

Department of Public Health  
and Human Services

Section:  
CASE MANAGEMENT

TANF CASH ASSISTANCE

Subject:  
Participation Components

**Supersedes:** TANF 701-3 (01/01/10)

**References:** 45 CFR 261.30 - .36 & .70; ARM 37.78.102, .206, .216, .801, .806, .807, .810, .811, and .826; House Bill 555; Deficit Reduction Act of 2005;

**GENERAL RULE**--Certain individuals who are included in the assistance unit must negotiate, sign, and comply with a Family Investment Agreement and WoRC Employability Plan (FIA/EP) as a condition of eligibility for TANF cash assistance, TANF cash assistance extended benefits or the TANF Post-Employment Program. **See TANF 701-1 for the policy on who must have a FIA/EP.** On the FIA/EP, the individual will be referred to either the WoRC program or Tribal NEW for ongoing case management.

**NOTE:** In addition to being referred to either the WoRC program or Tribal NEW, TANF participants are required to accept and maintain employment (MAE component code). Failure to do so, without good cause, results in a sanction (TANF 702-2 702-3 and 1509-1).

**BLOCKING OF HOURS**

A first partial month referral to WoRC or NEW must be "blocked" (i.e., the Start is the date of referral and the End date is the last day of the application month). Starting with the first full month of participation, the Start date is the first day of the month and the End date is 999999.

**ACCEPT AND MAINTAIN EMPLOYMENT**

(EMPL Component code: 'MAE')—This component code displays on the FIA/EP of every individual required to have a FIA/EP. This component indicates the participant agrees to accept and/or maintain employment while receiving TANF cash assistance.

**PARTICIPATION INFORMATION**

The HCS-710 Brochure, TANF Participation Information, is given to all TANF applicants and is available for applicants to track the hours of employment related activities from application date until the WoRC intake appointment. When attempting to reconstruct activities, the WoRC Case Manager needs to ask the participant for the HCS-710. (TANF 103-2)

**NOTE:** The A034 TANF Participation Information notice, which mimics the HCS-710 Booklet, must be sent from TEAMS when a TANF application is registered. This notice is to be sent even if a determination of eligibility has not been completed.

**HOURS NOT COMPLETED**

(EMPL Component code: 'HNC')—When a TANF application is pro-rated based on the application date, the HNC component may be used to indicate:

1. Hours between the first day of the application month and the application date for individuals referred to Tribal NEW; and
2. Hours between the date of application and the date of the Employability Plan (EP) negotiation with the WoRC Case Manager for individuals referred to WoRC, **provided that allowable work activities cannot be reconstructed.**

The HNC component may be used by either the Social Service Specialist or the WoRC Case Manager as follows:

**HNC--OPA**

The Social Service Specialist will use the HNC component code for TANF individuals who are referred to Tribal NEW for case management services. The HNC code will account for the time period between the first of the month and the application date.

The use of the HNC code by the Social Service Specialist is limited to the initial month of application.

**Example:** Dad and 1 child apply for TANF on 8/12/11. Dad does not take advantage of the same day interview. The OPA Case Manager send the A032 "TANF Interview Scheduled" notice and the A034 "TANF Participation Information" notice off TEAMS on 8/15/11. Dad completes the interview with the OPA Case Manager on 8/19/11 and is referred to Tribal NEW for case management services. The OPA Case Manager would enter the following on EMPL:

HNC 8/1/08 through 8/12/11      66 hours  
NEW start and end dates are automatically set by TEAMS

**NOTE:** Because Dad is referred to Tribal NEW for case management services, the start date of benefits will be 8/12/11.

**HNC—WoRC CASE MANAGER**

The WoRC Case Manager will use the HNC component code for TANF individuals who are referred to WoRC for case management services. The HNC code will account for the time period between the first of the month and the date the individual negotiates their Employability Plan (EP) with WoRC, **provided that allowable work activities cannot be reconstructed.**

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- ▶ The use of the HNC code by a WoRC Case Manager is limited to the first two (2) months of benefits. It can be used in the second month if engagement with the WoRC Case Manager does not occur in the initial application month. **The results of the efforts by the WoRC Case Manager must be documented in TEAMS case notes.**

### HNC HOURS/ EDITS

TEAMS has been programmed to prevent the entry of excessive negotiated hours for the HNC component, depending on the number of hours the individual is required to participate in allowable work activities. (See TANF 701-2)

- ▶ In most instances the HNC hours should be calculated on a daily rate to achieve optimum participation and quickly engage the participant in activities, e.g. If the participant is required to complete 132 hours per month, 6.6 hours per day (32/5) would be used to calculate HNC hours. If the participant is required to complete 108 hours per month, 5.4 hours per day (27/5) would be used to calculate HNC hours. **The following table is only a general guideline for the number of HNC hours entered on the EMPL screen.**

Application Date	108 Hours Required	132 Hours Required
1 <sup>st</sup> thru 7 <sup>th</sup>	27	33
8 <sup>th</sup> thru 14 <sup>th</sup>	54	66
15 <sup>th</sup> thru 21 <sup>st</sup>	81	99
22 <sup>nd</sup> thru 30 <sup>th</sup>	108	132

### EXAMPLES:

**#1:** Mom has 2 children ages 8 and 9. Mom applies for TANF on 3/28/11 with a start date of 4/1/11. Because she has no child under age 6 and is a single parent, she is required to participate for 132 hours per month. She meets with her WoRC case manager on 4/5/11 which is within 3 working days of her start date. Mom has provided the HCS-710 booklet with no countable activities listed. HNC should be entered on the EMPL screen for 4/1/11-4/5/11. Since she has only missed 3 working days of activities (4/1/11, 4/4/11 and 4/5/11) only 20 hours (6.6 x 3=19.8) should be allotted to the HNC code.

**#2:** Dad has a 13 year old son and applies for TANF on 8/23/11. Because he has no child under the age of 6, he is required to participate 132 hours. He takes advantage of the same day interview. He meets with his WoRC case manager on 8/24/11 to negotiate his EP. Since there are five working days remaining in the month of March, HNC would be entered on the EMPL screen for 99 hours (6.6 x 5=33) for 3/1/11-3/24/11 and activities would be negotiated for the five working days (33 hours) remaining 3/24/11-3/31/11.

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**#3:** Mom, with her 3 year old daughter, applies for TANF on 3/2/11. Because she has a child under age 6, she is only required to participate 108 hours. She takes advantage of the same day interview, but does not meet with her WoRC case manager until 3/14/11. Since this is not within the 3 day referral period, she must provide good cause. Mom provides verification she was hospitalized from 3/3/11-3/13/11. Because she provided verification of good cause, her start date remains 3/1/11 and 54 HNC hours would be entered on EMPL for 3/1/11-3/14/11. The WoRC case manager would enter "Y" in the good cause section of the EMPS screen. If she did not provided verification of good cause, the WoRC case manager would enter "N" in the good cause section of the EMPS screen and notify the Social Service Specialist to change the start date of benefits to 3/14/11 and no HNC hours would be entered. HNC hours would be entered for the period of 3/1/11-3/14/11.

**WORC READINESS ACTIVITY (WoRC)** (EMPL component code: 'WRC')—This component is a referral to the Work Readiness Component (WoRC) Case Manager.

**NOTE:** The WoRC program in the service county will be responsible for case management when the case is being maintained by an OPA other than the participant's county of residence.

The WoRC Case Manager provides case management services for the activities of the participants. The Social Service Specialist and the WoRC Case Manager coordinate their efforts to best serve participants.

WoRC referrals occur via electronic transfer through the TEAMS computer system by using the 'WRC' component code on the EMPL screen.

**WRC START DATE** The start date of the WRC component on the EMPL screen will be the date the individual negotiates their Family Investment Agreement (FIA) with the Social Service Specialist and is referred to the WoRC program for case management services, or the first of the following month if the household chooses to have their benefits start the month following the month of application. (TANF 103-5)

**TRIBAL NATIVE EMPLOYMENT WORKS (NEW)** (EMPL component code: 'NEW')--Participants who are enrolled tribal members residing on the reservation will be referred to NEW in accordance with agreements in place in that county. Participants must be informed and understand that they could also be referred to the WoRC program. Once an option is chosen, the participant needs to sign the Request to Participate form (HCS-778).

**NOTE:** Currently, Tribal NEW may serve participants in Roosevelt, Valley, Sheridan, Daniels, Big Horn, Rosebud, Pondera and Glacier counties.

**EMPLOYMENT AND TRAINING ACTIVITIES**

The focus of employment and training activities is to assist the family in becoming self-supporting through immediate employment opportunities or finding alternatives to public assistance.

**COMPONENTS COUNTED TOWARD PARTICIPATION**

There are a limited number of activities (components) available to meet the Federal TANF participation requirements. Below are the allowed activities (components).

Components are designated as either primary or secondary and are limited in the number of hours an individual may participate in the component, depending on household composition (TANF 701-2).

1. **Primary** components must account for the following:

- **at least 23** hours per week for each adult in a single parent household with no child under the age of six;
- **at least 25** hours per week for each adult in a single parent household with a child under the age of six;

**NOTE:** These individuals have a higher number of hours required in primary components based on federal regulation.

- **at least 28** hours per week for each adult in a two-parent household, regardless of the age of the children.

2. **Secondary** components may be scheduled for the hours above the primary components. For single parent households, the secondary hours are limited to no more than 10 hours per week. For two parent households, the secondary hours are limited to 5 hours per week for each adult.

**INCARCERATED INDIVIDUALS**

Individuals who are incarcerated are not available to accept and maintain employment. Therefore, activities they may participate in during their incarceration are not countable work activities.

**NOTE:** Even though some jails offer internet access, etc., which may allow the individual to complete job search, etc., activities performed while incarcerated are not allowable work activities.

**NOTE:** Incarcerated individuals who are absent from the home and who will not be returning to the home before the next month's benefits are issued are not considered temporarily absent and must be removed from the household. (TANF 302-1)

See TANF 701-4 "WoRC Participation, Documentation and Reconciliation" for information on reconciling hours of work activities.

## ASSESSMENT ACTIVITIES

Assessment activities may be used under WEX, HSE, CSP, STT, & ABE components. Assessment activities **must be used in conjunction with the actual component code** and may be used for only four consecutive weeks per enrollment. The actual hours of assessment activities must be verified on a weekly time sheet. (See WoRC Guidelines for more information on the supervision and documentation requirements.)

## EMPLOYMENT

(Component code: 'EMP')--Employment is considered a **primary** component. The employment component includes part-time or full-time paid work and self employment. If a participant is engaged in **any** paid employment, the hours must be counted.

**NOTE:** During the first month of self-employment start up (no income) hours associated with the self-employment are coded JBS. After the first month of self-employment start up, the number of participation hours allowed is the net income (gross income minus allowable business expenses) divided by federal minimum wage.

**NOTE:** Individuals who are employed and participating in the TANF Post-Employment Program **must** have the EMP component on their FIA/EP. If the individual's hours of employment do not meet the minimum required participation hours, other allowable work activities must be negotiated in order to meet the minimum required hours. These individuals must attend weekly case management meetings with their WoRC Case Manager. (Refer to the WoRC Guidelines and TANF 704-2 for information on the Post-Employment Program)

## WORK EXPERIENCE

(Component code: 'WEX')--Work Experience is considered a **primary** component. The work experience component is limited to the WEX assessment process and/or actual WEX placement. The actual hours of WEX activities must be verified on a weekly time sheet.

## WEX PLACEMENT

A WEX placement is a formal job site experience and training, established to develop or enhance the participant's basic work habits and/or improve specific work skills. WEX placement has a formal signed agreement between the WoRC program and the sponsor (employer). Worker's Compensation is covered by the State. A WEX placement is designed to:

1. Enhance, expand, and improve the participant's training history;
2. Provide meaningful on-site training for those participants with little or no work history;

3. Provide an avenue for participants to earn a current performance recommendation; and
4. Provide participants with the skills to balance demands of home and out of home schedules.

On-site training assignments will not exceed 8 hours/day or 40 hours/week. A standard WEX site placement is for three months. An extension may be given if new and/or additional skills are included in the updated training plan and with WoRC monitor approval. A WEX placement can not exceed 6 months. Sites may include the private, public or governmental sector.

**Background Checks:** Participants are subject to a background check when a WEX placement involves a site where children, the disabled or the elderly are present and interaction with these individuals is part of the participants' duties. Out of state participants may be subject to providing their fingerprints to verify background. A cooperative agreement has been set up with the Attorney General's office as to the procedure and parameters that must be met.

**Worker Displacement:** There must be NO displacement of existing workers to allow the employer to accept a TANF cash assistance participant (trainee) nor can the employer derive any immediate advantage from the trainee's participation. Non displacement must be established in WEX sites or Internship sites prior to placement. However, an adult participant may fill a vacant position in order to engage in a work activity such as a position needed to meet new production demands, filling temporary needs, opening new businesses, successor ownership of a business, etc. There must be NO intentional lay offs or termination of workers to create a position.

**Sites will not be approved for participation if any one of the following situations exists:**

1. When any other individual is on layoff from the same or any substantially equivalent job; or
2. The employer has terminated the employment of any regular employee or otherwise caused an involuntary reduction of its workforce in order to fill the vacancy so created; or
3. The site is in a strike or pre-strike status; or
4. This placement will violate an existing contract for services or a collective bargaining agreement, and will violate a collective bargaining agreement without written concurrence of the labor organization.

**Grievance Procedure:** A grievance procedure to resolve complaints of alleged violations of the displacement rule will be available to current employees of a work site who believe a work placement violated the displacement rule.

**Workers' Compensation:** Participants in a WEX site are offered Worker's Compensation coverage. Premiums and benefits are based upon the wage that a probationary employee is paid for work of a similar nature at the assigned work site.

**JOB SEARCH  
JOB READINESS**

(Component code: 'JBS')--Job search /Job Readiness assistance is considered a **primary** component. Job search/Job Readiness assistance includes but is not limited to:

1. Completing and submitting job applications;
2. Completing resumes or master applications;
3. Life skills training classes; and
4. Substance abuse treatment, mental health treatment or rehabilitation activities. Such treatment must have been deemed necessary by a qualified medical or mental health professional.

**NOTE:** A qualified medical professional is defined as an individual who is currently licensed in the State of Montana and is practicing within their field of expertise. The medical professional may not be currently suspended from providing health care services and must be presently involved in the treatment of the participant.

Job search/Job Readiness is measured on an hourly basis. These hourly limitations are applied to a preceding 12-month period which includes the reporting month and the previous 11 months. The actual hours of JBS activities must be verified. The allowable JBS hours include the following:

1. 240 hours for a single parent with a child under the age of 6;
2. 360 hours for all other work-eligible individuals.

**NOTE:** The four consecutive week limit on JBS is still applicable.

**VOCATIONAL  
EDUCATIONAL  
TRAINING**

(Component code: 'STT')--Vocational educational training is considered a **primary** component and may include an assessment process and/or any organized education or training beyond a high school degree that leads to a certificate or degree.

Vocational and post-secondary education up to a Bachelor's or advanced degree provides the participant with additional skills, proficiencies, and technical ability that solidifies his/her job readiness into an emerging occupation.

A participant cannot be given credit for more than 12-months in a lifetime of participation in vocational educational training starting with January 1, 2004.

Required clinical participation, lab work or internships required for the training programs are allowable under the STT component. Time spent in supervised and unsupervised study hall is also allowable under this activity. The actual hours of attendance and participation in STT activities must be verified on a monthly basis. (See WoRC Guidelines for more information on the supervision and documentation requirements.)

**ON-LINE OR  
DISTANCE  
LEARNING**

On-line and/or distance learning may be included as a Vocational Educational Training (STT) activity, provided the participation in the class, monitoring and supervision are provided and verified. (See WoRC Guidelines for more information on the supervision and documentation requirements.)

**► COMMUNITY  
SERVICE**

(Component code: 'CSP')—Community service is a structured program in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. The work must serve a useful community purpose. Community service activities are allowable **primary** activities for all participants and may include an assessment period.

Community service programs must be designed to improve the employability of a participant not otherwise able to obtain employment and must be supervised on an ongoing basis no less frequently than daily. A recognized volunteer site is defined as an agency or organization where anyone in the general public could volunteer his or her time.

**NOTE:**

A participant who is in a residential treatment program and also fulfills assigned supervised, documented work responsibilities for the benefit of all the residents (i.e preparing meals, housecleaning,) may count as a CSP.

The participant is responsible to make arrangements with the agency to volunteer by using the CSP Site Agreement (HCS 775) and timesheet. Like WEX sites participants are limited to 3 months at the same CSP site. Case manager and monitor approval is needed to extended the site agreement past 3 months.

### **JOB SKILLS TRAINING**

(Component code: 'JST')--Job skills training is considered a **secondary** component. The actual hours of JST activities must be verified on a weekly time sheet. Job skills training may include but is not limited to:

1. Computer classes needed for a specific occupation or employment;
2. Customized training to meet the needs of a specific employer; and
3. Language or literacy instruction which is focused on skills needed for employment.

### **EDUCATIONAL ACTIVITIES FOR INDIVIDUALS WITHOUT A HS DIPLOMA OR GED**

(Component code: 'ABE' for individuals age 20 or over and 'HSE' for individuals under age 20). "Education Directly Related to Employment" and "Satisfactory Attendance at a Secondary School or in a Course of Study leading to a GED" is allowed only for individuals who do not have a high school diploma or GED. The actual hours of attendance and participation in ABE and HSE activities must be verified. It is considered:

a **primary** component for individuals who are under age 20.

a **secondary** component for individuals who are 20 years or older.

Examples of educational activities include but are not limited to:

1. An assessment period;
2. GED class time;
3. Basic and remedial education to provide participant with brush up skills as needed for employment;
4. English proficiency for participants unable to understand, read, speak, or write well enough to allow employment commensurate with participant's employment goal;
5. Attending high school or alternative high school; and
6. Attending GED preparation courses;

**NOTE:** Unmarried teen parents without a diploma or GED must participate in educational activities directed toward the attainment of a high school diploma or GED **or** an alternative educational or training program that has been approved by the state, unless the participant and WoRC Case Manager negotiate other allowable work activities.

**NOTE:** Unsupervised study time is an allowable activity. (See WoRC Guidelines for more information on the supervision and documentation requirements)

**NOT PARTICIPATING/ INCAPACITATED**

(Component code: 'NPI')--Not Participating Incapacitated is to be used when an individual has been declared totally incapacitated (specifically bed rest or hospitalization) by a qualified medical professional involved in the treatment of the individual and the incapacity results in the inability to participate in any type of activity excluding medical appointments that are directly tied to the incapacity.



**NOTE:** Refer to WoRC Guidelines section 3.10 for the assessment process that occurs before the NPI code is requested.



**NOTE:** Remember that any disclosure of disability is voluntary. Applicants, beneficiaries, and participants need to be informed that although disclosure of a disability is not required, this information can help make referrals to other community resources. The information may also assist the WoRC program in negotiating employment and training activities that the participant will be successful in completing.

**NOTE:** A qualified medical professional is defined as an individual who is currently licensed in the State of Montana and is practicing within their field of expertise. The individual may not be currently suspended from providing health care services. The "qualified medical professional" may include an LCPC, chiropractor, physical therapist, family nurse practitioner, certified midwife or physician assistant.

This component is limited as follows:

1. May only be approved for a **maximum of 3 months** in a **12 month period** (possible extension in extreme circumstances);
2. Must be supported by the HCS 206 (Mental Health Assessment) or HCS 207 (Activity Assessment) form filled out by a qualified medical professional involved with treatment of the individual; **A second opinion will be requested by your WoRC Monitor in the instance that**



the NPI code has been authorized over 4 consecutive times and the same medical/mental health provider has completed the HCS 206/207;

3. Must be approved by WoRC Monitor;

- ▶ **NOTE:** Upon approval of the NPI code, the WoRC Monitor will also notify the OPA so that a disabled indicator ('D') can be entered on SPRD. The review date should be established on the SPRD screen by the OPA and based on the review date determined by the WoRC Monitor.

4. Must be reviewed by the WoRC Case Manager/WoRC Monitor on a monthly basis to ensure the request code is still necessary without changes;

- ▶ **NOTE:** If changes are made following this review, the OPA must be notified so the SPRD screen can be updated appropriately.

5. Participant is required to maintain bi-weekly in-person contact with the WoRC Case Manager;

6. May not be used on extended benefit cases.

A TEAMS case note outlining the use and approval of the NPI code must be entered by the WoRC Case Manager. Only limited, generic medical information should be included in the TEAMS case note.

The participant should be encouraged to participate in treatment based activities or therapies that are recommended by the qualified medical professional on the HCS 206 or HCS 207 form.

**NOTE:** A participant who is coded NPI is not eligible for supportive services.

- ▶ If a qualified medical professional has indicated on the HCS 206/207 that an individual is totally unable to participate in employment and training activities but the individual would like to participate, the WoRC program **can not** negotiate activities until a new HCS 206/207 has been completed indicating the individual is able to complete participation hours.

Refer to TANF 901-1 for information on childcare during the use of the NPI component.

► **ACCOMMODATIONS**

All WoRC programs will take appropriate steps to ensure that persons with disabilities, including persons who are deaf, hard of hearing, or blind, or who have other sensory or manual impairments, have an equal opportunity to participate in our services, activities, programs and other benefits.

► **NOTE:** Refer to WoRC Guidelines section 3.11 for the assessment process that occurs prior to providing accommodations and for the services/auxillary aides that may need to be provided to achieve effective communication with persons with disabilities.

► **NOTE:** Remember that any disclosure of disability is voluntary. Applicants, beneficiaries, and participants need to be informed that although disclosure of a disability is not required, this information can help the contractors to make referrals to other community resources.

The information may also assist the WoRC program in negotiating employment and training activities that the participant will be successful in completing.

If the WoRC Case Manager receives a statement from a qualified medical professional involved in the treatment of the individual; an HCS-207 'Activity Assessment' form; or an HCS-206 'Mental Health Assessment' form which indicates an individual has a limiting condition (either physical or mental) but is able to participate in activities with accommodations for fewer than the required hours, the following steps must be taken:

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1. All efforts must be made to provide accommodations for the individual to allow participation to the best of his/her ability. A TEAMS case note must be entered which discusses the accommodation findings and what accommodations are being utilized.
  2. The individual is required to participate for the number of hours specified by the qualified medical professional;
 

**NOTE:** If the individual fails to participate for the number of hours specified, and good cause is not established, a sanction would be recommended.

**NOTE:** If the individual has participated to the extent they are capable, according to the qualified medical professional, but does not meet the federally required hours, a sanction will not be recommended.

- ▶ **NOTE:** If the individual would like to complete more hours than the medical professional indicated on the HCS 206/207, a new HCS 206/207 is needed before the participant can negotiate additional hours.
3. The WoRC Monitor must be involved in establishing the Employability Plan (EP) for the individual and/or be aware of the accommodations made;
  4. The EP must have full hours scheduled to meet the minimum hours edits on TEAMS to allow for authorization, however the component description should read, “**Due to accommodation needs, only XXX hours required**”; and
  5. The EP must be reviewed on a monthly basis.

- ▶ **NOTE:** The HCS 206 & 207 must be completed in full and updated every 3 months. The updated form is needed to assist with negotiating appropriate activities as a participant’s condition can change frequently and accommodations must be made accordingly.

- ▶ **NOTE:** WoRC programs are not to coach the participant and/or medical providers as to what should be written on the HCS 206/207.

### EXTENDED BENEFITS/ INCAPACITATED

(Component code: ‘EBI’)--Extended Benefits/Incapacitated is to be used when an individual meets the criteria for extended benefits and the activities they are participating in do not meet any of the allowable work activities above. This component is limited as follows:

1. Must be approved by Central Office as part of the approval for extended benefits; and;
2. Can only be used on an extended benefit case.

### NEEDED IN HOME

(Component code: ‘NIH’)--Needed in the Home is to be used when a TANF participant, who is a parent of a minor child in the household, is needed in the home to care for a temporarily or permanently disabled child or family member (who is of any age but is within the 5<sup>th</sup> degree of kinship) and who is living in the home.

- NOTE:** Individuals who are needed in the home to care for a disabled child or family member can be excluded from activities even if the disabled child or family member is enrolled in school full-time.

This component is limited as follows:

1. Must be supported by a signed HCS-205 'Request for Needed In the Home' form from a qualified medical professional who is currently involved in the treatment of the disabled individual stating that the person needing care is temporarily or permanently disabled;

**NOTE:** If the statement indicates the individual is temporarily disabled, it must include a date of when the temporary disability is expected to end.

3. The HCS-205 form must indicate that the TANF participant is needed in the home to care for the disabled individual;
4. Must be approved by a WoRC Monitor;
5. Must be reviewed at least quarterly by supervisor and monitor; and
6. The participant is required to maintain bi-weekly (or as deemed practical for the specific situation) contact with the WoRC Case Manager.

The participant should be encouraged to participate in treatment based activities or therapies that are recommended by the qualified medical professional on the HCS-205 form.

A TEAMS case note outlining the use and approval of the NIH code must be entered by WoRC Case Manager.

#### **MEDICAL DOCUMENTATION**

Medical documentation is required when seeking WoRC monitor approval for an NPI, NIH, EBI or accommodations. Such documentation must include a fully completed HCS 205, 206, 207 or 209. These forms must be faxed or delivered directly from the medical professional's office. Participants must continue with work activities as negotiated until the proper medical documentation can be provided and monitor approval has been given. If the form is not provided or completed in its entirety the individual will be required to fully participate in the WoRC program.

#### **NEW PARENT WORK ACTIVITY**

(Component code: 'BOB')—Birth of Baby is to be used in the month of birth and 2 months following, to indicate a TANF participant who has chosen the "New Parent" activity in place of or in conjunction with other allowable work activities.

**NOTE:** If the participant chooses to participate in other allowable work activities in conjunction with or in place of the new parent

activity, they will be held to the requirement to participate fully in the other negotiated work activities or face sanction.

The participant must meet the following criteria to be eligible to choose the “new parent” activity:

1. The participant must be the natural or adoptive parent of the newborn;
2. The participant must be identified as a single parent household on TEAMS (federal regulation);

**NOTE:** If the father of the unborn child is coded as a deemed person (DP on SEPA) a household is not eligible for the New Parent Activity.

3. The participant must reside with the newborn.

The participant must sign the HCS-711 “New Parent” Participation Agreement to Participate form indicating their choice of participation with the WoRC Case Manager.

Use of the BOB component code is limited as follows:

1. The newborn child must be coded “IN”, “DQ”, “SC” or “TR” on SEPA;
2. The newborn child must be under three months of age in the benefit month the code is being used for (not including the month the child turns three months);
3. The participant for whom the BOB component is being used must be tied to the newborn child on PACR; and
4. The code is limited to 12 months in a participant’s lifetime. (This limit is currently manually tracked by the WoRC Case Manager.)

A TEAMS case note outlining the use of the BOB code must be entered by the WoRC Case Manager.

**NO CHILD  
CARE/LONG TERM**

(Component code: ‘NCC’)--This component is to be used when a TANF participant is unable to locate long term child care, through no fault of their own. This component is limited as follows:

1. Must be supported by a statement from the local Resource and Referral Agency supporting the lack of appropriate long-term child care;
2. There must be a child under the age of six (including the month they turn six) in the household;
3. Must be approved by a WoRC Monitor; and
4. Must be reviewed at least quarterly by supervisor and monitor.

**NOTE:** If a household uses child care services from anyone, including family members, for other things such as grocery shopping, attending community events, or for appointments, the no child care (NCC) code is not available for use.

The participant is encouraged to complete activities that are designed to overcome the lack of appropriate child care, including but not limited to:

- Pursuing LUP child care;
- Maintaining weekly documented contact with the local Resource and Referral (R&R) agency regarding child care providers;
- Researching employment opportunities in other areas of the state where child care is available.

A TEAMS case note outlining the use and approval of the NCC code must be entered by the WoRC Case Manager.

## FAIR HEARING PENDING

(Component code: 'FHP')--This component may only be used by the Social Service Specialist and **only** if the participant requests a Fair Hearing and continued benefits during a sanction penalty month or an ineligibility period due to imposition of a second or subsequent sanction. Continued benefits cannot be issued when the issue is the lack of a FIA/EP or WoRC engagement. (TANF 702-4)



**NOTE:** When working through the FHP process on TEAMS the sanction should **not** be lifted. Refer to TB 2008-02 on the TEAMS Tools website for additional information.

The use of this component code is limited to a one month span. In order to receive TANF cash assistance following the receipt of continued benefits during a sanction penalty month or a one month ineligibility period, a new FIA/EP must be negotiated. This information is included on the A502 "CONT BENEFITS PENDING HEARING" notice.

The household may use the FHP component code and receive **one month** of continued benefits during a three (3) or six (6) month ineligibility period. If they receive one month of continued benefits, it will count as month '1' in the ineligibility period, however the remaining months of the ineligibility period must be served, prior to being eligible for TANF cash assistance. The household must make application for TANF cash assistance following the ineligibility period. (TANF 702-4)

**NOTE:** In order to use the FHP component code on the FIA/EP, the participant must be coded 'IN' on AF SEPA. TEAMS will allow an individual with a sanction to be coded 'IN', provided the FHP component is present on the FIA/EP.

If the sanction is subsequently upheld during the fair hearing process, the sanction will already be in place and included in the "count" of sanctions. An overpayment of the continued benefits must be established and proper notice sent. (TANF 1504-1)

If the sanction is overturned during the fair hearing process, it must be lifted off TEAMS using the process outlined in TANF 702-3 page 13.

## PARENTS AS SCHOLARS

(Component Code: 'PAS')—Parents as Scholars is used only for participants approved to participate in the Parents as Scholars program. Participation in this program is currently on hold. See Section 701-3(a).

DB/MaM

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