



## TANF PROGRAM MANUAL TRANSMITTAL NO. 61

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

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

**DATE:** April 28, 2021

**RE: TANF Program Manual Transmittal 61**

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1200 Assistance Units, Appendix D Case Record Document Management, Form 191 Disposition Notification TANF Hardship Waiver (English and Spanish), Form 282 Disposition Notification Grandparents Raising Grandchildren (GRG) Crisis Intervention Services Payments (CRISP) (English and Spanish) and Form 329 Disposition Notification TANF Sanctions (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 1210- Assistance Units

- **Section 1210- Grandparents Raising Grandchildren (GRG)**

- **Page 2- Financial Eligibility**-Clarification that client statement of income can be accepted when determining eligibility for GRG cash assistance.
- **Page 6- Verifying the expense and determining the amount of CRISP**- Clarification that client statement can be used to determine the cost of eliminating the identified emergency/crisis. An example of a household size of 2 and the TANF and CRISP amount was also provided.
- **Page 8- Procedures for Processing GRG CRISP**- Client statement of the expense can be accepted, and documentation must be added in the case notes. Form 281, GRG Monthly Subsidy/CRISP Payments should be scanned into WEC.

#### Appendix D- Case Record Document Management

- **Page 4-5- Retention of Materials for Active Cases**-Clarification of how to handle active cases.

- **Page 5- Retention of Materials for Inactive Cases-** Clarification of how to handle and how long inactive cases should be retained.
- **Page 5- Claim Files Retention-** Claims files clarified in open or suspended status for retention.
- **Page 5- Computer Generated Reports-** Clarification of how long reports and case records should be retained.

**Appendix F- Forms**

- **Form 191- Disposition Notification TANF Hardship Waiver (English and Spanish)**
  - Americans with Disabilities (ADA) revisions and updated Legal Assistance information.
- **Form 282- Disposition Notification Grandparents Raising Grandchildren (GRG) Crisis Intervention Services Payments (CRISP) (English and Spanish)**
  - Americans with Disabilities (ADA) revisions and updated Legal Assistance information.
- **Form 329- Disposition Notification TANF Sanctions (English and Spanish) - Americans with Disabilities (ADA) revisions and updated Legal Assistance information.**

**This transmittal is effective April 2021.**