



## TANF PROGRAM MANUAL TRANSMITTAL NO. 52

**TO:** OFI District Management, County Department of Family and Children Services, State Office Staff

**FROM:** DFCS/ OFI State Office TANF Policy Unit

**DATE:** December 20, 2019

**RE: TANF Program Manual Transmittal 52**

The purpose of this transmittal is to provide policy updates to the TANF portion of Chapter 1400 Computer Matches, Chapter 1500 Financial Eligibility Criteria, Chapter 1600 Budgeting and Chapter 1900 Issuance sections of the TANF Policy Manual. Fonts were updated with Arial 12.

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 1400 - Computer Matches

- **Section 1401 - Computer Matches Overview** - None.
- **Section 1405 - Income and Eligibility Verification System (IEVS)** - Page 1- Basic Considerations- alert changed to task.
- **Section 1410 - IRS and BEERS Information Security** - Page 2 - Security of Federal Tax Information (FTI) - clarification given on who has access to FTI information. Form 379 is IVES print log in.
- **Section 1415 - Clearinghouse** – None.
- **Section 1430 - Social Security Number Validation** - SSN Validation chart- alert change to task.
- **Section 1440 - Prisoner Verification Inquiry System** - None.

## **Chapter 1500 - Financial Eligibility Criteria**

- **Section 1501 - Financial Overview** - None.
- **Section 1505 - Resources** - None.
- **Section 1510 - Treatment of Resources by Resource Type**- Types of Resources chart- Real Property- clarification on Home Place Property and Non-Home Place property.
- **Section 1515 - Vehicles**- Page 4- clarification on how verification can be provided.
- **Section 1520 - Real Property**- None.
- **Section 1525 - Income**- None.
- **Section 1530 - Treatment of Income by Income Type**- Types of Income chart- Boarder Income- clarification of income received by Boarder, Census income added.
- **Section 1535 - Military Pay**- None.
- **Section 1540 - Self-Employment**- None.

## **Chapter 1600 - Budgeting**

- **Section 1605 - Basic Budgeting**- None.
- **Section 1610 - Determining Representative Income & Expenses**- None.
- **Section 1615 - Deductions**- None.
- **Section 1620 - Responsibility Budgeting**- None.
- **Section 1622 - Budgeting the Income of a Stepparent**- None.
- **Section 1624 - Budgeting the Income of the Parent(s) of a Minor Caretaker**- None.
- **Section 1626 - Budgeting the Income of an Ineligible Parent**- None.
- **Section 1628 - Budgeting the Income of the Spouse of a Non-Parent Caretaker**- None.
- **Section 1630 - Budgeting the Income of an Ineligible Spouse of a Married Dependent Child**- None.
- **Section 1632 - Budgeting the Income and Resources of a Sponsored Alien**- None.
- **Section 1635 - Allocation to an Ineligible Spouse and/or Child**- None.
- **Section 1645 - Budgeting Child Support Income**- None.
- **Section 1650 - Budgeting Lump Sum Income**- Page 10-Procedures, Calculating a Period of Ineligibility When Lump Sum Income is Reported- Step 8 and Step 9- clarification of how to send system generated notice.
- **Step 1655 - Budgeting When a First Sanction is Imposed**- Page 1- Procedures- Step 3 Calculations added for comparison of reduced benefit amounts. Step 4 notice will be generated.
- **Step 1660 - Budgeting When Family Cap Policy is Applied**- None.
- **Step 1665 - Budgeting the Income of a Disqualified Individual**- None.
- **Step 1670 - Budgeting the Income of a Penalized Individual**- None.

## **Chapter 1900 - Issuance**

- **Section 1901 - Issuance Overview-** None.
- **Section 1905 - Issuance-** None.
- **Section 1910 - Electronic Benefits Transfer-** None.
- **Section 1915 - Managed Accounts-** Page 3-Emergency Payee note was added to clarify emergency payee not required to meet degree of relationship.

**This transmittal is effective January 15, 2020.**