




B. J. Walker, Commissioner

Georgia Department of Human Resources • Division of Family and Children Services • Mark A. Washington, Assistant Commissioner
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August 1, 2009

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 21

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

FROM: 
Mark A. Washington, Assistant Commissioner

RE: Updates and Revisions to the TANF Policy Manual

PURPOSE

The purpose of this transmittal is to revise previously released policies and incorporates changes to Voter Registration policy and reviews.

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.

Chapter 1000

Section 1008 – Voter Registration – policy revised based on clarification from DHR Legal that once a person declines in writing to register to vote staff no longer have to make the offer to the recipients.

Chapter 1100

Section 1105 – Application Processing – policy revised to clarify the 10-day waiting period requirements for denying TANF applications during 45 days SOP.

Chapter 1300

Section 1345- Personal Responsibility Plan – policy revised to clarify that a minor parent that is receiving TANF cash assistance as a dependent child is required to complete only sections A and C of the TANF Family Service Plan.

Section 1349- Work Requirements- policy revised to clarify that all the work eligible clients can get exemption from work requirements.

Section 1375- Family Cap- policy revised to clarify that at the birth of an additional child the AU is subject to the Family Cap rules only if it has received cash assistance in Georgia.

Chapter 1700

Section 1710 – Reviews – revised to reduce workload challenges in the counties. The field staff can opt to review a case by conducting a face-to face or a telephone interview. Additionally, providing voter registration services during review process is required only if the TANF recipient has reported an address or name change and the move or name change necessitates a change in their voting status or location

Section 1720 – Changes – revised to include the National Voter Registration's requirement to provide a client with an opportunity to register to vote when an address change is reported and the client has not previously declined to register to vote.

Appendix F

Added Form 185- Affidavit of Paternity, Form286- TANF FS Review Form and the Instructions to use these forms.

Revised format of Form 173-A, Appointment Letter. Since there is no change in the contents of the form, counties may continue using the old form with the revision date 12/07 until their supply ends.

Included OIS Form 5667 – Request for Investigation, in the manual.

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 August 1, 2009.

INSTRUCTIONS FOR MANUAL MAINTENANCE

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

Remove Section 1008 and replace it with the revised Section 1008.

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

Remove Section 1345 and replace it with the revised Section 1345.

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

Remove Section 1375 and replace it with the revised Section 1375.

Remove Section 1710 and replace it with the revised Section 1720.

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

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

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

Add Form 185- Affidavit of Paternity

Add Instructions to use Form 185.

Add Form 286- TANF Food Stamps Review Form.

Add Instructions to use Form 286.

Add Form 286 SP- TANF Food Stamps Review Form.

Remove Form 173 A – Appointment Letter and replace it with the revised Form 173 A.

Add OIS Form 5667 – Request for Investigation.

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal # 20.

ON LINE MANUAL UPDATE

The material contained in this transmittal will be updated in ODIS effective August 1, 2009.

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