



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

FROM: Stephanie Wilkins, TANF Policy Specialist  
Lorrie Cofer, WoRC Monitor  
Jody Frank, WoRC Monitor

SUBJECT: Bulletin TB- 67

**TANF Manual: Place this bulletin in TANF 103-5 and 701-3**  
**WoRC Manual: Place this bulletin in WoRC 3.9**

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**SECTION:** TANF 103-5 Processing  
TANF 701-3 Participation Components  
WoRC 3.9 WoRC component (WRC)

**SUBJECT:** Start date of the WoRC (WRC) component on EMPS

**EFFECTIVE DATE:** Immediately

**INTRODUCTION:** Due to ongoing discussions and questions a policy change has been implemented to reduce the confusion when entering the Work Readiness Component (WRC) on the EMPL screen in TEAMS.

Current policy in 103-5 and 701-3 regarding the WRC start date is written to assume that TANF interviews are provided the same day the application is submitted. Policy states that the WRC component on EMPL will be set the date the participant negotiates their Family Investment Agreement (FIA). Same day interviews are not always available; therefore it is necessary to change policy to clarify the correct start dates for the WRC component.

**POLICY CHANGE:** The Social Service Specialist (SSS) will set two WRC component start dates when **the FIA is negotiated in the month of application and the client requests the partial month benefits.** The 1<sup>st</sup> start date of the WRC component on EMPL will be the date the individual negotiates their FIA and is referred to WoRC for case management services. The 2<sup>nd</sup> WRC component will be the first of the following month.

**Example 1:** Application date of 12/15/2011. FIA is negotiated same day, 12/15/2011 and client requests to receive partial benefits for 12/2011. Because the first month is a partial benefits month the SSS will enter 2 WRC components in the EMPL screen:

The 1<sup>st</sup> WRC start date is the date the FIA was negotiated with OPA.

1<sup>st</sup> WRC start date: 12/15/2011 to 12/31/2011

2<sup>nd</sup> WRC start date: 1/1/2012 to 999999

**Example 2:** Application date of 12/15/2011. FIA is negotiated on 12/30/2011. The client requests to receive partial benefits for 12/2011. Because the first month is a partial benefits month the SSS will enter 2 WRC components in the EMPL screen:

The 1<sup>st</sup> WRC start date is the date the FIA was negotiated with OPA.

1<sup>st</sup> WRC start date: 12/30/2011 to 12/31/2011

2<sup>nd</sup> WRC start date: 1/1/2012 to 999999

The SSS will set two WRC component start dates when the **FIA is negotiated in the month following the month of application and the client requests the partial month benefits.** The 1<sup>st</sup> start date of the WRC component on EMPL will be the date of the application. The 2<sup>nd</sup> WRC component will be the first of the following month.

**Example 1:** Application date of 12/15/2011. FIA is negotiated on 1/10/2012. The client requests to receive partial benefits for 12/2011. Because the first month is a partial benefits month the SSS will enter 2 WRC components in the EMPL screen:

The 1<sup>st</sup> WRC start date is the date of the application. Because the FIA was not negotiated until the following month OPA will still need to enter a WRC start date in the month of application so that the WoRC program can account for participation hours.

1<sup>st</sup> WRC start date: 12/15/2011 to 12/31/2011

2<sup>nd</sup> WRC start date: 1/1/2012 to 999999

**Example 2:** Application date of 12/30/2011. FIA is negotiated on 1/10/2012. The client requests to receive partial benefits for 12/2011. Because the first month is a partial benefits month the SSS will enter 2 WRC components in the EMPL screen:

The 1<sup>st</sup> WRC start date is the date of the application. Because the FIA was not negotiated until the following month OPA will still need to enter a WRC start date in the month of application so that the WoRC program can account for participation hours.

1<sup>st</sup> WRC start date: 12/30/2011 to 12/31/2011

2<sup>nd</sup> WRC start date: 1/1/2012 to 999999

The SSS will set only one WRC component start date when **the client requests benefits begin the 1<sup>st</sup> of the month following the month of application.** The start date of the WRC component on EMPL will be the first of the following month.

**Example 1:** Application date of 12/15/2011. FIA is negotiated same day, 12/15/2011 and client does not want to receive partial benefits for 12/2011. Requests a TANF start date of 1/1/2012. The SSS will enter 1 WRC component in the EMPL screen:

The WRC start date is the 1<sup>st</sup> of the month following application (requested start date).

WRC start date: 1/1/2012 to 999999

**Example 2:** Application date of 12/15/2011. FIA is negotiated on 1/10/2012. The client does not want to receive a pro-rated amount in 12/2011 and requests a TANF start date of 1/1/2012. The SSS will enter one WRC component in the EMPL screen:

The WRC start date is the 1<sup>st</sup> of the month following application (requested start date).

WRC start date: 1/1/2012 to 999999

**REMINDER:**

An individual(s) who is referred to the WoRC Program for case management services must negotiate an Employability Plan (EP) with WoRC for the application month within three (3) working days of being referred to the WoRC program on the RELI screen or within three (3) working days of the WoRC component start date. If the participant fails to negotiate an EP within three days, the SSS will change the start date on APMA to reflect the date the individual (s) negotiates an EP with WoRC, unless good cause has been established for failing to negotiate an EP with WoRC.

**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 WoRC MONITOR/ REGIONAL POLICY SPECIALISTS**

