



TANF 704-1 Employability/Service Plan

Supersedes: TANF 704-1 (10/01/24)

Reference: ARM 37.78.206, .216 and .806

Overview: The Employability/Service Plan (E/SP) is a written plan, individualized to each client's needs based on the Family Bridge Model assessment, which outlines mutually agreed upon activities to help lead the client to self-sufficiency.

A current signed E/SP is a condition of eligibility for all 'work-eligible' clients included in the TANF Cash Assistance filing unit and all clients receiving TANF non-cash services and supports.

EMPLOYABILITY/ SERVICE PLAN:

Employability/Service Plans must be negotiated for the current month and the following month. E/SP may be negotiated for up to 3 months. Post-Employment Program (PEP)E/SP must be negotiated for 6 months and reviewed monthly. PEP Income must be reverified prior to month 7 E/SP being negotiated. The E/SP must be negotiated and signed by the 15th of the month for the following month.

Failure to have a current E/SP by the 15th will result in case closure effective the end of the current month.

If the E/SP is negotiated/signed by the last day of the month, the case may be reopened, and benefits issued.

An Employability Service Plan (E/SP) may be signed telephonically, authentic e signature, and or a wet (hard copy) signature.

TELEPHONIC/AUTHENTIC E-SIGNATURE:

The following provisions apply to telephonic and authentic e-signature E/SP signatures:

1. The telephonic signature system must make an audio recording of each Work Eligible applicant's verbal assent and a summary of the Employability Plan

information to which the household assents. The telephonic signature needs to include a recording of "Yes" or "I agree", or a statement clearly indicating agreement of the Employability Plan made over the telephone.

2. The telephonic signature system must provide for a linkage from the audio file of the recorded verbal assent to the Employability Plan so that access to the household's case can easily be accessed.
3. The client must receive a copy of the completed and signed (telephonic, e signature, or wet) E/SP with instructions for correcting any errors or omissions.
4. All telephonic, authentic e signature, and wet signed documents must be kept and reproduced when required.

CLIENTS REQUIRED TO NEGOTIATE AN E/SP:

The following TANF clients must negotiate, sign and comply with an E/SP:

1. Parents (natural or adoptive) included in the filing unit;
2. Adult spouse of a parent of a minor child in the household;
3. Adult caretaker relative, other than the parent, who has requested to be included in the assistance unit;
4. Minor children aged 16-17 not attending school full time;
5. Teen Parents not living independently and not attending school full time;
6. Teen Parents approved by the committee to live independently;
7. Minor Parents; and
8. Individuals receiving TANF non-cash services.

CLIENTS NOT REQUIRED TO NEGOTIATE AN E/SP:

The following individuals are not required to negotiate and comply with an Employability/Service Plan:

1. Spouse (who is not a parent of a minor child in the household) who is disqualified for any reason;
2. Adult caretaker relatives (other than parent) not included in the assistance unit;
3. Minor child/teen attending school full-time;
4. Disqualified minor child;
5. Deemed individual;
6. Ineligible alien parent;
7. SSI recipient parent; and
8. Individuals not included in the filing unit.

DISQUALIFIED CLIENTS REQUIRED TO NEGOTIATE AN E/SP:

Parents who are disqualified for:

1. First sanction;
2. Intentional program violation;

3. Fleeing felon;
4. Probation/parole violator;
5. Conviction in Federal or State court of having made a fraudulent statement or representation with respect to the place of residency in order to receive benefits simultaneously in two or more states; and
6. Other reasons such as Program Compliance.

EMPLOYABILITY/SERVICE PLAN REVIEWS:

The E/SP must be reviewed at least monthly (more frequently if necessary) to provide updates in short-term progress and planning, and when changes occur.

Reference: TANF 706-1 Employment and Training Activities

Effective Date: October 1, 2025