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Authorized Signature
Number: SS-PT-12-031

Issue Date: 12/14/2012

Topic: Cash Payments

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County DD Program Managers
 Area Agencies on Aging
 County Mental Health Directors
 Aging and People with Disabilities
 Health Services
 Children, Adults and Families
 Other (please specify): CAF SSP Policy Transmittal Group

Policy/rule title:	Procedure for acting upon job hire information and transitioning cases off TANF		
Policy/rule number(s):	FSM TANF M.6	Release no:	
Effective date:	January 1, 2013	Expiration:	
References:			
Web Address:			

Discussion/interpretation: The process for acting on a change of employment is being clarified. This policy change is being made in order to better assist TANF recipients moving from TANF to employment.

In order to close or reduce a TANF cash benefit due to a timely report of employment income, staff must first have pay verification. If a client is pended for pay verification and it is not received, the TANF cash benefit will close for failure to provide requested verification. If the change of employment is not reported timely, verification of income is not needed and prospective ongoing income will be used to close or reduce the case.

Note: *This change is relative to the TANF program only. The policy for MAA and MAF has not changed.*

Implementation/transition instructions:

When a TANF client reports a change in employment, the worker must:

- Identify information received and determine if the employment will be ongoing;
- If the employment will be ongoing, send a *Notice of Information or Verification Needed* ([DHS 210A](#)) to pend;
- If pended items are received, determine the prospective ongoing income. Close or reduce benefits as appropriate giving timely notice;
- If pended items are not received, send timely notice to close the TANF benefit for failure to provide requested verification.

In order to close or reduce TANF benefits, weekly work hours, hourly wage and the date of the first paycheck is needed.

Example: *If weekly work hours, hourly wage and the date of the first paycheck is reported, send a pending notice (using a [DHS 210A](#)) for verification of the gross income received on their first paycheck. The due date for the pending items will be 10 calendar days after the date the first paycheck is expected.*

Scenario: *Jane and her two children are receiving TANF. Jane reports timely that she has a new job on December 5 at ABC Company and she is working 20 hours per week at \$10 per hour. Her first pay check will be received December 20. Send Jane a pending notice using a [DHS 210A](#) for verification of the gross income received on her first check. The due date will be December 30, 10 days after her first check is received.*

Jane returns her pended items timely on December 18 and the information is processed January 4. Since her first pay stub is not a full pay period, use her reported hours of 20 hours per week at \$10 per hour to determine her prospective income.

$$20 \times \$10 \times 4.3 = \$860$$

This makes Jane's family over income and she can no longer continue to receive TANF cash benefits. Send a timely closure notice closing TANF 1/31/XX, citing OARs [461-001-0000](#), [461-155-0030](#), and [461-160-0100](#).

Note: *Do not wait for TANF pended items to be received to convert the medical benefits to EXT. Based on her initial report, Jane and her family would have been converted to EXT effective January 1.*

Note: For guidance on transitioning clients from TANF to ERDC see [FSM Child Care Assistance B. 3.](#)

Example: If weekly work hours, hourly wage and the date of the first paycheck are not reported, send a pending notice (using [DHS 210A](#)) for weekly work hours, hourly wage and verification of the gross income received on the first paycheck. The due date for the pended items will be the 15th of the month after the report was received.

Scenario: Peter is receiving TANF and reports timely that he has a new job on December 15. He does not report any specific information regarding this job. Send Peter a pending notice, using a [DHS 210A](#) for his weekly work hours, hourly wage and verification of the gross income received on his first pay check. The due date will be January 15.

Peter does not turn in his pended items. Send a timely notice ending TANF cash benefits for 1/31/XX for failure to provide the requested pended items, citing OAR [461-115-0610](#).

Note: SNAP clients are not eligible for TBA if the TANF case closes because of failure to respond to the pending notice.

Other important information to remember:

- TRACS placement coding. Once the following information is received, a placement in TRACS should be entered (Ensure there is an open TRACS plan before entering placement details):
 - Name of employer;
 - Occupation;
 - Begin date;
 - Weekly work hours;
 - Hourly wage.
- WO step:
 - Enter a WO activity when the planned start date and expected weekly hours are known. Enter a planned end date for 30 days after you expect TANF to close to ensure attendance is captured;
 - Enter the actual start date and two weeks worth of attendance once actual hours have been verified by pay verification, the Work Number, an employer letter, or verbal contact with the employer if no other verification is available.
- Remember to review for JPI eligibility.

Remember verification of income must be maintained in file in the online or hard file. If verification is via employer contact, narrate on TRACS the name of the person who provided the verification and their contact information.

Note: *The first pay stub may not be sufficient for attendance depending on the length of the pay period and the actual number of days worked.*

For questions regarding how this clarification impacts other programs, please refer to policy for the specific program ([SNAP](#), [Medical](#), [Child Care](#)) separately.

Training/communication plan: TANF training materials are being updated.

Local/branch action required: Review with SSP staff who determine TANF eligibility.

Central office action required: The Family Services Manual and administrative rule are being updated.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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