



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

**TANF PROGRAM MANUAL TRANSMITTAL NO. 68**

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

**DATE:** August 15, 2022

**RE: TANF Program Manual Transmittal 68**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1000 General Program Overview, Chapter 1100 Application Processing, Chapter 1300 Basic Eligibility, Chapter 1700 Case Management, Chapter 1800 Employment Services, Appendix E Glossary 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 1000- General Program Overview**

- **Section 1005- Domestic Violence**
  - **Page 3,4 - Consolidated Appropriations Act, 2022-** Section added. The Consolidated Appropriations Act, 2022 added a new required certification for state TANF agencies regarding sexual harassment or survivors of domestic violence, sexual assault, or stalking.

**Chapter 1100- Application Processing**

- **Section 1105- Application Processing**
  - **Page 7- Other Forms Required as Needed-** Renaming of Form 194, TANF Assessment for Domestic Violence, Sexual Assault, Sexual Harassment, or Stalking- in accordance with Consolidated Appropriations Act, 2022.

**Chapter 1300- Basic Eligibility**

- **Section 1302- Domestic Violence**
  - **Page 1- Requirements-** Personal Responsibility and Work Opportunity Act (PRWORA) establishes standards that domestic violence is identified. The Consolidated Appropriations Act, 2022 added a new required

- certification for state TANF agencies regarding sexual harassment or survivors of domestic violence, sexual assault, or stalking.
- **Page 2- Types of Domestic Violence and Definitions-** Various meanings of domestic violence and how section 402(a)(7)(B) defines domestic violence.
  - **Page 2- Family Violence Option-** Additional standards and procedures.
  - **Page 3- DFCS Responsibilities-** Additional DFCS case manager roles.
  - **Page 3- Domestic Violence Assessor Responsibilities-** Additional Domestic Violence Assessor responsibilities.
  - **Page 3- Providing Information to the AU-** Replaced the word “Woman” to “Person” from brochure Form 522, “What Every Person Needs to Know”.
  - **Page 4-** Clarification given when an AU member has been or may become a victim of DV, sexual assault, sexual harassment, or stalking, the AU is given the 24-hour hotline number.
  - **Page 4- Identifying Domestic Violence, Sexual Assault, Sexual Harassment, or Stalking-** Title section added Sexual Assault, Sexual Harassment and Stalking. Addition of sexual assault, sexual harassment, and stalking so that referrals can be made to waive if barriers exist. They are also added for sources to support the AU’s claim.
  - **Page 5- Referrals-** Referrals can be made for victims of DV as well as sexual assault, sexual harassment, or stalking.
  - **Page 5- Waiver of TANF Requirements-** Sexual assault, sexual harassment and stalking added to the circumstances list and how the DVA makes recommendations regarding Family Violence Assessment Form. Requirements list that maybe waived revised.
  - **Page 7-** Sexual assault, sexual harassment and stalking added to list if AU is no longer at risk and waiver of program requirement is lifted. This list was also added to the Note.
  - **Page 7- Procedures-** Sexual assault, sexual harassment and stalking added to procedures 4, 5, 9 and 11.
  - **Section 1310- Citizenship**
    - **Page 6- Qualified Aliens-** Section added for Ukrainian Humanitarian Parolees for qualified aliens. TANF-ACF-Program Instruction (PI)-2022-05 New Legislation under the Additional Ukraine Supplemental Appropriations Act removes the five-year bar for specified Ukrainian parolees.
    - **Page 10- Ukrainian Humanitarian Parolees-** Section 401 of this legislation provides that Ukrainian humanitarian parolees are eligible to receive federal benefits, including TANF, from the date of enactment.
    - **Page 23- Chart 1310.1- Determination of Alien Status-** humanitarian parole information added.
  - **Section 1349- Work Requirements**

- **Page 5- Penalties for Voluntary Quit are as follows-** Penalties title section rephrased. Clarification that determination of good cause is made prior to applying a penalty.
- **Section 1710- Reviews**
  - **Page 1- Review Requirements-** Note added that if the last day of the month falls on weekend or holiday, the renewal must be submitted by the last business day of the month.
  - **Page 5- Conditional Forms-**Form 194, TANF Assessment for Domestic Violence, Sexual Assault, Sexual Harassment, or stalking- renamed in accordance with Consolidated Appropriations Act, 2022.
- **Section 1805- Applicant Services**
  - **Page 3- Assessment-** Clarification of number of designated job searches.
- **Appendix E- Glossary**
  - **Page 7- Acronym/Abbreviation-** Apply for Benefits (AFB), Renew my Benefits (RMB), Report my Change (RMC), WebCenter Enterprise Capture (WEC) added to glossary.
- **Appendix F- Forms**
  - **Form 126- Self-Employment Work Calendar (English and Spanish)-** added to Appendix.
  - **Form 194- TANF Assessment for Domestic Violence, Sexual Assault, Sexual Harassment, or Stalking (English and Spanish)-** renamed in accordance with Consolidated Appropriations Act, 2022. Additional check space added that the waiver information was explained and used to assess clients for domestic violence, sexual assault, sexual harassment or stalking as part of the screening process prior to job search and development of personal responsibility or work plans.
  - **Form 495- Job Search Record (English and Spanish)-** online job option added.
  - **Form 516- Record of Attendance and Performance Report (English and Spanish)-** Holiday attendance added.
  - **Form 522- What Every Person Needs to Know (English and Spanish)-** updates from the Consolidated Appropriation Act, 2022. Definitions added for Sexual Harassment, Sexual Assault and Stalking.
  - **Form 523- Family Violence Option Assessment Report-** Minor parent living arrangement added to TANF Requirements.
  - **Form 5460- Notice of Privacy Practices (English and Spanish)-** revised.

**This transmittal is effective August 2022.**