



Jim Martin, Commissioner

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April 8, 2003

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 3

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

FROM: Juanita Blount-Clark
Director

RE: Second Phase of Policy Manual Rewrite Project and Miscellaneous
Changes

PURPOSE

The purpose of this transmittal is to issue Section 1003, Title VI/Section 504 Civil Rights, Chapter 1900, Issuance and the appendices to Volume I (TANF) of the revised policy manual. This transmittal also provides updated information to certain previously issued sections.

DISCUSSION

Table of Contents

The Table of Contents is reformatted and updated.

Chapter 1100

Section 1003, Title VI / Section 504 Civil Rights, is added.

The mailing address and the website address for the Office of the Secretary of State is updated (pg. 1008-5).

Chapter 1300

Minor emendations are made to the Work Requirements section (pg. 1349-3).

Chapter 1800

Corrections are made to the Subsidized Employment chart (pg. 1825-6).

Chapter 1900

Chapter 1900, which provides policy pertaining to benefits issuance, is added.

Appendices

Appendix A (Income standards) is added.

Appendix B (Hearings) is added.

Appendix D (Case record Organization) is added.

Appendix E (Glossary) is added.

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.

Changes are effective upon receipt of this transmittal.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Remove the Table of Contents (pages TOC-1 through TOC-4) in its entirety and replace it with the revised Table of Contents (pages TOC-1 through TOC-6).

Remove page TOC 1000 and replace it with the revised page of the same number.

Insert Section 1003 immediately following Section 1002.

Remove Section 1008 in its entirety and replace it with the revised section of the same number.

Remove page TOC 1000 and replace it with the revised page of the same number.

Remove page TOC 1100 and replace it with the revised page of the same number.

Remove page TOC 1200 and replace it with the revised page of the same number.

Remove page TOC 1300 and replace it with the revised page of the same number.

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

Remove page TOC 1400 and replace it with the revised page of the same number.

Remove page TOC 1500 and replace it with the revised page of the same number.

Remove page TOC 1600 and replace it with the revised page of the same number.

Remove page TOC 1700 and replace it with the revised page of the same number.

Remove page TOC 1800 and replace it with the revised page of the same number.

Remove pages 1810-3 and 1810-4 and replace with the revised page 1810-3.

Remove pages 1825-5 and 1825-6 and replace with the revised pages of the same number.

Insert Chapter 1900 (TOC 1900 and sections 1901, 1905, 1910 and 1915) immediately after chapter 1800.

Insert TOC AP-1 and appendices A (page A-1), B (pages B-1 through B-17), D (pages D-1 through D-4) and E (pages E-1 through E-35).

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