



Georgia Department of Human Services

Aging Services | Child Support Services | Family & Children Services

TANF Subsidized Employment Program Acknowledgment Statement

The Temporary Assistance for Needy Families (TANF) Subsidized Employment Program (TSEP) is a **time-limited** state work experience program designed to provide those who meet TANF eligibility requirements with real life work experience. The eligibility requirements include:

- Household Income under 300% Federal Poverty Limit.
 - A household is defined as: All family unit household members, to include applicant, second parent (if applicable), and child(ren).
 - FPL is updated annually, effective March.
- Minor child living in the home:
 - Child has not attained 18 years of age.
 - Child has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training).
- Georgia residency
- U.S. Citizen or legally authorized to work in the U.S.
- Ability to pass a background check.
- Satisfactory completion of required training
- Satisfactory performance ratings

This program is not intended for long-term employment. These positions are **time-limited to 24 months** and based on available funding.

Please read and sign below. This document will be made part of your personnel file:

I have been notified of the time-limited nature of TANF Subsidized Employment Program (TSEP). I understand that my eligibility for continued employment is contingent upon my household circumstances, to include:

I will report to my direct supervisor within 10 days if/when my household no longer includes an eligible child. I understand that effective the last business day of the effective month I am no longer eligible to be employed.

If I have not applied for and secured a regular, full-time position within 12 months after being hired as TSEP staff, my ongoing eligibility will be re-determined. Ongoing eligibility after 12 months is dependent upon my income and household circumstances. I understand that if I no longer meet eligibility criteria at the time of my 12-month review, I am no longer eligible to be employed as a TSEP staff person.

If I have not moved into a permanent position after 24 months, I understand that I will be released from employment.

Signature

Date