



103-1 Filing an Application

Bulletin-80	<p>December 20, 2013</p> <p>To: All Temporary Assistance to Needy Family (TANF) Program Manual Holders</p> <p>From: Pam Barragato, TANF Policy Specialist Policy and Systems Bureau, Central Office</p> <p>Please place this bulletin at the beginning of sections: TANF 103-1; 103-2; 103-5 and 104-1</p> <p>=====</p> <p>SECTIONS: Application Processing</p> <p>SUBJECTS: Application Filing/Interview Process</p> <p>REFERENCES: ARM 37.78.101, .102, .206, .226 -.228 and .424</p> <p>EFFECTIVE DATE: New applications received on or after January 1, 2014.</p> <p>INTRODUCTION: As part of the HCSD Service First vision, the TANF and SNAP policy specialists have been working to align policies whenever possible.</p> <p>Current TANF policy states that a face-to-face interview is required as a condition of eligibility.</p> <p>POLICY CHANGE: The face-to-face interview is no longer required as a condition of eligibility for TANF applicants; a phone interview is acceptable. At application, individuals applying for TANF cash assistance can complete either a phone or face-to-face interview.</p> <p>BUSINESS PROCESS: Initial Application Interview</p> <p>If an initial application is walked in or dropped off, OPA must attempt to provide a same day interview to all TANF applicants. If the applicant cannot stay for the interview or it is not possible to interview the applicant, schedule a phone or face-to-face interview and send the "TANF interview Scheduled" notice to the applicant.</p> <p>If a phone interview has been scheduled, the Client Service Coordinator (CSC) will call the applicant at the scheduled date and time of the interview. If the CSC is unable to reach the applicant, the CSC makes at least one additional attempt to call the applicant within a reasonable time frame.</p> <p>If an initial application is received online, by mail or fax, schedule a phone or face-</p>
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	<p>to-face interview. If there is not a phone number listed on the application, schedule an in-person interview.</p> <p>REMINDER: Effective 10/15/2009 Face-to-face interviews are not required when determining eligibility for a child only TANF grant and at the time of redetermination. A phone interview can be held in these two specific situations.</p> <p>UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL POLICY SPECIALIST.</p>
BULLETIN-81	<p>December 20, 2013</p> <p>To: All Temporary Assistance to Needy Family (TANF) Program Manual Holders From: Pam Barragato, TANF Policy Specialist Policy and Systems Bureau, Central Office</p> <p>Please place this bulletin at the beginning of sections TANF 103-1; 103-2; 104-1; 306-2; 701-1; 1201-1, =====</p> <p>SECTIONS: Application Processing</p> <p>SUBJECTS: Application Filing/FIA, Payment Selection and Child Support Enforcement Division Good Cause Form</p> <p>REFERENCES: ARM 37.78.101, .102, .206, .226 -.228 and .424</p> <p>EFFECTIVE DATE: New applications received on or after January 1, 2014.</p> <p>INTRODUCTION: Current TANF policy requires the applicant’s original signature on the Family Investment Agreement, TANF Payment form and the Child Support Enforcement Division Good Cause form.</p> <p>POLICY CHANGE: The client’s signature on mandatory forms is no longer required as a condition of eligibility. Client attestation is acceptable.</p> <p><u>TANF Mandatory Forms</u></p> <p>Family Investment Agreement (FIA): The applicant(s) must be advised of their rights and responsibilities related to work participation and outlined on the FIA. The CSC will verbally review these with “each” participant.</p> <p>TANF Payment Selection form (HCS-180): The CSC will verbally review the TANF Payment Type form with participant.</p> <p>TANF Good Cause form (HCS-333): The CSC will verbally review the Child Support Good Cause form with the participant.</p> <p>NOTE: Child Support Enforcement Referral (HCS-332): These forms will still need</p>

	<p>to be completed by the client with an original signature and returned to the OPA as a condition of eligibility. Client attestation is not acceptable for these forms.</p> <p>Client attestation is not accepted on the HCS-250 Application for Assistance, TANF addendum HCS-249 or the HCS/CS-332 Child Support Enforcement Referral.</p> <p>UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL POLICY SPECIALIST OR WORC MONITOR.</p>
Supersedes:	TANF 103-1 (07/01/08); TB-62 (02/07/11)
References:	ARM 37.78.101, .102, .226 - .228 and .424
Overview:	<p><u>GENERAL RULE</u>--Applications for TANF cash assistance are voluntary and initiated by the person in need, his/her authorized representative, or if incompetent or incapacitated, someone acting responsibly on his/her behalf.</p> <p>Individuals may receive benefits as a member of only one assistance unit in Montana within the same month. However, because grant amounts vary between states/tribes, households applying for benefits that have already received TANF benefits in the month of application from another state/tribe may be eligible for a grant amount equal to the difference between what they have received and what Montana would issue.</p>
APPLICATION FORM: HCS-250	In completing and signing the application, the individual attests to the truth, accuracy, and completeness of the information provided and declares that he/she understands the penalty for misrepresenting the family's circumstances, either by false statements or omission of information.
Date Revised	July 1, 2011