



Clyde Reese III, Commissioner

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January 1, 2011

**ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 23**

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

**FROM:** Isabel A. Blanco, Executive Director  
Division of Family and Children Services

**RE:** Updates and Revisions to the TANF Policy Manual

**PURPOSE:**

The purpose of this manual transmittal is to outline policy revisions which aim to align the language of certain policies with other programs, reduce workload, encourage increased work participation, and eliminate ambiguity and/or confusion.

- **policy revisions**
  - Voter Registration
  - Child Support Enforcement
  - Sanctions and Budgeting at Applications
- **policy alignment**
  - Child Care deduction
  - Treatment of Income policies
- **state option changes for workload reduction**
  - Family Cap
  - Applications Processing
  - Reviews
- **implementation of federal requirements**
  - Refugee status granted to Afghani and Iraqi special immigrants
  - Clarification of 'needy state' definition
- **12-week Job Search participation revisions to increase participation**

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.

The material contained in this transmittal will be updated on the ODIS website effective January 1, 2011.

Significant changes are noted below. If you would like a chapter by chapter breakdown, please read on.

## **Chapter 1000**

**Section 1008 – Voter Registration** – the revision includes a clarification that the Voter Registration Services will be provided only to the applicants who apply in person at a local DFCS office.

## **Chapter 1100**

**Section 1105 – Application Processing** – the revision aimed at reducing the workload and meeting audit challenges for county staff. Included is a statement to remind case managers that an applicant who (a) commits a material violation during the Application Processing period, and (b) who has not previously used his or her conciliation right, can use conciliation only once during the Application Process.

## **Chapter 1300**

**Section 1302 – Domestic Violence** – the revision includes a statement to clarify that case managers have an option of using Form 194 or Form 286 when completing a TANF Review.

**Section 1310 – Citizenship/Alienage** – the revision includes the federal requirement of treating Iraqi and Afghan special immigrants as refugees and providing such individuals with all public benefits, including TANF cash assistance, for which refugees are eligible.

**Section 1320 – Child Support Enforcement** – the revision includes situations in which DCSS issues a Notice of non-compliance, but the TANF case is closed for reason(s) other than non-cooperation with DCSS. If such client re-applies for benefits, DFCS staff is required to take an action on the Notice of Non-Cooperation and communicate with DCSS staff about the status of the sanction request prior to approving the new application only if the Non-cooperation occurred during receipt of TANF benefits.

**Section 1351 – Sanctions** – the revision includes information about the availability of conciliation for applicants who commit a material violation during the application process.

**Section 1392 – Hardship Criteria** – the revision includes clarification that the vocational rehabilitation assessment is required only when allocated slots and funds are available.

## **Chapter 1500**

**Section 1505 – Resources** – the revision includes the Resource limit for TANF applicants/recipients in section 1505.

**Section 1530 – Section 1510 – Treatment of Income** - the revision includes a statement that WIA income for adult parents and care-takers will be budgeted to determine eligibility for TANF benefits.

## **Chapter 1600**

**Section 1645 – Budgeting at Applications** – the revision includes the definition of 'Countable Income' for TANF budgeting.

## **Chapter 1700**

**Section 1710 - Reviews** – the revision includes a clarification that overpayments resulting due to the system's limitation for case closures will be treated as valid overpayments.

## **Chapter 1800**

**Section 1820 – Work Activities** – the revisions include the language from the Excused Absence Policy in order to match the Georgia State Work Verification plan, defined 'Needy State' and 'preceding 12-months' under federal guidelines.

## **Appendix F**

### Revised:

- Form 114 – TANF Hardship Waiver Case Staffing Worksheet – revised to include 44-month case staffing.
- Form 138 – Notice of Requirements to Cooperate and Rights to Claim Good Cause- revised to include new name for the Division of Child Support Services
- Form 140 – TANF Mandatory Forms Checklist for Reviews- revised to include Form 3231 in the list of forms that are conditional to the AU's situation.
- Form 173A – Appointment Letter, and,
- Form 806 – Medical Statement.

### Availability of Forms:

- Forms 114, 138 and 140 are only available on-line in WORD format and can be printed locally.
- Forms 173A, 297, 524 and Form 806 are to be printed on NCR paper and are available by order from the State office.
- MT 23 also Includes Spanish translation of Forms 194 and 249LS.

## **IMPLEMENTATION**

Changes are effective January 1, 2011.