



Georgia Department of Human Services • Family & Children Services • Ron Scroggy, Director  
Two Peachtree Street, NW • Suite 19-490 • Atlanta, GA 30303 • 404-651-8409 • 404-657-5105

Clyde L. Reese, III, Esq., Commissioner

Nathan Deal, Governor

**MEMORANDUM**

**TO:** Ron Scroggy, Director  
Division of Family and Children Services

**FROM:** Lynne Boring, Section Director  
Office of Family Independence  


**RE:** TANF Manual Transmittal # 29

**DATE:** March 25, 2013

**THIS IS AN ACTION PAPER:**

*Basic Issue/Question:*

Attached for your review is a copy of the TANF Manual Transmittal Number 29.

**Key Information Facts:**

The purpose of this transmittal is to revise current IRS/B/E/E/R/S Information Security, Electronic Benefit Transfer and Intentional Program Violation policies. Revisions include changes and updates as required by the IRS Federal Audit, clarification regarding locations where TANF cash assistance can be accessed and used, and penalties associated with non-compliance.

Minor changes were also made to other sections of the policy manual for clarification of the existing and revised policies. The revised sections of the policy manual are: 1330, 1385, 1390, 1401, 1410, 1530, 1710, 1830, and 1910.

In July 2011, as a result of re-prioritization of the use of TANF funds, the Work Support Program was discontinued for on-going payments. Therefore section 1840 - Work Support Payments, is removed from the policy manual.

MT 29 includes new Forms 525, 1213, 1214, 1215, 379 and Spanish translation of Form 5459

**ACTION NEEDED:**


Your review and approval of this manual transmittal is requested. Please contact Shaista Khan at 404-657-3603 or Mea Smith at 404-463-3737 when the document is approved and signed.

**Attachment:**

Copy of Manual Transmittal Number 29

**Coordination/Approval:**

Lynne Boring  
Ann Carter

 Concur  
Do Not Concur

\_\_\_\_\_ Concur  
\_\_\_\_\_ Do Not Concur

Date 3-29-2013  
Date 3/29/13



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March 25, 2013

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

**FROM:** Ron Scroggy, Director  
 Division of Family and Children Services

**RE:** Updates and Revisions to the IRS and BEERS Information and Intentional Program Violation Policies.

**PURPOSE:**

The purpose of manual transmittal #29 (MT 29) is to edit and update the previously released IRS and BEERS Information Security Policy to comply with the 2012 IRS federal Audit, revise the appropriate use of TANF cash assistance and update the penalties for non-compliance.

**policy revisions include**

- revised section 1401 – Computer Matches Overview
- revised section 1410 – IRS/BEERS Information Security
- revised section 1710 - Reviews
- revised section 1910 – Electronic Benefit Transfer
- revised section 1385 – Intentional Program Violation

MT 29 also includes enhanced requirements for safeguarding the Federal Tax Information, revised clarification regarding locations where TANF cash assistance can be accessed and used, and penalties associated with non-compliance.

As a result of re-prioritization of the use of TANF funds, in July 2011 the Work Support Program was discontinued for on-going payments. Therefore section 1840 - Work Support Payments, is removed from the policy manual.

MT 29 includes new Forms 525, 1213, 1214 and 1215. Two columns were added to Form 379: (1) the date on which the form was mailed out, and (2) the date when the form was received by the agency. Three Forms, 196, 329 and 5459 were translated in Spanish.

The material contained in this transmittal will be updated on the ODIS website effective April 1, 2013.

**IMPLEMENTATION**

Revisions are effective March 1, 2013.