



Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

TANF PROGRAM MANUAL TRANSMITTAL NO. 72

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: April 18, 2023

RE: TANF Program Manual Transmittal 72

The purpose of this transmittal is to provide policy updates related to House Bill 129, TANF Eligibility for a Pregnant Woman and other minor clarifications. The following TANF policies have been updated: Chapter 1000 General Program Overview, Chapter 1100 Application Processing, Chapter 1200 Assistance Units, Chapter 1300 Basic Eligibility, Chapter 1400 Computer Matches, Chapter 1600 Budgeting, Chapter 1700 Case Management, Chapter 1800 Employment Services, Chapter 1900 Issuance, Appendix D Case Record Organization, Appendix E Glossary, Appendix F Forms and 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.

This transmittal is effective May 2023, however, all policies referencing TANF Eligibility for a Pregnant Woman will be effective July 1, 2023.

The policy revisions include:

TANF Manual 3390 Table of Contents- Policy sections renamed, and family cap sections removed.

Chapter 1000- General Program Overview

- **Section 1003- Civil Rights**
 - The policy has been revised by the Civil Rights coordinator.

Chapter 1100- Application Processing

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

- **Page 3- Who Must be Interviewed-** Clarification added for who must be interviewed to establish eligibility.
- **Page 4- Who May be Interviewed-** Clarification added for who can be interviewed to determine income and/or resources.
- **Page 5- What the Interview Must Include-** Eligibility requirements updated to include prenatal care and living arrangements of a pregnant minor or minor parent.
- **Page 6- Mandatory Forms-** Clarification provided to ensure that mandatory forms must be provided to the pregnant woman and/or pregnant minor and completed, if applicable, when processing a TANF application.
- **Page 7- Form 196, TANF Family Service Plan- Personal Responsibility Plan,** Updated to capture a pregnant woman and/or pregnant minor.
- **Page 7- Other Forms Required as Needed-** Clarification that ADA RM Form 102 is required when the Reasonable Modification (RM) request cannot be entered and documented in Gateway, or the request for an RM may be potentially denied. Form 786, Family Cap has been removed from section. The Family Cap policy has also been removed from the section.
- **Page 8- Application Prior to the Birth of a Child-** Updated to consider applications from a pregnant applicant who has no minor dependent children. The TANF benefit amount is determined based on the number of fetuses. Third party verification is required.
- **Page 11,12 - Proration of Initial Benefits-** Clarification added for the calculation and proration of TANF benefits.
- **Page 17- Simplified Application-** Clarification added to review the application for assistance and determine the reason for the previous denial or termination of cash assistance and require the assistance unit (AU) to meet the eligibility factor that caused denial or closure.

Chapter 1200- Assistance Units

- **Section 1205- Assistance Units**

- **Page 1- Basic Considerations-** The standard filing unit (SFU) has been updated to include a pregnant woman or pregnant minor and unborn child/children. Note added that the term ‘child’ means child or children, including a fetus with a detectable human heartbeat. A pregnant woman or pregnant minor was added to the list of individual members of the SFU.
- **Page 3- Penalized Individuals-** Policy updated to consider penalties for a pregnant woman or pregnant minor.
- **Page 5- Verification and Documentation-** Exception added for pregnant individuals. The number of fetuses must be verified. See section 1370, Prenatal Care for policy information.
- **Page 6- Procedures-** Procedures added “When Applying for a Pregnant Individual with No Dependent Children”.

- **Page 7- Chart 1205.1 Determining the Composition of an AU-** Removed Situation for a child born into a family subject to family cap.
- **Page 9- Chart 1205.1 Determining the Composition of an AU-** Added Situation for a minor parent with dependent children or pregnant minor with no dependent children and lives in the home with her parent (no spouse), a minor parent or pregnant minor and spouse lives in the home with a parent (with a mutual child), and a minor child or pregnant minor and spouse live in the home with their parent (no mutual child). Added clarification for Treatment to include a pregnant minor.

Chapter 1300- Basic Eligibility

- **Section 1310- Citizenship**

- **Page 17- Chart 1310.1 Determination of Alien Status-** Clarification in the “If Alien Status Is” column that a lawful permanent resident **with** 40 qualifying quarters of coverage who entered the U.S. prior to on or after August 22, 1996, the alien is eligible and a lawful permanent resident **without** 40 qualifying quarters of coverage who entered the U.S. prior to on or after August 22, 1996 is eligible for state funded TANF during a five-year period that begins on the date of entry or after five years from the entry date, the alien is eligible for federally funded TANF.

- **Section 1345- Personal Responsibility Requirements**

- **Page 1- Basic Consideration-** Clarification added for a pregnant woman or pregnant minor who is head of the household. Note added for grantee relative or other adult relative with whom the pregnant minor lives must also sign the pregnant minor’s TFSP.
- **Page 2 - Development of the TFSP-** Policy updated to consider who the TANF Family Service Plan must be developed with.
- **Page 3- Procedures-** Procedures updated to consider who must complete and sign the TFSP.
- **Page 4- Guidelines for Requirements-** Clarification provided for financial management counseling classes and life skill classes. The pregnant woman or pregnant minor is required to attend addictive diseases counseling/treatment or mental health counseling/treatment, participate in rehabilitation services and family planning counseling.

- **Section 1347- School Attendance**

- **Page 2- Failure to Meet the Requirement-** Policy updated to include a pregnant minor who does not meet the school attendance requirement is penalized, rather than causing a sanction. Refer to Minor Parents and Pregnant Minors in this section.
- **Page 3- Minor Parents and Pregnant Minors-** Policy updated to include a pregnant minor.
- **Page 4- Failure of a Minor Parent or Pregnant Minor to Meet School Attendance Requirement-** Policy updated to include a pregnant minor. A minor parent or pregnant minor who fails to meet the school attendance requirement is penalized.

- **Section 1349- Work Requirements**

- **Page 1- Basic Considerations-** Policy updated to consider a pregnant woman as work eligible with a work requirement. A non-parent relative or a legal guardian who is receiving assistance for themselves and a pregnant minor or minor parent who is receiving assistance as head of the household are all considered work eligible and have work requirements.
- **Page 1- Work Eligible Individuals-** Clarifications added to who is considered work eligible individual. A pregnant woman or pregnant minor head-of-household who is receiving cash assistance under federally funded TANF or a separate state program and has no minor dependent children.
- **Page 2- Definition of non-recipient Work Eligible Individuals-** Updated policy to include a pregnant individual with no minor dependent children and is ineligible to receive TANF cash assistance for themselves. Non-recipient individuals include: a disqualified parent, pregnant woman, or pregnant minor, a penalized parent, pregnant woman, or pregnant minor who is excluded due to the receipt of Title IV-E Foster Care, Child Welfare Foster Care (Title IV-B), or Relative Care Subsidy income.
- **Page 4- Exemption** – Policy updated for recipients, the exemption begins the month after the agency receives the signed Form 489, TANF Work Requirement Exemption Form, requesting the exemption and ends the third month.
- **Page 4- Voluntary Participation-** Policy clarification provided for a parent if they choose to take the exemption, they have the option to end the exemption early to volunteer to participate. Once the exemption is ended, they do not have the option to reinstate it.
- **Page 4- Cooperation with Work Requirements-** Policy clarification provided for an applicant’s refusal to participate in the development of the TFSP (PRP and/or Work Plan) or to sign it will result in denial of the TANF application.
- **Page 4- Voluntary Quit-** Policy clarified that a notice of the minimum penalty period must be sent on all voluntary quit or voluntary reduction decisions for an applicant or recipient who voluntarily and without good cause quits a job.
- **Page 5- Voluntary Quit (con’t)** – Removed the word Note from in front of “If the case remains active, the case manager must enter an alert to contact the AR to determine eligibility at the end of the minimum penalty period”.
- **Page 5- Penalties for Voluntary Quit-** Renamed the section by changing “Work Requirements” to “Voluntary Quit”. Updated Good Cause, family or personal crisis to include sexual assault, sexual harassment, or stalking.

- **Section 1365- Living Arrangements of a Minor Head of Household-** (Minor Head of Household added to policy title).

- **Page-1 Requirements-** Policy updated to capture the living arrangements of a pregnant minor.
- **Basic Consideration-** Additional criteria added to the living arrangement criteria- A pregnant minor and a minor who is pregnant with no dependent

- children.
- **Page 2 through 6-** Policy updated to include a pregnant minor.
- **Page 6 Chart 1365.1- Determining If A Pregnant Minor Or Minor Parent Can Be A Caretaker** - (Pregnant Minor added to chart title). In the 'If' column, the pregnant minor does not live in the home of a parent or legal guardian, claims good cause and the claim is valid was added. In the 'Then' column, Include the pregnant minor in their own AU with their unborn child was added.
- **Page 7 Chart 1365.1-** In the 'Then' column, Include the pregnant minor in their own AU with the unborn child was added.
- **Section 1370- Prenatal Care** - Policy updated to include a pregnant minor.
 - **Basic Considerations-** Policy requirement added to capture third party verification for the number of fetuses.
 - **Page 3- Verification and Documentation-** Clarification provided for the requirement to report pregnancy and the requirement to receive prenatal care.
- **Section 1375- Family Cap**
 - Effective July 1, 2023, TANF Family Cap policy will no longer be applicable. This policy section has been removed from TANF Manual 3390.
- **Section 1390- Lifetime Limit** - Policy updated to include a pregnant minor.
 - **Parent Grantee Relative-** Clarification provided for months counted toward the lifetime limit. Only months an adult, minor head of household, or spouse of the head of household who receives TANF cash assistance for themselves counts toward the lifetime limit.
 - **Page 5- Chart 1390.1 Determining the Number of Months used toward the Lifetime Limit for an AU moving to Georgia-** In the 'If' column, state funded was added in front of TANF if the applicant received in more than one state prior to moving to Georgia.
- **Section 1392- Hardship Waiver** - Domestic violence expanded to include sexual assault, sexual harassment, or stalking.
 - **Page 1- Basic Considerations-** Domestic violence expanded to include sexual assault, sexual harassment, or stalking if the victim is not included in the AU because he or she is penalized, disqualified or ineligible or is an SSI recipient.
 - **Page 10- Chart 1392.1- Hardship Waiver Determination-** Domestic violence, sexual assault, sexual harassment or stalking was added to the 'If/Then' chart.

Chapter 1400- Computer Matches

- **Section 1410- Security for IRS, FTI and BEERS Information**
 - All revisions have compliance requirements updates.

Chapter 1600-Budgeting

- **Section 1605- Basic Budgeting** - Policy updated to include a pregnant minor.

- **Page 5- Determining Financial Eligibility- Step 1-** Updated policy to include unborn children in the AU when determining the members of the AU- Refer to section 1205, Assistance Units.
- **Section 1622- Budgeting the Income of a Stepparent**
 - **Page 2- Procedures- Step 5-** Removed 'federal' from tax dependent and added "Include the unborn child of a pregnant individual".
- **Section 1624- Budgeting the Income of the Parent(s) of a Minor Head of Household** (Policy title updated).
 - **Page 1- Requirements-** Budgeting clarifications updated for minor head of household.
 - **Basic Considerations-** Policy clarification added for a minor head of household (minor parent or pregnant minor), even if married, divorced, or widowed, who lives with his or her parent remains the financial responsibility of his or her parent.
 - **Page 2- Budgeting Procedures- Step 5-** Procedures updated when determining the number of individuals living in the home with the parent of the minor head of household who are or could be claimed as tax dependents. (Include an unborn child of a pregnant individual). Include in this number an SSI child or adult who is or could be claimed as a tax dependent.
- **Section 1626- Budgeting the Income of an Ineligible Parent**
 - **Page 2- Budgeting Procedures- Step 5-** Procedures updated when determining the number of individuals living in the home with the ineligible parent who are or could be claimed as tax dependents. Include the unborn child of a pregnant individual.
- **Section 1628- Budgeting the Income of the Spouse of a Nonparent Caretaker**
 - **Page 2- Procedures- Step 5-** Procedures updated when determining the number of individuals living in the home with the spouse of the nonparent caretaker who are or could be claimed as tax dependents. Include the unborn child of a pregnant individual.
- **Section 1630- Budgeting the Income of an Ineligible Spouse of a Married Dependent Child**
 - **Page 2- Procedures- Step 5-** Procedures updated when determining the number of individuals living in the home with the dependent child's spouse who are or could be claimed as tax dependents. Include the unborn child of a pregnant individual.
- **Section 1635- Allocation to an Ineligible Spouse and/or child**
 - **Page 2- Basic Considerations-** Policy updated to include a pregnant minor.
 - **Page 2- Procedures, Step 1 -** Clarification added that this includes an unborn child.
- **Section 1645- Budgeting Child Support Income**
 - References removed regarding Form 713, OCSS/DFCS Communication Form from policy.

- Family Cap policy removed.
- **Page 3- Child Support Received from DCSS-** Steps 4 and 5 order rearranged to determine financial eligibility of an AU receiving child support payments from DCSS.
- **Page 4- Determining the Gap Amount –** Clarification provided for determining the Gap amount for an AU that does not include a pregnant woman.
- **Page 4- Determining the Gap Amount for an AU That Includes a Pregnant Woman –** Added procedures for determining the Gap amount for an AU that includes a pregnant individual.
- **Section 1650- Budgeting Lump Sum Income**
 - **Page 1- Basic Considerations-** Clarification provided for Lump sum income and the federal poverty level (FPL). Note that nonrecurring income that is less than 100% of the FPL is not subject to lump sum budgeting.
 - **Page 2- Period of Eligibility-** Clarification provided for the Period of Ineligibility.
 - **Page 4- Calculation of the Lump Sum Period Ineligibility-** Clarification added for the result of dividing the net countable lump sum income by 100% of the FPL for the lump sum budget unit. Any amount left over will be rounded up and is the number of months the lump sum budget unit is expected to meet its needs with the lump sum income.
 - **Page 10- Calculating a Period of Ineligibility When Lump Sum Income is Reported-** Clarifications added to the procedures.
 - **Shortening the Period of Ineligibility-** FPL Clarifications added to the procedures.
- **Section 1660- Budgeting When Family Cap Policy is Applied**
 - This policy section has been removed from TANF Manual 3390.

Chapter 1700- Case Management

- **Section 1705- Notification**
 - **Page 4- Manual Notice-** Removal of Form 249 LS, TANF Lump Sum Ineligibility from policy.
- **Section 1710- Reviews -** Policy updated to include a pregnant minor.
 - **Page 2- Who Must be Interviewed-** Policy updated to include a pregnant woman (including a minor dependent child who is pregnant) as an individual that must have a telephone or face-to-face interview.
 - **Page 5- Conditional Forms-** Form 786 removed from list. Clarification that ADA RM Form 101 may be used but is not required. Clarification that ADA RM Form 102 Tracking Form is required when the Reasonable Modification (RM) request cannot be entered and documented in Gateway, or the request for a RM may be potentially denied.
- **Section 1720- Changes**

- **Page 1-Requirements-** Clarification added for when a change in circumstances occurs, action must be taken to determine the ongoing eligibility of the assistance unit (AU).
- **Basic Considerations-** Changes in the AU's circumstances that require re-evaluation of the case include pregnancy and the number of fetuses, loss of one or more fetuses, and date of the loss of the fetus.
- **Page 4- Chart 1720.1 Required Verification-**In the 'Change' column, pregnancy and the number of fetuses was added to required verification.
- **Section 1740- AU Composition Changes**
 - **Page 6- Loss of a Fetus-** steps added if a pregnant AU member loses an unborn child.

Chapter 1800-Employment Services

- **Section 1815- TANF Family Service Plan Development -** Domestic violence expanded to include sexual assault, sexual harassment, or stalking.
- **Section 1820- Work Activities -** Policy updated to capture requirements for pregnant individuals.
 - **Page 9- FLSA Calculations-** A pregnant woman with no dependent children must be engaged in an additional 10 hours of non-core or non- FLSA work activities in order to meet the full 30-hour federal participation guidelines.
 - **Page 34- Guidelines for Satisfactory Attendance at Secondary Education-** A pregnant woman or single custodial parent who is 20 years of age or older and has no high school diploma or its equivalent, and who attends secondary school or equivalency classes can receive credit for classroom hours if s/he is also participating in countable core (primary) activities for an average of at least 20 hours per week during the month.
 - A single custodial parent head of household who is less than 20 years old or a pregnant teen head of household, and has no high school diploma or its equivalent, and who attends secondary education or GED classes is considered as met if he or she maintains satisfactory attendance at a secondary school or the equivalent during the month.
 - During breaks in the school year, there are no other work requirements for the single custodial parent head of household under 20 years of age or a pregnant teen head of household if the client intends to return to school or GED class when the new school year or next GED session is scheduled to begin.
 - **Page 41-Chart 1820.1 Work Activities-** In the 'Activity' column for job search updated activity named to job search and job readiness assistance.
- **Section 1830- Employment Support Services**
 - **Page 9- Transitional Support Services-** Note added to reference Section 1840 for more information about Transitional Support Services (TSS).
 - **Page 9- Transitional Shelter Assistance-** Section added and clarification given that Transitional Shelter Assistance (TSA) helps to stabilize TANF

families who are transitioning from TANF to employment. Note also added to reference Section 1840 for more information concerning TSA.

- **Section 1840- Work Support Program**
 - **Page 1- Work Support Payments-** Clarification provided for a TANF applicant or recipient who will be eligible to receive Work Support Payment (WSP) cash supplement \$200.00 per month for a 12-month period and transitional support services for that 12-month period.
 - **Page 4- Changes during 12-month WSP Eligibility Period-** If the WSP participant loses employment voluntarily or involuntarily and the twelve (12) month WSP eligibility period has not been exhausted, the WSP must be stopped immediately.
 - Clarification that in the event the participant becomes employed again and becomes ineligible for TANF, the participant may continue to receive any remaining months of WSP, not to exceed the original twelve (12) month WSP period. See Chart 1840.2.
 - **Page 5- Transitional Support Services-** Section added for Transitional Support Services (TSS) can pay for or reimburse the cost of childcare, transportation, and incidental expenses to an applicant or a recipient.
 - **Eligibility Criteria for TSS-** Section added clarifying TSS and who it is available to, period of availability and how transportation and incidentals should be paid out. If an applicant's job begins in the month in which the TANF application is denied, receipt of the TSS will not count toward the applicant's TANF lifetime limit. At the end of the twelve-month period of eligibility for TSS, the case manager should complete Form 207, Disposition Notification Work Support Payment and provide a copy to the client.
 - **Page 6- Purchase of Services-** Description of pay for needed services.
 - **Page 8- Documentation and Verification-** Clarification provided for communication for employment status, it must be scanned into the case record. Verification of the amount of an expense must be provided before reimbursement of or payment for the expense can be paid.
 - **Methods of Verification-** Types of verification added.
 - **Page 10- Chart 1840.2 Availability of the Work Support Payments-** In the Then column an example is given if an AU loses job involuntarily in the 4th month of WSP begins working in 8th month, the AU may be eligible to receive WSP for months 8, 9, 10, 11, & 12. And if an AU member quits their job in Month 5, regains employment 3 months later they would have been in their 8th month of WSP. This AU would be eligible for WSP for months 8, 9, 10, 11 & 12.

Chapter 1900- Issuance

- **Section 1915- Managed Account**

- **Page 1- Protective Payee-** a pregnant minor receives cash assistance, regardless of the living arrangement is also considered a protective payee.

Appendix D- Case Record Document Management

- **Page 1- Permanent Verification Section-** Description of a case reworded. Forms 504, 505 and 786 removed from section.
- **Page 3- Searching for Documents-** Clarification added when searching for documents.

Appendix E- Glossary – The following definitions have been updated.

- **Page 11- Child**
- **Page 18- Family**
- Family Cap definition removed.
- **Page 19- Fetus/Fetuses**
- **Page 20- Grantee Relative-**
- **Page 27- Parent**
- **Page 29- Pregnant Individual**

Appendix F- Forms

- Removal of Form 249 LS, TANF Lump Sum Ineligibility.
- Removal of Form 304, Support Services Tracking Sheet.
- Removal of Form 713-G, Interagency/Interoffice Referral and Follow-up
- Removal of Form 786, TANF Notice of Family Cap Rule and any reference to Form 786 in policy.
- The link for Form 1215, Federal Tax Information- Secured Verification Letter has been disabled.

Appendix H- TANF Subsidized Employment Program (TSEP)

- **Page 3- Hiring Process-** Updated to capture employment job title.

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