have corrected these codes and we have also added minor clarifications to some eligibility requirements for EIS and TSS. These changes can be seen on pages 1830-6, 1830-12 and 1830-14.

Section 1840-Work Support Program – We added that participants will not be eligible for WSP when s/he moves out of state.

Appendix B- Hearings- The current policy did not provide guidance regarding the Rights and Responsibilities of the clients and the agency after a hearing is requested. In this MT-17 we have made clarifications to the Rights and Responsibilities of the clients and the agency before requesting initial hearings and after requesting initial hearings. This addition can be seen in Appendix B-6 of the policy manual.

Forms:

Revisions were made to Form 173- Verification checklist, Form 173A – Appointment Letter, Form 206- Transitional Support Services Notification, Form 354 – Expense Statement, Form 495- Job Search Record, Form 713-G- Interagency/Interoffice Referral and Follow-up, and Form 809- Verification of Earned Income.

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 November 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 1801 and replace it with the revised Section 1801.

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 B and replace it with the revised Appendix B.

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

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

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

Remove Form 206 and replace it with the revised Form 206.

Remove Form 354 and replace it with the revised Form 354.

Remove Form 495 and replace it with the revised Form 495.

Remove Form 713-G and replace it with the revised Form 713-G.

Remove Form 809 and replace it with the revised Form 809.

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal 16.

ON LINE MANUAL UPDATE

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

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