



B. J. Walker, Commissioner

Georgia Department of Human Resources • Division of Family and Children Services • Mark A. Washington, Assistant Commissioner

Two Peachtree Street, Suite 19-490 • Atlanta, Georgia 30303-3142 • 404-651-8409 • 404-657-5105

April 1, 2009.

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 20

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

FROM: Mark A. Washington, Assistant Commissioner

RE: Updates and Revisions to the TANF Policy Manual

PURPOSE

The purpose of this transmittal is to revise previously released policies that address questions and concerns from the field and incorporates changes from the Deficit Reduction Act of 2005 and Final Rule for TANF Reauthorization and to add one new policy for Special Immigrants.

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 1200

Section 1210 – Grandparents Raising Grandchildren – revised to clarify that CRISP payments can be approved only once, but any time during the grandparent’s TANF eligibility to meet an emergent need of the grandchild.

Chapter 1300

Section 1310 – Citizenship/ Alienage – revised to clarify eligibility requirements for state funded TANF. The revision also includes requirement to deem the alien’s sponsor’s income, if a lawfully admitted alien becomes eligible for federal TANF.

Section 1320 – Child Support Services– revised to update the name of Child Support Enforcement to Office of Child Support Services. Under the newly revised policy, it is unnecessary to discuss Form 138 at each review. Rather, the revised policy requires a discussion of Form 138 only if (1) a new child is born; or (2) a change in the paternity of an active child is reported.

Section 1345- Personal Responsibility Plan – revised to clarify that “all parents” must complete a TANF Family Service Plan. This revision is to stay consistent with federal regulations of excluding minor parents from work participation, and the Public Law requirements of mandating all teen parents to attending school, that all parents have personal responsibilities, and we will work with all parents to move them toward sufficiency.

Section 1347- School Attendance - revised to clarify that although minor dependent children do not have a work requirement, a minor parent is still subject to school attendance. It is monitored as part of the minor’s parent’s TFSP.

Section 1349 – Work Requirements – revised to further clarify the definition of work eligible individuals, non-recipient parents and other adults who are excluded from the work participation rate. The DRA 2005 has given states an option to exclude Social Security Disability Insurance (SSDI) recipients from the work eligible adult’s category. There is no change in the budgeting of social security (SSDI) income.

Section 1351- Sanctions- 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 1370- Prenatal Care- revised to change old terminology; PWP and PRP, to stay consistent with the revised policy.

Chapter 1600

Section 1632- Budgeting the Income of a Sponsored Alien- includes procedures for budgeting the income of the sponsor of a lawful permanent resident.

Section 1645- Child Support Income- revised to include two different procedures for budgeting the child support income at applications; (1) if the income is received through OCSS and (2) if it is received directly from the absent parent,.

Chapter 1700

Section 1710 – Reviews – revised to change Forms DS-2007, 505 and 786 from mandatory to conditional forms. It is an effort to reduce workload challenges.

Section 1720 – Changes – revised to include the increased adverse action period from 10 days to 14 days when processing changes to ensure that program recipients have at least 10 days to respond to actions being taken to their cases.

Chapter 1800

Section 1820 – Work Activities- revised to include the procedural change, that actual hours of participation should be keyed in SUCCESS, because SUCCESS is now programmed to apply the deemed meeting policy correctly.

Appendix F

Added Form 138SP- and Instructions, Form139 SP- Declaracion Contributiva and Instructions, Form 173 A- SP - Carta De Cita, Form 354 SP- Declaración De Gastos, Form 482 SP- Contrato Para Obtener Experiencia De Tra, Form 486 SP- Acuerdo De Reembolso Por Sobre pago, Form 495 SP- Historial De Búsqueda De Trabajo, Form 713-CS- OCSS/ DFCS Communication Form and Instructions, EBT DD02 form and Instructions to use EBT DD02 form.

Revised Form 102-Waiver of Timely notice, Form 130- TANF and Family Medical Support Letter, Form 138 – Notice of Requirements to cooperarte and Right to Claim Good Cause, Form 239- TANF Budget Sheet, Form 281- GRG MSP and CRISP Payments, Form 282- Disposition Notificación for GRG MSP/CRISP, Revised Form 297 A, 297 A-SP, Rights and Responsibilities, Form 354 AND Form 354 SP- Expense statement.

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 March 1, 2009.

INSTRUCTIONS FOR MANUAL MAINTENANCE

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

Remove Section 1210 and replace it with the revised Section 1210.

Remove Section 1310 and replace it with the revised Section 1310.

Remove Section 1320 and replace it with the revised Section 1320.

Remove Section 1345 and replace it with the revised Section 1345.

Remove Section 1347 and replace it with the revised Section 1347.

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

Remove Section 1351 and replace it with the revised Section 1351.

Remove Section 1710 and replace it with the revised Section 1720.

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

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

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

Add Form 138SP- Notificación de requerimiento de colaboración y derecho a alegar causa justa.

Add Form 139SP- Declaración Contributiva.

Add Instructions to use Form 139 SP.

Add Form 173SP- Carta De Cita.

Add Instructions to use Form 173 SP.

Add Form 354SP- Declaración De Gastos.

Add Instructions to use Form 354 SP.

Add Form 482SP- Contrato Para Obtener Experiencia De Tra.

Add Instructions to use Form 482 SP.

Add Form 486SP- Acuerdo De Reembolso Por Sobre pago.

Add Instructions to use Form 486 SP.

Add Form 495SP- Historial De Búsqueda De Trabajo.

Add Instructions to use Form 495 SP.

Add Form 713-CS- OCSS/DFCS Communication Form.

Add Instructions to use Form 713-CS.

Add Form EBT DD 02- Authorization Agreement for Direct Deposit of TANF Benefits Form.

Add Instructions to use Form EBT DD 02.

Remove Form 102 - and replace it with the revised Form 102.

Remove Form 130 and replace it with the revised Form 130.

Remove Form 138 and replace it with the revised Form 138.

Remove Form 239 and replace it with the revised Form 239.

Remove Form 281 and replace it with the revised Form 281.

Remove Form 282 and replace it with the revised Form 282.

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 354 - and replace it with the revised Form 354.

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal 19.

ON LINE MANUAL UPDATE

The material contained in this transmittal will be updated in ODIS effective April 1, 2009.

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