



TANF PROGRAM MANUAL TRANSMITTAL NO. 64

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: November 15, 2021

RE: TANF Program Manual Transmittal 64

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1300 Basic Eligibility, Chapter 1400 Computer Matches, Chapter 1700 Case Management, Chapter 1800 Employment Services and Appendix E Glossary.

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 1310- Citizenship**
 - **Page 5- Qualified Aliens**-definition of qualified aliens and listing of all qualified aliens.
 - **Page 7- Potential Eligibility Based on Status as a Battered Spouse or Child**- Clarification of an alien that is a victim of domestic violence.
 - **Page 8, 9- Date of Entry Criteria**- Clarification of which qualified aliens are potentially eligible for TANF regardless of the date of entry.
 - **Page 9- Afghan Humanitarian Parolees (Non-SI Parolees)**- this section was added to policy when Congress passed the Afghanistan Supplemental Appropriations Act
 - **Page 18, 19- Chart 1310.1 Determination of Alien Status**- category codes updated.

Chapter 1705- Case Management

- **Section 1705- Notification**
 - **Page 6- Chart 1705.1- Required Notification**-Clarification of adequate noticed that is required when an AU moves out of state
- **Section 1710- Reviews**

- **Page 5- Conditional Forms-** Clarification when Form 786, Notice of Cap Rule is needed at renewal
- **Section 1735-Changes in Residence**
 - **Page 2- AU Moves out of State-**Clarified what needs to be documented when information is received when an AU moves out of Georgia
- **Section 1740- AU Composition Changes**
 - **Page 5- AU Member Dies-** Step 3 provides clarification when the worker should remove the individual's income and resources when the change has occurred.

Appendix E- Glossary

- **Page 9: Assistance Unit**
 - **Definition- Revised definition-** A group of individuals applying for or eligible to receive TANF.
- **Page 10: Authorized Representative (term added to Glossary)**
 - **Term and/or Acronym-** Authorized Representative (Auth Rep)
 - **Definition-** Someone who you choose to act on your behalf, like a family member or other trusted person. Some authorized representatives may have legal authority to act on your behalf.

This transmittal is effective November 2021.