



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

**TANF PROGRAM MANUAL TRANSMITTAL NO. 74**

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

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

**DATE:** September 25, 2023

**RE: TANF Program Manual Transmittal 74**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1200 Assistance Units, Chapter 1300 Basic Eligibility, Chapter 1500 Financial Eligibility, 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 1200- Assistance Units**

- **Section 1205- Assistance Units**
  - **Page 3- Penalized Individuals-** Section 1349, Work Requirements added as reference for determining eligibility and benefits in the income and resources of penalized individuals.

**Chapter 1300- Basic Eligibility**

- **Section 1370- Pregnancy and Prenatal Care (title change)**
  - **Page 1- Pregnant Individuals- section added-** Clarification provided for TANF eligibility of a pregnant individual who reports being pregnant.
  - **Page 1- Verification and Documentation- section added-** Clarification of verification and documentation accepted for pregnancy and prenatal care.
  - **Page 2- Prenatal Care for Applicants- title change**
  - **Page 2- Prenatal Care for Recipients- title change**

**Chapter 1500 Financial Eligibility Criteria**

- **Section 1530-Treatment of Income-by-Income Type** – Two new unearned income types added and how they should be considered when determining TANF eligibility.

- **Page 9- Guaranteed Basic Income (GBI)**- Unearned income defined as a program in which every eligible individual or family would receive a set amount of money regularly based on need. Its purpose is to ensure all people have the means to purchase necessities and improve their quality of life. This program may be funded by private funds or a mixture of public (state or federal) and private funds. This income is included income.
- **Page 18- Universal Basic Income (UBI)**- Unearned income defined as a government funded program in which every eligible individual or family would receive a set amount of money regularly regardless of need. Its purpose is to ensure all people have the means to purchase necessities and improve their quality of life. This income is included income.

#### **Chapter 1800 Employment Services**

- **Section 1805- Applicant Services**
  - **Page 3- Orientation** - Clarification provided for information provided during TANF orientation for work eligible and non-work eligible individuals.
- **Section 1820- Work Activities**
  - **Page 30- Homework Time**- Clarification provided for study time.

#### **Appendix F Forms**

- **Form 517 – Record of School Attendance and Performance Report-** (English and Spanish)- Column added for total study time hours. Section C was removed and the Instructor’s signature was added to Section B.

**This transmittal is effective September 2023.**