



**DATE:** July 1, 2019

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

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

**RE: TANF Program Manual Transmittal No. 48**

The purpose of Manual Transmittal # 48 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 207- Disposition Notification Work Support Payments**

**Form 522- "What Every Woman Needs To Know" (English Domestic Violence Brochure)**

**Form 522SP- "What Every Woman Needs To Know" (Spanish Domestic Violence Brochure)**

**Chapter 1700- Case Management**

**IMPLEMENTATION**

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

**Form 207-** Revised Note and removed signatures

**Forms 522 and 522SP-** accessible from ODIS

**Chapter 1700**

**Section 1701**-New format

**Section 1705**- Notification- the revisions includes Adequate Notice, Timely Notice, Hearing Requests and Manual Notice

**Section 1710**- Reviews- the revisions include Review Requirements, Missed Appointment, Procedures, Mandatory Forms

**Section 1720**- Changes- the revisions include verbiage to Chart 1720.1 Required Verification and Procedures

**Section 1730**- Financial Changes- the revisions include Change Causes Benefits to Increase and Change Causes Benefits to Decrease

**Section 1735**- Changes in Residence- New format

**Section 1740**- AU Composition Changes- the revisions include Procedures, Adding AU Member, Birth of a Child to an Adult AU Member, Absent Parent Returns Home, AU Member is Disqualified due to an Intentional Program Violation, AU Member Dies

**Section 1745**- Miscellaneous Changes- New format

## **ONLINE MANUAL UPDATE**

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