Post-TANF Checklist

Revised 08/11

The Post-TANF program provides $50 per month for up to 12 consecutive months to TANF, Pre-TANF, or SFPSS clients who become employed and go over income due to earnings, have income not exceeding 250% of the Federal Poverty Level (FPL), work a minimum average number of hours, continue to remain Oregon residents and to have a qualifying child in the home. Clients are eligible for Post-TANF payments the month after TANF or Pre-TANF ends. OAR 461-135-1250.

When a TANF, Pre-TANF or SFPSS client goes over income due to earnings:

☐ **Code a PTF case descriptor code on the primary person. Use a COMP (or REST, if needed) to convert the program 2/82 case to P2 or M5.** The PTF code generates a notice informing the client of the Post-TANF Program and its requirements.

☐ **The client has 45 days from the 1st of the month following the end of TANF (or Pre-TANF) benefits to provide employer documentation that they <u>have worked</u> (not planned to work), on average, the following hours, for at least two weeks:**

- 30 hours per week for single parent with no child under 6 years of age;
- 20 hours per week for single parent with a child under 6 years of age;
- 55 hours per week (combined hours) for a two parent family receiving ERDC;
- 35 hours per week (combined hours) for a two parent family not receiving ERDC.

Note: Monthly hours are averaged by dividing by 4.3.
Note: To qualify for a second Post TANF check in a two parent household, both parents must work a minimum of 35 hours each and not receive ERDC.
Note: If a family's work hours are based on a child under 6 and the child turns 6 during Post-TANF, the worker must track this and redetermine Post-TANF eligibility at that time.

If the client does not provide work hour documentation with 45 days, he/she will only be eligible for Post-TANF payments from the month in which they provide the documentation forward.

☐ **If the client does not have enough hours to meet the above requirements, offer appropriate core or non-core JOBS** hours in addition to their work hours to meet the minimum hour requirement. If the client declines the JOBS hours, send a denial notice for the Post-TANF program.

☐ When the client turns in their work hour documentation, **screen the financial group's income for 250% FPL limit.** If the client exceeds this limit, send a denial notice for the Post-TANF program.

☐ Based on the client's expectation that they will continue the above hours:

- **Prepare a 12 month PDP** specifying that failure to attend activities may result in loss of the Post-TANF payment.
- **Encourage the client to sign the PDP and provide the client with a copy. (**The client is not required to sign.)

- **Based on the work hour documentation, the client's work hours can be projected for up to 6 months. Enter work hour attendance in TRACS on a monthly basis with a WO (Working-Post TANF) activity code.**
- **If the client is participating in JOBS activities, the attendance must be tracked and entered as with any other JOBS activities.**
- In CMS, **enter a PT1 need resource code to generate a payment for the first of the following month and the remainder of the 1st six months of Post-TANF payments**. The end date is the sixth month from the month TANF closed. (PT1 generates a notice to the client informing them of their Post-TANF requirements including the requirement to report changes.)
- **Issue current or prior month payments using the 437 process and Special Pay (A1).**
- **In cases where the client is working and participating in JOBS activities to meet the hours requirement, code the PT1 or PT2 Need Resource with a 3-month end date.** This ensures a review of the client's participation and that attendance is entered.
- **If a Post-TANF client does not complete their JOBS activities, attempt to re-engage them, and if not successful, end Post-TANF with 10-day notice.** There is no disqualification for Post-TANF clients.

☐ **When the client submits their second set of employer documentation** of work hours and continues to meet Post-TANF requirements**, enter a PT2 need resource code to generate a payment for the first of the following month and the remainder of the second 6 months** of Post-TANF payments. If a client is late in turning in the documentation, start their Post-TANF from the month they provided the documentation. **Issue current or prior month Post TANF payments using the 437 process and Special Pay code 1A.**

☐ **If the client reports any changes that cause them to become ineligible, remove the need resource code, allowing for 10-day notice and update TRACS** WO and JOBS activity hours. **If a client reports a change in work hours and remains eligible, update attendance on TRACS** for WO work hours and any JOBS hours.

☐ **If the client loses Post-TANF eligibility and then becomes eligible for Post-TANF** again during the 12 month period**, re-enter the PT1 (or PT2) need resource code to generate a payment for the following month** and the remainder of the PT1 or PT2 six month period. **Use the 437 process and Special Pay code 1A to generate the current or prior month payment. Update attendance on TRACS** for WO work hours and any JOBS hours.

--Notices will automatically be sent to client when Post-TANF payments will be ending.
--Work hours for self-employed Post TANF clients are determined by subtracting allowable costs from gross income and dividing by the federal minimum wage.
--Post-TANF clients are eligible for transition payments of up to $1,000 in a 12 month period, which can be exceeded with management approval. Childcare for Post-TANF clients in JOBS activities is paid for through ERDC by adding the JOBS activity hours to the client's work hours on the M5 case. If over income for ERDC, child care for JOBS hours needed to remain eligible can be paid by JCCB.
--Post-TANF payments are excluded as income for TANF, Food Stamps (only during the 5 month TBA period), Medical, ERDC, Subsidized Housing and SSI. **Post-TANF payments count for SNAP after the TBA period ends.** *State Office Contact: Policy, TANF*