



## TANF PROGRAM MANUAL TRANSMITTAL NO. 59

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

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

**DATE:** January 25, 2021

**RE: TANF Program Manual Transmittal 59**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1100 Application Processing, Chapter 1500 Financial Eligibility Criteria, Chapter 1700 Case Management, Chapter 1800 Employment Services and Form 5460 Notice of Privacy Practice.

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 2 – Electronic Signatures-** addition of electronic signatures is acceptable for all TANF forms. This includes Adobe signatures or any other E-signature software. Electronic signature is for all forms.

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

- **Section 1525- Income**
  - **Page 5- The Work Number: The Income and Employment Verification System-** Removal of steps to verify income and/or employment status. The Work Number Interface has been implemented in Georgia Gateway.
- **Section 1530- Treatment of Income by Income Type-**
  - **Page 16- Types of Income-** Federal Pandemic Unemployment Compensation are unearned payments that provide an additional \$600.00 per week to individuals eligible for any of the Unemployment Compensation programs whether they are State or Federal. These benefits are now aligning with SNAP and will be excluded in the TANF budget or AU. The benefits were introduced in MT 58 but are now

excluded. Addition of State Extended Benefits- State Extended Benefits were added to TANF and SNAP policies. These are unearned payments that have been received as an extension of the State's Unemployment Benefits from 6 weeks to 12 weeks. These benefits are also excluded in the TANF budget. **NOTE: Federal Pandemic Unemployment Compensation (FPUC) and State Extended Benefits will be excluded from the TANF budget effective 01/25/2021.**

### **Chapter 1700- Case Management**

- **Section 1710- Reviews**

- **Page 2- Electronic Signatures-** addition of electronic signatures is acceptable for all TANF forms. This includes Adobe signatures or any other E-signature software. Electronic signature is for all forms.

### **Chapter 1800- Employment Services**

- **Section 1820- Work Activities**

- **Page 4 and 5- Non-Countable (Other) Activities-**Additional information added to the Note- hourly equivalent of 12-week limit for a single custodial parent with a child under six is 240 hours and 360 hours for other work eligible individuals.
- **Page 6- Countable Hours of Participation-** Exception added to clarify if employment is reported and a combination of employment hours and income are enough to cause the TANF ineligibility, client statement may be accepted for work participation hours for an employment activity.

### **Appendix F- Forms**

- **Form 5460- Notice of Privacy Practice**

- Received from the Office of General Counsel. Revision date is 01-18- 2021.

**This transmittal is effective December 2020.**