



TANF 708-1 Employment and Training Documentation

Supersedes: TANF 708-1

Reference: ARM 37.78.806

Overview: Contractors must maintain accurate client records and case files. The Employment and Training (E&T) case file must include all verification submitted by the client or on behalf of the client (electronic and/or hard copy).

All TANF Employment and Training case files must contain at least:

1. Proof of TANF non-cash eligibility determination;
2. Family goal documentation;
3. Signed employability/service plans, including updates;
4. Partner agency documentation regarding family assessment, services, and support (as necessary); and
5. Notes for each enrolled household member must be completed within 1 business day, for every contact, attempted contact or action taken on the case including, but not limited to:
 - a. delayed engagement (with or without good cause);
 - b. initial enrollment;
 - c. ongoing client advocacy meetings and discussions;
 - d. ongoing budgeting conversations;
 - e. brokered and referred services;
 - f. supportive service requests (approvals and denials);
 - g. employment gained or lost;
 - h. re-engagement and non-compliance;
 - i. reconciliation,
 - j. 90-day reviews and updates; and
 - k. Time clock months used and plan for self-sufficiency.
 - l. If person note is not completed within 1 business day a detailed reason for the delay must be present.
 - m. Case closure.

Effective Date: 10/01/2022