



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

**TANF PROGRAM MANUAL TRANSMITTAL NO. 75**

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

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

**DATE:** November 29, 2023

**RE: TANF Program Manual Transmittal 75**

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 1500 Financial Eligibility, Chapter 1700 Case Management, 1800 Employment Services, and Chapter 1900 Issuance.

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 1001- TANF (Temporary Assistance for Needy Families)**
  - **Page 4- Basic Considerations-** Removed information about the family cap provision.

**Chapter 1100- Application Processing**

- **Section 1105- Application Processing**
  - **Page 6- Mandatory Forms-** Clarification added to the Note that Form 528, SNAP Periodic Report Form, cannot be accepted for a TANF application.
  - **Page 11- Proration of Initial Benefits-** Clarification of the calculation of the prorated amount and Example 2 added.

**Chapter 1300 Basic Eligibility**

- **Section 1320 Child Support Enforcement**
  - **Page 3- Referrals-** Removed bullet about the minor parent's child.

**Chapter 1500 Financial Eligibility Criteria**

- **Section 1530- Treatment of Income-by-Income Type**
  - **Page 10- Chart 1530.1 Types of Income** – Indian Tribe Payment-Clarification given for federal statutes that provide for payments to members of various Indian tribes that include specific Public Laws. Note added to state that while the income is in a trust all income is excluded.

**Chapter 1700 Case Management**

- **Section 1710- Reviews**
  - **Page 4- Mandatory Forms-** Clarification added for the new SNAP Form 528, Periodic Report Form. This form cannot be accepted for a TANF Renewal.

**Chapter 1800 Employment Services**

- **Section 1820- Work Activities**
  - **Page 2- Hours of Participation-** Clarification for rounding of participation hours- For keying purposes, actual hours of participation must be entered including all decimal places. When calculating the WPR, rounding can be used.

**Chapter 1900 Issuance**

- **Section 1901- Issuance Overview**
  - EppiCard language was replaced with the Way2Go Debit Mastercard language for this section.
- **Section 1905- Issuance**
  - EppiCard language was replaced with the Way2Go Debit Mastercard language.
- **Section 1910- Electronic Benefits Transfer**
  - EppiCard language was replaced with the Way2Go Debit Mastercard language.
- **Section 1915- Managed Accounts**
  - EppiCard language was replaced with the Way2Go Debit Mastercard language.

**This transmittal is effective November 2023.**