



**Georgia Department of Human Services**  
Aging Services | Child Support Services | Family & Children Services

**TANF PROGRAM MANUAL TRANSMITTAL NO. 67**

**TO:** OFI District Management, County Department of Family and Children Services, State Office Staff  
**FROM:** DFCS/ OFI State Office TANF Policy Unit

**DATE:** June 17, 2022

**RE: TANF Program Manual Transmittal 67**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1300 Basic Eligibility, Chapter 1400 Computer Matches, Chapter 1800 Employment Services and Appendix F Forms.

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.

**The policy revisions include:**

**Chapter 1300- Basic Eligibility**

• **Section 1349- Work Requirements**

- **Page 1- Work Eligible Individuals-** Clarification who is considered a work eligible individual.
- **Page 2, 3- Exemption-** Clarifies who is work eligible, what an exemption is, age of child when an exemption can be considered, what is considered multiple births, and who is not eligible for an exemption. The first month of the three consecutive month is the first month the exemption is allowed.

**Chapter 1400- Computer Matches**

• **Section 1410- IRS and BEERS Information Security**

- **Page 3- Record Keeping, Secure Storage, Restricted Requirements and Case File Purge-** Explanation of how the two-barrier security system is maintained.

**Chapter 1800- Employment Services**

• **Section 1805- Applicant Services**

- **Page 6- Transportation-**Increase in cost of transportation reimbursement from \$5.00 per day to \$7.00 per day.

• **Section 1820- Work Activities**

- **Page 1- Basic Considerations-** Clarification that participation in specific core activities is required. Clients are meeting federal work requirements by participating in other countable core activities.
- **Page 2- Basic Considerations-**reference of chart 1820.1
- **Page 2- Hours of Participation-**Clarification of participation of work eligible recipient and their activity.
- **Page 2- Single Custodial Parent with Child Under Age Six-** Clarification of their activity if they have a child under age six.
- **Page 2- Teen Parent Head of Household-** Clarification of requirements of a minor parent if they are head of a household and they do not have a high school diploma or GED.
- **Page 3- Two-Parent Assistance Units (AU)-** Definition of two-parent household clarified.
- **Page 4- Countable Core (Primary Activities) –** List of Countable Primary Activities.
- **Page 5- Non-Countable (Other) Activities-** Clarification of Assistance included after Job readiness. Addition of Vocational Educational. Note added about Deficit Reduction Act of 2005.
- **Page 6- Verification and Documentation Criteria for Credited Hours-** Addition of section with clarification of hours of participation and how to verify them.
- **Page 6- Holidays-** Section added to describe federal guidelines for holiday and excused absences.
- **Page 7- Excused Absences-** Clarification of excused absences and explanations of work activities.
- **Page 8- Verification and Documentation Criteria for Excused Hours-** Clarification of excused hours for countable activity for work activity participation.
- **Page 8- Fair Labor Standards Act (FLSA) Deeming-** Clarification of deemed meeting. Exception added for single custodial parent with child under age six meeting work participation.
- **Page 9-** TANF hours and Food Stamps hours must be calculated separately.
- **Page 9-** Clarification of single custodial parent in non-core or non-FLSA work activity.
- **Page 10- Activity Descriptions, Requirements, and Guidelines for Countable Core (Primary) Work Activities-** List of Core work activities.
- **Page 11- Guidelines for Unsubsidized Employment-** Clarification of unsubsidized employment for clients already working.
- **Page 11- Verification of Hours of Employment-** Client statement may be accepted if employment reported, and the combination of employment income are enough to cause TANF case to be ineligible.
- **Page 11- Subsidized Employment (Private or Public) –** heading added.

- **Page 13- Guidelines for Subsidized Employment-** Form 516, Record of Attendance and Performance Report maybe submitted every month by the case manager.
- **Page 15- Verification of Hours of Subsidized Employment-** Clarification list of subsidized employment hours maybe verified.
- **Page 15- Work Experience (WEX)-** Purpose of work experience.
- **Page 17- Requirements for Hours of Participation-** Clarification of single custodial parent in non-core or non-FLSA work activity.
- **Page 18- Verification of Hours of Participation in Work Experience-** Clarification of rating of Form 516 when form is due.
- **Page 20- Guidelines for OJT-** Clarification that each employer must maintain records they provide On-Job-Training (OJT) for.
- **Page 21-Verification of the Hours of Participation in OJT-** Work participation hours must be verified and how they can be submitted.
- **Page 22- Guidelines for Job Search and Job Readiness-** Clarification that the recipient must participate in core activities while job search/job readiness is suspended.
- **Page 23- Example-** client's participation increases from 20 to 30 hours when child turns six years old. Form 516 maybe used to record attendance and Form 495, Job Search Record maybe used to verify hours.
- **Page 25, 26- Requirements for Hours of Participation-** Clarification if work hours fall under FLSA calculations.
- **Page 26- Verification of Hours of Participation-** Sign in sheets, activity logs or Form 516 can be accepted to verify hours of participation.
- **Page 27- Provision of Child Care to an Individual Participating in Community Service Programs-** Clarification that activity must be designed to improve employability of clients that participate in the activity. Client must provide childcare hours on Form 195, Community Service Agreement. Form 516 must be submitted to case manager each month.
- **Page 28- Vocational Educational Training-** Clarification of vocational training, what it consists of and how long the program can be.
- **Page 29- Guidelines for Vocational Educational Training-**Guidelines for vocational training and requirements.
- **Page 29- Verification of Participation in Vocational Education-** Form 516 and Form 517, Record of School Attendance and Performance Report maybe used to verify attendance and performance and is due to the case manager monthly.
- **Page 30- Distance Learning-** Clarification of performance maintenance and forms used to verify.
- **Page 30, 31- Homework Time-** Clarification of what can be used for credit for supervised homework manually or electronically. Forms 516 and

517 can be used to verify attendance and performance. The case manager may choose to verify hours weekly or bi-weekly.

- **Page 32- Guidelines for Education Directly Related to Employment-** Clarification that a work eligible individual 20 years of age or older, without a high school diploma or GED and/or a single custodial parent head of household can receive credit for classroom hours if she/he is participating in countable activities of at least 20 hours per week. There is no penalty if the recipient single custodial parent head of household under 20 years of age does not participate in other work activities. The case manager may encourage the client to participate in other activities if it has no effect on their schoolwork.
- **Page 33- Verification of Participation in Education Related to Employment-** Form 516 and Form 517 Record of School Attendance and Performance Report may be used to verify attendance and performance and is due to the case manager monthly.
- **Page 34- Guidelines for Satisfactory Attendance at Secondary Education-** Guidelines and requirements secondary education and case managers responsibilities.
- **Page 35- English as a Second Language-** Clarification of English as a second language and hours are to be treated.
- **Page 36- Addictive Disorders (AD) Counseling and/or treatment-** Clarification of Addictive Disorders and how they are counted based on federal guidelines.
- **Page 36- Verifications of Hours of Participation-** Clarification of how hours of participation are to be recorded.
- **Page 37- Life Skills Training-** Life Skills training will now be included under core primary activity- Job Search and Job Readiness. Hours of participation must be entered under countable hours.
- **Page 37-Verification of Hours of Participation-** Clarification of hours of participation required. Form 516 can be used to verify attendance and is due to the case manager monthly.
- **Page 41- Chart 1820.1 Work Activities-** Assessments listed
- **Section 1830- Employment Support Services**
  - **Page 4- Transportation-** Daily rate reimbursement is \$7.00 per day.
- **Appendix F- Forms**
  - **Form 523- Family Violence Option Assessment Report-** revised

**This transmittal is effective June 2022.**