



TANF PROGRAM MANUAL TRANSMITTAL NO. 50

TO: OFI District Management, County Department of Family and Children Services, State Office Staff

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: October 29, 2019

RE: TANF Program Manual Transmittal 50

The purpose of this transmittal is to provide policy updates to the TANF Program's Form 297A- Rights and Responsibilities-TANF, Food Stamps and Medical Assistance (English and Spanish) and a portion of Chapter 1300- Basic Eligibility sections of 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.

The policy revisions include:

- **Section 1302-** Domestic Violence-Font updated to Arial 12, page 7 Step 10- Alert was changed to manual task aligning with the Integrated Eligibility System (IES). This is something that had already been created and the terminology has been updated to align with IES.
- **Section 1305-** Age- Font updated to Arial 12.
- **Section 1315-** Deprivation- Font updated to Arial 12.
- **Section 1316-** Death- Font updated to Arial 12.
- **Section 1317-** Continued Absence- Font updated to Arial 12, page 4- added IES as another resource to locate address of an Absent Parent (AP).

- **Section 1318-** Incapacity- Font updated to Arial 12.
- **Section 1319-** Recent Connection to the Workforce- Font updated to Arial 12.
- **Section 1320-** Child Support Enforcement- Font updated to Arial 12, page 3 clarification of minor caretaker.
- **Section 1325-**Enumeration- Font updated to Arial 12.
- **Section 1330-** Identity- Font updated to Arial 12.
- **Section 1335-**Living with a Specified Relative- Font updated to Arial 12.
- **Section 1340-** Residency-Font updated to Arial 12.
- **Section 1345-** Personal Responsibility Requirements- Font updated to Arial 12.
- **Section 1347-** School Attendance- Font updated to Arial 12.
- **Section 1349-** Work Requirements- Font updated to Arial 12, page 1 clarification of Work Eligible Individual, page 2 clarification of non-recipient Work Eligible parents.
- **Section 1351-** Sanctions- Font updated to Arial 12, page 5 First Sanction-notice is generated, page 6 Second Sanction-notice is generated, page 8 Second Subsequent Sanction Panel Review- notice is generated, page 11 Imposing a First Sanction-Form 329 TANF Sanctions will be generated. The previous policy stated that the case manager must provide the Assistance Unit (AU) with timely notice via the Form 329, TANF Sanction. This implies that the notice will either be mailed or given to the client. The revision indicates to the worker that the system will generate the notice for them.
- **Section 1355-** Application for Other Benefits- Font updated to Arial 12.
- **Section 1360-** Immunization- Font updated to Arial 12, page 2 good cause- clarification of non-parent grantee relative

The form changes include:

- **Form 297A** - (Rev. 08/19) – Rights and Responsibilities TANF, Food Stamps and Medical Assistance (English and Spanish)– page A-9 case manager signature and date removed.

This transmittal is effective November 1, 2019.