



## 803-2 Retroactive Time Clock Adjustments

<b>Supersedes:</b>	TANF 803-2 (01/01/07)
<b>References:</b>	ARM 37.78.102 and .201; 45 CFR 264.1
<b>Overview:</b>	<p><b>GENERAL RULE</b>—An <b>HCS-200 (Retroactive Time Clock Alteration Request Form)</b> must be completed if an individual’s time clock needs to be decreased, deleted or corrected (months added). A retroactive adjustment to the Montana TANF time clock may be made for benefit months in which one or more of the following circumstances existed:</p> <p><b>EXCLUSION:</b></p> <ol style="list-style-type: none"><li>1. The participant qualified for the Indian Country exclusion</li><li>2. The participant’s exclusion status ended</li></ol> <p><b>EXEMPTION:</b></p> <ol style="list-style-type: none"><li>1. The teen parent qualified for the exemption or</li><li>2. The participant’s exemption status</li></ol> <p><b>ASSISTANCE FROM OTHER STATES:</b> Months previously recorded on an out-of-state record must be reduced.</p> <p><b>FAIR HEARINGS:</b> The participant is successful in disputing the number of months of cash assistance received in Montana through the Fair Hearing process (includes the Administrative Review).</p>
<b>Date Revised</b>	January 1, 2010