



## TANF PROGRAM MANUAL TRANSMITTAL NO. 51

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

**FROM:** DFCS/ OFI State Office TANF Policy Unit

**DATE:** December 3, 2019

**RE: TANF Program Manual Transmittal 51**

The purpose of this transmittal is to provide policy updates to the remaining TANF portion of Chapter 1300- Basic Eligibility sections of the TANF Policy Manual. Fonts were updated with Arial 12.

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 1310-Citizenship**-page 4- Note added for clarification. Page 10- exceptions added for Sponsored Aliens. Page 12- SAVE Procedure steps added.
- **Section 1365- Living Arrangements of a Minor Parent**-Page 3- Penalty clarification.
- **Section 1370- Prenatal Care**-None.
- **Section 1375-Family Cap**-Page 1-Clarification added for Basic Considerations of natural/biological child/children. Page 2- Month of Conception-clarification for natural/biological child.
- **Section 1380-Cooperation with Eligibility Investigations**-None.

- **Section 1385-Intentional Program Violations-** Page 2- Waiver of Disqualification Hearing (WDH) consent agreement added to disposition package forwarded to Office of Investigative Services (OIS). Disqualification Periods clarification. Page 6-Step 10- Alert was replaced by task. Step 11-Documents to be scanned into WebCenter Enterprise Capture (WEC). Step 12- Documentation clarification.
- **Section 1387-Lawbreakers-** None.
- **Section 1390- Lifetime Limit-** Page 1-Clarification for Basic Consideration for adults that receive TANF. Page 1-2-Clarifications for Parent Grantee Relative. Page 2-Clarification for Non-Parent Grantee Relative. Page 3-Dependent child months received TANF clarifications.
- **Section 1392- Hardship Waiver-** Page 6-Form 192, TANF Lifetime Limit Termination or Denial Notice mailed for Staffings. Procedures- Step 6- Form 199, TANF Hardship Waiver Staffing Worksheet to be documented in 44-month staffing. Page 7- 47-month staffing-Step 2- Phone interview can be conducted for grantee relative or two-parent family. Step 9- Mail Form 192, TANF Lifetime Limit Termination or Denial Disposition Notification after timely notice expires.

**This transmittal is effective December 31, 2019.**