



## TANF PROGRAM MANUAL TRANSMITTAL NO. 53

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

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

**DATE:** January 27, 2020

**RE: TANF Program Manual Transmittal 53**

The purpose of this transmittal is to provide policy updates to a TANF portion of Chapter 1800 Employment Services 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:

#### Chapter 1800 - Employment Services Overview

- **Section 1801 - Employment Services Overview** - None.
- **Section 1805 - Applicant Services-** Page 3- Basic Orientation- clarification of where assessment is captured in Gateway. Page 4-Assessment, Page 5 and 6- Guidelines for Applicant Job Search- The words Work Plan were added to clarify using form 196A- TANF Family Work Plan. Page 6- Guideline for Applicant Job Search- clarification of when an applicant successfully conciliates during appointment.
- **Section 1815 -TANF Family Service Plan Development-** Page 5- Assessment: Learning about the family- clarification of what is included in the assessment part of the plan.
- **Section 1825 - Subsidized Employment- General Requirements-** Page 2- Subsidized Employment- reference to policy section 1826, Subsidized Employment for TANF funds. Reference to policy section 1827, Subsidized

Employment Cash Reimbursement for private for-profit Third-party Contractors/vendors.

- **Section 1826 - Subsidized Employment Grant Diversion** - Page 2- Premature Termination of Subsidized Employment- explanation for Form 200, Subsidized Employment Agreement. Page 4- Determination of Eligibility for Participation Step 5- clarification of how to submit the Form 200. Page 4-Procedures clarification on creating task as a reminder when reviewing client's last month of participation.
- **Section 1827 - Subsidized Employment Cash Reimbursement** - Page 2- SE Cash Reimbursement and Page 3- Program Requirements- breakdown of Form 200, Subsidized Employment Agreement. Page 3- Procedures to Determine Eligibility for Participation- breakdown of Form 200, Subsidized Employment Agreement, Step 6- clarification of how to submit Form 200, Subsidized Employment Agreement in the case record.
- **Section 1830 - Employment Support Services** - Page 2- Payment for Support Services- clarification for Integrated Eligibility System (IES) and Web Enterprise Capturing (WEC). Page 5- Child Care- Closure code note added. Page 8- Other Support Services-clarification of Employment Intervention Services (EIS) tied to an individual. Page 9- Payment of Employment Intervention Services- Form 205 Disposition Notification Employment Intervention Services must be signed. Page 10- Eligibility Criteria for TSS- case manager must complete Form 207, Disposition Notification Work Support Payment at the end of twelve-month period of Transitional Support Services.
- **Section 1835 - Failure to Participate** - Page 2-Participation Requirements- The words Work Plan were added to clarify using form 196A- TANF Family Work Plan. Page 3- Voluntary Quit- clarification that task must be entered to contact applicant to determine eligible at the end of the sanction period. Clarification of good cause policy given at orientation as well as the assessment appointment. Page 4- Good Cause- addition of another example of good cause.
- **Section 1840 - Work Support Program-** Page 6- TSA Documentation and Verification- clarification of verification from Regional Accounting that must be scanned as well as documented in case notes. Page ?-Notification- case manager must complete Form 207, Disposition Notification Work Support Payment when there is a notification in certain situations. Documentation and Verification-written communication must be scanned into the case record. Page 8- Payment of WSP- The Support Services screen in Gateway will be used to approve, document and track payments of WSP and TSS. Case managers will follow regional accounting procedures.

**This transmittal is effective January 31, 2020.**