
POLICY TRANSMITTAL NO. 05-33	DATE: JUNE 29, 2005
FAMILY SUPPORT SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:10-2-1; 10-2-3; 10-2-6; and 10-3-57.

EXPLANATION: OAC 340:10-2-1 Instructions to Staff 5 is added to reference OAC 340:10-2-6.

OAC 340:10-2-3 Instructions to Staff 5 is revised for clarity and Instructions to Staff 11 is added to reference OAC 340:10-3-1.

OAC 340:10-2-6 Instructions to Staff 2 is added to clarify Temporary Assistance for Needy Families (TANF) Work requirements for a custodial parent under age 20 who has not obtained a high school diploma or a General Educational Development (GED) certificate.

OAC 340:10-3-57 Instructions to Staff 20 (b) is revised to reference the correct Family Assistance Client Services (FACS) tab to be updated.

Original signed on 6-28-05

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WF # 05-N (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

INSERT

340:10-2-1	340:10-2-1, pages 1-3, revised 7-1-05
340:10-2-3	340:10-2-3, pages 1-5, revised 7-1-05
340:10-2-6	340:10-2-6, pages 1-3, revised 7-1-05
340:10-3-57	340:10-3-57, pages 1-8, revised 7-1-05

340:10-2-1. Work requirements

All parents or needy caretakers who apply for or receive cash assistance from the State of Oklahoma are required to be engaged in a work activity. The parent(s) or needy caretaker must participate in work activities for the number of hours weekly that are necessary to move that individual into employment and self-sufficiency. ■ 1, 2, & 3

(1) **Minimum hours of work activities.** Minimum hours of work activities for federal reporting purposes differ for single-parent and two-parent families.

(A) All families, which include single parents with children, both adults with deprivation based on incapacity, and all Temporary Assistance for Needy Families (TANF) applicants, are required to participate the minimum hours of work activities:

(i) 20 hours per week for Federal Fiscal Year (FFY) 1997 and 1998;

(ii) 25 hours per week for FFY 1999; and

(iii) 30 hours per week for FFY 2000 and thereafter.

(B) In two-parent families one adult is required to be engaged in work activities at least 35 hours per week and the other adult must meet the all-family requirement listed in subparagraph (A) of this paragraph. If one parent is an ineligible alien the other parent must participate 35 hours a week.

(2) **Work activities.** ■ 4 Work activities are defined as, but are not limited to:

(A) unsubsidized employment;

(B) subsidized private sector employment;

(C) subsidized public sector employment;

(D) Work Experience Program participation if sufficient private sector employment is not available;

(E) on-the-job training;

(F) job search;

(G) job readiness assistance; and

(H) vocational training not to exceed 12 months with respect to any individual.

(3) **Limitations and special rules.** A single custodial parent:

(A) who has not attained 20 years of age and has not completed high school is determined to be in a work activity for a month if the recipient maintains satisfactory attendance at a secondary school or the equivalent during the month. ■ 5

(B) with a child under the age of three months is not required to participate in a work activity. The recipient can use this special rule for a lifetime period not to exceed 12 months.

INSTRUCTIONS TO STAFF

1. **During the application process, the worker reviews with the applicant his or her responsibilities listed on Form TW-2, TANF Work/Personal Responsibility Agreement, which is initiated during the application process.**
2. **The activities related to the parent(s) or needy caretaker's employment plan are:**
 - (1) **determining the most appropriate work activity for the parent(s) or needy caretaker;**
 - (2) **determining the parent(s) or needy caretaker's hours of participation in a work activity;**
 - (3) **informing the parent(s) or needy caretaker of the work requirements, including providing the Oklahoma Department of Human Services (OKDHS) Publication No. 93-10, "TANF Work The Future is Yours," as well as the availability of supportive social services, such as medical assistance, child care, housing, and transportation;**
 - (4) **assisting the parent(s) or needy caretaker in completion of Form TW-2 and updating Section 7, Participant Agreement/Employability Plan, as often as indicated by the individual's needs;**
 - (5) **providing assistance in arranging for child care during participation in activities;**

- (6) initiating the sanction process as outlined in OAC 340:10-2-2 if the parent(s) or needy caretaker fails to meet the work requirements;
 - (7) establishing or maintaining community and participant contacts that support Temporary Assistance for Needy Families (TANF) Work activities;
 - (8) maintaining records of current resource materials that provide information and assistance to staff and parent(s) or needy caretaker;
 - (9) establishing and maintaining a cooperative working relationship with local agencies or groups that provide job readiness and employment opportunities;
 - (10) developing new resources or identifying existing resources to create new work sites;
 - (11) providing consultation and assistance to ensure orderly program operations which require meeting with OKDHS staff, work participants, community groups, and employers;
 - (12) conducting small group workshops on an as-needed basis to provide information and instruction regarding the various work activities available; and
 - (13) updating the TANF Work tab and Auth. ET&E tab on Family Assistance/Client Services (FACS), showing the participation status of each parent or needy caretaker and using Case Notes to document the participation activities as well as other needs of the family members.
3. At the time cash assistance is terminated, the worker explores with the family any continued need for social services. When termination of cash assistance is due to employment or increased earnings, the availability of transitional child care, medical services, and the earned income tax credit is explained.
4. See OAC 340:10-2-8. Work activities must be scheduled, structured, and supervised for the payment of participation allowances.
5. Refer to OAC 340:10-2-6 Instructions to Staff 2 for participation requirements.

340:10-2-3. Employability planning

(a) **Scope and applicability.** The employability planning process begins at intake and continues as long as there are employment barriers or family circumstances which interfere with the participant obtaining and retaining employment. The worker and the participant initiate Form TW-2, TANF Work/Personal Responsibility Agreement. In the development of the employability plan, the worker takes into consideration the need for English as a Second Language, basic education, literacy, learning disabilities, counseling or treatment for substance abuse or mental health issues, and crisis intervention for domestic violence. ■ 1 Substance abuse screening is required for every new Temporary Assistance for Needy Families (TANF) participant. ■ 2 Literacy screening is required for individuals who have not obtained a high school diploma or General Educational Development (GED) certificate and have demonstrated a lack of literacy skills. ■ 3

(b) **Interest and ability assessments.** Assessments are required to determine the participant's skills, abilities, and barriers. ■ 4 Assessment tools used are the Washington State Learning Disability Screen, the Test of Adult Basic Education (TABE) locator, the TABE battery, and the Career Occupation Preference System (COPS). ■ 5 These can be obtained through the statewide assessment contract or a community partner.

(1) The use of these assessments provides the worker, participant, assessment specialist, and/or community partners with:

(A) an indication of possible learning disabilities;

(B) a measurement of the participant's skills, abilities, interests, and aptitude;
and

(C) meaningful information to create a valid employability plan.

(2) Participants referred for testing are informed of the use that is made of the test results. Test scores are kept confidential but may be shared with community partners. Referrals for testing are made by use of Form TW-3, Interagency Referral and Information. Participants in formal assessments are eligible for participant allowances and child care.

(c) **Employability planning.** The worker and the participant use the information from the assessment and other relevant information to develop a plan for securing employment. The employability plan includes establishing both short and long term

goals, including specific occupational goals, activities, and services which are necessary to achieve the goals. ■ 6

(1) The employability plan may include staffing with other community partners for assignment to specific work activities, collaboration with other agencies for services such as job placement, training, and education, and the provision of social services. The plan must identify specific needs and activities required to reach the occupational goal and estimated dates for achievement. The plan may include more than one activity at a time based on the participant's specific needs and the hours available. The employability plan is a part of the social services plan for the entire family. It must be realistic and within the participant's ability to complete. ■ 7

(2) The participant is informed that the employability plan is updated as necessary to account for situational changes. The employability plan is reviewed with the participant and updated as changes occur and at the completion of any work activity. ■ 8 If no changes have occurred, the worker reviews the employability plan within six months.

(3) Participants who are employed with income insufficient to close the case must have a plan designed to upgrade employment. These plans must not interfere with current employment.

(d) **Work activities.** Participants are assigned to one or more activities and scheduled the minimum number of hours as required. ■ 9 The participant signs Form TW-2, when any work activity other than the Work Experience Program or Work Supplementation Program is approved.

(1) Assignments must be within the scope of the participant's employability plan.

(2) The assignment must be related to the capability of the participant to perform the task on a regular basis.

(3) The daily commuting time to and from home to the assigned education, employment, or training site is normally less than two hours. Commuting time does not include the time required to transport a child to and from a child care facility. Where longer travel time is normal in the community, the round trip commuting time may not exceed the general community standards.

(4) When child care is required, it must be of the participant's choosing. ■ 10 It must be available during the hours the participant is engaged in any work activity, plus any additional commuting time.

(5) Assignments which are discriminatory in terms of age, sex, race, religion, ethnic origin, or physical or mental disability are not made. ■ 11

(6) The site of the assignment must not be in violation of established and applicable health and safety standards.

(7) The participant is not referred for a work activity unless supportive services necessary for participation are available. The cessation or withdrawal of such services constitutes good cause for refusal to participate.

(8) When the agreed upon employability plan requires hours in excess of the minimum requirement, the participant must participate the agreed upon number of hours.

INSTRUCTIONS TO STAFF

- 1. Workers utilize the results of approved screening tools for literacy or substance abuse.**
- 2. If the participant self-declares a substance abuse problem, it is not necessary to administer a substance abuse screen. The participant is referred to the designated provider for further assessments.**
- 3. The reading level of the Temporary Assistance for Needy Families (TANF) participant is updated on Family Assistance/Client Services (FACS) from any approved educational assessment tool.**
- 4. (a) When assessments are completed, the worker must update the Auth AT ASMT tab on FACS to track the results of the assessments. The TANF tracking assessment components are:**
 - (1) substance abuse subtle screening inventory (SASSI);**
 - (2) addiction severity index (ASI);**
 - (3) learning disability;**
 - (4) academic achievement, which includes reading, math, and language; and**
 - (5) career interests, abilities, and values.**

- (b) It is not necessary to have a participant assessed who is in an approved work activity or has been assessed in the last six months to one year.
5. (a) The Washington State Learning Disability Screen is a short assessment tool that gives indication of possible learning disabilities not previously identified.
- (b) The Test of Adult Basic Education (TABE) locator is an assessment tool used to identify which TABE assessment is given depending on the educational functioning level of the participant.
- (c) The TABE measures reading, math, and language levels from grades 0 through 12.9.
- (d) When there is an indication of possible learning disabilities, the assessment provider administers the Woodcock-Johnson III, a comprehensive system for measuring general intellectual ability, specific cognitive abilities, scholastic aptitude, oral language, and achievement.
- (e) The Career Occupation Preference System (COPS) is used to identify the participant's interests, abilities, and work values.
6. Techniques useful in helping the participant identify a specific employment goal include joint discussion of individual strengths and exploration of all necessary qualifications, duties to be performed, working conditions, salary, benefits, and chances of promotions.
7. The worker documents the action steps, what resources are being used, specific start dates, and anticipated ending dates on Form TW-2, TANF Work/Personal Responsibility Agreement, Section 7. Failure to specify these steps negates an adverse action taken against the participant. The employability plan may also include multiple activities that the participant may engage in at any one time.
8. The employability plan may be updated by entering new information on Form TW-2, Section 7. The worker and the participant initial the new information.
9. See OAC 340:10-2-1 regarding work requirements.
10. If purchased child care is provided, refer to OAC 340:40.

11. Refer to OAC 340:10-3-1(a)(12) for the Civil Rights requirements for TANF.

340:10-2-6. Job readiness

Job readiness activities help prepare participants for work by ensuring that participants are familiar with general workplace expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market.

(1) **Orientation.** Individuals are referred to orientation as the need is identified on Form TW-2, TANF Work/Personal Responsibility Agreement. Orientation consists of individual or group meetings which are designed to present information about:

(A) self-esteem building;

(B) activities and services available through the Temporary Assistance for Needy Families (TANF) Program;

(C) the Oklahoma Department of Human Service (OKDHS) policies; and

(D) the employment process, including job applications, interviewing, goal-setting, and managing home and work.

(2) **Counseling, treatment, or crisis intervention.** The worker assists individuals who have barriers that prevent them from obtaining or retaining a job by meeting with the client and appropriate local partners to determine available resources to overcome barriers. Referrals may include counseling or treatment for:

(A) substance abuse, medical needs, or mental health problems;

(B) domestic violence; and

(C) other crisis intervention. ■ 1

(3) **Other activities.** TANF participants may be referred to other agencies and organizations for group activities. The worker, with input from the service provider, decides the appropriate number of hours the participant is capable of participating in other activities. Individual or group meetings may be held as necessary to address any other needs of the participants. Topics which can be successfully addressed include:

(A) training available from other agencies;

(B) financial aid for education or training;

(C) career planning for youth;

(D) Work Experience Program participation requirements and benefits; and

(E) local labor market information.

(4) **Educational services.** Educational services to enhance the participant's potential for employment must be made available. Assignment is based on the criteria listed in (A) through (E) of this paragraph.

(A) Custodial parent participants under 20 years of age without a high school diploma are required to participate in educational activities directed toward the attainment of a high school diploma or its equivalent. ■ 2 These individuals may be excused from high school attendance or courses designed to lead to a General Educational Development (GED) certificate if the employability plan includes an alternative, such as Basic Education or English as a Second Language (ESL). ■ 3

(B) Participants age 20 or older who have not completed high school can participate in a basic or remedial education program.

(C) Assignment to remedial education services is appropriate for individuals who read and write below high school level, even if they have a high school diploma or GED certificate. Basic and remedial education includes Adult Basic Education (ABE) classes, GED classes, Certificate of High School Equivalency literacy classes, tutoring, or remedial reading classes.

(D) Individuals lacking proficiency in understanding, speaking, reading, or writing the English language are assigned to ESL classes.

(E) Individuals already in attendance at an institution of higher education are considered appropriately assigned if the individual cooperates in the assessment process and development of an appropriate employability plan. However, the individual is required to participate the minimum number of hours in an activity listed in OAC 340:10-2-1.

INSTRUCTIONS TO STAFF

- 1. Specific plans include any combination of treatment and work activities that assist the client to achieve self-support. The plan is developed with the client and local partners' input. Form TW-2, TANF Work/Personal Responsibility Agreement, Section 7, reflects the resource or treatment facility involved,**

specific hours of each activity, the start and end dates, and the initials of the client as changes are made on the plan. It may be necessary to meet frequently with the client and local partners to monitor the client's progress and determine the need for any changes in the plan.

- 2. These participants are required to work on a high school diploma or General Educational Development (GED) certificate and cannot be required to participate in any other Temporary Assistance for Needy Families (TANF) Work activity. They may volunteer to participate in a TANF Work activity that is scheduled, structured, and supervised when school or GED classes are not in session. Participants who volunteer cannot be sanctioned for failure to participate. As with any approved TANF Work activity, participation must be coded on Family Assistance Client Services (FACS).**

- 3. For a teen parent who is a child in the TANF assistance unit, refer to OAC 340:10-13-1 for requirements for school attendance.**

340:10-3-57. Special considerations

(a) **Concurrent receipt of State Supplemental Payment (SSP) for the aged, blind, or disabled.** An individual who is not a recipient of Supplemental Security Income (SSI) has an option to be included in a Temporary Assistance for Needy Families (TANF) assistance unit or may be a recipient of SSP if all eligibility requirements are met. ■ 1 The individual may also be included in the TANF assistance unit pending determination of eligibility for SSP or SSI if all eligibility requirements are met. ■ 2

(b) **Concurrent receipt of SSI.** If it appears an individual included in a TANF application or an active TANF benefit might meet the eligibility conditions for TANF and SSI, the individual has a choice to have eligibility determined for TANF or SSI benefits.

(1) When the only dependent child is receiving SSI, the natural or adoptive parent(s) or needy caretaker relative may receive TANF if all other factors of eligibility are met. The assistance unit will consist of the adult(s) only.

(2) When a TANF applicant is also an applicant for SSI, eligibility for TANF must be determined and, if eligible, is included in the benefit until notified of SSI eligibility.

(3) When a TANF recipient is an applicant for SSI, the Social Security Administration (SSA) advises the Oklahoma Department of Human Services (OKDHS) of SSI eligibility, requesting the month of TANF termination and the amount of TANF benefits paid for each month of SSI eligibility. ■ 3 SSA considers a recipient removed from a TANF benefit effective with, and based on, the TANF termination date provided orally by the worker. If the actual date of termination is later than the date given orally to SSA, TANF payments to SSI recipients are TANF overpayments and must be recouped.

(4) When a TANF recipient is determined ineligible for SSI the individual may continue to be included in the TANF assistance unit if all other conditions of eligibility are met.

(5) When a TANF recipient is determined ineligible for SSI for reasons other than a disability determination the individual may be included in an SSP, if all other conditions of eligibility are met. ■ 4

(c) **Concurrent receipt of TANF and SSI.** An individual cannot be included in a TANF benefit for the same month he or she was included in a SSI payment. ■ 5 The individual has a choice of which program, TANF or SSI, best meets his or her needs and, if otherwise eligible, may receive under that program. Individuals are informed of their responsibility to report to the OKDHS if any member of the assistance unit makes

application for SSI or becomes eligible for SSI. Also, they must report to the SSA if any assistance unit member applies for TANF or is receiving TANF when the member makes an application for SSI. ■ 6

(d) **Concurrent receipt of state and tribal TANF.** An individual who is included in a tribal TANF payment cannot be included in another TANF benefit in the same month. If the individual meets the criteria of a tribal TANF service area and population, the entire household must be served by tribal TANF. If the household moves out of the tribe's service area, the worker coordinates certification of state TANF benefits.

(e) **Concurrent receipt of more than one form of public assistance.** An individual who is included in a TANF benefit cannot be included in another TANF or SSP benefit for the same period. When a TANF applicant is eligible for TANF but has received a weekly or bi-monthly TANF benefit from another state for the same month the applicant is eligible in Oklahoma, the benefit from the other state is counted as unearned income. ■ 7 An individual who is the payee for a TANF benefit, but not included in that benefit, is not prevented from being a recipient of SSP if the SSP eligibility requirements are met. When transferring a TANF recipient to SSP, the removal and approval date must agree.

(f) **Stepparent or person acting in the role of a spouse and parent(s) of a minor parent.** The natural or adoptive parent's income cannot be diverted to meet the needs of the stepparent or other dependents in the home, but is considered available to the TANF assistance unit. No income is considered if the stepparent, person acting in the role of a spouse, or parent(s) of a minor parent is an SSI recipient.

(1) **Stepparent income.** If a stepparent of the child(ren) for whom TANF is requested is living in the home with the child(ren), the verified earned and unearned income of the stepparent, after all applicable TANF income disregards and work related expenses, is computed to determine the amount considered available to the assistance unit. The stepparent's income is computed by:

(A) subtracting the work related expense, one-half of the remaining earned income, and dependent care expense from the stepparent's earned income for full-time or part-time employment; [OAC 340:10-3-33]

(B) adding the net earned income to the stepparent's unearned income;

(C) subtracting the need standard for the appropriate number of individuals, including the stepparent and dependents who are not included in the assistance unit but are living in the home and can be claimed on the stepparent's personal income taxes; ■ 8

(D) subtracting the actual amounts the stepparent paid to individuals not living in the household but claimed as tax dependents. It is the stepparent's responsibility to identify and verify tax dependents; ■ 9

(E) subtracting the actual payments of alimony and child support to individuals outside the household; and

(F) adding the stepparent's remaining net income to all other gross income of individuals included in the TANF assistance unit. If the income does not exceed the monthly maximum gross income, the remaining income of the stepparent is considered as a contribution to the assistance unit. ■ 10

(2) **Stepparent resources.** Resources owned exclusively by the stepparent are not considered in determining the assistance unit's resource eligibility. Consideration is only given to the assistance unit's share of resources that are owned jointly with the stepparent.

(3) **Person acting in the role of a spouse.** Income must be considered available to the TANF assistance unit of any non-relative adult(s) of the opposite sex not receiving TANF who lives in the home with the natural or adoptive parent. ■ 11 The income of this individual(s) is computed the same as stepparent income; however, the exemption of one-half of the remainder and dependent care expense is not applicable in determining this individual's countable earned income. ■ 12 [OAC 340:10-3-57(f)(1)] If the parent or the person acting in the role of a spouse fails to provide information necessary to determine income eligibility, the application is denied or the cash assistance terminated.

(4) **Parent(s) of a minor parent.** When a minor parent is living in the home with his or her natural or adoptive parent(s) and the needs of the parent(s) are not included in the assistance unit, the parent's income is considered available to the assistance unit and computed the same as stepparent income. [OAC 340:10-3-57(f)(1)] The income of a minor parent's stepparent is not considered. The parent of the minor parent may be designated as the substitute payee for the case. ■ 13

(g) **Allocating or diverting income.** When family members are not included in the assistance unit, special consideration is required in determining the income available to the assistance unit.

(1) Income received by an individual included in the assistance unit is not allocated or diverted to individuals who are not in the assistance unit. All countable unearned and earned income of the individual is considered available to the assistance unit.

(2) The net income of an alien parent excluded from the benefit because the citizenship or alienage requirement is not met is considered the same as stepparent income. The needs and income of disqualified alien siblings are not considered when determining eligibility of an otherwise eligible child.

(h) **Benefit reduction as a result of program violation.** The TANF benefit is reduced by 25% of the payment standard when a determination of program violation has been made. ■ 14 The 25% penalty is removed the next effective date when compliance is documented or the time frame for the penalty has ended. ■ 15 When multiple types of program violations have occurred, a 25% penalty of the payment standard is imposed for each type of violation. If the benefit reduction causes existing income to be in excess of the benefit amount, the case is closed using the reason for the benefit reduction. ■ 16 The amount of the payment standard reduction applies as Food Stamp Penalty Income in the Food Stamp Program. [OAC 340:50-7-29(b)(1)] Reasons for benefit reduction are: ■ 17

(1) refusal to cooperate in an effort to obtain child support; [OAC 340:10-10-5(c)]

(2) failure to apply for or provide a Social Security number; ■ 18

(3) failure of a child kindergarten age to 18 years of age to attend school; [OAC 340:10-13]

(4) failure to provide verification of child(ren) immunizations; and [OAC 340:10-14]

(5) intentional program violations determined as fraud by court action or an administrative disqualification hearing or administrative hearing waiver. [OAC 340:65-9-4]

(i) **Parent living in the home receiving SSP.** When there is a parent living in the home but not included in the TANF benefit because of receipt of SSP and not SSI, consideration is not given to that parent's individual income for the TANF benefit. When a parent in the SSP benefit becomes ineligible to continue to receive the SSP, the parent is included in the TANF benefit and all the income and resources of the parent are considered in determining eligibility for TANF. If consideration of the parent's income and resources causes the TANF benefit to be closed, and the closure of the SSP benefit was a direct result of an overall Social Security increase, the SSP benefit is placed in Special Medical Status. If the parent is living in the home but not included in the TANF benefit because of receipt of SSP and SSI, no consideration is given to the parent's income and the parent is not included in the TANF assistance unit as long as the parent remains eligible for SSI.

(j) **TANF eligibility when the child(ren) is placed in out-of-home care.** ■ 19 When the child(ren) is removed by a child protection action and it is reasonably anticipated the child(ren) will return to the home within four months, the natural or adoptive parent or needy caretaker relative continues eligible for TANF, if other conditions of eligibility are met. ■ 20 A team consisting of the worker, the child welfare (CW) worker, the natural or adoptive parent or needy caretaker relative, and any other appropriate partner(s) must meet to develop a mutually agreed upon plan of action. ■ 21 This plan addresses employability and strategies to correct the conditions which caused the child(ren) to be removed from the home. ■ 22 At the end of the four month period if the child(ren) has not been returned to the home, the adult(s)' needs are removed and the TANF benefits are discontinued. ■ 23

(k) **Strikers.** The assistance unit is not eligible for TANF for any month the natural or adoptive parent, whether or not included in the benefit, is participating in a strike on the last day of that month. An individual other than the natural or adoptive parent is not included in the benefit for any month if that individual is participating in a strike on the last day of the month.

INSTRUCTIONS TO STAFF

- 1. The Family Support Services (FSS) worker is responsible for explaining the benefits of both programs but the individual is responsible for choosing the program that is most beneficial in meeting the individual's needs.**
- 2. See OAC 340:10-2-8(c)(7) for the Disability Advocacy Program.**
- 3. The FSS worker is responsible for providing the requested information to the Social Security Administration (SSA), taking the appropriate action to adjust the benefit for the next effective date, and confirming such action.**
- 4. See OAC 317:35-5-4(1)(D) when Supplemental Security Income (SSI) has already determined the individual ineligible.**
- 5. See OAC 340:10-3-28(1) for non-recurring lump sum SSI retroactive payments.**
- 6. The local Oklahoma Department of Human Services (OKDHS) office notifies the SSA District Office when a Temporary Assistance for Needy Families (TANF) recipient is certified or terminated for cash assistance, if the recipient has also applied for SSI.**
- 7. An individual is denied assistance for ten years if found to have fraudulently misrepresented residence in order to obtain assistance in more than one**

state. See OAC 340:10-3-56(a)(3)(N).

8. See OKDHS Appendix C-1, Maximum Income, Resource, and Payment Standards, Schedule IX.A.
9. The stepparent's most recent income tax return can be used as documentation of this information.
10. When the stepparent has earned income, on the Family Assistance/Client Services (FACS) Income tab enter the total gross amount in the designated income field and the computer automatically calculates the work related expense and income disregards. Any unearned income is entered in the designated field. Enter the "diverted" field with the need standard as indicated on OKDHS Appendix C-1, Schedule IX, for the appropriate number of individuals and, if necessary, any exemptions.
11. If the natural or adoptive parent is living with a couple, the couple's income is not considered available to the TANF assistance unit.
12. The person acting in the role of a spouse is coded on the Household tab as an "other adult residing in the household" in the "Rel to Payee" field, as "TANF - Temporary Assistance to Needy Families" in the "benefit" field and "Income/Resources are considered in benefit computation - individual not included" in the "status" field. On the Income tab, if this person has earned income, enter the total gross amount in the designated income field and the computer automatically calculates the work related expense. Any unearned income is entered in the designated field. Enter the "diverted" field with the need standard as indicated on OKDHS Appendix C-1, Schedule IX, for the appropriate number of individuals and, if necessary, any exemptions. Any remaining income is considered available to the TANF assistance unit.
13. See OAC 340:10-3-56(a)(3)(P), when the payee is an unmarried minor.
14. See OKDHS Appendix C-1, Schedule IX.
15. A supplement is issued for the next month, if compliance occurs after deadline.
16. See OAC 340:65-3-8 for review periods. The closure code for the computer input document is 14A.

17. The 25% benefit reduction is initiated by the FSS worker updating the FACS, Household tab, for the appropriate penalty block(s) and the Financial Assistance tab at the same time for recalculation of the cash benefit. The computer automatically updates the Food Stamp Penalty Income (FSPI) screen. See OAC 340:50-7-29(b)(1)(A). When the program violation has ended, the FSS worker must update FACS, Household tab, to remove the penalty and make a change at the same time to the Financial Assistance tab for recalculation of the cash benefit. The FSS worker must also complete the Food Stamp Penalty Update (FSPU) screen with an end date. When the TANF case closes and there is a program violation coded, the FSS worker must update FACS, Household tab, by removing the penalty and the FSPU screen with an end date.

18. See OAC 340:10-12, 340:65-3-1(e), 340:65-3-4, 340:50-5-68, and 317:35-5-27.

19. See OAC 340:10-3-56(a)(2)(B)(ii).

20.(a) The FSS worker is notified by the Child Welfare (CW) worker within five working days from the filing of the petition that impending reunification of the family is planned and this adult(s) may be considered eligible for the adult only benefit. The child(ren) is removed from this TANF benefit. It is the responsibility of the FSS worker to determine if the adult(s) meets continuing eligibility requirements. If eligibility requirements are not met, the appropriate case action is taken. When the CW worker informs the FSS worker the child(ren) has been placed in another relative's home and TANF benefits are requested by this relative for the child(ren) only, the needy caretaker relative or the natural or adoptive parent, if eligible, is approved for continuing adult only TANF benefits.

(b) When the adult(s) is determined eligible, the computer document is updated by entering A in Payee/Spouse/Parent Indicator - TANF Only block that is located on the TANF Work tab, and an expected date of return in the Adult TANF Pending Reunification block located on the Financial Assistance tab. Food stamp benefits are recalculated using the adult only benefit amount. The adult(s) continues eligible for managed health care. When the child(ren) is returned to the home, the date entered in the Adult TANF Pending Reunification block is deleted, the A in Payee/Spouse/Parent Indicator - TANF Only block is updated to 1, and the child(ren) is added back to the TANF benefit, if the family continues to meet eligibility criteria.

21. The team must meet within 15 working days of the filing of the petition. At a

minimum, the team consists of the FSS worker, CW worker, and the natural or adoptive parent or needy caretaker relative. The plan of action agreed upon must be documented in the case record.

22. Any time during the four-month period that it is evident the natural or adoptive parent or needy caretaker relative is not complying with the plan of action, the FSS worker notifies the CW worker and terminates the TANF adult only benefits. If the CW plan changes any time during the four-month period to other than reunification, the FSS worker is notified and the TANF adult only benefits are terminated.
23. A County Worker Activity (CWA) Report 80 notifies the FSS worker during the third month for action to be taken. If no action is taken by regular roll of the fourth month, the case continues to appear on the CWA Report. It is the responsibility of the FSS worker to take appropriate timely action. The case record must document the decision to not return the child(ren) to the home. Other available support services and OKDHS programs are explained to the natural or adoptive parent or the needy caretaker relative.