



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

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TANF PROGRAM MANUAL TRANSMITTAL NO. 73

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: July 27, 2023

RE: TANF Program Manual Transmittal 73

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1100 Application Processing, Chapter 1300 Basic Eligibility, Chapter 1700 Case Management, Chapter 1800 Employment Services, 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.

The policy revisions include:

Chapter 1100- Application Processing

- **Section 1105- Application Processing**
 - **Page 6- What the Interview Must Include-** Updated all references of the EPPICard to Way2Go.

Chapter 1300- Basic Eligibility

- **Section 1349- Work Requirements**
 - **Page 1- Work Eligible Individuals-** Clarification added for a Work Eligible Individual.

Chapter 1700 Case Management

- **Section 1740- AU Composition Changes**
 - **Page 2- Birth of a Child to a Minor Dependent Child-** Procedures updated for when a minor dependent child gives birth to her own child.

Chapter 1800 Employment Services

- **Section 1830- Employment Support Services**

- **Page 7- Other Support Services-** Clarification added for who is eligible for Employment Intervention Services (EIS, Transitional Support Services (TSS) and Transitional Shelter Assistance (TSA)

Appendix E Glossary

- **Page 1-** Budget Group is also referred to as EDG.
- **Page 2-** Family Independence Case Manager (FICM) acronym removed from glossary.
- **Page 17-** EPPICard- Debit Master Card definition removed from glossary.
- **Page 27-** Updated definition for a Non-Custodial, Non-Supporting Parent of a Minor Child.
- **Page 27-** Pregnant woman or pregnant minor removed from definition of a Parent.
- **Page 36-** Way2Go Debit Card definition added to glossary.

Appendix F Forms

- **Form 110- Determination of Income from Small Business/Self Employment-** removed from Appendix F.
- **Form 143- Addition of Assistance Unit Member-** removed from Appendix F.
- **Form 185- Affidavit of Paternity-** removed from Appendix F.
- **Form 191- Disposition Notification TANF Hardship Waiver (English and Spanish)-** Page 2- Important Information has been updated with current State Office address.
- **Form 192- Disposition Notification TANF Lifetime Limit Termination or Hardship Denial (English and Spanish)-** Page 2- Address updated to reflect current address of State Office.
- **Form 198- Sanction Tracking Sheet-** removed from Appendix F.
- **Form 207- Disposition Notification Work Support Payments (English and Spanish)-** Page 2- Address updated to reflect current address of State Office.
- **Form 249- TANF Notification Form-** removed from Appendix F.
- **Form 297- Application for TANF, Food Stamps and Medical Assistance-** Updated with Pathways information.
- **Form 297A- Rights and Responsibilities-** Updated with Pathways information.
- **Form 329 - Disposition Notification TANF Sanctions (English and Spanish)-** Page 2- Address updated to reflect current address of State Office.
- **Form 492- Employment Services Communication Form-** removed from Appendix F.
- **Form 508- Food Stamps, Medicaid, TANF Renewal Form-** Updated with Pathways information.
- **Form 522- “What Every Person Needs to Know” (Domestic Violence) (English and Spanish)-** Updated the image on the first page.
- **Form 957- Resource Clearance-** removed from Appendix F.
- **Form 1213- Federal Tax Information- Fax Policy-** removed from Appendix F.
- **Form 1214- Federal Tax Information- Mail Policy-** removed from Appendix F.

Appendix H-TANF Subsidized Employment Program (TSEP)

- **TSEP Acknowledgment Statement-** Address updated to reflect current address of State Office.
- **TSEP Application and Eligibility** Worksheet- Document updated to include a periodic review section.

- **TSEP Fact Sheet**- Page 2- Salary updated for a Customer Service Associate 2, Pay Grade "E". Address updated to reflect current address of State Office.

This transmittal is effective July 2023.