



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

January 21, 2015

TANF PROGRAM MANUAL TRANSMITTAL NO. 32

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

FROM: Bobby D. Cagle, DFCS Director

RE: TANF Program Manual Transmittal No.32

The purpose of Manual Transmittal #32 (MT 32) is to add, edit, and issue revised policy material. Work Support Program, Employment Intervention Services and Transitional Support Services were added back to the policy. Updates were made to Grandparents Raising Granchildren, and 30 1/3 policy was removed and replaced with a standard deduction.

The Following revised and new forms are also included in MT 32: Form 196 is now separated into two parts. Form 196:Personal Responsibility Plan (PRP) and Form 196a TANF Family Service Plan, Form 281 was added to the policy as the new Check Request Form, Form 207, and Form 208 was updated and added back to policy, in addition to revision to Form 239, Form 351, Form 354 and Form 373.

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.

A highlighted section 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.

Section 1105- Application Process

Section 1210-

Section 1349- Work Requirements

Section 1530

Chapter 1600-Budgeting- The removal of 30 1/3 deduction to enter chapter and a standard work expense was added.

Section 1605-

Section 1615-

Section 1620

Section 1622
Section 1624
Section 1626-
Section 1630-
Section 1665-
Section 1670-

Section 1710-Reviews

Section 1820- Employment Services Overview

Section 1825 Work Support Program added back
Section 1826 Work Support Program added back
Section 1827 Work Support Program added back

Section 1830- Employment Support Services: Work Support Program, Employment Intervention Services and Transitional Services

Section 1840-Work Support Program, Employment Intervention Services and Transitional Services new policy added back

Appendix B: Made changes to the IF and THEN chart and minor corrections to previously approved policy have also been made where necessary, but are not noted in this transmittal.

Appendix F-Table of Contents-updated to reflect revision of forms date

Forms:

Form 196 TANF Family Service Plan, is now separated into two parts.
Form 196: Personal Responsibility Plan (PRP) and Form 196a: TANF Family Service Plan,
Form 281 was added to the policy as the new Check Request Form
Form 207 and Form 208 updated and added back to policy regarding issuance of WSP, EIS, TSS
Form 239, Form 351, Form 354 and Form 373.

IMPLEMENTATION

Changes are effective February 1, 2015.

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 120 and replace it with the revised Section 1210.

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

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

Remove all of Section 1600 and replace it with the revised Section 1600.

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

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

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

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

Remove Form 196 and replace it with the revised Form 196 and 196a.

Remove Form 196SP and replace it with the revised Form 196SP and 196aSP.

Remove Form 207 and replace it with the revised Form 207.

Remove Form 207SP and replace it with the revised Form 207SP.

Remove Form 208 and replace it with the revised Form 208.

Remove Form 208SP and replace it with the revised Form 208SP.

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

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

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

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

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

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

Remove Form 354 and replace it with the revised Form 354.

Remove Form 354SP and replace it with the revised Form 354SP.

Remove Form 373 and replace it with the revised 373.

Remove Form 373SP and replace it with the revised 373SP.

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

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

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

Insert this cover letter in Appendix G immediately preceding the cover letter for Manual Transmittal 30.

ON LINE MANUAL UPDATE

The material contained in this transmittal will be updated on the ODIS website effective February 1, 2015.

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