



DATE: August 26, 2019

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

FROM: DFCS/OFI State Office TANF Policy Unit

RE: **TANF Program Manual Transmittal No. 49**

The purpose of Manual Transmittal # 49 is to add, edit and update the TANF Policy Manual.

The purpose of this transmittal is to provide policy updates to the TANF Program's **Appendix G**-Manual Transmittal Cover Letters, **Chapter 1000**-General Program Overview, **Chapter 1100**-Application Processing and **Chapter 1200**-Assistance Units.

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.

The policy revisions include:

- **Chapter 1000- General Program Overview**
 - Section 1001- **TANF**- Font updated to Arial 12
 - Section 1002- **Confidentiality**- Font updated to Arial 12-2nd page- Release of Information Without the Consent of the Client-last paragraph, Department of Human Services instead of Resources
 - Section 1003- **Title VI/Section 504 Civil Rights**-Font updated to Arial 12
 - Section 1004- **Americans with Disabilities Act (ADA)**- Font updated to Arial 12
 - Section 1005- **Domestic Violence**- Font updated to Arial 12

- Section 1008- **Voter Registration**- Font updated to Arial 12
- Section 1010-**Mandated Reporting**-Font updated to Arial 12
- Section 1011-**Health Insurance Portability and Accountability Act of 1996 (HIPAA)**- Font updated to Arial 12- 3rd page- Notice of Privacy Practices- Clarification was added for Authorized Representatives, Protective Payees and minors that are head of household.
- **Chapter 1100- Application Processing**
 - Section 1105- **Application Processing**-Font updated to Arial 12-page 2- Interview requirements- Clarification added that home visits can be conducted if applicant is unable to come to the office. Page 6- Mandatory Forms- Added clarification to forms 1275,1276,522,5460 that are not required to be signed or returned. Page 7-Clarification for Parents, Parent caretakers and minor parents (if applying as head of household) must sign each form. Page 8-Standard of Promptness (SOP)-Clarification of 45 calendar days for completion of a TANF application. Approval or denial of an application is completed on the last workday prior to the weekend or holiday on which the SOP deadline falls. An approval or denial completed the business day after the SOP deadline is considered over SOP. Conciliation at Application-page 14 and 15-Clarification for sending a conciliation appointment.
- **Chapter 1200- Assistance Units**
 - Section 1205-**Assistance Units**-Font updated to Arial 12- page 3- Penalized Individuals-Added clarification about individuals that voluntarily quit a job without good cause.

The Appendix changes include:

- **Appendix G- Manual Transmittal Cover Letters**- broken links and all Manual Transmittal Letters have been added through MT 48

ONLINE MANUAL UPDATE

The material contained in this transmittal will be updated on the ODIS website effective August 2019.