



TANF PROGRAM MANUAL TRANSMITTAL NO. 58

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: October 29, 2020

RE: TANF Program Manual Transmittal 58

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1100 Application Processing, Chapter 1200 Assistance Units, Chapter 1300 Basic Eligibility, Chapter 1500 Financial Eligibility Criteria, Chapter 1700 Case Management and Forms 196 TANF Family Service Plan- Personal Responsibility Plan, 196A TANF Family Service Plan- Work Plan, 297 Application for TANF, Food Stamps, Medical Assistance, 297A Rights and Responsibilities-TANF, Food Stamps, Medicaid, 508 Food Stamps, Medicaid TANF Renewal, 522 What Every Person Needs to Know and 713 CS Office of Child Support/DFCS Communication Form. 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 1100- Application Processing

- **Section 1105- Application Processing -**
 - **Page 6 – Voter Registration-** Removal of Agency Voter Registration Declaration Statement, **Mandatory Forms-** Removal of Form 1276, Voter Registration Declaration Statement and from **Note**
 - **Page 7- Mandatory Forms-** Removal of Form 1276, Voter Registration Declaration, Other Forms Required as Needed- Removal of Form 1277, State of Georgia Application for Voter Registration, Clarification of Form 489, TANF Work Requirement Exemption Form

Chapter 1200- Assistance Units

- **Section 1205- Assistance Unit-**
 - **Page 10 – Determining the Composition of an AU-Situation-** addition of Title IV-E Foster Care, Child Welfare Foster Care and Relative Care Subsidy, **Treatment-**Clarification of who cannot be included in the AU

when determining TANF eligibility. **Note**-Clarification of income and resources not considered when determining TANF eligibility

Chapter 1300- Basic Eligibility

- **Section 1319-Recent Connection to the Workforce-**
 - **Page 3- Procedures-** Addition of Chart 1319. 1 Undocumented Two- Parent Households
- **Section 1320- Child Support Enforcement-**
 - **Page 7-Reapplication-** Clarification of Form 5706, TANF Child Support Services Compliance Agreement to be used to verify DCSS compliance but is not required.
 - **Page 10- TANF Reapplication Following Termination Due to Noncooperation-** Step 2-Clarification of Form 5706 and reminding the client that the form must be signed.

Chapter 1500- Financial Eligibility Criteria

- **Section 1530- Treatment of Income by Income Type-**
 - **Page 8- Types of Income-** Source/Type-Federal Pandemic Unemployment Compensation-Description and Treatment
 - **Page 11-Types of Income-** Source/Type-Lost Wages Assistance Payment-Description and Treatment
 - **Page 13- Types of Income-**Source/Type-Pandemic Emergency Unemployment Compensation Program-Description and Treatment, Pandemic Unemployment Assistance (PUA)-Description and Treatment

Chapter 1700- Case Management

- **Section 1710- Reviews**
 - **Page 3- Voter Registration-** Removal of Agency Voter Registration Declaration
 - **Page 5- Conditional Forms-** Removal of Forms 1276, Voter Registration Declaration Statement and Form 1277, Voter Registration Application, Clarification of Form 489, TANF Work Requirement Exemption Form

Appendix F- Forms

- **Form 196- TANF Family Service Plan-Personal Responsibility Plan**
 - The client's signature can be accepted to indicate that they understand and agree with the terms of this form.
- **Form 196A- TANF Family Service Plan- Work Plan**
 - The client's signature can be accepted to indicate that they understand and agree with the terms of this form.
- **Form 297- Application for Benefits (English and Spanish) (Large Print)**
 - Correct version of the Non-Disclosure statement added
- **Form 297A- Rights and Responsibilities (English and Spanish)**
 - Correct version of the Non-Disclosure statement added
- **Form 508- Food Stamp/Medicaid/TANF Renewal Form (English and Spanish) (Large Print)**
 - Correct version of the Non-Disclosure statement added
- **Form 522- "What Every Person Needs to Know" (English and Spanish)**
 - Revised "Woman" to "Person", added "girlfriend" to first question on back of brochure, revised DFCS logo

- **Form 713-CS- Office of Child Support/DFCS Communication Form**
 - Revised to align with current policy

This transmittal is effective October 2020.