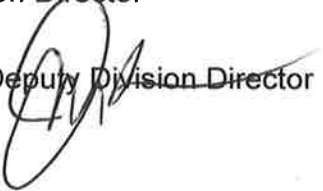




MEMORANDUM

TO: Tom Rawlings, Interim Division Director

FROM: Jon Anderson, DFCS Chief Deputy Division Director 

DATE: October 18, 2018

RE: TANF Policy Section Appendix A- Financial Standards
TANF Policy Section Appendix B- Hearings
TANF Policy Section 1901- Issuance Overview
TANF Policy Section 1905- Issuance
TANF Policy Section 1915- Managed Accounts
NVRA Cover Letter-Form 1275
Revised TANF Gateway Forms

THIS IS AN ACTION MEMO

Basic Issue/Question: Attached for your review are copies of the TANF revised policy updates for Appendix A-Financial Standards, Appendix B- Hearings, Section 1901- Issuance Overview, Section 1905- Issuance and Section 1915- Managed Accounts, NVRA Cover Letter and newly Revised TANF Gateway Forms.

Key Information/Facts: The purpose of this policy update is to align with the Integrated Eligibility System (IES) and the current TANF Work Verification Plan.

Corrections to typographical errors were made where needed.

This transmittal is effective October 18, 2018.

ACTION NEEDED: DFCS Director's signature is needed on the attached cover letter that will be submitted with the transmittal.

If you have questions or concerns, please feel free to contact Melinda Mewbourn at (404) 651-7333 or by email melinda.mewbourn@dhs.ga.gov or Demonica Monroe at (404) 657-3731 or by email at demonica.melton-monroe@dhs.ga.gov.

Thank you

Coordination/Approval:

Carla Fairley Assistant Deputy Division Director
Laura Beggs, TANF Unit Manager

Approve CF
Approve LB

Date 10/24/18
Date 10/22/18



October 18, 2018

TANF PROGRAM MANUAL TRANSMITTAL NO. 38

TO: District Managers, Deputy District Managers,
Division of Family and Children Services and State Office Staff

FROM: Tom C. Rawlings, Interim Director, Department of Human Services

RE: Miscellaneous TANF Policy Changes

The purpose of Manual Transmittal (MT#38) is to add, edit and update the TANF Policy 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 changes and rearrangement of sentences and/or paragraphs have been made for clarity.

A highlighted section identifies changes in the text. Changes that do not affect the meaning of the text (i.e. 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:

IMPLEMENTATION

Changes are effective with rollout of Georgia Gateway Integrated Eligibility System (IES)

Section:

Appendix A- Financial Standards- TANF 160% Federal Poverty Level for Grandparent Raising Grandchildren Income Limits revised

Appendix B- Hearings- TANF Hearings policy revised

Form 1275- National Voter Registration Act (NVRA) cover letter- updated Voter Registration cover letter

Section 1901- Issuance Overview- revised to align with Integrated Eligibility System (IES)

Section 1905- Issuance- revised to align with Integrated Eligibility System (IES)

Section 1915- Managed Accounts- revised to align with Integrated Eligibility System (IES)

TANF Gateway Forms: revised to align with Integrated Eligibility System (IES)

Form 104- Statement of Childcare Expenses

Form 130- Child and Medical Support Letter

Form 138- Notice of Requirement to Cooperate and Right to Claim Good Cause for Refusal to Cooperate in Child Support Services and Third-Party Liability Requirements

Form 139- Contribution Verification

Form 188- Social Data Report

Form 190- TANF Material Violation/ 44,47 Months Staffing Appointment Letter

Form 191- Disposition Notification TANF Hardship Waiver

Form 193- TANF Prenatal Care Verification

Form 194- TANF Assessment for Domestic Violence

Form 195- TANF Community Service Agreement

Form 196- TANF Family Service Plan- Personal Responsibility

Form 196A- TANF Family Service Plan- Workplan

Form 199- TANF Employment Services Case Staffing Form

Form 329- TANF Sanctions

Form 354- Expense Statement

Form 482- Work Experience Agreement

Form 489- TANF Work Requirement Exemption Form

Form 495- Job Search Record

Form 504- ADA/Section 504 Notice

Form 505- TANF ADA Compliance Checklist

Form 506- ADA Disability Tracking and Documentation Form

Form 516- Record of Attendance and Performance Report

Form 517- Record of School Attendance and Performance Report

Form 785- Family Planning Services Referral

Form 786- TANF Notice of Family Cap Rule

Form 806- Medical Statement

Form 809- Employment Verification Form

Form 5459- Authorization for Release of Information

Form 5667- Request for Investigation

ON LINE MANUAL UPDATE

The material contained in this transmittal will be updated on the ODIS website effective October 2018.