



TANF PROGRAM MANUAL TRANSMITTAL NO. 54

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: February 17, 2020

RE: TANF Program Manual Transmittal 54

The purpose of this transmittal is to provide policy updates to a TANF portion of Chapter 1300 Basic Eligibility, 1800 Employment Services and Appendix A- TANF Financial Standards 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 1300 – Basic Eligibility

- **Section 1390- Lifetime Limit** - Page 2- Clarification on who the lifetime limit applies to.

Chapter 1800- Employment Services Overview

- **Section 1820- Work Activities –**
 - **Page 1 and 2-** Basic Considerations and Hours of Participation- Clarification of TANF Family Service Plan is the Work Plan Form 196A.
 - **Page 2 and 3-** Countable (Primary or Core) Activities- clarification of clients that must be determined job ready. Appropriate core activities are public subsidized employment and private subsidized employment.
 - **Page 4-** Countable Non-Core (or Secondary) Activities- Clarification of hours for work eligible parent. Job skills training directly related to

- employment is correct title. Two parent household participating in the activities listed in countable non-core activities.
- **Page 5**-Non-Countable (Other) Activities- Abbreviations listed out and listed under Job Search. Clarification of TANF Family Service Plan is the Work Plan Form 196A. Countable Hours of Participation- All work activities countable and non-countable must be verified.
 - **Page 6**- Documentation must be added in case notes if work participation hours are received verbally. The vendor and phone number must be included in case notes as well. Crediting of Countable Hours of Participation – Subsidized employment (public and private) is an employment activity for which a client can be credited for.
 - **Page 8**- Excused absences- subsidized employment (public or private) cannot be credited for paid activities. Verification and Documentation Criteria for Credited Hours- information should be documented in case notes in the Integrated Eligibility System (IES). Married Teen or Teen Head of Household- clarification of heading. Clarification of client to meet criteria participating in fewer hours per week. Clients should be encouraged and not required to participate in 30 hours per week.
 - **Page 9**- Only actual hours should be entered. Work eligible minors or teen parents will be considered to have met the participation requirements. Two parent clarification for participating in a work activity. Single Custodial Parent with child under age six- clients participating in work activities. Fair Labor Standards Act (FLSA) Deeming- Clarification of client in work activity eligible for deeming.
 - **Page 10**- FLSA Calculations- heading clarified.
 - **Page 11**- General Guidelines for Work Activities- Clarification of TANF Family Service Plan is the Work Plan Form 196A. **Page 11**- Unsubsidized Employment- Clarification of TANF Family Service Plan is the Work Plan Form 196A. Guidelines for Unsubsidized Employment- Client statement can be accepted for self-employment.
 - **Page 16**- Verification of Hours of Subsidized Employment- Clarification of TANF Family Service Plan is the Work Plan Form 196A.
 - **Page 17**- Breakdown of Work Experience.
 - **Page 19**- Responsibilities for Work Experience Placements- Clarification of TANF Family Service Plan is the Work Plan Form 196A.
 - **Page 20**- Monitoring- Clarification of Record of Attendance and Performance for Form 516.
 - **Page 23**- Job Search and Job Readiness-Clarification of Job Readiness and Job Search. Guidelines for Job Search and Job Readiness- Clarification of Needy State.
 - **Page 26**- Guidelines for Community Service Programs- Clarification of TANF Family Service Plan is the Work Plan Form 196A.
 - **Page 32**- Job Skills Training Directly Related to Employment-correct heading. Guidelines for Job Skills Training Directly Related to Employment-correct heading.

- **Page 33-** Verification of Attendance in Job Skills Training Directly Related to Employment- correct heading. Education Directly Related to Employment- correct heading. Clarification of a married or single custodial parent head of household.
- **Page 35-** Satisfactory Attendance at Secondary School- work eligible individual clarified. Guidelines for Satisfactory Attendance at Secondary Education- correct heading. Clarification of a married or single custodial parent head of household.
- **Page 36-** English as a Second Language- Hours of participation that are entered under Education Directly Related to employment.
- **Page 37-** Guidelines for ESL- ESL is an other non-countable activity. Participation hours entered under ESL won't count towards Federal work participation. Addictive Disorders (AD) Counseling and/or treatment- explanation of hours to be considered countable hours.
- **Page 39-** Life Skills Training- explanation of hours to be considered countable hours.
- **Page 40-** Parenting Skills Training- Parenting skills training as an other non-countable activity.
- **Page 42-** Work Activities chart- Subsidized employment is private and public. Job readiness clarified. Community service programs are countable core activities. Vocational education is a countable core activity with a 12-month limit. Providing childcare services to individuals in a community service program is a countable core activity.
- **Page 43-** Work activities chart- ESL is an activity considered to be other and is not countable.

Appendix A- TANF Financial Standards

- revised for 2020.

This transmittal is effective March 1, 2020.