



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

TANF PROGRAM MANUAL TRANSMITTAL NO. 69

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: October 28, 2022

RE: TANF Program Manual Transmittal 69

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1000 General Program Overview, Chapter 1300 Basic Eligibility, Chapter 1400 Computer Matches, Chapter 1500 Financial Eligibility Criteria, Chapter 1700 Case Management, Chapter 1900 Issuance, Appendix H TANF Subsidized Employment Program (TSEP) 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 1003- Civil Rights**

- **Page 1** – Title has changed from Title VI/Section 504 Civil Rights to Civil Rights- Sections added for Limited English Proficiency/Sensory Impaired (LEP/SI), Civil Rights Training and Complaints of Discrimination. All sections have been revised.

Chapter 1300- Basic Eligibility

• **Section 1349- Work Requirements**

- **Page 2- Definition of non-recipient Work Eligible Parents-** Clarification that a non-recipient Work Eligible Parent also includes a parent that is excluded due to receipt of Title IV-E Foster Care, Child Welfare Foster Care or Relative Care Subsidy Income.

• **Section 1365- Living Arrangements of a Minor Parent**

- **Page 1- Requirements-** Clarification of minor parent and dependent child requirements to receive.

- **Page 1- Basic Consideration** -Clarification that an adult relative is also considered the place where a minor parent must live.
- **Page 1- Exemptions-** Clarifications for minor parents that are exempt from living arrangement requirement.
- **Page 2- Good Cause-** Minor parent good cause reasons for not living in the home of a parent, adult relative or legal guardian.
- **Page 3- Penalty-** Penalty clarifications for the minor parent.
- **Page 5- Determination of Good Cause-** Additional methods of good cause assertion.
- **Section 1375- Family Cap**
 - **Page 3- Receipt of Cash Assistance-** Note was added if TANF benefit amount prorates to \$0.00 for application month and ongoing month, TANF case will close or deny.

Chapter 1500- Financial Eligibility Criteria

- **Section 1515- Vehicles**
 - **Page 3- Verification-** Clarification that fair market value, and the legal encumbrance of all non-exempt vehicles must be verified.
 - **Page 4- Procedures- Step 6-** Clarification that financial encumbrances (debts or liens) on the vehicle must be verified.
 - **Page 5- Chart 1515.1-** Note added to chart- This includes vehicles that are inoperable.

Chapter 1700- Case Management

- **Section 1740- AU Composition Changes**
 - **Page 2- Adding AU Member-** Removal of 2nd part of step 2, process according to instructions.
 - **Page 2- Birth of a Child to a Minor Dependent Child-** Clarification of what happens when a child is born to a minor dependent child.
 - **Page 2- Birth of a Child to an Adult AU Member-** Section added. Clarification that if deprivation is based on continued absence, discuss and mail Form 138.

Chapter 1900- Issuance

- **Section 1905- Issuance**
 - **Page 2- Ongoing Issuance-** Note added that if the TANF amount prorates to \$0.00 for application month and ongoing, TANF case will deny or close.
- **Section 1910- Electronic Benefits Transfer**
 - **Page 6- Erroneous Benefits-** Clarification that the A/R is not eligible for restored benefits through Georgia Gateway.
 - **Page 6- EBT Skimming-** Section added to discuss EBT Skimming and what happens when Skimming occurs.

Appendix F- Forms

- **Form 130, Child, and Medical Support Letter-** Note added to return form within 10 days. The mailing address and telephone number should be included if meetings are needed.
- **Form 200, TANF Subsidized Employment Agreement-** Revised.
- **Form 297, Application for TANF, Food Stamps or Medical Assistance (English and Spanish)-** Revised.
- **Form 297A, Rights and Responsibilities (English and Spanish)-** Revised.
- **Form 486, Claims Repayment Agreement-** Revised.
- **Form 508, Food Stamp, Medicaid TANF Renewal Form (English and Spanish)-** Revised.
- **Form 516- Record of Attendance and Performance Report (English and Spanish)-** Section B- To be completed by Site Supervisor.

This transmittal is effective October 2022.