



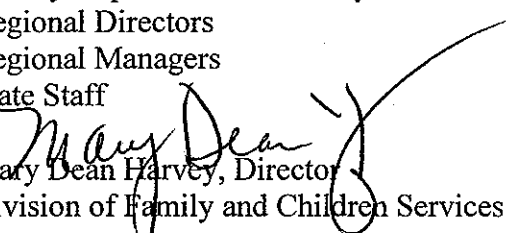
B. J. Walker, Commissioner

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March 21, 2006

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 12

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

FROM:  Mary Dean Harvey, Director
Division of Family and Children Services

RE: Miscellaneous TANF Policy Changes

PURPOSE

The purpose of this transmittal is to issue new policy material regarding changes in Work Requirements and Employment Services for TANF applicants and recipients. It also contains changes for the criteria for Hardship Extension Waivers for TANF recipients and additions and/or clarifications to several sections of Volume I (TANF) of the policy manual.

These changes support the new TANF philosophy, the Department's beliefs and principles. Policy changes are designed to assist families in making swift and consistent movement towards stable economic self-sufficiency.

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. These changes and clarifications are effective April 1, 2006.

DISCUSSION

Chapter 1000

Section 1001- A statement is added regarding Georgia's new philosophy, values and beliefs. (pages 1001-3 - 1001-5).

Chapter 1100

Section 1105- A clarification is added concerning the simplified re-application procedure for sanctioned clients. (pages 1105-9 and 1105-15).

Chapter 1300

Section 1345 - This section has been revised to reflect the use of the new Form 196, the TANF Family Service Plan (TFSP). Form 196 will replace the old Personal Responsibility Plan (PRP) and the Personal Work Plan (PWP) and combine these forms into one document with 3 sections and an Addendum (pages 1345-1 - 1345-6).

Section 1347- Minor changes have been made to reflect that the PRP is now Section A of the TFSP and the PWP is now section B of Form 196-the TANF Family Service Plan (pages 1337-2 - 1347-4).

Section 1349- In this section, the one-time work exemption for a single custodial parent with a child less than 12 months of age, was changed to a 3-month work exemption for a child less than 12 months of age. This exemption can be used for more than one child but, cannot exceed a maximum of 12 months of work exemption during the 48 months lifetime limit (pages 1349-1 - 1349-3).

Section 1351- Minor changes have been made to reflect the new Form 196, TFSP. A statement was added to inform staff to document the results of the home visits on the system and on Form 197, Home Visit Form (pages 1351-1 – 1351-16).

Section 1392- Revisions have been made to reflect the new criteria for Hardship Waivers (pages 1392-1 -1392-3 and 1392-11 -1392-12).

Chapter 1800

Section 1801-This section was re-written to include Georgia's new philosophy, beliefs and values that govern our work. It gives an overview of the Employment Services Section and emphasizes the movement of the client to sustained employment.

Section 1805- Changes were made to incorporate new policies and procedures for TANF applicants. This section introduces Exemption Criteria, new standards of orientation and assessment to determine job readiness level and Support Services for the applicants. (pages 1805-1- 1805-8).

Section 1815- Revisions have been made to reflect the process and procedures for developing the new Form 196, the TANF Family Service Plan (TFSP), are listed in this section (pages 1815-1 – 1815-14).

Section 1820- Revisions have been made in this section which emphasizes the importance of conducting a thorough assessment, and, based on the job readiness level of the client, choosing the work activities that would move the client to sustained, unsubsidized employment, utilizing the least amount of TANF months (pages 1820-1 – 1820-42).

Section 1830- Policy regarding Support Services is revised. New policy added to support employed TANF applicants who obtain employment during Applicant Job Search and are over Gross Income

Ceiling limit for TANF, or who decline TANF because the new job reduces their TANF benefits or who are employed but apply for TANF because of a temporary crisis situation.

The policy regarding TANF recipients post employment support services is also revised. (pages 1830-1 – 1830-)

Section 1835- The previous terms and language changed to reflect new terms, beliefs and ideology. (pages 1835-1, 1835-2, 1835- 3 and 1835- 4).

Appendix E – Text is added to explain new terminology. (pages Appendix E-2, 3, 4, 6, 7, 17, 25, 29, 35, 36 and 37)

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 current Table of Contents.

Replace Form 114 with the current Form 114.

Replace Form 191 with the revised Form 191.

Replace Form 196 with the revised Form 196.

Replace Instructions to use Form 196 with the revised Instruction to use Form 196.

Add Form 199 and Instructions to use Form 199.

Add Form 205 and Instructions to use Form 205.

Add Form 206 and Instructions to use Form 206.

Replace Form 489 with the revised Form 489.

Replace the Instructions to use Form 489 and replace with the revised Instructions to use Form 489.

Add Form 490 and Instructions to use Form 490.

Replace Form 491 with the revised Form 491.

Replace Instruction to use the Form 491 and replace with the revised Instructions to use the Form 491.

Remove Section 1000 in its entirety and replace with the revised Section of the same number .

Remove Section 1105 in its entirety and replace with the revised Section of the same number.

Remove Section 1345 in its entirety and replace with the revised Section of the same number.

Remove Section 1347 in its entirety and replace with the revised Section of the same number.

Remove Section 1349 in its entirety and replace with the revised Section of the same number.

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

Remove section 1392 in its entirety and replace with the revised Section of the same number.

Remove Section 1801 in its entirety and replace with the revised Section of the same number.

Remove Section 1805 in its entirety and replace with the revised Section of the same number.

Remove Section 1815 in its entirety and replace with the revised Section of the same number.

Remove Section 1820 in its entirety and replace with the revised Section of the same number.

Remove Section 1830 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 Appendix E in its entirety and replace with the revised appendix E.

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