



DATE: May 17, 2019

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

FROM: Tom C. Rawlings, Interim Director, Department of Human Services

RE: **TANF Program Manual Transmittal No. 46**

The purpose of Manual Transmittal # 46 is to add, edit and update the TANF Policy Manual.

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 (i.e. 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:

Form 191- Disposition Notification TANF Hardship Waiver
Form 192- Disposition Notification TANF Lifetime Limit Termination or Denial
Form 196A TANF Family Service Plan- Workplan
Form 199- TANF Employment Services (ES) Case Staffing Form
Appendix B- Hearings
Appendix D- Document Management (Case Record Organization)
Appendix E- Glossary
Section 1210- Grandparents Raising Grandchildren

IMPLEMENTATION

Changes are effective with the implementation of Georgia Gateway Integrated Eligibility System (IES).

Form 191- added additional Hardship Criteria

Form 192-revision date changed and was added to Georgia Gateway

Form 196A- removed worker signature line page 1 and page 2

Form 199- Section B page 3 was missing in Georgia Gateway

Appendix B -Hearings-grammatical corrections

Appendix D- Case Record Organization-aligned with Georgia Gateway

Appendix E – Glossary- added new terms

Section 1210- Grandparents Raising Grandchildren (GRG) – updated definition to section “Defining a Disability”.

ONLINE MANUAL UPDATE

The material contained in this transmittal will be updated on the ODIS website effective July 2019.