



TANF 701-2 Introductory Period

Supersedes: TANF 701-2 (1/1/17)

Reference: ARM 37.78.806

Overview: The Employment and Training (E&T) Introductory Period provides an opportunity for clients to:

1. Be introduced to the E&T program;
2. Complete assessments to understand preferences, skills, and aptitudes;
3. Set goals identified as a “good fit”;
4. Negotiate an Employability/Service Plan (E/SP); and
5. If necessary, participate in barrier reduction activities.

TANF EMPLOYMENT and TRAINING POLICY

DURATION:

The introductory period:

1. Starts on the enrollment date; and
2. Is up to 30 days in duration.

PARTICIPATION DURING AND AFTER INTRODUCTORY PERIOD:

Clients able to engage in full requirements of the TANF program are required to do so, even during the introductory period.

For clients with long-term barriers or temporary exemptions, after the introductory period, case files must include:

1. Clear documentation rationalizing why extended barrier reduction activities are necessary;
2. Referrals (and follow-up) to longer term services and supports through partner agencies; and
3. Medical documentation, if necessary.

Effective Date: January 01, 2018