

POST-TANF CHEAT SHEET

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Purpose & Benefits: 461-135-1250

❖ **The Post-TANF program provides \$50 per month (\$100 prior to 10/10) for up to 12 consecutive months:**

- TANF, Pre-TANF, or SFPSS clients who become employed and go over income due to earnings,

Note: *If a client withdraws a TANF request there is no Post TANF eligibility*

- Have income not exceeding 250% of the Federal Poverty Level (FPL),
 - Work a minimum average number of hours
 - Remain Oregon residency
 - Have a qualifying child in the home.
- ❖ Clients are eligible for Post-TANF payments the month after TANF or Pre-TANF ends.
- ❖ **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 have worked (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: Each parent in a two-parent family may receive the \$50 if each works 35 hours a week and does 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 in 45 days**, he/she is only eligible for Post-TANF payments starting with the month 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 provides a written request for Post TANF or work hours verification and is not eligible for the program, or declines the JOBS hours, send a basic decision notice denying 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 still work the same 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, provide the client with a copy of the PDP.)
 - **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 with a WO (Working-Post TANF) activity code for at least 2 weeks and TRACS will automatically update attendance until the end date.**
 - **If the client is participating in JOBS activities, attendance must be tracked & entered as with any other JOBS activities.**
 - In CMS, **enter a PT1 need resource code (on the person working) 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.)

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- **Issue the initial or prior month Post TANF payments using EBISS pay reason (A1) and follow branch procedure to issue the payment.**
- **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 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 month Post TANF payments using EBISS pay reason (A1) and follow local branch procedure to issue the payment.**
- ❖ **If the client reports any change that causes 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 current month and the remainder of the PT1 or PT2 six-month period. Issue current month Post TANF payments using EBISS pay reason (A1) and follow branch procedures to issue payment.**
- ❖ **Update attendance on TRACS for WO work hours (for the first 2 weeks, after that it will auto-update) 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. Post TANF Transition pay reason codes are:
 - A6 = Other Post TANF support services;
 - A8 = Post TANF child care support services;
 - A9 = Post TANF transportation support services.
- 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.
- Post-TANF payments are excluded as income for TANF, Food Stamps (**only during the 5 month TBA period**), Medical, ERDC, and SSI.
- **Contact Lisa Stegmann, for systems related questions, (503) 945-6725.**
- ❖ **Post-TANF payments count for FS after the TBA period ends.**
 - This income is coded as **OTH** on food stamp case.

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