



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

TANF PROGRAM MANUAL TRANSMITTAL NO. 78

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

FROM: DFCS/ OFI State Office TANF Policy Unit

DATE: October 4, 2024

RE: TANF Program Manual Transmittal 78

The purpose of this transmittal is to provide policy updates to TANF policy Chapter 1000 General Program Overview, Chapter 1100 Application Processing, Chapter 1200 Assistance Units, Chapter 1300 Basic Eligibility, Chapter 1400 Computer Matches, Chapter 1500 Financial Eligibility Criteria, Chapter 1600 Budgeting, Chapter 1700 Case Management, Chapter 1800 Employment Services, 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.

The policy revisions include:

Chapter 1000- General Program Overview

- **Section 1002- Confidentiality**
 - Updated all references of FS and Food Stamps to SNAP.
- **Section 1005- Domestic Violence**
 - Updated all references of FS and Food Stamps to SNAP.

Chapter 1100- Application Processing

- **Section 1105- Application Processing**
 - Updated all references of FS and Food Stamps to SNAP and TFS to TSNAP.
 - Updated form name for Form 297 to “Application for Benefits”.
 - Moved sentence about SOP timeframe under “Standard of Promptness” section.
 - Updated all references to policy sections with a link to the appropriate section.

Chapter 1200- Assistance Units

- **Section 1205- Assistance Units**
 - Updated all references to page #s and policy sections with a link to the appropriate section.
 - Updated all references of FS and Food Stamps to SNAP.
- **Section 1210- Grandparents Raising Grandchildren (GRG)**
 - Updated all references to page #s and policy sections with a link to the appropriate section.
 - Updated all references of FS and Food Stamps to SNAP.

Chapter 1300- Basic Eligibility

- **Section 1305- Age**
 - Updated all references to policy sections with a link to the appropriate section.
 - Added clarification for when a dependent child reaches the age limit.
 - Added clarification for when to request verification of anticipated graduation date.
- **Section 1310- Citizenship/Alienage**
 - Updated all references to page #s and policy sections with a link to the appropriate section.
 - Updated all references of FS and Food Stamps to SNAP.
 - Added COFA under the “Qualified Aliens” section and Chart 1310.1
 - Updated eligibility dates and requirements under the “Ukrainian Humanitarian Parolees” section.
 - Added the procedures for “Determining 40 Qualifying Quarters”.
- **Section 1349- Work Requirements**
 - Moved paragraph from the middle of the **Exemption** Section to the end of the same section pertaining to voluntarily participating instead of using exemption.
 - Moved paragraph from the middle of the **Exemption** Section to the end of the same section pertaining to engaging the client in extensive conversation regarding level of commitment to work activities.
 - Added a new section header “**Exemption Period**”.
 - Adding further clarification about shortening the exemption period due to child’s DOB with an example.
 - Updated all references to policy sections with a link to the appropriate section.
- **Section 1351- Sanctions**
 - Added further clarification about voluntarily participating during sanction period.
 - Updated all references to policy sections with a link to the appropriate section.
- **Section 1360- Immunization**
 - Updated all references to page #s and policy sections with a link to the appropriate section.
- **Section 1380- Cooperation with Eligibility Investigations**
 - Updated all references of FS and Food Stamps to SNAP.
- **Section 1385- Intentional Program Violations**

- Updated all references of FS and Food Stamps to SNAP.
- Updated all references to policy sections with a link to the appropriate section.
- **Section 1392- Hardship Waiver**
 - Updated all references to page #s and policy sections with a link to the appropriate section.
 - Updated all references of FS and Food Stamps to SNAP.

Chapter 1400- Computer Matches

- **Section 1440- Prisoner Verification Inquiry System**
 - Updated all references of FS and Food Stamps to SNAP.

Chapter 1500-Financial Eligibility Criteria

- **Section 1515- Vehicles**
 - Updated **Chart 1515.1 - Treatment of Vehicles** to add a row to specify what portion of the equity value is counted for inoperable vehicles.
 - Added more clarity regarding vehicles used for recreation and other uses. The **Treatment** column now states “Apply the full equity value to the resource limit.”
 - Updated all references to policy sections with a link to the appropriate section.
- **Section 1525- Income**
 - Updated all references to policy sections with a link to the appropriate section.
 - Updated the **Income Source** section to remove The Work Number and replaced with the EIVS vendors.
 - Added note to state that “Effective July 1, 2024, consider information received from Truv as verified IF the data has been certified by the customer and does not appear to be questionable.”
 - Removed section: **The Work Number: The Income and Employment Verification System** and the information with the section.
 - Added a new section for the Employment Income Verification System (EIVS).
 - Added a note to state the sunset date for The Work Number.
- **Section 1530 -Treatment of Income-by-Income Type**
 - Updated all references to policy sections with a link to the appropriate section.
 - Updated all references of FS and Food Stamps to SNAP.
 - Added clarification for Wages of a child to include self-employment income.

Chapter 1600-Budgeting

- **Section 1632- Budgeting the Income and Resources of a Sponsored Alien**
 - Updated all references to policy sections with a link to the appropriate section.
 - Updated all references of FS and Food Stamps to SNAP.

Chapter 1700- Case Management

- **Section 1710- Review**
 - Added clarity to the note regarding the last day to submit a renewal when the last day falls on a weekend or holiday.
 - Updated all references of FS and Food Stamps to SNAP.

- Updated the Missed Appointment section to clarify how to handle a missed appointment if the customer contacts the agency after the case is closed for a missed appointment.
- Removed note in the **Procedures** section pertaining to appointments made by any means other than in writing.
- Updated all references to policy sections with a link to the appropriate section.
- Updated form name for Form 297 to “Application for Benefits”.
- Updated form name for Form 173 to “Verification Checklist”.
- Updated **Chart 1710.1** with current information to specify which case actions should be taken when completing a TANF renewal.

Chapter 1800-Employment Services

- **Section 1815- TANF Family Service Plan Development**
 - Updated all references to policy sections with a link to the appropriate section.
 - Updated all references of FS and Food Stamps to SNAP.
- **Section 1820- Work Activities**
 - Updated all references of FS and Food Stamps to SNAP.
 - Updated all references to page #s and policy sections with a link to the appropriate section.
- **Section 1840- Work Support Program**
 - Updated all references to page #s and policy sections with a link to the appropriate section.
 - Updated all references of FS and Food Stamps to SNAP.

Appendix D- Case Record Organization

- Updated form name for Form 297 to “Application for Benefits”.

Appendix E- Glossary

- Updated all references of FS and Food Stamps to SNAP.

Appendix F- Forms

- Updated all references of FS and Food Stamps to SNAP by updating form names.
- Updated form name for Form 297 to “Application for Benefits”.

Appendix H- TANF Subsidized Employment Program (TSEP)

- **TANF Subsidized Employment Program (TSEP) Table of Contents**
 - Added Hyperlinks for each Section in the Appendix H Table of Contents
- **TANF Subsidized Employment Program (TSEP) Policy**
 - Updated any references of the Work Number to Truv.
 - Updated the **Hiring Process** section to specify that staff are paid from County payroll.
- **TANF TSEP Fact Sheet**
 - Updated starting salary for pay grade E. (7/24 Rev.)

This transmittal is effective October 2024.