# MAIN TABLE OF CONTENTS

## TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) GUIDANCE MANUAL

### Chapter 100 - General Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Base</td>
<td>100.1</td>
</tr>
<tr>
<td>Administration</td>
<td>100.2</td>
</tr>
<tr>
<td>Funding</td>
<td>100.3</td>
</tr>
<tr>
<td>Record Retention</td>
<td>100.4</td>
</tr>
<tr>
<td>Nondiscrimination</td>
<td>101.1</td>
</tr>
<tr>
<td>Complaint Procedures</td>
<td>101.2</td>
</tr>
<tr>
<td>Records, Reports and Reviews</td>
<td>101.3</td>
</tr>
<tr>
<td>Intentional Program Violation (IPV)</td>
<td>102.1</td>
</tr>
<tr>
<td>Responsibilities of Local Departments</td>
<td>102.2</td>
</tr>
<tr>
<td>IPV Disqualification Penalties</td>
<td>102.3</td>
</tr>
<tr>
<td>Administrative Disqualification Hearings (ADH)</td>
<td>102.4</td>
</tr>
<tr>
<td>Notification of IPV</td>
<td>102.5</td>
</tr>
<tr>
<td>Referral for an ADH</td>
<td>102.6</td>
</tr>
<tr>
<td>Scheduling the ADH</td>
<td>102.7</td>
</tr>
<tr>
<td>Advance Notice of ADH</td>
<td>102.8</td>
</tr>
<tr>
<td>Time and Place of the ADH</td>
<td>102.9</td>
</tr>
<tr>
<td>Failure of Individual to Appear at the ADH</td>
<td>102.10</td>
</tr>
<tr>
<td>Participation While Awaiting a Hearing</td>
<td>102.11</td>
</tr>
<tr>
<td>Conduct of the ADH</td>
<td>102.12</td>
</tr>
<tr>
<td>Notification of ADH Decision</td>
<td>102.13</td>
</tr>
<tr>
<td>Implementation of the Hearing Decision</td>
<td>102.14</td>
</tr>
<tr>
<td>Purpose of Safeguarding Information and Scope of Regulations</td>
<td>103.1</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>103.2</td>
</tr>
</tbody>
</table>

**Disclosure of Information from the Income Eligibility Verification System (IEVS)**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange of Information with Law Enforcement Agencies</td>
<td>103.4</td>
</tr>
<tr>
<td>Release of Information Regarding Past Receipt of Benefits By Aliens</td>
<td>103.5</td>
</tr>
<tr>
<td>Release of Information to the U.S. Citizenship and Immigration</td>
<td>103.6</td>
</tr>
<tr>
<td>Services (USCIS) Regarding Illegal Alien</td>
<td>104.1</td>
</tr>
<tr>
<td>Purpose and Scope of Appeal Process</td>
<td>104.2</td>
</tr>
<tr>
<td>Role of the Commissioner of Social Services</td>
<td>104.3</td>
</tr>
<tr>
<td>Preliminary Definitions</td>
<td>105.1</td>
</tr>
<tr>
<td>Notification of Right to Appeal</td>
<td>105.2</td>
</tr>
<tr>
<td>Fair Hearings</td>
<td>105.3</td>
</tr>
<tr>
<td>Special Provisions with Respect to Termination or Decrease</td>
<td>105.2 A</td>
</tr>
<tr>
<td>In Amount of Assistance</td>
<td>105.4</td>
</tr>
<tr>
<td>Request Procedures</td>
<td>106.1</td>
</tr>
<tr>
<td>Time Limits for Requesting Hearing</td>
<td>106.2</td>
</tr>
<tr>
<td>Processing of Appeal</td>
<td>106.3</td>
</tr>
<tr>
<td>Fair Hearing Procedures</td>
<td>106.4</td>
</tr>
<tr>
<td>Decision on Appeal</td>
<td>106.5</td>
</tr>
<tr>
<td>Review of Hearing Officer's Decision – Appeals Review Panel</td>
<td>106.6</td>
</tr>
<tr>
<td>Disposition of Appeals Other than by Hearing Decision</td>
<td></td>
</tr>
<tr>
<td>Availability of Hearing Decisions</td>
<td></td>
</tr>
</tbody>
</table>
## MAIN TABLE OF CONTENTS

Chapter 200 - Categorical Eligibility Requirements

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Factors</td>
<td>201.1</td>
</tr>
<tr>
<td>Categorical Requirements</td>
<td>201.1 A.</td>
</tr>
<tr>
<td>Conditions of Eligibility</td>
<td>201.1 B.</td>
</tr>
<tr>
<td>Caretaker's Eligibility</td>
<td>201.1 C.</td>
</tr>
<tr>
<td>Immunizations</td>
<td>201.1 D.</td>
</tr>
<tr>
<td>Drug Felons</td>
<td>201.1 E.</td>
</tr>
<tr>
<td>Fleeing Felons</td>
<td>201.1 F.</td>
</tr>
<tr>
<td>Sixty (60) Month Limit on Receipt of TANF</td>
<td>201.1 G.</td>
</tr>
<tr>
<td>Eligibility Beyond the Sixty (60) Month Limit</td>
<td>201.1 H.</td>
</tr>
<tr>
<td>Age</td>
<td>201.2</td>
</tr>
<tr>
<td>School Attendance</td>
<td>201.3</td>
</tr>
<tr>
<td>Deprivation of Parental Support or Care</td>
<td>(Obsolete) 201.4</td>
</tr>
<tr>
<td>Living Arrangements</td>
<td>201.5</td>
</tr>
<tr>
<td>Relatives</td>
<td>201.5 A.</td>
</tr>
<tr>
<td>Living in a Home</td>
<td>201.5 B.</td>
</tr>
<tr>
<td>Living with a Relative for Part of Each Month</td>
<td>201.5 C.</td>
</tr>
<tr>
<td>Minor Parent Residency Requirement</td>
<td>201.5 D.</td>
</tr>
<tr>
<td>Residence</td>
<td>201.6</td>
</tr>
<tr>
<td>Citizenship and Alienage</td>
<td>201.7</td>
</tr>
<tr>
<td>Citizenship/Alienage Status</td>
<td>201.7 A.</td>
</tr>
<tr>
<td>Sponsored Aliens</td>
<td>201.7 B.</td>
</tr>
<tr>
<td>Declaration of Citizenship or Alien Status</td>
<td>201.7 C.</td>
</tr>
<tr>
<td>Verification of Citizenship or Alien Status; Legal Presence</td>
<td>201.7 D.</td>
</tr>
<tr>
<td>Systematic Alien Verification for Entitlements (SAVE) Program</td>
<td>201.7 E.</td>
</tr>
<tr>
<td>Social Security Account Number (SSN)</td>
<td>201.8</td>
</tr>
<tr>
<td>Obtaining a Social Security Number</td>
<td>201.8 A.</td>
</tr>
<tr>
<td>Assistance to Newborns</td>
<td>201.8 B</td>
</tr>
<tr>
<td>Failure to Comply</td>
<td>201.8 C.</td>
</tr>
<tr>
<td>Determining Good Cause</td>
<td>201.8 D.</td>
</tr>
<tr>
<td>SSN Verification and Documentation</td>
<td>201.8 E.</td>
</tr>
<tr>
<td>Ending Ineligibility</td>
<td>201.8 F.</td>
</tr>
<tr>
<td>Assignment of Rights</td>
<td>201.9</td>
</tr>
<tr>
<td>Cooperation in Obtaining Support</td>
<td>201.10</td>
</tr>
<tr>
<td>Cooperation Defined</td>
<td>201.10 A.</td>
</tr>
<tr>
<td>Action to be Taken Upon Determination of Noncooperation</td>
<td>201.10 B.</td>
</tr>
<tr>
<td>Penalties for Noncooperation</td>
<td>201.10 C.</td>
</tr>
<tr>
<td>Claim of Good Cause for Not Cooperating with the</td>
<td>201.10 D.</td>
</tr>
<tr>
<td>Division of Child Support Enforcement (DCSE)</td>
<td>201.10 E.</td>
</tr>
<tr>
<td>Advising the Client of the Right to Claim Good Cause</td>
<td>201.10 F.</td>
</tr>
<tr>
<td>Acceptable Evidence to Substantiate Good Cause Claim</td>
<td>201.10 G.</td>
</tr>
<tr>
<td>Determination of the Good Cause Claim</td>
<td>201.10 H.</td>
</tr>
<tr>
<td>Advising the Client of the Determination</td>
<td>201.10 I.</td>
</tr>
<tr>
<td>Time Frame</td>
<td>201.10 J.</td>
</tr>
<tr>
<td>Referral to Support Enforcement</td>
<td>201.10 K.</td>
</tr>
<tr>
<td>Fair Hearing</td>
<td>201.10 L.</td>
</tr>
<tr>
<td>Periodic Review</td>
<td>201.10 L.</td>
</tr>
</tbody>
</table>

TANF Transmittal 68
# MAIN TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Cap Provision</td>
<td>201.12</td>
</tr>
<tr>
<td>Child Support for the Child Subject to the Cap Provision</td>
<td>201.12 A.</td>
</tr>
<tr>
<td><strong>Adoptive Parents</strong></td>
<td>201.12 B.</td>
</tr>
<tr>
<td><strong>Income of the Capped Child</strong></td>
<td>201.12 C.</td>
</tr>
<tr>
<td>Appendix I - Nonimmigrant Admission Codes</td>
<td></td>
</tr>
<tr>
<td>Appendix II - Documentation for Qualified Aliens by Alien</td>
<td></td>
</tr>
<tr>
<td>Group Appendix III - Evidence of U.S. Citizenship and Identity</td>
<td></td>
</tr>
<tr>
<td>Appendix IV - Continuing Assistance beyond the TANF 60-Month Clock in VaCMS</td>
<td></td>
</tr>
<tr>
<td>Appendix V - Document Verification Request Form (G-845S)</td>
<td></td>
</tr>
<tr>
<td>Appendix X - Noncooperation Penalty Calculation</td>
<td></td>
</tr>
<tr>
<td>Emergency Assistance - Conditions of Eligibility Categorical Eligibility</td>
<td>203.1</td>
</tr>
<tr>
<td>Emergency Assistance for Natural Disaster, Fire, or Eviction Prevention</td>
<td>203.2</td>
</tr>
<tr>
<td><strong>Vendor Payment</strong></td>
<td>203.3</td>
</tr>
<tr>
<td>Authorization for TANF-EA</td>
<td>203.4</td>
</tr>
<tr>
<td>Referral for Service</td>
<td>203.5</td>
</tr>
</tbody>
</table>
# MAIN TABLE OF CONTENTS

Chapter 300 - Need and Amount of Assistance

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Provisions</td>
<td>301.1</td>
</tr>
<tr>
<td>Definition of the TANF Assistance Unit</td>
<td>302.1</td>
</tr>
<tr>
<td>Definition of the Eligibility Determination Group</td>
<td>302.2</td>
</tr>
<tr>
<td>Definition of Caretaker</td>
<td>302.3</td>
</tr>
<tr>
<td>Definition of Payee</td>
<td>302.4</td>
</tr>
<tr>
<td>Definition of Siblings</td>
<td>302.5</td>
</tr>
<tr>
<td>Persons Essential to Well-Being (EWB)</td>
<td>302.6</td>
</tr>
<tr>
<td>Composition of the TANF Assistance Unit</td>
<td>302.7</td>
</tr>
<tr>
<td>In TANF</td>
<td>302.7 A-F.</td>
</tr>
<tr>
<td>In Emergency Assistance</td>
<td>302.7 G.</td>
</tr>
<tr>
<td>Forming the Complex Assistance Unit</td>
<td>302.8</td>
</tr>
<tr>
<td>Minor Parent Situations When Living with a Senior Parent(s)</td>
<td>302.8 A.</td>
</tr>
<tr>
<td>Households With Multiple Groups of Children</td>
<td>302.8 B.</td>
</tr>
<tr>
<td>Resources (Obsolete)</td>
<td>303</td>
</tr>
<tr>
<td>Standards of Assistance</td>
<td>304.1</td>
</tr>
<tr>
<td>Total Allowable Individual Need</td>
<td>304.2</td>
</tr>
<tr>
<td>Medical Exams for TANF/VIEW Recipients</td>
<td>304.3</td>
</tr>
<tr>
<td>TANF Child Support Supplement</td>
<td>304.4</td>
</tr>
<tr>
<td>Appendix 1 - Grouping of Localities</td>
<td></td>
</tr>
<tr>
<td>Appendix 2 - Standards of Assistance</td>
<td></td>
</tr>
<tr>
<td><strong>Appendix 3 – Standards of Assistance – TANF-UP</strong></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
</tr>
<tr>
<td>Income Eligibility</td>
<td>305.1</td>
</tr>
<tr>
<td>Prospective Determinations</td>
<td>305.1 A.</td>
</tr>
<tr>
<td>Prospective Budgeting</td>
<td>305.1 B.</td>
</tr>
<tr>
<td>Verification of Income (Earned and Unearned)</td>
<td>305.1 C.</td>
</tr>
<tr>
<td>Handling Changes in Income (Earned and Unearned)</td>
<td>305.1 D.</td>
</tr>
<tr>
<td>Adding and Deleting Persons with Income</td>
<td>305.1 E.</td>
</tr>
<tr>
<td>Applicant's/Recipient's Reporting Responsibilities</td>
<td>305.1.F.</td>
</tr>
<tr>
<td>Timely Reporting Examples</td>
<td>305.1.G.</td>
</tr>
<tr>
<td>Income to be Counted</td>
<td>305.2</td>
</tr>
<tr>
<td>Earned Income</td>
<td>305.3</td>
</tr>
<tr>
<td>Definition of Gross Earnings or Profit</td>
<td>305.3 A.</td>
</tr>
<tr>
<td>Disregarded Earned Income</td>
<td>305.3 B.</td>
</tr>
<tr>
<td>Countable Earnings</td>
<td>305.3 C.</td>
</tr>
</tbody>
</table>

TANF Transmittal 68
## Main Table of Contents

### Other Income
- Other Income Disregards: 305.4 A.
- Income from Social Security and Other Benefits: 305.4 B.
- Lump Sum Payments: 305.4 C.

**Pages 28 – 32 deleted effective 7/04**

- Sponsored Aliens: 305.4 D.
- Support from Relatives: 305.4 E.
- Deeming Income: 305.4 F.
- Other Cash Income: 305.4 G.
- Benefits and Services Received in Lieu of Income: 305.4 H.

### Income of Excluded Children Required to be in the Assistance Unit
- 305.5

### Appendix
- Appendix 1 – Maximum Income Chart
- Appendix 3 – TANF **Payment** Calculation
- Appendix 4 – SSA Quarters of Coverage Verification Procedures for Aliens
Chapter 400 TANF Basic Requirements Regarding Application

Basic Requirements Regarding Application 401.1
Request for Assistance 401.1 A.
Where Applications are Made 401.1 B.
Definition of Applicant 401.1 C.
Who Completes the Application 401.1 D.
Time Standard for Processing Application 401.1 E.
Method of Application 401.1 F.
Date of Application 401.1 G.
Effective Date 401.1 H.
Beginning Date of Assistance (BDOA) 401.1 I.
Disposition of Application 401.1 J.

Initial Determination/Redetermination of Eligibility 401.2
The Intake Interview 401.2 A.
Substantiation of Eligibility Factors 401.2 B.
Interviews 401.2 C.
Practices Specifically Prohibited 401.2 D.
Recommendation Regarding Eligibility 401.2 E.
Decision of Eligibility 401.2 F.
Renewal of Eligibility 401.3
Reevaluated Elements 401.3 A.
TANF Renewal Notification 401.3 B.
Renewal Application 401.3 C.
Interviews 401.3 D.
Joint Processing 401.3 E.
Overdue Renewals 401.3 F.
Establishing Separate Assistance Units 401.3 G.
When Completion of a New Application is not Required 401.3 H.
Suspension of Assistance 401.3 I.
Interim Reporting (Obsolete 7/1/15)

Notification to Applicant/Recipient 401.4
Action Requiring Adequate Notice 401.4 A.
Other Action Requiring Adequate Notice 401.4 B.
Action Requiring Timely Notice 401.4 C.
IPV Notice Requirements 401.4 D.
Action Not Requiring Adequate or Timely Notice 401.4 E.

Information to be Given Applicant/Recipient 401.5
Impact on Medicaid 401.6
Transitional Child Care Benefits 401.7
Referral for Victims of Family Abuse 401.8
Protective Services 401.9
Income Eligibility Verification System (IEVS) 402.1

Appendix I - Virginia Legal Aid Projects
Appendix II - Voter Registration
Chapter 500 – Authorization and Payment

Amount of Payment 502.1
In the Regular TANF Program 502.1 A.
In Emergency Assistance to Needy Families with Children 502.1 B.
Period Covered by Payment 502.2
In the Regular TANF Program 502.2 A.
In TANF-UP 502.2 B.
In Emergency Assistance 502.2 C.
Method of Payment 502.3
Designated Payee 502.4
Money Payments 502.4 A.
Vendor Payments 502.4 B.
Issuance of Payment 502.5
Issuance Date 502.5 A.
Mailing of Checks 502.5 B.
Direct Deposit 502.5 C.
Debit Card 502.5 D.
Emergency Payments 502.5 E.

Intrastate Transfers 502.6
Transferring the Case 502.6 A.
Transferring Agency Responsibility 502.6 B.
Receiving Agency Responsibility 502.6 C.
Handling of Appeals 502.6 D.
Situations Affecting the Transfer Process 502.6 E.

Protective and Vendor Payments 502.7
Need for Protective and Vendor Payments 502.7 A.
Procedures for Making Protective or Vendor Payments 502.7 B.
Provision of Services 502.7 C.
Periodic Review of Need for Protective or Vendor Payments 502.7 D.
Termination of Protective and Vendor Payments 502.7 E.
Right of Appeal 502.7 F.
Safeguarding Information 502.7 G.

Definition of Improper Payment 503.1
Statutory Provisions for Refund of Overpayments and Payments to Ineligibles 503.2
Period Subject to Repayment 503.3
Computation of Repayment 503.4
Repayment Procedures 503.5
Waiver of Certain Overpayments 503.6
Overpayments Less than $125 503.6 A.
Overpayments of $125 or More 503.6 B.
Retention of Information 503.6 C.
Intentional Program Violations (IPV) 503.6 D.
## MAIN TABLE OF CONTENTS

### Calculating Overpayments
- Determination of Continued Eligibility
- Determination of When the Overpayment Began
- Impact on Earned Income Disregards When Calculating Overpayments
- Support Related Overpayments
- Income Related Overpayments
- Overpayments Not Related to Income
- Overpayments Resulting from Incorrect Composition Of the Assistance Unit
- Support Collected
- Overpayment Resulting from Redirected Support Paid to the Client
- Localities Meeting 100% of Need
- Calculating a VIEW Overpayment

### Notification, Recoupment and Recovery of Overpayments
- Notification
- Recoupment
- Recovery
- Responsibility for Overpayments
- Prompt Correction of Overpayments
- Determining Intentional Program Violation (IPV)
- Reporting Overpayments
- Retention of Overpayment Records

### Correction of Prior Underpayments

### Offsetting Overpayments and Underpayments

### Appendix I – Check Handling Information and Procedures

### Appendix II – Direct Deposit Information and Procedures

### Appendix III – Debit Card Information and Procedures
Chapter 600 – Support from Legally Responsible Persons

Support Enforcement Program 601.1
Legal Base 601.1 A.
DCSE Responsibilities 601.1 B.
Local Agency Responsibilities 601.1 C.
Referral of Case Information to Division of Child Support Enforcement 601.2
Referral of TANF Case 601.2 A.
TANF-UP Cases 601.2 B.
Changes to TANF and TANF-UP Cases 601.2 C.
Contact with the Absent Parent 601.2 D.
Automated Communication with DCSE 601.2 E.
Legally Responsible Persons 601.3
Husband 601.3 A.
Wife 601.3 B.
Parent, Natural or Adoptive 601.3 C.
Stepparent 601.3 D.
Out-of-Wedlock Father 601.3 E.

Redirection of Support Monies from Non-Custodial Parent 602.1
Treatment of Support 602.2
Support from Non-Custodial Parents Absent from the Home 602.3
Support from Responsible Persons in the Home 602.4
Minor Caretaker/Remarried Caretaker 602.4 A.
Stepparent 602.4 B.
Handling of Support Payments Collected by the State 602.5
Notification Report 602.5 A.
Handling of Support on Suspended TANF Cases 602.5 B.

Appendix I – Information to be Given to Applicant/Recipient
Appendix III – Child Support Enforcement District Offices and the Localities Within Districts
   www.dss.virginia.gov/family/dcseoffices.cgi or
   http://localagency.dss.virginia.gov/divisions/dcse/contacts.cgi
MAIN TABLE OF CONTENTS

Chapter 700 – TANF-UP Unemployed Parent Program

Purpose of the TANF-UP Program 701.1
Categorical Requirements and Conditions of Eligibility Applicable to the TANF-UP Program 701.2
Assistance Unit TANF-UP 701.3
Financial Criteria 701.4
MAIN TABLE OF CONTENTS

Chapter 800 – Diversionary Assistance Program

Purpose 801.1
Screening 801.2
Voluntary 801.3
Eligibility Determination Period 801.4
Eligibility Factors 801.5
Determining the Amount of the Payment 801.6
Period of Ineligibility 801.7
Vendor Payments 801.8

Appendix 1 - Diversionary Assistance Examples
MAIN TABLE OF CONTENTS

Chapter 900 – The Virginia Initiative for Education and Work Program (VIEW)

Participation 901.1
Exemption Criteria 901.2
Responsibilities of the Eligibility Worker 901.3
Responsibilities of the Employment Services Worker 901.4
Participation and Cooperation Requirements 901.5
Sanctions 901.6
VIEW Payment Calculation 901.7
Vehicle Value Limit (Obsolete) 901.8
Twenty-four Month Limit for TANF Eligibility 901.9
Notice and Appeal of the Time Limit 901.10
Period of Ineligibility 901.11
Transfers 901.12
Transitional Benefits 901.13
Full Employment Program 901.14

Appendix I - TANF VIEW Payment Calculation
Appendix II - VIEW Payment Calculation
Appendix III - Federal Poverty Level
MAIN TABLE OF CONTENTS

Chapter 1000 – The Virginia Initiative for Education and Work Program (VIEW) – Employment Services

DEFINITIONS

THE VIRGINIA INITIATIVE FOR EDUCATION AND WORK (VIEW) 1000.1
- Core Work Activities 1000.1.A
- Non-Core Work Activities 1000.1.B
- Other Activities 1000.1.C

PARTICIPATION REQUIREMENTS 1000.2
- VIEW Program Requirements 1000.2.A
- Federal Participation Rate Requirements 1000.2.B
- Computation of the Overall Federal Work Participation Rate 1000.2.C
- Computation of the Federal Two-Parent Work Participation Rate 1000.2.D
- Countable Work Activities for the Federal Work Participation Rate 1000.2.E
- Limitations/Special Provisions 1000.2.F
- Data Reporting 1000.2.G

VIEW ANNUAL PLAN 1000.3
- Program Description 1000.3.A
- Program Changes 1000.3.B

VIEW PROGRAM FLOW 1000.4

LIMITATION ON THE RECEIPT OF TANF BENEFITS 1000.5
- The Two-Year VIEW Time Limit 1000.5.A
- The Five-Year Federal Life Time Limit 1000.5.B

VIEW VOLUNTEERS 1000.6

VIEW PARTICIPANTS WITH DISABILITIES 1000.7

VIEW INITIAL ASSESSMENTS 1000.8
- Overview - Local Agency Responsibilities 1000.8.A
- Scheduling the Initial Assessment Interview 1000.8.B
- Client Failure to Attend the Initial Assessment Interview 1000.8.C
- Client Failure to Attend the Initial Assessment Interview After Having Signed the APR as a Condition of TANF Eligibility 1000.8.D
- The VIEW Assessment Interview 1000.8.E

VIEW AGREEMENT OF PERSONAL RESPONSIBILITY 1000.9
# MAIN TABLE OF CONTENTS

## TERMINATION OF TANF BENEFITS
- Notice of Termination Procedures 1000.10.A
- Documentation For Failure To Report For The Initial Assessment 1000.10.B
- Documentation for Failure to Sign the Agreement of Personal Responsibility 1000.10.C

## VIEW ACTIVITY AND SERVICE PLAN
- 1000.11

## SUPPORTIVE SERVICES
- Duration of Supportive Services 1000.12.A
- Employment Service Worker Responsibilities 1000.12.B
- Supportive Services for Recipients 1000.12.C

## PROGRAM COMPONENTS – CORE WORK ACTIVITIES
- Job Search 1000.13.A
- Job Readiness 1000.13.B
- Unsubsidized Employment 1000.13.C
- Subsidized Employment – Full Employment Program (FEP) 1000.13.D
- Community Work Experience Program (CWEP) 1000.13.E
- Public Service Program (PSP) 1000.13.F
- On The Job Training (OJT) 1000.13.G
- Vocational Education And Training 1000.13.H

## PROGRAM COMPONENT – NON-CORE WORK ACTIVITIES
- Jobs Skills Training 1000.14.A
- Education Below the Post-Secondary Level 1000.14.B

## PROGRAM COMPONENTS – OTHER
- Other Locally Developed Activities 1000.15.B

## PROGRAM COMPONENT - NON-ACTIVE ASSIGNMENTS: INACTIVE AND PENDING
- 1000.16

## MONITORING SATISFACTORY ATTENDANCE AND PROGRESS
- 1000.17

## JOB FOLLOW-UP
- Job-follow-up 1000.18.A
- Retention and Upgrading 1000.18.B
## MAIN TABLE OF CONTENTS

### REASSESSMENT

- REASSESSMENT

### SANCTIONS

- SANCTIONS
  - Good Cause for Failure to Participate
  - Refusal to Participate
  - Reasons for Applying VIEW Sanctions
  - Documentation Required for Failure to Report for Job Interviews or Other Required Interviews
  - Documentation Required for Failure to Report to or Complete Education, Job Skills Training, FEP, Job Readiness, Job Search
  - Documentation Required for Failure to Report to or complete a Work Experience/Full Employment Program Assignment
  - Documentation Required for Failure or Refusal to Accept a Bona Fide Job Offer
  - Documentation Required for Termination of Employment, Reduction in Wages or Refusal of a Bona Fide Offer of Increased Work Hours
  - Advance Notice of Proposed Action to Sanction
  - Sanction Procedures
  - Sanction Periods

### COMPLIANCE

- COMPLIANCE

### TRANSITIONAL SUPPORTIVE SERVICES

- TRANSITIONAL SUPPORTIVE SERVICES

### PARTICIPANTS WHO LEAVE THE VIEW PROGRAM AND RETURN PRIOR TO THE END OF THE TWO YEAR PERIOD

- PARTICIPANTS WHO LEAVE THE VIEW PROGRAM AND RETURN PRIOR TO THE END OF THE TWO YEAR PERIOD

### HARDSHIP EXCEPTIONS

- HARDSHIP EXCEPTIONS
  - Application for An Exception
  - Exceptions and Eligibility for TANF and VIEW
  - Criteria for Granting Hardship Exceptions – General Eligibility Criteria for Hardship Exceptions
  - Conditions Under Which a Hardship Exception May Be Granted for Up to One Year
  - Conditions Under Which a Hardship Exception May Be Granted for Up to 90 Days
  - Responsibilities of the ESW – Decision on Exception Request
  - Responsibilities of the ESW – Management of Approved Exceptions – General
  - Responsibilities of the ESW – Management of Approved Exceptions of Up to One Year
  - Responsibilities of the ESW – Extension of Hardship Exceptions
  - Responsibilities of the Exception Review Panel
# MAIN TABLE OF CONTENTS

## TRANSFERS

- 1000.25

## APPEALS

- 1000.26

## HEARINGS

- 1000.27

## CONTRACTS

- 1000.28
  - Consideration in Contracting
    - 1000.28.A
  - Services That Can be Contracted
    - 1000.28.B
  - Selection of Service Providers
    - 1000.28.C
  - Contract Outcomes
    - 1000.28.D
  - Payment and Reimbursement
    - 1000.28.E
  - Contract Duration
    - 1000.28.F
  - Contract Requirements
    - 1000.28.G
  - Budget
    - 1000.28.H
  - Contract Monitoring
    - 1000.28.I

## RECORD RETENTION

- 1000.29

## APPENDIX

- Appendix A - VIEW Forms (Obsolete)
- Appendix B - Contract Development Checklist
- Appendix C - Standard Operating Procedures Guide (Obsolete)
- Appendix D - VIEW Annual Plan
- Appendix E - VIEW Brochures (Removed 7/1/19)
- Appendix F - VIEW Displacement Grievance Form
- Appendix G - Barriers to Employment
- Appendix H - Coding of VIEW Components in ESPAS (Removed 10/1/18)
- Appendix I - Local Agencies Served by Refugee Resettlement Agencies
- Appendix J - Understanding Federal Participation

---

Transmittal 66
MAIN TABLE OF CONTENTS

Procedures (Obsolete)

INDEX for All Chapters