



## TANF PROGRAM MANUAL TRANSMITTAL NO. 57

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

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

**DATE:** July 31, 2020

**RE: TANF Program Manual Transmittal 57**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1100 Application Processing, Chapter 1200 Assistance Units, Chapter 1300 Basic Eligibility, Chapter 1700 Case Management, Chapter 1800 Employment Services, Chapter 1900 Issuance and Forms 297 Application for TANF, Food Stamps, Medical Assistance, Form 297A Rights and Responsibilities-TANF, Food Stamps, Medicaid, Form 354 Expense Statement and Form 508 Food Stamps, Medicaid TANF Renewal. 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- Form 522, Domestic Violence brochure - clarification of verbiage included with Form 297A.
  - **Page 7-** Mandatory Forms- Form 1276, Voter Registration Declaration- clarification of form requirement.

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

- **Section 1210- Grandparents Raising Grandchildren-**
  - **Page 4-** Standard of Promptness- Added clarification title to correspond to paragraph.

- **Page 7-** Procedures for Processing GRG MSP- client statement added to process GRG MSP and clarification for Form 351-GRG MSP/CRISP worksheet.
- **Page 7-** Procedures for Processing GRG CRISP- discussion of applicant needs, client statement added to process GRG CRISP, completion of Form 281- GRG Monthly Subsidy/CRISP Payments.

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

- **Section 1302- Domestic Violence**
  - **Page 2-** Domestic Violence Assessor Responsibilities- Form 523, Family Violence Option Assessment Report added to duties of Domestic Violence Assessor.
  - **Page 3-** Providing Information to the AU- Clarification for Form 194, TANF Assessment for Domestic Violence, must be completed and signed by the client if waiver is requested
- **Section 1392- Hardship Waiver**
  - **Page 6, 7,8-** 44-month Staffing-documentation of staffing done on Form 114, TANF Hardship Waiver Staffing Worksheet.

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

- **Section 1710- Reviews**
  - **Page 4-** Mandatory Forms- Clarification of Form 522, Domestic Violence brochure, if renewal is submitted through Customer Portal or renewal form will satisfy the form requirement.

### **Chapter 1800- Employment Services**

- **Section 1820- Work Activities**
  - **Page 23-** Guidelines for Job Search and Job Readiness- clarification for Needy State allowance.
  - **Page 24, 25-** Guidelines for Job Search and Job Readiness-explanation of six-week limit for 12-month period.
  - **Page 37-** Addictive Disorders (AD) Counseling and/or treatment- explanation of Job Search or Job Readiness for six weeks or 12 weeks.
  - **Page 39-** Life Skills Training- explanation of Job Search or Job Readiness for six weeks or 12 weeks.
  - **Page 42-** Work Activities chart- clarification for Job Search and/or Job Readiness and Life Skills training for six weeks or 12-week limit.

### **Chapter 1900- Issuance**

- **Section 1905- Issuance**
  - **Page 1-** Types of Issuance- Clarification of banking regulations for a child or minor parent head of household.

### **Appendix F- Forms**

- **Form 297- Application for Benefits (English and Spanish)**
  - **Page 1-** Communication Assistance Statement was changed(top of page).

- **Page 3, 4-** Americans with Disabilities Act (ADA) request for Reasonable Modification and Communication Assistance added.
- **Page 12-** Voter Registration information added.
- **Page 15, 16-** Notice of ADA/Section 504 Rights added.
- **Form 297A- Rights and Responsibilities (English and Spanish)**
  - **Page A1** - Communication Assistance Statement was changed (top of page).
  - **Page A10, A11-** Child Support Enforcement requirements added.
  - **Page A12-** Domestic Violence information added.
  - **Page A13, A14-** Notice of ADA/Section 504 Rights added.
- **Form 354- Expense Statement-**
  - **Page 2-** Vehicles added.
- **Form 508- Food Stamp/Medicaid/TANF Renewal Form**
  - **Page 1-** Communication Assistance Statement was changed (top of page).
  - **Page 1-** Americans with Disabilities Act (ADA) request for Reasonable Modification and Communication Assistance added.
  - **Page 3-** Americans with Disabilities Act (ADA) request for Reasonable Modification and Communication Assistance added.
  - **Page 4-** Communication Assistance Statement was changed (top of page).
  - **Page 11-** Hearing rights added.
  - **Page 14-** Voter Registration information added.
  - **Page 18, 19-** Notice of ADA/Section 504 Rights added.

**This transmittal is effective July 2020.**