



MEMORANDUM

TO: All TANF Subsidized Employees, District Management

FROM: Jon M. Anderson, Chief Deputy Division Director

DATE: May 21, 2021

RE: TANF Subsidized Employee Policy Change effective July 1, 2021

Effective July 1, 2021, the Georgia TANF Subsidized Employee (TANF SE) program will henceforth be known as the Georgia TANF Subsidized Employment Program (TSEP).

TSEP staff are hired with the expectation of developing work experience and job skills that will lead to regular, full-time position with the agency. Eligibility criteria must be met prior to hire and during employment (household composition, income, Georgia residency, etc.).

Effective July 1, 2021, TSEP positions are time-limited to a maximum of 24 months. All TSEP staff should actively pursue all potentially qualified internal positions to ensure uninterrupted employment with the agency in the event the maximum limit is reached, or ineligibility occurs due to an unexpected household circumstance change.

In June 2021, continued eligibility for TSEP employment will be evaluated for staff hired July 1, 2020 and ongoing. Eligibility reviews will be performed at each annual review (after 12 months of continuous employment) to ensure ongoing eligibility. If ongoing eligibility is not met, and a regular, full-time position has not been secured, TSEP staff will not be eligible for continued subsidized employment. A separation of employment will be effective the last day of June.

In the event of the only minor child in the home is turning 18 and not enrolled in school, turning 19, or leaving the home, TSEP staff are not eligible for continued subsidized employment effective the last business day of the month in which the change occurred. In this situation, the TSEP employee must report to their manager immediately the details of the new household circumstances.

CC: Tom Rawlings
Carol Christopher
Mary Havick