



103-5 Processing

Bulletin-86	<p>March 2, 2014</p> <p>TO: All Temporary Assistance to Needy Families (TANF) Program Manual Holders</p> <p>FROM: Pam Barragato, Policy Specialist Policy and Systems Bureau, Central Office</p> <p>Please place this bulletin at the beginning of section 103-5 and 701-3 =====</p> <p>SUBJECT: WoRC Start Date</p> <p>REFERENCES: ARM 37.78.101, .102, .226 - .228 and .424</p> <p>EFFECTIVE DATE: Immediately</p> <p>INTRODUCTION: WoRC start date</p> <p>POLICY CHANGE: The Client Service Coordinator sets the WoRC/Tribal NEW start date on the CHIMES referral page as the application date or the first day of the following month, per the applicant’s request.</p> <p>NOTE: This bulletin replaces TB-67</p> <p>USE THIS BULLETIN AS A GUIDE UNTIL UPDATED MANUAL MATERIAL IS DISTRIBUTED.</p>
Supersedes:	TANF 103-5 (07/01/08); TANF 103-5 (01/01/10)
References:	ARM 37.78.101, .102, .226 - .228 and .424
Overview:	<p>GENERAL RULE–All completed ‘Application for Assistance’ (HCS-250) and ‘Reapplication Addendum’ (HCS-249) forms must be processed and eligibility determined in a timely manner.</p>
PROCESSING TIME FRAMES	<p>An application is valid for 30 calendar days following the application date. The eligibility determination - approval or denial - must be completed within this 30-day time period. This time limitation serves to protect the applicant’s right to receive benefits in a timely manner.</p>
START DATE OF BENEFITS	<p>The start date of benefits depends in part on whether or not the assistance unit includes individuals who are required to negotiate a Family Investment Agreement (FIA) and be referred to either Tribal NEW or the WoRC Program for case management services.</p> <p>If the household includes one or more individuals who are required to negotiate a Family Investment Agreement (FIA), the start date of benefits will be the date of application as long as the following criteria are met:</p>

	<ol style="list-style-type: none"> 1. The individual(s) who is required to negotiate a FIA has done so and is referred to the Tribal NEW program for case management services; or 2. The individual(s) who is required to negotiate a FIA has done so and is referred to the WoRC Program for case management services and; <ol style="list-style-type: none"> a. Has negotiated an Employability Plan (EP) with WoRC for the application month within three (3) working days of being referred to the WoRC Program or within three (3) working days of the WoRC component start date. b. Has good cause (TANF 1509-1) for failing to negotiate an EP with WoRC for the application month within three (3) working days of being referred to WoRC or within three (3) working days of the WoRC component start date and enrolls as soon as possible. <p>If the individual(s) who is referred to the WoRC Program for case management services does not meet the criteria above, the start date of benefits will be the date the individual(s) negotiates an EP with WoRC.</p> <p>In cases where more than one individual is referred to the WoRC Program for case management services, the start date of benefits will be the latter of the application date or the date that all required members have negotiated the EP.</p> <p>If the household does not include an individual who is required to negotiate a FIA, (e.g., SSI recipient parent or Grandmother applying for TANF for grandchildren only) the start date of benefits will be the date of application.</p>
START DATE OF WoRC	<p>OPA will set the start date of the WoRC component as the date the individual negotiates their Family Investment Agreement (FIA) and is referred to WoRC for case management services, or the first of the following month if the individual requests that TANF benefits begin the month following application.</p> <p>If there is a delay between the date of application and the date of the eligibility interview and referral to WoRC, participation in allowable work activities must be reconstructed by the WoRC Case Manager, if possible.</p>
GOOD CAUSE	<p>If the household has good cause for failing to comply with a non-financial eligibility requirement and they are making a good faith effort to comply, until they are able to comply or the good faith effort stops. An eligibility determination is made for the remaining household members if all necessary information is provided.</p> <p>If the individual who is disqualified is a work-eligible individual who is required to negotiate a Family Investment Agreement/Employability Plan (FIA/EP), benefits for the remaining household members cannot be issued until this eligibility requirement is met. Benefits in the initial month will be pro-rated based on the start date of benefits.</p>
AUTHORIZED	An authorized representative may be designated to act on the behalf of the minor

REPRESENTATIVE	<p>child(ren) and the specified caretaker relative(s) with whom the child is living. This representative may or may not be a member of the filing/assistance unit. The representative must be designated in writing by a specified caretaker relative or other responsible member of the filing/assistance unit and must be aware of relevant information and the family's circumstances.</p> <p>The authorized representative will be required to present all required information and verification requested.</p>
VOLUNTARY WITHDAWAL	<p>The household may voluntarily withdraw its application prior to a determination of eligibility. Voluntary withdrawal means that the applicant, on his/her own initiative, has contacted the county office, either orally or in writing, and requested processing of the application stop</p>
Date Revised	January 1, 2013