



B. J. Walker, Commissioner

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February 11, 2005

**OFFICE OF FAMILY INDEPENDENCE  
TANF MANUAL TRANSMITTAL NO. 9**

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

**From:** Steve Love *Steve Love*  
Acting Director

**RE:** Changes in TANF Conciliation and Sanction Policies

**PURPOSE**

The purpose of this transmittal is to issue new policy concerning conciliations and sanctions. This transmittal includes additions and clarifications to several sections referring to conciliations, sanctions, strikes or compliance in Volume 1 (TANF) of the policy manual.

These changes are the result of efforts to develop a sanction policy that provides for definite consequences as a result of non cooperation, but also allows for behavior modification on the part of the clients.

Corrections to typographical errors are made where needed, but are not noted. Minor stylistic changes and rearrangement of sentences or paragraphs that do not contain new policy are not identified.



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## **Chapter 1700**

### **Section 1705**

The policy regarding when to provide adequate notice is updated to include a request from the AU for voluntary closure to avoid a reduction sanction. (pg 1705-2)

The chart regarding required notification is updated. (pg 1705-6)

## **Chapter 1800**

### **Section 1835**

New policies are added regarding conciliations, sanctions and compliance.  
(pg 1835-1)

Conciliation for a work requirement has been updated to include policy indicating that the AU is contacted in the third month of a reduction sanction.  
(pg 1835-4)

Text is added, deleted or revised on Form 190 and Form 329.

A shaded background identifies changes in the text that affect the meaning of the text. Changes that do not affect the meaning of the text (e.g., grammatical and spelling corrections) are not identified.

## **SUCCESS**

At this time case managers will impose the first sanction reduction and any subsequent sanction reductions using current procedures.

Second sanctions and subsequent second sanctions result in the termination of benefits. Case managers should use closure reasons 564 and document the case record behind Dem3, Narr and on the Sanction Tracking Sheet.

## **TRANSITION ISSUES**

AUs that have already received a second sanction and permanent termination will continue to be permanently ineligible for TANF, including those whose second sanction was effective January 1, 2005.

AUs in a first sanction (25% reduction) effective January 1, 2005, will have the opportunity to lift the sanction within the three month period (earlier than the fourth month) because this is what the sanction notice told them at the time of sanction implementation.

Remove the Table of Contents for Appendix F and replace with the revised version.

Remove Form 190, TANF Material Violation Conciliation Letter, and replace with the revised version.

Remove Form 329, TANF First Sanction Notice, and the instructions on its use, and replace it with the revised version of Form 329, TANF Sanction Notice.

Remove Form 330, TANF Second Sanction, and the instructions on its use.

Remove Form 511, TANF First Sanction Compliance Agreement, and the instructions for its use.

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual transmittal 8.

#### **ON LINE MANUAL UPDATE**

The material contained in this transmittal will be updated in ODIS effective March 1, 2005.

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