



## TANF PROGRAM MANUAL TRANSMITTAL NO. 55

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

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

**DATE:** May 5, 2020

**RE: TANF Program Manual Transmittal 55**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1100 Application Processing, 1200 Assistance Units, 1300 Basic Eligibility and 1700 Case Management. 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 1100 – Application Processing

- **Section 1105- Application Processing -**
  - **Page 6-** Mandatory Forms-clarification of who needs to complete forms.
  - Addition of ADA/Section 504 Notice. Form 5460 will mail out from Georgia Gateway if a paper application is submitted or through customer portal.
  - Case notes must be updated if a form was mailed if paper application was submitted.
  - **Page 7-** Forms 196-PRP and 1276 must be completed and/or provided to the parent, parent caretaker, and/or minor parent when processing a TANF application through customer portal.
  - Form 196- PRP must be signed and returned. Two parent households both need to sign Form 196- PRP. Forms 297, 297A, 138 and ADA Section 504 are signed via electronic signature when submitted through customer portal.
  - Clarification that the forms that are listed are required to be a part of the case file at application.

- Form 194 is required if a waiver is requested and must be signed and returned. Form 196A is required for work individuals and must be signed and returned. Form 354 is required to be part of the case for work eligible individuals and client signature is not required.
- Form 489 must be signed and returned.
- ADA RM Form 101 was added to Other forms Required as Needed and is needed if reasonable modifications or accommodations are requested. ADA RM Form 102 was added to Other forms Required as Needed and is needed if reasonable modifications or accommodations are requested.
- **Page 8-** Clarification of Form 194, 196A and Form 489 if required, must be signed and returned.

### **Chapter 1200- Assistance Units**

- **Section 1210- Grandparents Raising Grandchildren -**
  - **Page 7-** Procedures, Procedures for Processing TANF Application and GRG MSP and CRISP payments- #3- Clarification of documentation of findings in case notes in the Integrated Eligibility System (IES).
  - A notice will be sent out via Georgia Gateway informing families of their eligibility of the GRG MSP payment.

### **Chapter 1300- Basic Eligibility**

- **Section 1335- Living with a Specified Relative -**
  - **Page 3-** Clarification of Exception- Degree of relationship of a spouse of a stepparent or the spouse of a stepsibling not within specified relationship.
  - Legal Guardianship- clarification of temporary or permanent guardianship.
  - **Page 4-** Paternity does not need to be verified in order for the worker to refer the non-custodial parent to Child Support Enforcement.

### **Chapter 1700- Case Management**

- **Section 1710- Reviews-**
  - **Page 3-** Clarification of Voter Registration distribution.
  - **Page 4-** Form 508 was added to the Mandatory forms section to be completed when completing a TANF renewal.
  - Under Conditional Forms Form 138 is only required if an additional child is added to the case. Form 194 is required to be signed and returned if a waiver is requested. Form 196 must be signed and returned.
  - **Page 5-** Form 196A must be signed and returned.
  - Form 489 must be signed and returned.
  - ADA RM Form 101 was added to Conditional Forms and is required if reasonable modifications or accommodations are requested.
  - ADA RM Form 102 was added to Conditional Forms and is required if reasonable modifications or accommodations are requested.
  - Form 786 is only required if a new baby is reported at the renewal for AUs where a payee is a parent. The form must be signed and returned.

**This transmittal is effective April 30, 2020.**

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