



B. J. Walker, Commissioner

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January 31, 2008

**ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 18**

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

**FROM:** Mary Dean Harvey, Director

A handwritten signature in cursive script, reading "Mary Dean Harvey", is written over the printed name of the sender.

**RE:** Updates and Revisions to the TANF Policy Manual

**PURPOSE**

The purpose of this transmittal is to revise the previously released policies that address questions and concerns from the field. A new Appendix, Appendix P, is added in this transmittal.

**DISCUSSION**

*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.*

Significant changes are noted below; however other minor changes might also have been made to the following sections.

**Chapter 1000**

**Section 1008 – Voter Registration** –revised to meet requirements of the Office of the Secretary of State.

**Section 1011 – Health Insurance Portability and Accountability Act (HIPAA) of 1996** – revised to waive the requirement to complete HIPAA form at each review

**Chapter 1100**

**Section 1105 – Application Processing** – revised to reflect changes in Family Cap Rules, HIPAA policy and Motor Voter Registration.

## **Chapter 1300**

**Section 1375 – Family Cap** – revised the policy to waive the requirement to sign Form 786 by non-parent caretakers.

## **Chapter 1700**

**Section 1710 – Reviews** – revised to update the list of Mandatory Forms that are required to complete a review.

**Section 1720- Changes** – revised to include more changes that could affect eligibility determination.

## **Chapter 1800**

**Section 1830 – Employment Support Services** – revised to include changed Child Care Policy.

**Section 1840 – Work Support Program** – revised to include minor clarifications of the Work Support Program.

## **Appendix F –**

added EBT Form 9, Form VRA-07 – Voter Registration Application/Change Form, Form DS-2007- Declaration Statement, and, Form ATF-07- Agency Daily Recap and Reporting Form. Revised forms 173, 173A and 351 to include policy changes.

Minor corrections to previously approved policy and typographical errors have also been made where necessary, but are not noted in this transmittal. In addition, minor stylistic changes and rearrangement of sentences and/or paragraphs that do not contain substantive changes or create new policy are also not identified.

## **IMPLEMENTATION**

Changes are effective February 1, 2008

## **INSTRUCTIONS FOR MANUAL MAINTENANCE**

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

Remove Section 1008 and replace it with the revised Section 1008.

Remove Section 1011 and replace it with the revised Section 1011.

Remove Section 1105 and replace it with the revised Section 1105.

Remove Section 1375 and replace it with the revised Section 1375.

Remove Section 1710 and replace it with the revised Section 1710.

Remove Section 1720 and replace it with the revised Section 1720.

Remove Section 1830 and replace it with the revised Section 1830.

Remove Section 1840 and replace it with the revised Section 1840.

Remove Appendix F and replace it with the revised Appendix F.

Add Form ATF- 07, Agency Daily Recap Reporting Form.

Add Form VRA- 07, State of Georgia Application For Voter Registration.

Add Form DS- 2007, State of Georgia Agency Based Registration Application, Declaration Statement.

Remove Form 173 and replace it with the revised Form 173.

Remove Form 173A and replace it with the revised Form 173A.

Remove Form 351 and replace it with the revised Form 351.

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal 17.

#### **ON LINE MANUAL UPDATE**

The material contained in this transmittal will be updated in ODIS effective February 1, 2008.

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