



TANF 712-1

Employment and Training Supervisor Reviews

Supersedes: NEW

Reference: Montana's Work Verification Plan

Overview: Employment and Training supervisor reviews are conducted within every Pathways program. Supervisor reviews are intended to ensure TANF policy and process is applied correctly to each case and that each case includes all required documentation.

Supervisor reviews must be:

1. Completed monthly on 3-5 cases per worker;
2. Conducted using the HCS-550 Supervisor Review Form; and
3. Submitted to the Department no later than the 5th of the following month.

Effective Date: February 01, 2018