



TANF PROGRAM MANUAL TRANSMITTAL NO. 65

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: February 1, 2022

RE: TANF Program Manual Transmittal 65

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1000 General Program Overview, Chapter 1100 Application Processing, Appendix A TANF Financial Standards, Appendix B Hearings, Appendix H TANF Subsidized Employment Program (TSEP) and Appendix F Forms.

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.

The policy revisions include:

Chapter 1000- General Program Overview

- **Section 1008- Voter Registration**
 - All policy sections have been revised.

Chapter 1100- Application Processing

- **Section 1105- Application Processing**
 - **Page 2- Filing an Application-** Clarification of who may apply for cash assistance.

Appendix A- TANF Financial Standards

- TANF Federal Poverty Limits updated for Grandparent Raising Grandchildren (GRG) Income limits for 2022. Federal Poverty Limit updates are effective 03/01/2022.

Appendix B- Hearings

- All policy sections have been revised.

Appendix H- TANF Subsidized Employment Program

- **Page 2- Eligibility Requirements of TANF Subsidized Employment Program (TSEP)-** Clarification of what happens when a TSEP employee is no longer eligible for TSEP.
- **Page 3- Hiring Process-** Clarification of screening process of applicants through Gateway

- **Page 4- Redetermination for TANF Subsidized Employment Program (TSEP)-** Clarification if a TSEP employee does not pass training and when the participation period begins.

Appendix F- Forms

- **Form 118- Request for Hearing-** revised to indicate clients can complete if filing written and/or verbal hearing requests.
- **Form 297 (large print, English and Spanish)- Application for TANF, Food Stamps and Medical Assistance-**National Voter Registration Act (NVRA) information revised.
- **Form 297A (large print, English and Spanish)- Rights and Responsibilities-** NVRA information revised.
- **Form 508 (large print, English and Spanish)-Food Stamp, Medicaid, TANF Renewal-** NVRA information revised.
- **Form 524-TANF Community Outreach Services brochure-** replacement for current version

This transmittal is effective February 2022.