



## TANF PROGRAM MANUAL TRANSMITTAL NO. 56

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

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

**DATE:** June 22, 2020

**RE: TANF Program Manual Transmittal 56**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1300 Basic Eligibility, 1500 Financial Eligibility Criteria and Appendix F Forms. 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 1300- Basic Eligibility**

- **Section 1330- Identity -**
  - **Page 1-** Basic Considerations- Verifying identity for the head of household.
  - **Page 1-** Verification of Identity- Department of Driver services as additional verification.
- **Section 1335- Living with a Specified Relative-**
  - **Page 4-** Verification and Documentation- AU's statement is accepted determining degree of relationship except for legal guardianship.
- **Section 1355- Application for Other Benefits-**
  - **Page 2-** Verification- Client statement may be accepted. Verification for client statement if application for other benefits cannot be verified.
- **Section 1360- Immunization-**
  - **Page 3-** Verification- Clarification for verification of immunizations through an interface.
- **Section 1370- Prenatal Care-**

- **Page 3-** Verification and Documentation- verification and documentation of client statement for prenatal care.
- **Section 1390- Lifetime Limit-**
  - **Page 4-** Verification and Documentation -Addition of link to the National Directory to verify out of state cases.

**Chapter 1500- Financial Eligibility Criteria**

- **Section 1525- Income-**
  - **Page 4-** Sources of Verification- Added clarification of client statement if income cannot be verified

**Appendix F- Forms**

- **Revision date column added**
- **Forms ADA 101 English and Spanish (Large print) to replace Form 505 and Form 506 (Form 505 and Form 506 were removed)-** is the DFCS Reasonable Modifications and Communication Assistance Request Form for Persons with Disabilities. This form can be provided to customers to document their request for reasonable modification.
- **Form ADA 102 and Instructions for ADA and 101 and 102 added-**is the DFCS Reasonable Modifications (RM) and Communication Assistance (CA) Tracking Form. This form will be completed for reporting and tracking of all requests made by phone, mail, in person, on-line, Gateway Customer Portal, or Form 101.
- **Form 282 removed**
- **ADA Form 504 will replace Form 504 (Form 504 will be**

**removed) This transmittal is effective May 2020.**