



TANF PROGRAM MANUAL TRANSMITTAL NO. 60

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: March 5, 2021

RE: TANF Program Manual Transmittal 60

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, Appendix A TANF Financial Standards, Form 205 Disposition Notification Employment Intervention Services, Form 207 Disposition Notification Work Support Payment, Form 846 Change Report Form (English and Spanish).

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 was added that Form 508, Food Stamps, Medicaid, TANF Renewal cannot be used in the place of a TANF application, Form 297, Application for TANF, Food Stamps and Medical Assistance.
 - **Page 8- Other Forms Required as Needed-** Form 786, Notice of Family Cap-clarification was added to include any other caretaker that wishes to be included in the assistance unit (AU) along with parents.

Chapter 1210- Assistance Units

- **Section 1210- Grandparents Raising Grandchildren (GRG)**
 - **Page 4-5- CRISP Amount-** clarification that the CRISP amount is equal to four times the maximum TANF amount for that AU size. A note was added regarding virtual learning and grandparents. Grandparents can include connection fees as well as laptops in their emergency need request for CRISP funds. The list is not all inclusive.

Chapter 1300- Basic Eligibility

- **Section 1345- Personal Responsibility Requirements**
 - **Page 2- Non-Custodial, Non-Supporting Parent of a Minor Child-** definition of a Non-Custodial parent and what is required of the parent if they are in another TANF AU. The non-custodial parent must complete Form 196, TANF Family Service Plan-Personal Responsibility Requirement. They must attend family planning counseling, participate in parenting skills and financial management classes. In addition, if the non-custodial parent is a minor and has not finished high school or does not have a GED, s/he must attend school or any other appropriate institution in order to earn a diploma.

Chapter 1700- Case Management

- **Section 1710- Reviews**
 - **Page 5- Conditional Forms-** Form 786, Notice of Family Cap-clarification was added to include any other caretaker that wishes to be included in the assistance unit (AU) along with parents.

Chapter 1800- Employment Services

- **Section 1830- Employment Support Services**
 - **Page 9- Payment of Employment Intervention Services-** Form 205, Disposition Notification Employment Intervention Services (EIS) may be mailed to notify clients of EIS eligibility.
- **Section 1840- Work Support Program**
 - **Page 2-WSP Eligibility Criteria-** A TANF applicant or recipient is eligible for work support payments if they are eligible for at least one month of TANF assistance even if the TANF benefit is \$0.00. A note was added that if the client gains employment it should be full time employment. If the job is temporary and is determined to be full time, WSP can be offered to the client.

Appendix A- TANF Financial Standards

- TANF Federal Poverty Limits updated for Grandparent Raising Grandparents (GRG) Income limits for 2021.

Appendix F- Forms

- **Form 205- Disposition Notification Employment Intervention Services**
 - Client's statement of understanding, client's signature, case manager's signature and date were removed. Updated Hearing Procedures were added.
- **Form 207- Disposition Notification Work Support Payments**
 - Updated Hearing procedures were added.
- **Form 846- Change Request Form-** English and Spanish- will be added to the Forms Appendix.

This transmittal is effective March 2021.