



## TANF 709-1 Verification and Reconciliation

**Supersedes: TANF 709-1 (10/01/20)**

**Reference:** ARM 37.78.806

**Overview:** Employment and Training contractors are required to report actual participation hours for each work activity a TANF client participates in. Actual, verified monthly participation hours, not negotiated hours, must be reported.

Documents used to verify actual participation hours should include:

1. Client's name.
2. Actual participation hours.
3. Work site supervisor's, education provider's or other service provider's name; and
4. Name, signature, and phone number of the person who verified participation hours.

### **TANF EMPLOYMENT and TRAINING POLICY**

#### **ACTIVITY VERIFICATION:**

E&T case files must include verification of all completed activities. Verification may differ based on the specific activity.

<b>ACTIVITY</b>	<b>VERIFICATION REQUIRED</b>
Employment	Every 2 weeks (unless PEP)
Employment – PEP	Initial employment and 6 months
Work Experience	Every 2 weeks
Job Search/Job Readiness	Weekly
Vocational Education	Monthly
ABE/HSE	Monthly
CSP	Weekly
JST	Weekly
Assessment for any of the above activities	Follow the above guide for the specific activity
Family Stability Activities	Weekly

### **PAID ACTIVITIES:**

Written verification of employment hours is required for all paid activities.

Wage stubs or other employer-produced documents are the best verification source of paid hours. The E&T program can assume the individual participated for the total hours for which they were paid.

### **NON-PAID ACTIVITIES:**

Unpaid activities are verified using signed documents with third party verification that support the participation hours.

Clients must complete and submit the Job Search Log for Job Search/Job Readiness activities, the Family Stability Activity (FSA) Timesheet for all FSA and the Community Service Placement (CSP) Timesheet for all CSP activities. WEX must be supported with a WEX Timesheet.

For additional verification information reference the Pathways Processes for each individual activity.

### **EDUCATIONAL ACTIVITIES:**

Supervised homework time and up to one (1) hour of unsupervised homework time can be counted for each hour of class time. Total homework participation time cannot exceed the educational programs required or advised hours.

Distance learning time may count if it meets the work activity definition and supervision requirements.

Educational activities must be verified with one or a combination of attendance records, class schedules, grades, etc.

### **FAMILY STABILITY ACTIVITIES (FSA):**

Family stability activities do not need third-party verification unless the E&T program needs the information to assist with activity engagement, re-engagement, or if questionable. The FSA timesheet must be used for client self-attestation when reporting hours.

### **RECONCILIATION:**

All activities must be reconciled by the last day of the following month.

### **EXCUSED ABSENCES / RECONCILIATION:**

Excused absences may be reconciled when the client has provided verification for not participating in unpaid federally countable work activities. The use of and the reason for excused absence hours must be documented in person notes. Excused absences are limited to no more than:

1. 16 hours in a month; and
2. 80 hours in the immediately preceding 12-month period.

3. The client must be participating in a federally countable unpaid work activity; and
4. The client must have been scheduled to participate in a countable work activity for the period of absence; and
5. The client requests to use excused absence hours for a missed activity.

**HOLIDAYS / RECONCILIATION:**

Ten (10) holidays are allowed per Federal Fiscal Year (October 1 – September 30), and up to eight (8) hours in unpaid work activities may be reconciled for each holiday. The following are the only allowed holidays:

1. Columbus Day
2. Veteran's Day
3. Thanksgiving
4. Christmas
5. New Year's Day
6. Martin Luther King, Jr. Day
7. President's Day
8. Memorial Day
9. Independence Day
10. Labor Day

Documentation in person notes is required when reconciling holiday hours.

**Effective Date:** August 1, 2022