



Jim Martin, Commissioner

Department of Human Resources • Division of Family and Children Services • Juanita Blount-Clark, Director
Two Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142 Phone: 404-651-8409

July 31, 2003

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 4

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

FROM: Juanita Blount-Clark
Director

RE: Miscellaneous TANF Policy Changes

PURPOSE

The purpose of this transmittal is to issue additions to Section 1310, Citizenship/Alienage, revisions to Chapter 1800, Employment Services, and other minor changes to Volume I (TANF) of the policy manual.

DISCUSSION

Chapter 1000

New wording is added to the explanation of domestic violence waivers.

Chapter 1100

A clarification is added to the list of mandatory forms (p. 1110-5).

Chapter 1300

Information concerning the Family Violence Option is added to Section 1302 (p. 1302-1).

The name of Form 517 is added (p. 1305-3).

Information concerning the potential TANF eligibility of non-citizen victims of trafficking is added to Section 1310 (pp. 1310-4 – 1310-5).

More detailed information concerning the potential TANF eligibility of non-citizen victims of domestic violence is added to Section 1310 (pp. 1310-5 – 1310-7).

New information concerning the length of the TANF extension period is added to Section 1392 (p. 1392-2).

Chapter 1800

Portions of Section 1801 have been reorganized.

Portions of Section 1815 have been reorganized.

Statements are added that reiterate the need for the client to actively participate in the development of the work plan, and the penalties for not doing so (p. 1815-1).

Statements are added concerning the completion of a work plan prior to the completion of an initial comprehensive assessment (p. 1815-4).

Statements are added specifying that hours reported for countable work activities are based on a weekly average (p. 1820-1, 1820-3, 1820-4).

A statement is added explaining that for a two-parent AU, the number of allowable hours derived by using the FLSA formula must be divided by two in order to determine the hours available for each parent (p. 1820-13 and 1820-19).

A statement is added explaining that the number of allowable hours in an activity subject to the FLSA cannot be averaged during a month (p. 1820-13 and 1820-19).

Additional information is provided concerning on-the-job training (pp. 1820-15 – 1820-16).

The definition of a “period of eligibility”, as it pertains to the provision of employment support services, is changed to include the time during which an application is pending (p. 1830-6).

Changes are made limiting the availability of support services following termination of cash assistance (p. 1830-9).

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 Section 1005 in its entirety and replace it with the revised section of the same number.

Remove Section 1110 in its entirety and replace it with the revised section of the same number.

Remove Section 1302 in its entirety and replace it with the revised section of the same number.

Remove Section 1305 in its entirety and replace it with the revised section of the same number.

Remove Section 1310 in its entirety and replace it with the revised section of the same number.

Remove Section 1375 in its entirety and replace it with the revised section of the same number.

Remove Section 1392 in its entirety and replace it with the revised section of the same number.

Remove Section 1801 in its entirety and replace it with the revised section of the same number.

Remove Section 1815 in its entirety and replace it with the revised section of the same number.

Remove Section 1820 in its entirety and replace it with the revised section of the same number.

Remove Section 1830 in its entirety and replace it with the revised section of the same number.

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