



B. J. Walker, Commissioner

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July 1, 2004

ECONOMIC SUPPORT SERVICES TANF MANUAL TRANSMITTAL NO. 6

TO: County Departments of Family and Children
Services Field Directors
State Staff

FROM: Janet R. Oliva, Ph.D.
Director

RE: TANF Employment Services Policy Changes

PURPOSE

The purpose of this transmittal is to issue new policy concerning sanctions, development of the personal work plan, work activities and employment support services, and to make additions and clarifications to several sections of Volume I (TANF) of the policy manual.

These changes are the result of recommendations of the TANF work group and are designed to assist families in their move toward self-sufficiency.

Corrections to typographical errors are made where needed, but are not noted. Minor stylistic changes and rearrangement of sentences or paragraphs that do not contain new policy are not identified.

DISCUSSION

Chapter 1000

Section 1004 – Minor revisions are made to the text. There is no new policy.

Chapter 1100

Section 1105 – A clarification is added concerning when to use the ADA Disability Tracking and Documentation form (p. 1105-6).

A statement is added specifying that mandatory forms completed as part of a previous application process do not need to be completed again as part of a simplified reapplication process (p. 1105-9).

Chapter 1300

Section 1347 – A previous reference to the 90-day review of a client’s work plan is changed to a reference to a non-specific review, since the mandatory 90-day review is being eliminated (p. 1347-2).

Section 1349 – A statement is added allowing a parent who would otherwise be exempt from work requirements to volunteer to participate if obtaining employment that would enable the AU to meet federal work requirements (p. 1349-3).

Section 1351 – Policy regarding the conciliation process is changed. We will now conciliate only once per participation for each personal responsibility, including the responsibility to meet work requirements and develop the personal work plan, helping the process to move more quickly should the client continue on a course of non-cooperation (p. 1351-3).

“Period of participation” is defined as the period beginning with the date of application and continuing through denial of the application or closure of the active case (p. 1351-4).

An applicant or recipient who fails without good cause to keep a scheduled appointment with the case manager to discuss eligibility or work requirements will cause the AU’s application to be denied or the case closed, rather than going through the conciliation and sanction process (p. 1351-5).

The policy regarding pending sanctions at application is clarified. (p. 1351-6).

The policy regarding voluntary closure to avoid a second sanction and a subsequent reapplication is clarified (p. 1351-9).

The list of individuals who must participate in a panel review is updated to reflect the new organizational structure (p. 1351-10).

Text is added about the new conciliation letter (p. 1351-13).

Chapter 1700

Section 1710 – Text is added regarding forms that may be needed when processing the annual eligibility review (p. 1710-3-4).

Chapter 1800

Section 1801 – The Employment Services, Overview section has been revised, shortening the section by two pages.

Section 1805 – The Employment Services, Applicant Services section has been revised, shortening the section by one page.

Policy is added that states the application must be denied if an applicant fails to keep the job search progress review appointment. The conciliation process is not initiated (p. 1805-5).

Policy is added that states an applicant may receive assistance with car repairs if necessary in order to complete the job search requirement or accept a job while the application is pending (p. 1805-6).

Section 1810 – Employment Services, Participant Criteria section is deleted. Some text has been incorporated into other sections of Chapter 1800, but text pertaining to the 18-month review is deleted since the 18-month review is eliminated. The 18-month review was to be completed for clients who'd received cash assistance for 18 months but who had not been in work activities. Since we will now expect clients to be participating in work activities within the first month of eligibility, the 18-month review would serve no purpose.

Section 1815 – Portions of Employment Services, Personal Work Plan Development, are rewritten and rearranged.

Policy is changed regarding negative action that is required if an applicant or recipient fails to participate in the development of the work plan or refuses to sign the plan (p. 1815-1).

Policy is changed so that allowance is made for the development and the completion of the work plan while the application is still pending. The work plan must be completed no later than seven days following approval of the application (p. 1815-1).

Policy is added that specifies work activities cannot begin until after the application is approved (p. 1815- 2).

Policy is added that specifies the in-depth assessment process must not delay the development and completion of the work plan (p. 1815-4).

Policy is added that makes a clear distinction between the initial work plan and subsequent amendments that may be needed since the initial work plan must now be completed before the assessment process is complete (p. 1815-5, 6).

Policy is changed regarding when to complete reviews to update the work plan (p. 1815-7, 8).

Instructions for work plan development are amended in order to expedite the process and place clients in countable work activities more quickly (p. 1815-9, 10).

The changes in policy pertaining to work plan development are intended to shift the emphasis from completing in-depth assessments before the work plan is developed to one of developing the work plan and placing clients into work activities as soon as possible. Information obtained from in-depth assessments, which will come after initial development of the work plan, will be used for amendments to and fine-tuning of the work plan.

Section 1820 – The previous restriction on working for less than minimum wages (e.g., baby-sitting for 40 hours per week and being paid \$50) for no more than three months has been expanded to allow up to 12 months (p. 1820-9).

Text regarding the verification of hours of employment is added and revised (p. 1820-10).

The period of time allocated for subsidized employment is changed from nine months to a period as short as three months and as long as nine months (p. 1820-10).

Policy is changed, allowing work experience sites to be with private, for-profit employers (p. 1820-14). This change is expected to make more work experience sites available, especially in those areas where private, for-profit businesses are the only option for sites.

The formula for determining the allowable number of hours in FLSA-restricted activities is changed so that fractions of an hour are not dropped until the final step (p. 1820-16, 23). For some cases, this change can add an extra hour to the maximum number in which clients are allowed to participate for FLSA-restricted activities.

Policy is changed that gives counties more flexibility in the number of required contacts for job search (p. 1820-20).

Policy is changed that allows more informal work activities to be included as community service (p. 1820-21).

Policy is changed so that care provided for a relative who does not live in the client's home may be regarded as a community service activity (p. 1820-22).

Doing volunteer work for a religious institution and helping a neighbor with household chores are added as examples of community service (p. 1820-24).

Minor amendments re. community services are made (p. 1820-25, 27).

Policy is changed so that a class that is part of a college curriculum may be counted as vocational training if the class will provide the client with a specific job skill (p. 1820-30, 34).

Section 1825 – The period of time allocated for subsidized employment is changed from nine months to a period as short as three months and as long as nine months (p. 1825-1).

Changes are made to the dates by which a client must begin participation in subsidized employment in order for the employer to begin receiving the subsidy by the following month (p. 1825-2, 6).

Text is added regarding diversion of the AU's cash assistance to the business participating in subsidized employment (p. 1825-20).

Text is added regarding premature termination of a subsidized employment agreement (p. 1825-8).

Section 1830 – Portions of the Support Services section are rewritten and rearranged.

Text is added regarding funding for child care (p. 1830-2).

Policy is changed so that an applicant may receive assistance with auto repairs and maintenance if needed to complete job search requirements or to accept a job prior to the approval of the TANF application (p. 1830-3).

Text is added specifying a priority list for the provision of support services if a county's money is insufficient to meet the needs of all clients who are eligible for the services (p. 1830-3, 4).

A change is made to the definition of a "period of participation" for establishing maximum amounts of payment or reimbursement of incidental work expenses (p. 1830-7).

Minor clarifications are added to the guidelines re. the TANF-to-Work-Payment (p. 1830-8, 9).

Chapter 1900

Section 1915 – Text is added regarding the direct deposit of an AU’s cash assistance into an account of a business participating in subsidized employment (p. 1915-3).

A shaded background identifies changes in the text that affect the meaning of the text. Changes that do not affect the meaning of the text (e.g., grammatical or spelling corrections) have not been identified.

IMPLEMENTATION

Changes are effective upon receipt of this transmittal.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Remove Section 1004 in its entirety and replace it with the revised section of the same number.

Remove Section 1105 in its entirety and replace it with the revised section of the same number.

Remove Section 1347 in its entirety and replace it with the revised section of the same number.

Remove Section 1349 in its entirety and replace it with the revised section of the same number.

Remove Section 1351 in its entirety and replace it with the revised section of the same number.

Remove Section 1701 in its entirety and replace it with the revised section of the same number.

Remove Section 1710 in its entirety and replace it with the revised section of the same number.

Remove page TOC-1800 and replace it with the revised page of the same number.

Remove Section 1801 in its entirety and replace it with the revised section of the same number.

Remove Section 1805 in its entirety and replace it with the revised section of the same number.

Remove Section 1810 in its entirety.

Remove Section 1815 in its entirety and replace it with the revised section of the same number.

Remove Section 1820 in its entirety and replace it with the revised section of the same number.

Remove Section 1825 in its entirety and replace it with the revised section of the same number.

Remove Section 1830 in its entirety and replace it with the revised section of the same number.

Remove Section 1915 in its entirety and replace it with the revised section of the same number.

Make the proper notation on the Record of Receipt of Manual Transmittals.