



## TANF 708-1 Employment and Training Documentation

**Supersedes:** TANF 708-1 (1/1/18)

**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 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. case closure.

**Effective Date:** October 01, 2018