



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

TANF PROGRAM MANUAL TRANSMITTAL NO. 76

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: March 8, 2024

RE: TANF Program Manual Transmittal 76

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1100 Application Processing, Chapter 1300 Basic Eligibility, Chapter 1400 Computer Matches, 1800 Employment Services, and the Appendixes.

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**
 - **Proration of Initial Benefits-** Wording updated in Example 1 and Example 2 from “Family Maximum” to “Full Monthly Benefit Amount”. Updated the calculations in Example 2 for a scenario when the TANF benefit is less than the Family Max due to countable income.

Chapter 1300- Basic Eligibility

- **Section 1392- Hardship Waiver -**
 - **Extension Period-** Clarification added to change the terminology for when staffings are held from “third month” to “last month”.
 - **Procedures-** New wording was added “The following steps are listed as a procedural guide to complete the requested case action.”
 - **44-Month Staffing-Step 6-** Clarification added that Form 114, TANF Hardship Waiver Staffing Worksheet, may be used to minimize the amount of documentation required in case notes, but is not a required form.

- **47-Month Staffing-** All references to Early Intervention Services referrals removed from Steps 3,8, & 9. Also, clarification added to specify that Form 192 can be manually generated.
- **47-Month Staffing-Step 6-** Clarification added that Form 114, TANF Hardship Waiver Staffing Worksheet, may be used to minimize the amount of documentation required in case notes, but is not a required form.
- **47-Month Staffing-Step 7-** Clarification added to specify that upon updating the **TANF Extended Benefits-Details** screen and re-authorization of the TANF case, the system will mail form 191.
- **Extension Period Staffings-** All references to Early Intervention Services referrals removed from Steps 3,8,9, & 10. Also, clarification added to specify that Form 192 can be manually generated.
- **Extension Period Staffings-Step 6-** Clarification added that Form 114, TANF Hardship Waiver Staffing Worksheet, may be used to minimize the amount of documentation required in case notes, but is not a required form.
- **Extension Period Staffings-Step 7-** Clarification added to specify that upon updating the **TANF Extended Benefits-Details** screen and re-authorization of the TANF case, the system will mail form 191.
- **Chart 1392.1 Hardship Waiver Determination-** In the “IF” column, 2nd row, the bottom scenario updated to add the missing text. The scenario now reads: “It is verified that the grantee relative is currently under treatment, and it is determined that his/her current condition is a barrier to the AU's attainment of self-sufficiency.”

Chapter 1400- Computer Matches

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

Chapter 1800- Employment Services

- **Section 1820- Work Activities**
 - **General Guidelines for Submission of Hours of Participation-** New section added to clarify that hours of participation for all activities must be submitted to the case manager by the specified deadline. Examples of acceptable forms of verification also listed.
- **Section 1840- Work Support Program**
 - **WSP Eligibility Criteria-** Note added after 2nd bullet that clarifies the meaning of a reduced TANF grant amount as follows: “The reduced grant amount must have occurred due to a change in earned income. The change must cause a reduction in the TANF benefits from the previous month. For example: March benefits-\$219, April benefits-\$57.”

Appendix A- TANF Financial Standards

- TANF 160% Federal Poverty Level (FPL) Grandparents Raising Grandchildren (GRG) Income Limits updated for 2024.

Appendix F- Forms

- All references to ODIS replaced with PAMMS.

Appendix H- TSEP Fact Sheet

- o Federal Poverty Limits updated for 2024 within the chart.

This transmittal is effective March 2024.