



TANF PROGRAM MANUAL TRANSMITTAL NO. 62

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: June 7, 2021

RE: TANF Program Manual Transmittal 62

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1300 Basic Eligibility and the addition of Appendix H TANF Subsidized Employment Program (TSEP).

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 1302- Domestic Violence**
 - **Page 2- Domestic Violence Assessor Responsibilities-** Use Form 523, Family Violence Option Assessment Report is to make recommendations to DFCS.
 - **Page 3- Providing Information to the AU-** Form 194, TANF Assessment for Domestic Violence must be completed and signed by the client at application if the client requests a waiver.

Appendix H-TANF Subsidized Employment Program (TSEP)

- **Addition of TANF Subsidized Employment Program (TSEP) Policy**
- **Addition of TANF Subsidized Employment Program (TSEP) Acknowledgment Statement**
- **Addition of TANF Subsidized Employment Program (TSEP) Application & Eligibility Worksheet**
- **Addition of TANF Subsidized Employment Program (TSEP) Fact Sheet**
- **Addition of TANF Subsidized Employment Program (TSEP) Memo**

This transmittal is effective July 2021.