



B. J. Walker, Commissioner

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September 1, 2005

TANF MANUAL TRANSMITTAL NO. 10

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

FROM: Clifford O'Conner
Deputy Director

A handwritten signature in black ink, appearing to read "Cliff O'Conner", is written over the printed name and title of the sender.

RE: Revision of Appendix F

PURPOSE

The purpose of this transmittal is to revise Appendix F of the TANF policy manual with new and revised Forms. There are some pen and ink policy changes in this transmittal, however, the policy has not been revised or updated.

DISCUSSION

Appendix F, Table of Contents, lists all current forms that are used in the TANF program. In our efforts to complete this section, Forms 104, 110, 121, 143, 249, 504-T, 785, 809 and 5461 were revised and added to ODIS, while Forms 139, 192, 194 and 200 were updated or changed.

Per request from the field, Form 173 was separated into 2 Forms. Form 173 will be a verification checklist and Form 173-A will be an Appointment letter.

The TANF Sanction/Panel Review Guide, Form 197 and the Guide for TANF Sanction Home Visit, Form 197-A and the instructions for their use were added to the Table of Contents and ODIS.

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. The forms that are listed in bold and underlined are hyperlinked.

INSTRUCTIONS FOR MANUAL MAINTENANCE.

Remove the Table of Contents TANF PROGRAM Volume I in the front of the manual and replace with the current Table of Contents.

Remove the Table of Contents in Appendix F and replace with the current Table of Contents.

Add Forms 104,110, 121, 143, 173, 173-A, 197, 197-A, 198, 249, 504-T, 785, 809 and 5461 to Appendix F.

Replace, in numerical order, current Forms 139, 192, 194 and 200 with the revised versions included in this manual transmittal.

Make the following pen- and- ink changes:

Section 1105-4, third bullet, sixth line, cross out the words " and strikes".

Section 1105-5, under Mandatory Forms; list Form 194 after Form 522, Domestic Violence brochure.

Section 1349-3, under "Cooperation with Work Requirements" third paragraph, fourth line cross out "a strike against".

Section 1351- Sanctions, Header has incorrect spellings of "Criteria" on soft copy.

Section 1392-3, under Federal Limits, cross out first three lines.

Section 1510-5, under Individual Development Account:

First line, cross out "an" and add "a Trust ..."

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.

AUs currently in a first sanction (25% reduction) will have their first sanction lifted and full benefits reinstated at the end of their first sanction period, even if they have not complied. However they must be contacted in the third month to discuss their work plan so that the individual can enter in an activity at the beginning of the fourth month. Failure to meet the work requirement after the reinstatement will result in the second sanction (three month termination).

AUs that have used conciliation since July 1, 2004, and have not had a break in eligibility since that time will not have another opportunity to conciliate.

AUs that have a pending conciliation because they did not keep the conciliation appointment must conciliate at a new application. This will be their one time only conciliation.

AUs that have used conciliation since July 1, 2004, and are currently closed will be eligible for conciliation if they should reapply and are determined eligible for benefits.

IMPLEMENTATION

Changes are effective upon receipt of this manual.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Make the following pen-and-ink change:

Section 1105, ⁴third bullet, sixth line, cross out "Strikes" and enter "Conciliations and" before sanctions.

Remove the Table of Contents and replace with the revised version.

Remove Section 1351 in its entirety and replace with the revised section of the same number.

Remove Chapter 1600, Table of Contents, and replace with the revised version.

Remove Section 1655 in its entirety and replace with the revised section of the same number.

Remove Section 1705 in its entirety and replace with the revised section of the same number.

Remove Section 1835 in its entirety and replace with the revised section of the same number.

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.