



B.J. Walker, Commissioner

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February 1, 2010

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 22

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

FROM: Mark A. Washington, Assistant Commissioner *MAW*

RE: Updates and Revisions to the TANF Policy Manual

PURPOSE

The purpose of this transmittal is to enhance the Subsidized Employment policy under federal guidelines to comply with the requirements of the Deficit Reduction Act of 2005 and American Recovery and Reinvestment Act (ARRA) of 2009. As requested by the field staff, the new transmittal also includes updates and revisions of previously released policies regarding reduction of the workload.

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 1100

Section 1105 – Application Processing – policy revised to reduce workload challenges in the counties. The field staff can opt to interview an applicant by conducting a face-to-face or a telephone interview. The revised policy includes an updated list of mandatory and conditional TANF Forms that must be completed when determining eligibility for cash assistance.

Chapter 1700

Section 1710 - Reviews – the list of mandatory forms revised to clarify which forms must be completed and signed by the recipients when completing a TANF review using Form 286.

Section 1740 – AU Composition – policy revised to include the requirement to complete Form 138 when adding a child in an active TANF case whose deprivation is based on continued absence of a parent.

Chapter 1800

Section 1815 – TFSP Development – policy revised to include the option of completing TFSP reviews by telephone or by mail. This revision is to assist the case managers to produce quality performance with limited resources.

Section 1820 – Work Activities – policy revised to include the new approach to the Subsidized Employment Activity. TANF recipients can now be placed in private or public sector employment through (1) grant diversion program or (2) cash reimbursement program. Services of third party vendors/contractors can be used to negotiate employment opportunities for TANF recipients and hiring process with the employers.

Section 1825 – Subsidized Employment – General Requirements – policy revised to expand and separate different approaches of subsidized employment. Section 1825 Provides general overview of the Subsidized Employment Program (SEP) as required by DRA 2005. It includes the revised definition of General Requirements and three other categories to place TANF recipients in this activity.

Section 1826 – Subsidized Employment – Grant Diversion – this new section was separated to include details of the grant diversion program, rules pertaining to the participating employers, third party vendors and TANF recipients. The section also includes availability of Work Support Program (WSP) for participating TANF recipients.

Section 1827 – Cash Reimbursement – This new section was included to introduce the new approach to place TANF recipients in employment activity. Using this approach a predetermined percentage of the TANF participant's salary is paid to employer to offset some or all expenses of employing a TANF participant. This section includes all rules pertaining to the participating employers, third party vendors/contractors and TANF recipients. The section also includes availability of Work Support Program (WSP) payments for participating TANF recipients.

Section 1830 – Support Services – policy revised to include various other forms of payment of support services for TANF participants. These payments can be via gift card, gas card or county check, whatever form is the most suitable form to meet the recipient's needs and their circumstances.

Section 1840 – Work Support Program (WSP) – section revised to include change in WSP. Now participants in SE program are also eligible to receive WSP when they start earning wages.

Appendix F

Linked Form 188- Social Data Report. This Form is used to determine child (ren)'s deprivation based on Disability of one or both parents.

Revised Form 140- Reviews Checklist, Form 142- Application checklist, Form 173- Verification Checklist, Form 173A, Form 173A-SP- Appointment Letter, Form 194- TANF Assessment for Domestic Violence, Form 194 SP, Form 239- TANF Budget Sheet, Form 286- TANF/Food Stamp Review Form and Form 5460- Notice of Privacy Practice.

Forms 140 and 142 include the revised list of forms that should be used when interviewing recipients by telephone.

Forms 140, 142, 188, 239 and 5460 are only available on-line in WORD format and can be printed locally.

Form 173, 173 SP, 173A, 173A SP, 194 are printed on NCR paper. The counties should make pen and ink changes until their supply ends. Form 286, Form 297 and 297-A are

available by order from the state office. MT 22 also Includes Spanish translation of Forms 505 and 786.

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 February 1, 2010.

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 1710 and replace it with the revised Section 1710.

Remove Section 1740 and replace it with the revised Section 1740.

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

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

Remove Section 1825 and replace it with the revised Section 1825.

Include new Section 1826.

Include new Section 1827.

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.

Add Form 173 SP- Lista De Verification.

Add Form 194 SP- TANF Assessment for Domestic Violence (Spanish Translation).

Add Form 505 SP- TANF ADA Compliance Checklist (Spanish Translation).

Add Form 786 SP- TANF TANF Notice of Family Cap Rule (Spanish Translation).

Remove Form 140 – Reviews Checklist- and replace it with the revised Form 140.

Remove Form 142 – Applications checklist and replace it with the revised Form 142.

Remove Form 173 – Verification checklist and replace it with the revised Form 173.

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

Remove Form 173A-SP – Cart A De Cita and replace it with the revised Form 173A-SP.

Remove Form 239 – TANF Budget Sheet and replace it with the revised Form 239.

Remove Form 286 – TANF/ Food Stamps Review Form and replace it with the revised Form 286.

Remove Form 297 –Application for benefits and replace it with the revised Form 297.

Remove Form 297-A –Rights and Responsibilities and replace it with the revised Form 297-A.

Remove Form 5460 –Notice of Privacy Practice and replace it with the revised Form 5460.

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal # 21.

ON LINE MANUAL UPDATE

The material contained in this transmittal will be updated on the ODIS website effective February 1, 2010.

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