

Par.1. **Material Transmitted and Purpose** – Transmitted with this Manual Letter are changes to Service Chapter 400-19 Temporary Assistance for Needy Families (TANF). This Manual Letter incorporates changes made with:

- IM 5449 Turtle Mountain Reservation TANF Lifetime Limit Count
- IM 5448 Afghani Special Immigrants

Par. 2. **Effective Date** - There are no policy changes included in this Manual Letter. Policy incorporated with the IMs are effective based on the date listed in the IM.

All other items are corrections or clarifications.

TANF Eligibility Worker is being removed and replaced with reference to eligibility worker in sections included in this manual letter.

Administrative Requirements 400-19-15

1. 400-19-15-05 TANF Eligibility Worker Role and Responsibilities –Title renamed to reflect eligibility worker.

Eligibility Worker Role and Responsibilities 400-19-15-05

TANF Non-Financial Eligibility Factors 400-19-45

2. 400-19-45-35-20 TANF Lifetime Limit Exemption Determination Process – Definition of State Exemption Determination Team updated in this section. The definition of State Exemption Determination Team had changed with ML 3629. Section clarifies when a completed SFN

150, 60-Month Lifetime Exemption Background Report, SFN 805, Request For An Exemption From The Lifetime Time Limit is needed.

TANF Lifetime Limit Exemption Determination Process 400-19-45-35-20

A notice will be sent to households during their 54th and 58th count month informing them when they will reach the TANF lifetime limit.

Households will be informed that they may be exempted from the TANF lifetime limit if the eligible caretaker:

1. Is incapacitated.
2. Needs to provide full-time care for an incapacitated spouse or dependent child;
3. Is a victim of family violence and unable to be regularly employed or to fully participate in approved work activities due to the physical, emotional, or psychological effects of family violence.

If such a household believes they should be exempt from the TANF lifetime limit they must submit a written request to the ~~TANF~~ Eligibility Worker. The request must explain the reason for exemption from the TANF lifetime limit and must include clear and convincing documentation from a professional service provider.

When an ~~TANF~~ Eligibility Worker receives a household's written request for exemption and the required documentation, the County Social Service Agency Exemption Determination Team must review the request. The County Exemption Determination Team must be composed of the program ~~TANF~~ Eligibility Worker and their supervisor. The County Exemption Determination Team may also involve the JOBS Employment Contractor and other counselors or service providers, as appropriate.

Within 30 days from the date of the written request, the TANF ~~E~~ligibility ~~W~~worker must make a decision to either:

1. Deny the request; or
2. Make a recommendation to the State Exemption Determination Team that the exemption be granted.

If the County Exemption Determination Team denies the request, the TANF ~~E~~ligibility ~~W~~worker will inform the household of the denial in writing. The denial notice must explain the reason the request for exemption was denied. The County Exemption Determination Team has the option of sending denied requests to the State Exemption Determination Team.

If the County Exemption Determination Team believes the household's request should be approved, a completed SFN 150, 60-Month Lifetime Exemption Background Report, SFN 805, Request For An Exemption From The Lifetime Time Limit and all supporting documentation they will refer the request must be sent to the State Exemption Determination Team with a recommendation for approval.

The State Exemption Determination Team will be composed of ~~the Public Assistance Director and the TANF/JOB~~ ~~S~~ Policy Unit Administrator. The State Exemption Determination Team will review the request and the supporting documentation and will, within 7 calendar days of their receipt of the request, inform the TANF ~~E~~ligibility ~~W~~worker of the final determination. The TANF ~~E~~ligibility ~~W~~worker will inform the household of the final determination by sending the appropriate notice.

Households granted an exemption from the lifetime limit must be reviewed by the TANF ~~E~~ligibility ~~W~~worker at least once every 6 months to ensure that the exemption is still appropriate (though the TANF ~~E~~ligibility ~~W~~worker may review such cases sooner if they become aware of any change in the household's status that might serve to invalidate the exemption). After each review, the TANF ~~E~~ligibility ~~W~~worker must forward the supporting documentation to the State Exemption Determination Team for final

approval. Only cases where the TANF ~~E~~ligibility ~~W~~worker recommends continuance of the exemption need to be sent to the State Exemption Determination Team for final approval.

During the exemption period from the lifetime limit, all other program requirements apply.