



**STATE OF GEORGIA**  
**Division of Family and Children Services**

**Nathan Deal**  
Governor

**Bobby D. Cagle**  
Interim Director

September 11, 2014

**TANF PROGRAM MANUAL TRANSMITTAL NO. 30**

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

**FROM:** Bobby D. Cagle, DFCS Interim Director

**RE:** TANF Program Manual Transmittal No.30

The purpose of Manual Transmittal #30 (MT 30) is to add, edit, and issue revised policy material. The Middle Class TAX Act and work requirements regarding volunteer quit was added to the policy. Updates were made to Electronic Benefit Transfers and Review issuances, along with updates to Appendix B, Fair Hearings and Appendix F forms.

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.

*A highlighted section 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.*

**Section 1001- TANF General Overview**-removal of non-TANF assistance and Employment Intervention Services (EIS)

**Section 1345- Personal Responsibility Requirements**-Middle Class TAX Act added

**Section 1349- Work Requirements** - added policy regarding Voluntary Quit.

**Section 1710-Reviews** – Mandatory Forms clarified when to complete and added Georgia One phone number

**Section 1801- Employment Services Overview**

**Section 1805-Applicant Services**

**Section 1825, 1826, and 1827**-Removed Work Support Program due to funds no longer available

**Section 1830- Employment Support Services**

**Section 1840-Work Support Program** – Highlighted to show funds not in effect due to funds not available for the program.

**Section 1901-Issuance-TANF EPPICard** added

**Section 1905-Issuance Overview-** TANF EPPICard added

**Section 1910-Electronic Benefits Transfer-**Policy updated to reflect current procedures for processing of TANF EPPICard

**Section 1915-Managed Accounts-**removal of direct deposit

**Appendix B:** Made changes to the IF and THEN chart and minor corrections to previously approved policy have also been made where necessary, but are not noted in this transmittal.

**Appendix E-**Added EPPICard-Debit Mastercard and Middle Class Tax Act

**Appendix F-Table of Contents-**updated to reflect revision of forms date

**Forms:**

Forms 196/196SP TANF Family Service Plan, Form 495-Job Search Record and Compliance Letter 5706, were revised.

The following were updated from Department of Human Resources to Department of Human Services: Form 104SP, 121, 130SP, 249LS, 354SP, 482SP, 713G, and, 809SP.

**IMPLEMENTATION**

Changes are effective September 1, 2014.

**INSTRUCTIONS FOR MANUAL MAINTENANCE**

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

Remove Section 1001 and replace it with the revised Section 1001.

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 1710 and replace it with the revised Section 1710.

Remove Section 1801 and replace it with the revised Section 1801.

Remove Section 1805 and replace it with the revised Section 1805.

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

Remove Section 1826 and replace it with the revised Section 1827.

Remove Section 1826 and replace it with the revised Section 1827.

Remove Section 1830 and replace it with the revised Section 1830.

Remove Section 1835 and replace it with the revised Section 1835.

Remove Section 1840 and replace it with the revised Section 1840.

Remove Form 196 and replace it with the revised Form 196.

Remove Form 196SP and replace it with the revised Form 196SP.

Remove Form 104SP and replace it with the revised Form 104SP.

Remove Form 121 and replace it with the revised Form 121.

Remove Form 130SP and replace it with the revised 130SP.

Remove Form 249LS and replace it with the revised Form 249LS.

Remove Form 354SP and replace it with the revised Form 354SP.

Remove Form 482SP and replace it with the revised 482SP.

Remove Form 495 and replace it with the revised 495.

Remove Form 495SP and replace it with the revised 495SP.

Remove Form 713G and replace it with the revised Form 713G.

Remove Form 809SP and replace it with the revised Form 809SP.

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

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

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

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal 30.

#### **ON LINE MANUAL UPDATE**

The material contained in this transmittal will be updated on the ODIS **website effective September 15, 2014.**

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