



**Georgia Department of Human Services**  
Aging Services | Child Support Services | Family & Children

Services June 13, 2016

**TANF PROGRAM MANUAL TRANSMITTAL NO. 33**

**TO:** District Managers, Deputy District Managers  
County Department of Family and Children Services and State Office Staff

**FROM:** Bobby D Cagle, DFCS Director

**RE:** TANF Program Manual Transmittal No. 33

The purpose of Manual Transmittal #33 (MT33) is to add, edit and update the TANF Policy Manual. The 30 and 1/3 policy has been added back to the manual. Forms 196 (PRP), 205 and 207 was addressed in Manual Transmittal #32 but was not placed in manual. These forms will be place in the manual with MT 33.

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 changes and rearrangement of sentences and/or paragraphs have been made for clarity.

*A highlighted section identifies changes in 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.*

***Provision Of Temporary Cash Assistance To Needy Families***

***Table Of Contents***

***Section 1105 – Application Processing***

***Section 1302 – Domestic Violence***

***Section 1345 – Personal Responsibility Requirements***

***Section 1347 – School Attendance***

***Section 1351***

Chapter 1600 – Budgeting – Adding the 30 and 1/3 policy back to manual. The new standard deduction goes into effective with IES.

**Section 1605 – Basic Budgeting**

**Section 1615 – Deductions**

**Section 1620 – Responsibility Budgeting**

**Section 1622 – Budgeting the Income of a Stepparent**

**Section 1624 – Budgeting the Income of the Parent(s) of a Minor Caretaker**

**Section 1626 – Budgeting the Income of an Ineligible Parent**

**Section 1628 – Budgeting the Income of the Spouse of a Nonparent Caretaker**

**Section 1630 – Budgeting the Income of an Ineligible Spouse of a Married Dependent Child**

**Section 1635 – Allocation to an Ineligible Spouse and/or Child**

**Section 1665 – Budgeting the Income of a Disqualified Individual**

**Section 1670 – Budgeting the Income of a Penalized Individual**

**Section 1710**

**Section 1801**

**Section 1805**

**Section 1815**

**Section 1826 – SE- Grant Diversion**

**Section 1827 – SE – Cash Reimbursement**

**Section 1830 – Employment Support Services**

**Section 1835 – Failure to Participate**

**Section 1840 – Work Support Program**

**Section 1905 – Issuance**

**Section 1910 – Electronic Benefits Transfer**

**Appendix D – Case Record Organization – no longer have hard copy of case record - Remove**

Forms:

Form 196 TANF Family Service Plan is now separated into two parts.

Form 196: Personal Responsibility Plan (PRP) and Form 196A TANF Work Plan

Form 205 – Disposition Notification for EIS and Form 207 – Disposition Notification for WSP and TSS

Form 297 Form 297 (SP), Form 297A, Form 297A (SP), Form 351, Form 5460, Form 5460 (SP)

## **IMPLEMENTATION**

*Changes are effective April 15, 2016*

## **INSTRUCTIONS FOR MANUAL MAINTENANCE**

Remove Policy and replace with the revised Policy.

Remove the Table of Contents and replace it with the revised Table of Contents. Remove Section 1105 and replace with the revised Section 1105.

Remove Section 1302 and replace with the revised Section 1302. Remove Section 1345 and replace with the revised Section 1345. Remove Section 1347 and replace with the revised Section 1347. Remove Section 1351 and replace with the revised Section 1351. Remove Section 1605 and replace with previous Section 1605.

Remove Section 1615 and replace with previous Section 1615.

Remove Section 1620 and replace with previous Section 1620.

Remove Section 1622 and replace with previous Section 1622.

Remove Section 1624 and replace with previous Section 1624.

Remove Section 1626 and replace with previous Section 1626.

Remove Section 1628 and replace with previous Section 1628.

Remove Section 1635 and replace with previous Section 1635.

Remove Section 1665 and replace with previous Section 1665.

Remove Section 1670 and replace with previous Section 1670.

Remove Section 1710 and replace with the revised Section 1710.

Remove Section 1801 and replace with the revised Section 1801.

Remove Section 1805 and replace with the revised Section 1805.

Remove Section 1815 and replace with the revised Section 1815.

Remove Section 1826 and replace with previous Section 1826.

Remove Section 1827 and replace with previous Section 1827.

Remove Section 1830 and replace with the revised Section 1830.

Remove Section 1835 and replace with the revised Section 1835.

Remove Section 1840 and replace with the revised Section 1840.

Remove Section 1905 and replace with the revised Section 1905.

Remove Section 1910 and replace with the revised Section 1910.

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.

Add Form 205.

Add Form 205SP.

Remove Form 207 and replace it with revised Form 207.

Remove Form 207 (SP) and replace it with revised Form 207 (SP).

Remove Form 297 and replace it with revised Form 297.

Remove Form 297 (SP) and replace it with revised Form 297 (SP).

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

Remove Form 297A (SP) and replace it with revised Form 297A (SP)

Remove Form 351 and replace it with revised Form 351

Remove Form 5460 and replace it with revised Form 5460.

Remove Form 5460 (SP) and replace with revised Form 5460

(SP).

Remove Appendix D – Case Record Organization

#### ONLINE MANUAL UPDATE

The material contained in this transmittal will be updated on the ODIS website effective April 2016.

