



**Jim Martin, Commissioner**

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October 24, 2002

**ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 2**

**TO:** County Departments of Family and Children  
Services Field Directors  
State Office staff

**FROM:** Juanita Blount-Clark, Director

**RE.** Miscellaneous Changes

**PURPOSE**

The purpose of this transmittal is to correct errors made in the initial issuance of Volume I (TANF) of the policy manual, dated May 1, 2002. This transmittal also clarifies certain changes made in MT 1 of the new manual and makes additional policy changes, particularly in the Employment Services section of the manual.

**DISCUSSION**

**Chapter 1100**

A paragraph is added to clarify when information needs to be collected on hard copy forms rather than on the system (pg. 1110-5).

The period of eligibility for TANF is changed from “unlimited” to “unspecified” (pg. 1110-6).

**Chapter 1300**

A statement is added that an absent parent only incurs a debt to the state when the AP is under a court order to pay child support (pg. 1320-1).

Corrections are made to the chart on CSE referrals in special circumstances (pg. 1320-8).

A phrase is added requiring the inclusion of the CSE case number with any follow-up referral of an absent parent if the TANF case was previously closed for noncooperation with CSE (pg. 1320-11).

A phrase is added specifying a non-SFU individual is excluded from the AU if no SSN is provided for that individual (pg. 1325-4).

References to Quality Assurance (QA) are changed to Evaluation and Reporting (E&R) (pgs. 1380-1 and 1380-2).

Examples are added to the methods by which an IPV is established (pg. 1385-2).

The word “conviction” is changed to “violation” (pg. 1385-3).

Statements are added clarifying that CAPS child care does not count toward the TANF lifetime limit if received in a month in which cash assistance is received and no one is employed (pg. 1390-1 – pg. 1390-3).

## **Chapter 1700**

A paragraph is added to clarify when information needs to be collected on hard copy forms rather than on the system (pg. 1710-4).

A phrase is added that specifies that a timely report of a change is one that is reported within ten days of the change (pg. 1720-1).

A correction is made to the month by which a financial change that causes benefits to increase is effective (pg. 1720-1).

For greater clarity, the six paragraphs on pg. 1720-2 have been condensed to four paragraphs.

The “Required Verification” chart is corrected to indicate that the acquisition of a life insurance policy does not need to be verified (pg. 1720-3).

A reference to a non-existent chart is deleted (pg. 1735-1).

A correction is made to clarify that a standard review of a case must be completed upon receipt from another county (pg. 1735-2).

A correction is made to clarify that timely notice must be given when an AU moves out of Georgia (pg. 1735-2).

Statements re. an AU that fails to cooperate in establishing the eligibility of an SFU member are clarified (pg. 1740-1).

The word “unemployment” is replaced with “recent connection to the workforce” (pg. 1740-3).

## **Chapter 1800**

Clarification is added to the narrative re. job search requirements (pg. 1805-1).

A statement is added that a county may require fewer than twelve job search contacts (pg. 1805-3).

The age of a newborn at which time the single parent must participate in educational activities is changed from twelve months to twelve weeks (pg. 1810-1).

A statement is added that explains how to treat fractions of an hour in a work activity. (pg. 1820-1).

A statement is added that defines a two-parent assistance unit (pg. 1820-1).

A statement is added specifying that school attendance or education directly related to employment is the only work activity required for a single custodial parent under the age of twenty who has no high school diploma or its equivalent (pg. 1820-2).

A statement is added that specifies that each parent in a two-parent AU can meet the federal work requirement by participating in primary activities for an average of at least 30 hours per week and in secondary activities for the balance of the required 35 hours per week (pg. 1820-2).

Distinctions have been made more explicit between activities that count toward the federal work participation rate and activities that do not count toward the federal work participation rate (pgs. 1820-2, 1820-4, 1820-5). Primary activities are those activities that always count toward the federal work requirements. Secondary activities are activities that can count under certain circumstances. “Other” activities are those that can never count (Section 1820).

Mental health and substance abuse counseling/treatment, and life skills and parenting training are added to allowable work activities (pg. 1820-4).

Guidelines are given for allowing participation in non-countable activities (pg. 1820-5).

The dates by which verification of hours of participation in countable activities is clarified. Verification of hours is due by the fifth calendar day of the month following the report month. If the report month has a fifth Monday, the report is due by the tenth calendar day of the month following the report month (Section 1820).

Statements are added specifying that hours of participation in activities that cannot count toward the work participation rate do not need to be verified (pg. 1820-27 – 1820-32).

Guidelines for verification of hours of employment are clarified (pg. 1820-7).

Statements specifying that participants must meet satisfactory progress requirements are added to the subsidized employment and work experience sections (pgs. 1820-9 and 1820-12).

Statements clarifying some work experience guidelines are added (pg. 1820-12).

Statements that provide clarification and greater specificity re. various aspects of work experience placements are added (pg. 1820-14).

Statements are added clarifying the due dates for the Record of Attendance and Job Performance form (Section 1820).

A statement is added specifying that job readiness training is countable only when provided in conjunction with job search (pg. 1820-15).

A statement is added that specifies job search is limited to four weeks during each federal fiscal year (pg. 1820-16).

A statement is added that specifies that no verification of hours is required for in-home community service (pg. 1820-17).

A statement is added that termination of an outside-the-home community service placement must be reported to the case manager within five calendar days (pg. 1820-20).

A statement is added that verification of the need for a client to care for a disabled household member in the home is required (pg. 1820-21).

Statements are added amending participant and placement termination criteria for a community service placement inside the home (pg. 1820-21).

Statements are adding amending certain criteria for providing child care to another community service participant and for placement termination (pgs. 1820-22 and 1820-23).

Four paragraphs are added that describe “job skills training related to employment” and its guidelines (pg. 1820-24).

The section re. “education directly related to employment” has been amended in order to distinguish between clients without high school diplomas or GEDs who are less than 20 years old and those who are age 20 and over and how hours of participation can be counted (pgs. 1820-26 and 1820-27).

A discussion of “non-countable” activities is added. These are activities that can never count toward the federal work participation rate but which can be supported if a PWP

requires the activity. The activities are 1) ESL classes, 2) college, 3) mental health counseling and treatment, 4) substance abuse counseling and treatment, 5) life skills training and 6) parenting skills training (pgs. 1820-27 – 1820-32).

A statement is added specifying that Welfare-to-Work is not a work activity (pg. 1820-32).

A chart is added that lists all work activities and specifies whether each activity can count toward federal work participation requirements (p. 1820-33 – p. 1820-34).

A statement is added that specifies that support services can be provided for any activity required for the work plan, even if the activity is one that cannot count toward the federal work requirement. The paragraph about medical assistance is deleted, since Medicaid is not a support service (pg. 1830-1 – p. 1830-2).

A statement is added that child care provided in support of PRP-only activities must come from a non-CAPS source (pg. 1830-4).

A statement is added changing the dollar limit on payment of vehicle insurance to any 12-month period (pg. 1830-4).

A statement is added concerning child care funded by non-CAPS money (pg. 1830-6)

The “requirement” statement is changed to read that the imposition of a sanction will result if a client refuses to help develop or sign a PWP (pg. 1835-1).

The second paragraph under “Good Cause” is deleted because it is considered unnecessary (pg. 1835-3).

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.

#### **INSTRUCTIONS FOR MANUAL MAINTENANCE:**

Remove section 1002 in its entirety and replace it with the revised section of the same number.

Remove section 1110 in its entirety and replace it with the revised section of the same number.

Remove pages 1205-7 and 1205-8 and replace with the revised pages of the same numbers.

Remove pages 1317-1 and 1317-2 and replace with the revised pages of the same numbers.

Remove section 1320 in its entirety and replace it with the revised section of the same number.

Remove pages 1325-1 through 1325-4 and replace with the revised pages of the same numbers.

Remove pages 1347-3 and 1347-4 and replace with the revised pages of the same numbers.

Remove pages 1351-1 through 1351-4 and replace with the revised pages of the same numbers.

Remove pages 1351-11 and 1351-12 and replace it with the revised pages of the same numbers.

Remove section 1365 in its entirety and replace it with the revised section of the same number.

Remove pages 1380-1 and 1380-2 and replace with the revised pages of the same numbers.

Remove pages 1385-1 through 1385-4 and replace with the revised pages of the same numbers.

Remove pages 1390-1 through 1390-4 and replace with the revised pages of the same numbers.

Remove pages 1392-1 and 1392-2 and replace with the revised pages of the same numbers.

Remove pages 1392-11 and 1392-12 and replace with the revised pages of the same numbers.

Remove pages 1405-1 and 1405-2 and replace with the revised pages of the same numbers.

Remove pages 1410-1 and 1410-2 and replace with the revised pages of the same numbers.

Remove pages 1520-3 through 1520-7 and replace with the revised pages of the same numbers.

Remove section 1530 in its entirety and replace with the revised section of the same number.

Remove section 1628 and replace with the revised section of the same number.

Remove section 1630 and replace with the revised section of the same number.

Remove pages 1705-1 through 1705-4 and replace with the revised pages of the same numbers.

Remove section 1710 in its entirety and replace it with the revised section of the same number.

Remove pages 1720-1 through 1720-4 and replace with the revised pages of the same numbers.

Remove pages 1735-1 and 1735-2 and replace with the revised pages of the same numbers.

Remove section 1740 in its entirety replace with the revised section of the same number.

Remove section 1801 in its entirety and replace with the revised section of the same number.

Remove section 1805 in its entirety and replace with the revised section of the same number.

Remove pages 1810-1 and 1810-2 and replace with the revised pages of the same numbers.

Remove section 1815 in its entirety and replace with the revised section of the same number.

Remove Section 1820 in its entirety and replace with the revised section of the same number.

Remove pages 1825-1 through 1825-6 and replace with the revised pages of the same numbers.

Remove pages 1830-1 through 1830-6 and replace with the revised pages of the same numbers.

Remove Section 1835 in its entirety and replaced with the revised section of the same number.

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