



## **TANF PROGRAM MANUAL TRANSMITTAL NO. 63**

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

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

**DATE:** August 27, 2021

**RE: TANF Program Manual Transmittal 63**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1200 Assistance Units, Chapter 1300 Basic Eligibility and Chapter 1800 Employment Services.

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 1200- Assistance Units**

- **Section 1210- Grandparents Raising Grandchildren (GRG)**
  - **Page 7- Procedures-** procedures removed for processing GRG MSP and GRG CRISP.

#### **Chapter 1300- Basic Eligibility**

- **Section 1340- Residency**
  - **Page 1 and 2- Verification-** added clarification for driver's license and the Division of Driver Services Interface.
- **Section 1349- Work Requirements**
  - **Page 4- Voluntary Participation-**Clarification added that every parent that chooses the exemption and is eligible must complete Form 489, TANF Work Requirement Exemption.

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

- **Section 1840- Work Support Program**
  - **Page 2- WSP Eligibility Criteria-**Clarification of when an assistance unit (AU) can receive WSP.
  - Addition of note clarification- employment must be stable employment that will reach self-sufficiency.

- **Page 7- Documentation and Verification**-Clarification that employment status of applicants and recipients participating must be verified and documented in Gateway.
- **Page 9- Chart 1840.2- Availability of the Work Support Payments (If) -** the WSP recipient quits a job without good cause or voluntarily reduces employment hours and the twelve (12) month WSP eligibility period has not been exhausted.

**This transmittal is effective August 2021.**