

Post-TANF Worksheet

The Post TANF Program (PTF) will provide a \$50 monthly grant to eligible persons. PTF will be identified by a new case descriptor (C/D) and payments will be generated based on new need/resource (N/R) items. Notices will be sent based on N/R end dates.

Is the household currently in TANF or Pre-TANF and has gone over TANF income standards due to earned income?

☐ No – Not eligible for Post-TANF

☐ Yes – Proceed

- **Enter in CMS a case descriptor code of PTF using a COMPUTE or RESTORE action and change the program code to either P2 or M5.**

This will generate a notice to the client informing them of the Post-TANF Program and their requirements to receive Post-TANF.

Does the client meet the average minimum number of hours based on the following?

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 (both parents) for a two parent family receiving ERDC;
35 hours per week (both parents) for a two parent family not receiving ERDC

☐ Yes - Client has 45 days from the 1st of the month following the end of the Pre-TANF or TANF to provide employer documentation verifying they have **actually** worked an average of the above hours for at least 2 weeks. If the client does not provide work hour documentation within 45 days, he/she will only be eligible for Post-TANF payments from the month in which they provide the documentation forward.

☐ No - If the client does not have enough hours to meet the above requirements, offer appropriate core and non-core JOBS hours in addition to their work hours to meet the minimum hour requirement.

- **Enter JOBS attendance hours in TRACS appropriately.**

Once it is verified the client meets the required average minimum number of hours:

- **Prepare a 12 month PDP**
- **Enter attendance in TRACS on a monthly basis with a WO activity code.**
- **Enter in CMS a N/R code of PT1 and an end date for up to six months to generate the 1st 6 months of Post-TANF payments.**

An automatic notice will be sent to the client informing them Post-TANF eligibility needs to be re-determined. When the client submits new documentation of work hours that **verifies** they meet the required average minimum number of hours:

- **Enter a PT2 N/R code to generate the 2nd 6 months of Post- TANF payments.**

If the client reports any changes that cause ineligibility for Post-TANF:

- **Remove the N/R code and change any projected WO hours in TRACS accordingly.**

If the client becomes eligible for Post-TANF again during the 12 month period:

- **Re-enter the PT1 or PT2 N/R code and the PT work hours.**

Put client on the Post-TANF list on the I drive.

Post-TANF clients must maintain Oregon residency and a minor child in the household to remain eligible for Post-TANF payments.

Notices will automatically be sent to clients when Post-TANF payments will be ending.

Post-TANF clients have hearing rights, but missed hours are not subject to the TANF re-engagement process.

Post-TANF clients are eligible for support services up to \$1000 in 12 month period.

Post-TANF payments are excluded as income for the following programs:

- TANF
- Food Stamps (only during the 5 month TBA period)
- Medical benefits
- ERDC
- SSI

REMINDER

Each parent in a two-parent family may be eligible for a monthly Post-TANF payment of \$50. If both parents meet all Post-TANF enrollment and eligibility requirements and both parents work at least 35 hours per week and do not have childcare needs, each parent can receive a \$50 payment. However, if the parents have childcare needs, they must work a combined total of 55 hours a week.

- PT1 can be added to more than one person on the case
- When PT1 is added to more than one person it issues \$50 payment for all PT1 N/R items