



B. J. Walker, Commissioner

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January 25, 2006

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 11

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

FROM: 
Mary Dean Harvey
Director

RE: Miscellaneous TANF Policy Changes

PURPOSE

The purpose of this transmittal is to issue revised policy material regarding a change in the verification of Citizenship, change to the procedure of Hearing Requests, allowing the customer a response time from 10 to 14 days, a change in the application prior to the birth of a child if the pregnancy extends beyond the 45-day SOP, a change in the frequency of re-assessment of Domestic Violence Waivers from 90 days to 30 days, updated Individual Development Accounts, and to make pen- and- ink changes to several sections of Volume I of the TANF policy manual. It also includes an update to the Appendix F of the policy manual. Forms 173 and 173-A, were revised to accommodate changes in the requirements to verify citizenship and add the Medicaid program back on Form 173. Previously revised Forms 110, 118, 495 and 5460 were included to update ODIS. Corrections to typographical errors were made where needed, but were not noted.

DISCUSSION

Appendix B

For hearing purposes, the response time allowance for the customer changed from 10 days to 14 days.

Chapter 1100

Policy about applying for TANF benefits before the birth of a child has been updated. Changes are reflected on pages 1105-7. Minor changes were made on pages 1105-6 and 1105-9.

Chapter 1302

Policy regarding the frequency of re-assessment of Domestic Violence Waivers changed from 90 days to 30 days. The change is reflected on page 1302-5 and 1302-8.

Chapter 1310

Changes have been made to reflect requirement to verify citizenship/alienage status for all applicants and recipients. These changes are reflected on pages 1310-1, 1310-3, 1310-4 and 1310-18.

Chapter 1500

Minor changes have been made to clarify Individual Development Account (IDA) on pages 1510-5.

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 or spelling corrections) have not been identified

IMPLEMENTATION

Changes are effective upon receipt of this Transmittal.

INSTRUCTIONS FOR MANUAL MAINTENANCE

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

Replace Form 110 with the revised Form 110, Rev. Date 09/05

Replace Form 118 with the Form 118 Rev. Date 04/04

Replace Form 173 with the revised Form 173, Rev. Date

01/06

Replace Form 173-A with the revised Form 173-A, Rev. Date 01/06

Replace Form 495 with the revised Form 495, Rev. Date 11/2004

Replace Form 5460 with the revised Form 5460 Rev. Date 06/2005

Remove chapter 1105 and replace with the revised chapter 1105

Remove chapter 1302 and replace with revised chapter 1302.

Remove chapter 1310 and replace with the revised chapter 1310.

Remove chapter I510 and replace with the revised chapter 1510.

Remove Appendix B and replace with revised Appendix B.

Make the following pen-and-ink changes:

Section 1600, page 1610-2, under verification, third line, cross out: "or six consecutive weeks for fluctuating income and/or expenses."

Section 1600, page 1610-3, under chart 1610.1, second column, MINIMUM VERIFICATION REQUIRED to verify fluctuating income or expenses, change from "6 consecutive weeks" to "4 consecutive weeks".

Section 1815, under Initial PWP Development, cross out "and a strike against the grantee relative"

Make the proper notation on the Record of Receipt of Manual Transmittal 11.