



**B. J. Walker, Commissioner**

Department of Human Resources • Division of Family and Children Services • David Statton, Interim Director  
Two Peachtree Street, Suite 19-490 • Atlanta, Georgia 30303-3142 • 404-657-5202 • 404-657-5105

October 1, 2008

**ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 19**

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

**FROM:** David Statton  
Interim Director

A handwritten signature in black ink, appearing to read "David Statton", is written over the printed name and title.

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

**PURPOSE**

The purpose of this transmittal is to incorporate the changes from the Deficit Reduction Act of 2005 and Final Rule for TANF Reauthorization. We also revised previously released policies due to policy alignment and questions and concerns from the field.

**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 1100**

**Section 1105 – Application Processing** – revised to include information regarding TANF Community Outreach Services (TCOS) to all AUs whose gross income falls below 130% of the FPL.

**Chapter 1300**

**Section 1349 – Work Requirements** – revised to reflect DRA/Final TANF changes regarding work requirements of persons caring for disabled household members. Clarified work exemptions policy regarding multiple births and way in which the exemption months will be counted.

**Chapter 1300**

**Section 1360 – Immunization**– revised to include the requirement that the health providers' signatures on immunization verification documents are needed to determine eligibility of a child less than 7 years of age to receive and continue receiving TANF benefits.

**Chapter 1500**

**Section 1525- Income** – revised to include the automated service that provides case managers access to the A/R's employment and wage information contained in the data base of the Income

and Employment Verification System. It will give case managers more flexibility that could affect eligibility determination.

**Section 1530- Treatment of Income by Income Type-** revised to redefine income types to align with Food Stamps and Medicaid definitions. The intent is to increase case accuracy.

#### **Chapter 1600**

**Section 1610 – Determining Representative Income and Expenses** – revised to include changed policy to calculate representative amount of income received and expenses incurred to determine the assistance unit (AU's) eligibility and benefit amount.

#### **Chapter 1700**

**Section 1705- Notifications-** revised to include adverse action policy change. The revised policy provides the AU with at least a 14-day waiting period before the proposed negative action can become effective.

**Section 1710- Reviews-** revised to include that GRG MSP reviews should be completed when completing TANF eligibility reviews.

#### **Chapter 1800**

**Section 1820- Work Activities-** revised to reflect several important clarifications/ changes required by the Deficit Reduction Act of 2005 and Final Rule of TANF Reauthorization. Some major changes are: permission to count college education as core activity under vocational educational training, count travel time between multiple interviews as part of job search /job readiness, allowance to count up to one hour of unsupervised homework time for each hour of class time, include the treatment/rehabilitation activities in job readiness, allowance to count excused absence per hours versus per day and flexibility to accept electronic verifications of participation.

**Section 1830 – Employment Support Services** – revised to clarify that diversion programs; Employment Intervention Services and Transitional Support Services provide non-recurring short term support to families needing assistance to deal with a specific crisis situation.

**Section 1840 –Work Support Program** – revised to include provision of Work Support Payments to lawbreakers and services provided to persons who are involuntarily separated from their jobs.

#### **Appendix F –**

Added Form 140- Mandatory Forms Checklist for Application, Form 142- Mandatory forms check list for Reviews. Revised Forms 173A-Appointment Letter, 297A- Rights and Responsibilities, Form 516-Record of Attendance and Performance Report, Form 517- Record of School Attendance and Performance Report, Form 524- TANF Community Outreach Services brochure, Form 809-Verification of Earned Income and Form 5459-Authorization for Release of Information. Also included in this Transmittal are Spanish translation of Form 104, Form 130, Form 524, Form 809 and Form 5459.

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 October 1, 2008

## **INSTRUCTIONS FOR MANUAL MAINTENANCE**

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

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

Remove Section 1349 and replace it with the revised Section 1349.

Remove Section 1360 and replace it with the revised Section 1360.

Remove Section 1525 and replace it with the revised Section 1525.

Remove Section 1530 and replace it with the revised Section 1530.

Remove Section 1610 and replace it with the revised Section 1610.

Remove Section 1705 and replace it with the revised Section 1705.

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

Remove Section 1820 and replace it with the revised Section 1820.

Remove Section 1825 and replace it with the revised Section 1825.

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 104SP Declaración de costos de guardería.

Add Form 130SP TANF y Medicaid Familiar Carta de ayuda infantil y médica.

Add Form 140 TANF Mandatory Forms Checklist for Applications.

Add instructions to use Form 140- Mandatory Forms checklist for Applications.

Add Form 142 TANF Mandatory Forms Checklist for Reviews.

Add instructions to use Form 142- Mandatory Forms checklist for Reviews.

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

Remove Form 297A and replace it with the revised Form 297A.

Remove Form 297A-SP and replace it with the revised Form 297A SP.

Remove Form 516- and replace it with the revised Form 516.

Remove Form 517- and replace it with the revised Form 517.

Add Form 524 TANF Community Outreach Services brochure.

Add Form 524SP TANF Community Outreach Services brochure.

Remove Form 809 and replace it with the revised Form 809.

Add Form 809SP Departamento de Recursos Humanos de Georgia.

Add Form 5459 Authorization for Release of Information.

Add Form 5459SP Autorizacion Para Ceder Informacion.

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal 18.

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

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

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