



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

**TANF PROGRAM MANUAL TRANSMITTAL NO. 70**

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

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

**DATE:** December 27, 2022

**RE: TANF Program Manual Transmittal 70**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1100 Application Processing, Chapter 1200 Assistance Units, Chapter 1300 Basic Eligibility, Chapter 1500 Financial Eligibility Criteria, Chapter 1600 Budgeting, 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 1100- Application Processing**

- **Section 1110- Authorized Representative-new section added**
  - **Page 1- Requirements-** Definition of an Authorized Representative.
  - **Page 1- Basic Considerations-** Clarification of who may not serve as Authorized Representative with written approval.
  - **Page 3- Disqualification of an Authorized Representative-** Clarification that if an individual serves as an Authorized Representative and improperly uses TANF benefits is disqualified for one year.
  - **Page 3- Verification-** Clarification that an Authorized Representative is required to provide identity when applying for an Applicant/Recipient's TANF benefits.

**Chapter 1200- Assistance Units**

- **Section 1205- Assistance Units**
  - **Page 9- Chart 1205.1- Determining the Composition of an AU-** Treatment clarifications of a minor parent (no spouse) that lives in the home with their parent, a minor parent and spouse that live in the home

with a parent, a minor child and spouse that live in the home with their parent (no mutual child).

## **Chapter 1300- Basic Eligibility**

- **Section 1302- Domestic Violence**

- **Page 7- Procedures- Step 6-** Complete Form 194, TANF Assessment for Domestic Violence, Sexual Assault, Sexual Harassment, or Stalking as applicable.
- **Page 8- Step 9-** Clarification that if the AU includes a work eligible individual, advise the AU to contact their case manager for a review of barriers no less than every 30 days. Longer interval puts the AU at risk of domestic violence, sexual assault, sexual harassment, and/or stalking.

- **Section 1310- Citizenship**

- **Page 9- Afghan Humanitarian Parolees (Non-SI Parolees)-** Clarification that the parole eligibility date for Afghan Humanitarian Parolees was extended from September 30, 2022, to December 16, 2022.

- **Section 1320- Child Support Enforcement**

- **Page 2- Providing Information-** Form 138, Notice of Requirement to Cooperate in DCSS and Third-Party Resource Requirements must be discussed with the AU and the minor parent at application, review and when adding a dependent child to an AU.
- **Page 7- Providing Information-** Review with the AU Form 138, Notice of Requirement to Cooperate and Right to Claim Good Cause for Refusal to Cooperate in DCSS and Third-Party Resource Requirements. Provide the AU with a copy of this form.
- **Page 7- Obtaining Information-** Clarification of obtaining the required information about the absent parent (AP) from the AU at the initial application, review (if a change in paternity is reported) and when a child is added to the AU.

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

- **Page 1- Basic Considerations-** Clarification of who is defined as a minor parent.

## **Chapter 1500- Financial Eligibility Criteria**

- **Section 1530- Treatment of Income-by-Income Type**

- **Page 8-Source Type-** added Enhanced Relative Rate (UAS Code 542, 548) with description. This is excluded.
- **Page 13- Source Type-** added Non-Relative Subsidized Guardianship (NRSG) (UAS Code 550) with description. This is excluded.
- **Page 14- Source Type-** added Relative Care Subsidy (RCS)/Enhanced Relative Care Subsidy (ERCS (UAS Code 553) with description. This is excluded.

- **Page 17- Source Type-** added Subsidized Guardianship (SG) (UAS Code 552) with description. This is excluded.

## **Chapter 1600- Budgeting**

- **Section 1605- Basic Budgeting**
  - **Page 2- Allocation-** Clarification that income may be allocated from eligible AU members to non-AU members. Examples are provided.
  - **Page 3- Deeming-** Clarification that income may be deemed from non-AU members. Examples are provided.
  - **Page 5-Determining Financial Eligibility- Step 3-** Identify non-AU members to whom income can be allocated or from whom income can be deemed.
- **Section 1615- Deductions**
  - **Page 1-Earned Income Deductions-**Clarification that Earned Income Deductions are also applied to the income of individuals whose income is deemed or allocated through the responsibility budgeting process.
- **Section 1620- Responsibility Budgeting**
  - **Page 1-Basic Considerations-** Clarification that a responsibility budget is completed to determine the amount of income of individuals to deem to the AU. Examples of the individuals are provided.
- **Section 1635-Allocation to an Ineligible Spouse and/or Child**
  - **Page 2- Basic Consideration-** Clarification that income maybe allocated to the ineligible spouse of an eligible adult or child, ineligible parent of a minor parent who is the head of the household, and the ineligible spouse of the non-parent specified caretaker who is receiving TANF cash assistance for themselves.
  - Clarification that income is not allocated to a spouse or child who is not included in the AU if they are penalized- all income is counted in the budget.
- **Section 1645- Budgeting Child Support Income**
  - **Page 3- Step 6-** Clarifying that DCSS will compute the GAP amount based on information received from \$tars and that no manual correspondence should be sent to DCSS unless they request one.
  - **Page 4 Step 2-** Clarifications are the same as the previous listed in Step 6.

## **Chapter 1800- Employment Services**

- **Section 1820- Work Activities**
  - **Page 22- Guidelines for Job Search and Job Readiness-** Provided clarification for Job Search/Job Readiness extension from 12 weeks to 6 weeks.
  - **Page 23- “Needy State”-** A State may count up to 12 weeks of participation in job search and job readiness assistance only in a month in

which the State qualifies as “needy” or the unemployment rate is at least 50 percent greater than the national unemployment rate in that month.

**Appendix F- Forms**

- **Form 190- TANF Conciliation/Material Violation Staffing** (English and Spanish) - Name of form was changed.
- **Form 846-Change Report Form, English and Spanish- Revised.**

**This transmittal is effective December 2022.**