



Date: _____
Case name: _____
Case number: _____
County number: _____
Supervisor/worker number: __ / __

Important Notice about the effect of Lump Sum Payments on TANF Benefits

What are lump sum payments?

Any money that you get one time only and do not expect to get regularly is a lump sum payment. Certain deductions may be allowed for expenses related to receipt of the lump sum payment such as payment of court judgment including attorney fees and costs directly related to the lump sum settlement; or medical or funeral expenses for the immediate family.

Some examples of lump sum payments are:

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|---|------------------------------------|
| 1. back payments of Social Security; | 5. inheritance; |
| 2. insurance settlements; | 6. cash winnings; |
| 3. insurance death benefits; | 7. Workers' Compensation payments; |
| 4. personal injury awards or settlements; | 8. wage bonuses; and |
| | 9. earnings. |

How do lump sum payments affect your Temporary Assistance for Needy Families (TANF) benefits?

A lump sum payment to any member of your assistance unit may cause you to become ineligible for TANF for a number of future months. This is called the Lump Sum Rule.

Why is the lump sum rule important to you?

If you get a lump sum payment while you are receiving TANF cash assistance, you must report the receipt of the lump sum to your worker within ten days from the date of the receipt of the lump sum. If you report the receipt of the lump sum in this time frame, you will be allowed to repay the TANF cash assistance for the month you received the lump sum and the Lump Sum Rule will not apply. You must repay the cash assistance within ten days of the date you report receipt of the lump sum. If you receive a lump sum payment while you are an applicant, you can request your application be canceled no later than ten days from the receipt of the lump sum and the Lump Sum Rule will not apply.

How long will I have to live on the lump sum?

If you report receipt of the lump sum to your worker later than ten days from the date you receive the lump sum, the Lump Sum Rule will be applied. Here is how the Lump Sum Rule works: OKDHS adds your net lump sum payment to all of your other countable monthly income to decide your TANF eligibility. OKDHS then divides this income by the monthly TANF need standard for your assistance unit size to determine the number of months that you must be off TANF.

Are there any exceptions to the lump sum rule?

When OKDHS applies the Lump Sum Rule, the period of ineligibility may be shortened if: (1) an event occurs which, had the family been receiving TANF, would change the need requirement and the amount of payment; (2) the income becomes unavailable due to circumstances beyond the applicant's or recipient's control. Examples of such circumstances include theft, natural disasters, a member of the assistance unit takes the money and leaves the household; payment of overdue utility bills existing at the time the lump sum is received to avoid cutoff of essential utility services; payment of overdue rent or late mortgage payment to avoid eviction or foreclosure; or payment of court judgments, including attorney fees and costs directly related to the production of the lump sum payment; (3) the TANF unit has incurred or incurs or become responsible for and pays for medical or funeral expenses for an immediate family member; or (4) you use funds from the lump sum to enhance employment. Examples of using the lump sum to enhance employment include buying or repairing a car to hold or seek employment, moving expenses to relocate for better job opportunities, and buying necessary clothing for job search or employment.

If any of these things happen, inform your worker of the change in your circumstances so that your worker can shorten the time you will be off TANF.

What if I know ahead of time that I will receive a lump sum payment?

If you think that you are going to get a lump sum payment in the future, tell your TANF worker immediately. The worker will help you plan for the best use of the lump sum money. This might include withdrawing your TANF application or requesting closure of your TANF benefit for the month in which the lump sum is to be received. It might also be to your advantage to return your TANF benefit for that month. OKDHS applies the Lump Sum Rule to persons who receive a lump sum payment and TANF benefits in the same month and the TANF benefits are not returned to OKDHS timely. Failure to report receipt of a lump sum payment may result in an overpayment which you must repay.

If you are not a TANF applicant or recipient on the date you receive your lump sum payment, any amount left in the month you apply is considered as a resource. You may be able to get TANF as soon as the amount you have left from the lump sum payment plus any other resources does not exceed \$1000 and you meet all other eligibility requirements.

TO AVOID PROBLEMS, DO NOT SPEND YOUR LUMP SUM MONEY until you talk to your TANF worker. If you have any questions, contact your worker for more information. You may also contact your Legal Aid office at the addresses and telephone numbers listed below.

I have received a copy of this notice, and the treatment and importance of the receipt of lump sum payment has been explained to me. I understand my rights and responsibilities involving the Lump Sum Rule.

Client's signature _____ Date _____

Legal Aid Services of Oklahoma, Inc.

SERVES: Carter, Garvin, Jefferson,
Johnston, Love, Marshall, Murray, Pontotoc

Ardmore Law Center
115 W. Broadway, Suite 402
Ardmore, OK 73401
(580) 226-4863
FAX (580) 226-4865
Toll-free: 1-800-421-8007

Ada Satellite Office
410 South Mississippi Avenue.
Ada, OK 74820
(580) 332-7141
FAX (580) 332-7142
Toll-free: 1-866-332-7141

SERVES: Craig, Delaware, Mayes,
Nowata, Osage, Ottawa, Washington

Bartlesville Law Office
3851 East Tuxedo, Suite E.
Bartlesville, OK 74006
(918) 336-5736
FAX (918) 336-5745
Toll-free: 1-800-421-4066

Jay Satellite Office
312 S. 5th,
P.O. Box 390
Jay, OK 74346
(918) 253-4980
FAX (918) 253-8908
Toll-free: 1-800-725-8930

SERVES: Alfalfa, Beaver, Beckham,
Blaine, Cimarron, Custer, Dewey, Ellis,
Harper, Major, Roger Mills, Texas,
Washita, Woods, Woodward

Weatherford Law Office
109 South Broadway Street
P.O. Box 309
Weatherford, OK 73096-4923
(580) 774-2235
FAX (580) 774-2384
Toll-free: 1-800-256-1978

Woodward Satellite Office
1115 East 18th Street
Woodward, OK 73801-2920
(580) 256-4903
Fax (580) 256-4916
Toll-free: 1-800-283-6949

SERVES: Atoka, Bryan, Choctaw, Coal,
Haskell, Latimer, Leflore, McCurtain,
Pushmataha

Hugo Law Office
402 East Duke Street
P.O. Box 890
Hugo, OK 74743
(580) 326-9655
FAX (580) 326-9658
Toll-free: 1-800-299-9655

Poteau Satellite Office
224 Dewey
P.O. Box 906
Poteau, OK 74953
(918) 647-8136
FAX (918) 647-2344
Toll-free: 1-800-299-8136

SERVES: Caddo, Comanche, Cotton,
Grady, Greer, Harmon, Jackson, Kiowa,
Stephens, Tillman

Lawton Law Office
323 Southwest C Avenue
Lawton, OK 73501
(580) 248-4675
FAX (580) 248-4678
Toll-free: 1-800-850-5950

Chickasha Satellite Office
301 South 2nd Street, Suite B
Chickasha, OK 73108-3611
(405) 222-1231
FAX (405) 222-1232
Toll-free: 1-800-421-8016

Duncan Satellite Office
12 S. 8th St., Suite 17
Duncan, OK 73533
(580) 252-5872
FAX: (580) 252-5872

Altus Satellite Office
3000 N. Main, Suite 500
Altus, OK 73521
(580) 482-7431
FAX (580) 482-7432

SERVES: Adair, Cherokee, McIntosh,
Muskogee, Sequoyah, Wagoner

Muskogee Law Office
624 W. Broadway, Suite 408
Muskogee, OK 74401
(918) 683-5681
FAX (918) 683-5690
Toll-free: 1-800-725-5681

Stilwell Satellite Office
219 W. Division
P.O. Box 924
Stilwell, OK 74960
(918) 696-2331
FAX (918) 696-4331
Toll-free: 1-800-574-2331

SERVES: Cleveland, McClain,

Norman Law Office
210 E. Main, # 216
Norman, OK 73069
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FAX (405) 360-6632
Toll-free: 1-800-421-4057

SERVES: Seminole, Hughes,
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Shawnee Satellite Office
316 N. Broadway, Suite C
Shawnee, OK 74801
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Toll-free: 1-800-421-8017

SERVES: Canadian, Oklahoma

Oklahoma City Law Center
2901 Classen Blvd. Suite 112
Oklahoma City, OK 73106
(405) 488-6825
FAX (405) 557-0023
Toll-free: 1-800-421-1641

SERVES: Garfield, Grant, Kay, Kingfisher,
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Stillwater Law Office
312 South Duck
Stillwater, OK 74074
(405) 624-1734
FAX (405) 624-8741
Toll-free: 1-800-256-9601

SERVES: Garfield

Enid Satellite Office
2615 East Randolph Avenue
Enid, OK 73701
(580) 234-3554
Toll-free: 1-800-256-9601

SERVES: Creek, Mayes, Okfuskee,
Okmulgee, Pawnee, Rogers, Tulsa

Tulsa Law Office
907 S. Detroit Avenue, Suite 725
Tulsa, OK 74120-4204
(918) 584-3338
FAX (918) 584-3060
Toll-free: 1-800-299-3338