



Maria Greene, Acting Commissioner

Department of Human Resources • Division of Family and Children Services • Janet R. Oliva, Ph.D., Division Director  
Two Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142  
Phone: 404-651-8409 • Fax: 404-657-5105

March 11, 2004

**ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 5**

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

**FROM:** Janet Oliva, Ph.D.  
Director

**RE:** Miscellaneous TANF Policy Changes

**PURPOSE**

The purpose of this transmittal is to issue new material and to make additions and clarifications to several sections of Volume I (TANF) of the policy manual. Corrections to typographical errors are made where needed, but are not noted.

**DISCUSSION**

**Chapter 1000**

Section 1011, which concerns HIPAA, is added.

**Chapter 1100**

The two sections that comprised Chapter 100, Application Processing, are combined into a new section, Section 1105. The material is also reorganized, and new text is added regarding accepting an application prior to the birth of a child (pg. 1105-7) and scheduling another appointment after the first has been missed (pg. 1105-3).

**Chapter 1300**

Added to the lists of qualified aliens are victims of trafficking (pages 1310-3 and 1310-7).

Updates to annual earnings totals for 2002, 2003 and 2004 are added for the determination of qualifying quarters (pg. 1310-20).

## **Chapter 1500**

The chart in section 1510 is reformatted, and minor grammatical changes are made. No substantive changes are made to the text.

Text pertaining to income limits is added to pg. 1525-1.

Text pertaining to excluded income, frequency of receipt of income and financial management is added to pg. 1525-2.

The chart in section 1530 is reformatted, and minor grammatical changes are made. No substantive changes are made to the text.

## **Chapter 1600**

Instructions for rounding fractions of a cent are changed. Fractions of a cent are dropped when computing income (pg. 1605-4).

## **Chapter 1700**

Minor changes or additions are made to pages 1705-1, 1705-3, 1705-4, 1705-6 of Section 1705, Notification.

A minor change is made on pg. 1730-2, of Section 1730, Financial Changes.

## **Chapter 1800**

A clarifying statement is added to pg. 1820-4 regarding the appropriateness of assigning a client to a work activity that doesn't count toward federal requirements.

New text is added to pages 1820-4 and 1820-5 regarding changes in determining countable hours in work activities.

A clarification is made on pg. 1820-21, specifying that job search for the fifth and sixth weeks are countable apart from or in conjunction with job readiness training.

Changes are made to pg. 1820-30, making job skills training and education directly related to employment available as valid work activities when preparing a client for general employment rather than for a specific job.

## **Chapter 1900**

Changes are made to the length of time an EBT account must remain in inactive status before benefits can be expunged (pages 1910-4 and 1910-5).

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.

## **IMPLEMENTATION**

Changes are effective upon receipt of this transmittal.

## **INSTRUCTIONS FOR MANUAL MAINTENANCE**

Replace pages TOC-1 and TOC-2 with the revised pages of the same numbers.

Replace page TOC 1000 with the revised page of the same number.

Remove Section 1003 in its entirety and replace it with the revised section of the same number.

Add Section 1011 immediately following Section 1010.

Replace page TOC 1100 with the revised page of the same number.

Remove Sections 1101 and 1110 and replace them with section 1105.

Remove pages 1310-3 through 1310-12 and pages 1310-19 and 1310-20, and replace them with the revised pages of the same numbers.

Remove Section 1510 in its entirety and replace it with the revised section of the same number. Remove Section 1525 in its entirety and replace it with the revised section of the same number. Remove Section 1530 in its entirety and replace it with the revised section of the same number. Remove Section 1605 in its entirety and replace it with the revised section of the same number. Remove Section 1705 in its entirety and replace it with the revised section of the same number.

Remove Section 1730 in its entirety and replace it with the revised section of the same number.

Remove Section 1820 in its entirety and replace it with the revised section of the same number.

Remove Section 1830 in its entirety and replace it with the revised section of the same number.

Remove pages 1910-3 through 1910-6, and replace with the revised pages of the same numbers.

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