



B. J. Walker, Commissioner

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ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 8

TO: County Departments of Family and Children Services
Regional Managers
State Staff

FROM: Steve Love *Steve Love*
Acting Director

RE: Addition of Appendix F

PURPOSE

The purpose of this transmittal is to issue Appendix F of the TANF policy manual. There are no policy changes in this transmittal.

DISCUSSION

The Appendix F Table of Contents lists all forms that are used in the TANF program. However, only those forms that have been updated and reprinted are included in this transmittal, along with instructions for their completion. As additional forms are revised and reprinted, copies of the forms and instructions for their completion will be issued in future transmittals.

The online version of the Table of Contents for Appendix F contains hyperlinks for form numbers and form titles. The "Source" column indicates where each form can be obtained. Clicking on a form number will link the user to the online version of the form. Clicking on a form title will link the user to the instructions for completion of the form.

The Appendix F Table of Contents also contains hyperlinks in the "Source" column to access forms that are not maintained by DFCS. The hyperlink takes the user to the web address from which the form can be downloaded. These forms are not available through ODIS, nor can they be ordered from the State office. Copies of these forms may or may not be included in Appendix F, but instructions for their completion are provided.

Hyperlinks are currently available only for forms included in this transmittal. Forms listed in bold and underlined are hyperlinked.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Remove pages TOC-5 and TOC-6 and replace with pages of the same number.

Insert Appendix F in its entirety immediately following Appendix E.

Insert this cover letter in Appendix G immediately preceding the cover letter for MT 7.

ONLINE MANUAL UPDATE

The material contained in this transmittal will be updated in ODIS effective October 1, 2004.

Make the proper notation on the Record of Receipt of Manual Transmittals.