



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

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TO: All TANF Cash Assistance Policy Manual Holders
All WoRC Guidelines Holders

FROM: Del Bock, TANF Program Manager
Stephanie Wilkins, TANF Policy Specialist
Lorrie Cofer, WoRC Monitor
Jody Frank, WoRC Monitor

SUBJECT: Bulletin TB- 65

TANF Manual: Place this bulletin in TANF 701-3, between page 6 and 7.

WoRC Guidelines: Place this bulletin in WoRC Guidelines 3.2 before page 8.

SECTION: TANF participation Components, WoRC Work Experience (WEX)

SUBJECT: Participation Components

EFFECTIVE DATE: Immediately

INTRODUCTION: Current policy indicates that 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 cannot exceed 6 months.

POLICY CHANGE: **WEX site placements can be for a period of 6 months maximum under one training plan. A new or updated training plan is no longer required at 3 months. Monitor approval is not needed to continue a placement beyond three months.**

REMINDER: This does not remove the requirement to meet with the site supervisor monthly and the participant bi-weekly. The monthly site supervisor evaluations and feedback from the participant should be used to determine if the training plan continues to meet the participant and site sponsors goals for the placement.

The training plan may still need to be re-written several times during the course of the six month WEX placement. The training

plan needs to be updated to meet the training needs of the participant and the WEX site.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL POLICY SPECIALISTS/WoRC MONITOR.