

COSTAR – OFI Support Services

106.0 UNIFORM ACCOUNTING SYSTEM (UAS) CODES

UAS	DESCRIPTION	LAST UPDATE
519	SNAP Works 2.0 – Pilot Grant Support Services	December 2015
526	Lawbreakers - Employment Services	September 2015
527	TANF Employment Services	September 2015
528	Work Support Payments/Transitional Support Services	March 2016
536	TANF Family Violence Emergency Assistance	September 2015
537	TANF Two Parent Families	September 2015
538	TANF Legal Immigrants	September 2015
540	SSI Advocacy	September 2015
546	Good Works Sheltered Employment	October 2009
549	Food Stamps E & T ABAWD Transportation	October 2015
559	Food Stamp E & T Incidentals for ABAWDS in Work Experience	October 2015
569	Food Stamp E & T Incidentals for ABAWDS in Education/Training	October 2015
589	Food Stamp E & T Incidentals for ABAWDS in other Activity	October 2015
729	Grandparents Raising Grandchildren	September 2015
730	Retro Grandparents Raising Grandchildren	September 2015

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

109.49 UAS Code – 519 – SNAP Works 2.0 – Pilot Grant Support Services – EFFECTIVE January 1, 2016

Effective January 1, 2016, the SNAP Works Program will operate a Pilot ABAWD Program in the following 10 counties: Bulloch (R-12), Chatham (R-12), Cherokee (R-3), Clayton (R-13), DeKalb (R-14), Douglas (R-3), Glynn (R-12), Gwinnett (R-14)* , Hall (R-2), Henry (R-13) and Rockdale (R-13). Please note - *Gwinnett County is time-limited..

PROGRAM NAME – SNAP Works 2.0 – Pilot Grant Transportation Services

REFERENCE: Food Stamp Manual, 3375, E & T Support Services (ODIS)

PROGRAM PURPOSE – To assist Able Bodied Adults without Dependents (ABAWD) SNAP Works 2.0 recipients and applicants to become employed by providing needed education, training or employment services. The ultimate goal is to get the ABAWD recipient off the Food Stamp rolls and self-sufficient and to assist the applicant with employment. Support services are provided to enable a participant to get to and from E&T activities.

NOTE: Transportation services are not provided for paid employment. Transportation is not paid to attend orientation or assessment. However, transportation is paid if the participant begins a work experience, training, or educational activity on the same day as the orientation/assessment.

COSTAR REPORTING – Reported client is the person in training.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Must be an active Employment and Training (E&T) participant (whether a Food Stamp applicant or recipient) and **must be an Able Bodied Adult without Dependents (ABAWD) **and** reside in a SNAP Works 2.0 Grant County.**

PAYMENT REQUIREMENTS: All payments, except for TWSP and gas reimbursements, require a Purchase Order in advance. All checks will be made payable to the vendor, and not the client, unless it is for TWSP or gas reimbursement.

Case Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor's name and correct mailing address should be included on Success Print Screen. Case Manager's Supervisor or County Director must sign and date approving payment.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

Please contact the Food & Nutrition Unit with any questions regarding E&T support services for the SNAP Works Program.

UAS Code 519 (continued)

NOTE: Estimates should be obtained to determine which vendor will be used. Before any support services can be paid, the client must bring in an invoice showing the actual cost of the items. Payment would then be made directly to the vendor.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
25	E&T Transportation	\$85.00 per participant, maximum payment. Covers first month of transportation cost in a SNAP Works 2.0 E&T work experience, training, or educational activity. Paid to Participant. May include arranged transportation, gas or MARTA cards.
26	Recipient Incidentals	<p>Payments which are necessary and reasonable for maintaining employment.</p> <p>NOTE: Supportive payment for Job Retention Services. Must be required as conditional of sustaining employment. These payments are paid to the participant. Maximum payment is onetime payment of \$100 per participant.</p>
35	Personal Work Plan (PWP) Supportive Incentive Payment	<p>Payments which are necessary, reasonable, and directly related to participating in E&T activities as indicated in the SNAP Works 2.0 E&T agreement such as incentives.</p> <p>NOTE: Supportive incentive payments to participant. Must be required as conditional of sustaining participation in E&T Program. These expenses are paid to the participant. Maximum payment is \$50 per participant.</p>

109.27 UAS Code – 526

PROGRAM NAME – Lawbreakers Employment Services (STATE)

REFERENCES: TANF Manual 1830, Employment Support Services

PROGRAM PURPOSE – To enable Temporary Assistance for Needy Families (TANF) applicants and recipients who is a lawbreaker to find and maintain employment by providing needed education, training or employment services. The goal is for the client to avoid TANF receipt or to leave TANF and be self-sufficient.

COSTAR REPORTING – Reported client is the TANF applicant or recipient who is a lawbreaker. Count clients in each entitlement code in which they receive services. **EXCEPTION:** See special COSTAR reporting instructions for entitlement code 27 – GCIS Assessment.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Must be a TANF applicant or an active Employment Services participant who is a lawbreaker and have prior Case Manager (CM) approval of expenses. CM approval is based on program policy.

NOTE: A period of eligibility is defined as the period that begins with the date on which the application is made for cash assistance and continuing through the months during which an AU (Assistance Unit) receives cash assistance. If an AU's eligibility for cash assistance ends and the AU reapplies and is subsequent approved for cash assistance, a new period of eligibility begins.

PAYMENT REQUIREMENTS – All payments, except for those made to a client or for gas reimbursements, require a Purchase Order. All checks should be made payable to the vendor, and not the client, unless it is for Work Support Payments or gas reimbursement. See "Limits on Incidentals" below.

NOTE: The use of Gift/Gas Cards, Bus Passes and checks may be made to the client in ADVANCE, if the caseworker has approved for the purchase of certain allowable expenditures. (Policy 1830-2) Also, refer to the new TANF Gift/Gas Card or Bus Pass Procedures and Forms located on the FFS Website.

Case Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

NOTE: Payments for vehicle insurance may be made based on quotes/declaration statements, but a paid receipt must be returned to the Regional Accounting offices to attach to the check.

NOTE: Estimates should be obtained to determine which vendor will be used, but cannot be paid until services are rendered and an invoice is submitted for payment. (Policy 1830-7)

UAS Code 526 (continued)

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor's name and correct mailing address should be included on Success Print Screen. Case Manager's Supervisor or County Director must sign and date approving payment.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
16	Recipient Transportation	<p>Cost of transportation to and from activity for actual days of participation. Transportation expenses can be paid upfront or reimbursed as needed to help clients meet the requirement of the TANF Service Plan.</p> <p>Examples of transportation costs are the cost of operating a vehicle, bus tokens, taxi fares, van service and parking fees if free parking is not available. \$350 maximum per participant per month.</p>
21	Adult Education/GED Tuition	Tuition Costs, testing fees
22	Other Tuition	Cost of purchasing other short term training for which HOPE scholarship or other financial aid is not available. Prior approval by CM is required.
26	Recipient Incidentals	<p>Incidental expenses related to training or work related activity. Prior approval by CM is required. Child care and Incidental expenses can be paid upfront or reimbursed as needed to help clients meet the requirement of the TANF Service Plan.</p> <p>Child Care for participant who does not meet eligibility criteria for CAPS childcare.</p> <p>Specific limits on various categories of incidental expenses are outlined.</p>

UAS Code 526 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
29	Assessment	No maximum is set by policy. Pay for services rendered by provider.
30	Job Readiness /Job Search	Costs associated with purchase of job readiness/job search. May encompass life skills training, motivational activities, etc., as well as interview and application skills.
31	Subsidized Employment	Used to pay employer costs when a client leaves subsidized employment prior to the end of the contracted period. A pro rata share of the TANF amount is paid to the employer to cover the costs for the month in which the client left.
34	Personal Responsibility Plan Transportation	Cost of transportation to and from activity for actual days of participation. Includes cost of operating a vehicle, bus tokens, taxi fares, van service, and parking fees if free parking is not available. 350 maximum per participant per month. This is only used when client does not have a Personal Work Plan, only a Personal Responsibility Plan.
35	Personal Responsibility Plan Incidentals	Incidental expenses related to fulfillment of a Personal Responsibility Plan requirement. Prior approval by CM is required. Specific limits on various categories of incidental expenses are outlined. This is only used when client does not have a Personal Work Plan, only a Personal Responsibility Plan.
37	Registration, & Testing Fees	No financial limitations.
38	Required Wearing Apparel	Required wearing apparel (i.e., uniforms) needed to participate in training or to accept employment. Limit is \$150 per participation.
39	Books, Tools and Supplies	\$500 per participation.
40	Occupational Licensing Fees	\$300 per participation.

UAS Code 526 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
46	Applicant Transportation	<p>Applicants may be given \$5.00 per day up front to assist with transportation for job search or be reimbursed at a rate of \$5.00 per day.</p> <p>A maximum of \$350.00 per participant per month is permitted if necessary.</p>
66	Applicant Incidentals	<p>Incidental expenses associated with applicant job search activity. Prior approval by CM is required.</p> <p>Specific limits on various categories of incidental expenses are outlined.</p>

UAS Code 526 (continued)**LIMITS ON INCIDENTAL EXPENSES FOR UAS CODES 526, 527, 537 AND 538**

- Vehicle repairs and related items, e.g., tires, tune-ups, batteries, etc. Limit is \$1,000 during a period of eligibility for case assistance.
- Vehicle insurance. Limit is \$300 during a 12-month period.
- Vehicle operation expense, e.g., driver's license, emissions inspections, needed to secure transportation to and from training or employment. Limit is \$35 per participant during a period of eligibility for cash assistance.
- NOTE: For vehicle expenses, a copy of the title or tag registration, verifying that the client is the owner of the vehicle, must be secured for the case record prior to approval for reimbursement.
- Medical services not available through other sources. Limit is \$500 per period of participation.
- Eye wear not available through other sources. Limit is \$150 per period of participation.
- Dental services not available through other sources. Limit is \$500 per period of participation.
- Wearing apparel needed to participate in training or to accept employment. Limit is \$150 per period of participation.
- Books, Tools and participation supplies needed by client to participate in training or to accept employment when they are not available through the training provider or employer. Limit is \$500 per period of participation.
- Occupation licensing fees needed to perform the occupation for which the client has trained. Limit is \$300 per period of participation.

109.27 UAS Code – 527**PROGRAM NAME** – TANF Employment Services

REFERENCES: TANF Manual 1830, Employment Support Services

PROGRAM PURPOSE – To enable Temporary Assistance for Needy Families (TANF) applicants and recipients to find and maintain employment by providing needed education, training or employment services. The goal is for the client to avoid TANF receipt or to leave TANF and be self-sufficient.**COSTAR REPORTING** – Reported client is the TANF applicant or recipient. Count clients in each entitlement code in which they receive services. **EXCEPTION:** See special COSTAR reporting instructions for entitlement code 27 – GCIS Assessment.**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – Must be a TANF applicant or an active Employment Services participant and have prior Case Manager (CM) approval of expenses. CM approval is based on program policy.**NOTE:** A period of eligibility is defined as the period that begins with the date on which the application is made for cash assistance and continuing through the months during which an AU (Assistance Unit) receives cash assistance. If an AU's eligibility for cash assistance ends and the AU reapplies and is subsequent approved for cash assistance, a new period of eligibility begins.**PAYMENT REQUIREMENTS** – All payments, except for those made to a client or for gas reimbursements, require a Purchase Order. All checks should be made payable to the vendor, and not the client, unless it is for Work Support Payments or gas reimbursement. See "Limits on Incidentals" below.**NOTE:** The use of Gift/Gas Cards, Bus Passes and checks may be made to the client in ADVANCE, if the caseworker has approved for the purchase of certain allowable expenditures. (Policy 1830-2) Also, refer to the new TANF Gift/Gas Card or Bus Pass Procedures and Forms located on the FFS Website.

Case Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.**NOTE:** Payments for vehicle insurance may be made based on quotes/declaration statements, but a paid receipt must be returned to the Regional Accounting offices to attach to the check.**NOTE:** Estimates should be obtained to determine which vendor will be used, but cannot be paid until services are rendered and an invoice is submitted for payment. (Policy 1830-7)

UAS Code 527 (continued)

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor's name and correct mailing address should be included on Success Print Screen. Case Manager's Supervisor or County Director must sign and date approving payment.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
16	Recipient Transportation	<p>Cost of transportation to and from activity for actual days of participation. Transportation expenses can be paid upfront or reimbursed as needed to help clients meet the requirement of the TANF Service Plan.</p> <p>Examples of transportation costs are the cost of operating a vehicle, bus tokens, taxi fares, van service and parking fees if free parking is not available. \$350 maximum per participant per month.</p>
21	Adult Education/GED Tuition	Tuition Costs, testing fees
22	Other Tuition	Cost of purchasing other short term training for which HOPE scholarship or other financial aid is not available. Prior approval by CM is required.
26	Recipient Incidentals	<p>Incidental expenses related to training or work related activity. Prior approval by CM is required. Child care and Incidental expenses can be paid upfront or reimbursed as needed to help clients meet the requirement of the TANF Service Plan.</p> <p>Child Care for participant who does not meet eligibility criteria for CAPS childcare.</p> <p>Specific limits on various categories of incidental expenses are outlined.</p>

UAS Code 527 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
29	Assessment	No maximum is set by policy. Pay for services rendered by provider.
30	Job Readiness /Job Search	Costs associated with purchase of job readiness/job search. May encompass life skills training, motivational activities, etc., as well as interview and application skills.
31	Subsidized Employment	Used to pay employer costs when a client leaves subsidized employment prior to the end of the contracted period. A pro rata share of the TANF amount is paid to the employer to cover the costs for the month in which the client left.
34	Personal Responsibility Plan Transportation	Cost of transportation to and from activity for actual days of participation. Includes cost of operating a vehicle, bus tokens, taxi fares, van service, and parking fees if free parking is not available. 350 maximum per participant per month. This is only used when client does not have a Personal Work Plan, only a Personal Responsibility Plan.
35	Personal Responsibility Plan Incidentals	Incidental expenses related to fulfillment of a Personal Responsibility Plan requirement. Prior approval by CM is required. Specific limits on various categories of incidental expenses are outlined. This is only used when client does not have a Personal Work Plan, only a Personal Responsibility Plan.
37	Registration, & Testing Fees	No financial limitations.
38	Required Wearing Apparel	Required wearing apparel (i.e., uniforms) needed to participate in training or to accept employment. Limit is \$150 per participation.
39	Books, tools and Supplies	\$500 per participation.
40	Occupational Licensing Fees	\$300 per participation.

UAS Code 527 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
46	Applicant Transportation	<p>Applicants may be given \$5.00 per day up front to assist with transportation for job search or be reimbursed at a rate of \$5.00 per day.</p> <p>A maximum of \$350.00 per participant per month is permitted if necessary.</p>
66	Applicant Incidentals	<p>Incidental expenses associated with applicant job search activity. Prior approval by CM is required.</p> <p>Specific limits on various categories of incidental expenses are outlined.</p>

UAS Code 527 (continued)**LIMITS ON INCIDENTAL EXPENSES FOR UAS CODES 526, 527, 537 AND 538**

- Vehicle repairs and related items, e.g., tires, tune-ups, batteries, etc. Limit is \$1,000 during a period of eligibility for case assistance.
- Vehicle insurance. Limit is \$300 during a 12-month period.
- Vehicle operation expense, e.g., driver's license, emissions inspections, needed to secure transportation to and from training or employment. Limit is \$35 per participant during a period of eligibility for cash assistance.
- NOTE: For vehicle expenses, a copy of the title or tag registration, verifying that the client is the owner of the vehicle, must be secured for the case record prior to approval for reimbursement.
- Medical services not available through other sources. Limit is \$500 per period of participation.
- Eye wear not available through other sources. Limit is \$150 per period of participation.
- Dental services not available through other sources. Limit is \$500 per period of participation.
- Wearing apparel needed to participate in training or to accept employment. Limit is \$150 per period of participation.
- Books, Tools and participation supplies needed by client to participate in training or to accept employment when they are not available through the training provider or employer. Limit is \$500 per period of participation.
- Occupation licensing fees needed to perform the occupation for which the client has trained. Limit is \$300 per period of participation.

109.28 UAS Code – 528 (effective June 1, 2015)**PROGRAM NAME** – Work Subsidies**REFERENCES:** Manual Section 1830, Employment Support Services
Manual Section 1840, Employment Support Services**PROGRAM PURPOSE** – The program is to provide work Support Payments, transitional support services, and job coaching to working families.

The purpose of the Transitional Shelter Assistance Initiative for this program is to help stabilize the TANF Families who are eligible for Work Support Payments as they transition from the TANF rolls to employment. These funds will be used to pay the deposit on the permanent housing as well as for the deposit on gas, electric, water, or other essential utilities; this will not be used to pay for cable, telephone, or other non-essential utilities. TANF Policy Email #2015-02

COSTAR REPORTING – Reported client is applicant or former TANF recipient. Count clients in each entitlement code in which they receive services.**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – TANF recipients can receive Work Support Payments, for a period of 12 months during participation using entitlement codes 69 and 98.

A WSP client is not eligible for TANF assistance for 12 months once they start receiving Work Support Payments, unless they have an involuntary loss of their job or have a reduction in work hours.

Transitional Support Services (TSS) can pay for or reimburse the cost of childcare, transportation and incidental expenses to an applicant or recipient who becomes ineligible for cash assistance due to employment, or who declines ongoing TANF cash assistance to stop TANF clock. Reimbursement to a client for these expenditures must be coded to the applicable entitlement codes, see below and should not be added under the Work Support Payments entitlement codes

NOTE: A period of eligibility is defined as the period that begins with the date on which the application is made for cash assistance and continuing through the months during which an AU (Assistance Unit) receives cash assistance. If an AU's eligibility for cash assistance ends and the AU reapplies and is subsequently approved for cash assistance, a new period of eligibility begins.

Transitional Shelter Assistance (TSA)**Eligibility:** Families leaving TANF but are eligible for WSP and families who choose to preserve TANF months and are eligible for WSP**Requirements:** Families must be behind on the rent and in danger of becoming homeless, need assistance to move to a new place, and the lease and utilities are in the client's name. Families leaving TANF must show the ability to maintain monthly shelter payments based on their income.

UAS Code 528 (continued)

PAYMENT REQUIREMENTS – All payments, except to clients for Work Support Payments (WSP) require a Purchase Order. Checks can be made payable to the vendor or to the client (client checks are when the payments are for WSP or for reimbursement of expenses approved in advance by the caseworker such as transportation, child care, and incidentals).

Transitional Shelter Assistance (TSA) is available to families eligible for WSP and may receive up to a total amount of \$1500.00 towards the payment of rental payments/deposits (permanent housing) and utilities (gas, electric, water, or other essential utilities) payment/deposits. Payments will be made directly to the leasing agency and the utility company on behalf of the TANF client. The documents of the verified amounts, the account information for the payees (rental office and utility company), along with the request for payment must be sent to the regional accounting office. The funds will not be used for cable, telephone, or other non-essential utilities. Families leaving TANF will be eligible for TSA once in a lifetime.

NOTE: The use of Gift/Gas Cards, Bus Passes and checks may be made to the client in ADVANCE, if the caseworker has approved for the purchase of certain allowable expenditures. (Policy 1830-2) Also, refer to the new TANF Gift/Gas Card or Bus Pass Procedures and Forms located on the FFS Website.

Case Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: For all TSA payments in this program they require a PO be completed in advance before the expense is incurred. New vendors should complete a W-9 to be submitted with the ADPOR when requesting a PO. Due to the emergency nature of this program, a scanned/faxed ADPOR with all the appropriate signatures can be submitted to Regional Accounting so they will generate the PO. The PO will not have to be signed as long as the original ADPOR requesting the PO is attached when submitted to the Regional Accounting office for processing.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

NOTE: If an emergency arises that a check is needed quickly, the case manager or supervisor will need to contact the Fiscal Operations Manager to work out the logistics to make this happen. They will instruct the case manager to scan/fax all supporting documentation to their office for processing, and that the original paperwork must be hand delivered when the case manager comes to pick up the check.

NOTE: Estimates should be obtained to determine which vendor will be used, but cannot be paid until services are rendered and an invoice is submitted for payment. (Policy 1830-7)

UAS Code 528 (continued)

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor's name and correct mailing address should be included on Success Print Screen. Case Manager's Supervisor or County Director must sign and date approving payment.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
14	Transitional Shelter Assistance (TSA)-Utility Payment/Deposit	Eligible families can receive a one-time payment for essential utility payments/deposits up to \$1500.00
36	Recipient Transitional (TSS) Transportation	Participants can be reimbursed at a rate of \$5.00 per day to assist with transportation needs for continued employment. A maximum of \$350.00 per participant per month is permitted if necessary. Program Limit: Eligibility period is twelve (12) months beginning the first month of ineligibility for cash benefits or the month in which the case closes due to employment (1830-12)
45	Recipient Transitional (TSS) Incidentals	Transitional incidentals expenses associated with maintaining employment is required to have prior approval by the case manager. Specific limits on various categories of incidental expenses are outlined below.
48	Transitional Shelter Assistance (TSA)-Rental Payment/Deposit	Eligible families can receive a one-time payment for permanent housing payment/deposit up to \$1500.00
55	Applicant Transitional (TSS) Transportation	Participants can be reimbursed at a rate of \$5.00 per day to assist with transportation needs for continued employment. A maximum of \$350.00 per participant per month is permitted if necessary. Program Limit: Eligibility period is six months beginning the first month of ineligibility for cash benefits or the month in which the case closes due to employment (1830-12)

UAS Code 528 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
59	Employment Intervention Services (EIS)	Amount can be paid directly to the client, the county will have to have "proof of need" documented in case file. EIS is a short-time, non-recurrent assistance for full time working clients on unpaid leave and is scheduled to return to work within four months, and the AU meets the gross income ceiling (GIC) test. Program Limit: This is a ONE-TIME lump sum payment that is equivalent to 4 times the maximum benefit level for the TANF client size (1830-10)
65	Applicant Transitional (TSS) Incidentals	Transitional incidentals expenses associated with maintaining employment is required to have prior approval by the case manager. Specific limits on various categories of incidental expenses are outlined below.
69	Effective Feb 2015 no longer applicable.	
80		
81		
98	Work Support Payments \$200	Eligibility begins the month after recipient becomes ineligible for TANF. The former TANF AU can receive a cash supplement of \$200 per month for twelve (12) months.

109.27 UAS Code – 536 (effective June 15, 2015)**PROGRAM NAME** – TANF – Family Violence Emergency Assistance

REFERENCES: TANF Email# 2015-01, 2015-02

PROGRAM PURPOSE – The purpose of the Family Violence Emergency Assistance Initiative is to stabilize families while addressing family violence issues and homelessness.**COSTAR REPORTING** – Reported client is the TANF applicant or recipient. Count clients in each entitlement code in which they receive services.**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS –****Eligible Services:**

Moving Expenses – Removal and relocation costs of personal property.

Applicants who are eligible for services must seek affordable moving services and provide an official quote of the cost of moving their personal property from the current location to the new location.

Utilities – Payment to establish new services or bring delinquent accounts current.

Applicants who are eligible for services must provide official utility estimates for new service or past due bills for current gas, electric, water bills, etc., as needed for the housing unit.

Rental Assistance – Payment of first month rent and or a security deposit.

Applicants who are eligible for services must seek affordable housing and provide documents indicating the amount of rent per month and any security deposit amounts on company letterhead from the leasing manager. Verification of rental expenses must include contact information of the property manager/leasing agent.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.**PILOT:**

Cobb, Dekalb, Fulton, Gwinnett, Clayton, Fayette, Cherokee, Clarke, Rabun, Whitfield, Stephens, and Spaulding.

UAS CODE 536 (cont.)**Eligible Applicants:**

To be eligible for services, applicants must:

- Have at least one child under age 18.
- Ensure children who are under age 18 and are school aged are enrolled in school full-time.
- Meet the 300 percent of the Federal Poverty Level (FPL) income guidelines.
- Be a U.S. citizen or be a legal U.S. resident.
- Be a resident of Georgia.
- Provide documents to verify eligibility.
- Create a plan to show how housing expenses will be maintained ongoing.

PAYMENT REQUIREMENTS – All request for payments require a Purchase Order in advance of any agreements being rendered. Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Original invoices, utility bills/deposit and rental agreement documents must be provided to Regional Accounting for payment.

All checks should be made payable to the vendor, and not the client.

NOTE: All payments for this program require a PO be completed in advance before the expense is incurred. New vendors should complete a W-9 to be submitted with the ADPOR when requesting a PO. Due to the emergency nature of this program, a scanned/faxed ADPOR with all the appropriate signatures can be submitted to Regional Accounting so they will generate the PO. The PO will not have to be signed as long as the original ADPOR requesting the PO is attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation (ADPOR requesting PO, PO, Invoice, etc.) may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on all of the supporting documentation and ADPOR, they should mail the package to the appropriate Regional Accounting office for processing.

NOTE: If an emergency arises that a check is needed quickly, the case manager or supervisor will need to contact the Fiscal Operations Manager to work out the logistics to make this happen. They will instruct the case manager to scan/fax all supporting documentation to their office for processing, and that the original paperwork must be hand delivered when the case manager comes to pick up the check.

There is a \$3000 maximum spending per family. A WAIVER from the TANF Unit Manager will be required to be attached to any payments that exceed the \$3000 spending limits.

UAS Code 536 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
Emergency Shelter Costs	03	<ul style="list-style-type: none"> • Relocation to Permanent Placement • Other Emergency Shelter Options such as short term housing
Emergency Housing/Financial Assistance	48a	<ul style="list-style-type: none"> • Payment of current rent and up to 2 months future rent can be paid once per family per fiscal year. • Rent/Deposit paid directly to leasing agent. • If family relocates, all deposits paid by DFCS must be returned <p>Documentation of the family’s plan indicating how they will maintain the changes in order to not need additional assistance.</p>
Utility Expenses	48c	Payment of the current utility bills and up to 2 months future utility bills may be paid directly to utility company once per family per fiscal year.
Utility Deposits	48d	Utility deposits may be paid directly to utility company once per fiscal year.

109.537 UAS Code - 537**PROGRAM NAME – TANF Two Parent Families**

PROGRAM PURPOSE – To enable Temporary Assistance for Needy Families (TANF) applicants and recipients **two-parent families** to find and maintain employment by providing needed education, training or employment services. The goal is for the client to avoid TANF receipt or to leave TANF and be self-sufficient.

COSTAR REPORTING – Reported client is the TANF applicant or recipient. Count clients in each entitlement code in which they receive services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Must be a TANF applicant or an active Employment Services participant **from a two-parent family** and have prior Case Manager (CM) approval of expenses. CM approval is based on program policy.

NOTE: A period of eligibility is defined as the period that begins with the date on which the application is made for cash assistance and continuing through the months during which an AU receives cash assistance. If an AU's eligibility for cash assistance ends and the AU reapplies and is subsequent approved for cash assistance, a new period of eligibility begins.

PAYMENT REQUIREMENTS – All payments, except for those made to a client or for gas reimbursements, require a Purchase Order. All checks should be made payable to the vendor, and not the client, unless it is for Work Support Payments or gas reimbursement. See "Limits on Incidentals" below.

NOTE: The use of Gift/Gas Cards, Bus Passes and checks may be made to the client in **ADVANCE**, if the caseworker has approved for the purchase of certain allowable expenditures. (Policy 1830-2) Also, refer to the new TANF Gift/Gas Card or Bus Pass Procedures and Forms located on the FFS Website.

Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

NOTE: Payments for vehicle insurance may be made based on quotes/declaration statements, but a paid receipt must be returned to the Regional Accounting offices to attach to the check.

NOTE: Estimates should be obtained to determine which vendor will be used, but cannot be paid until services are rendered and an invoice is submitted for payment. (Policy 1830-7)

UAS Code 537(continued)

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor's name and correct mailing address should be included on Success Print Screen. Case Manager's Supervisor or County Director must sign and date approving payment.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
16	Recipient Transportation	Cost of transportation to and from activity for actual days of participation. Includes the cost of operating a vehicle, bus tokens, taxi fares, van service and parking fees if free parking is not available. \$350 maximum per participant per month.
21	Adult Education/GED tuition	Tuition Costs
22	Other Tuition	Cost of purchasing other short term training for which HOPE scholarship or other financial aid is not available. Prior approval by CM is required.
26	Recipient Incidentals	Incidental expenses related to training or work related activity. Prior approval by CM is required. Specific limits on various categories of incidental expenses are outlined.
29	Assessment	No maximum is set by policy Pay for services rendered by provider.
30	Job Readiness/Job Search	Costs associated with purchase of job readiness/job search. May encompass life skills training, motivational activities, etc., as well as interview and application skills.
31	Subsidized Employment	Used to pay employer costs when a client leaves subsidized employment prior to the end of the contracted period. A pro rata share of the TANF amount is paid to the employer to cover the costs for the month in which the client left.

UAS Code 537(continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
34	Personal Responsibility Plan Transportation	<p>Cost of transportation to and from activity for actual days of participation. Includes the cost of operating a vehicle, bus tokens, taxi fares, van service, and parking fees if free parking is not available.</p> <p>\$350 maximum per participant per month.</p> <p>This is only used when a client does not have a Personal Work Plan, only a Personal Responsibility Plan.</p>
35	Personal Responsibility Plan Incidentals	<p>Incidental expenses related to fulfillment of a Personal Responsibility Plan requirement. Prior approval by CM is required.</p> <p>Specific limits on various categories expenses are outlined. This is only used when a client does not have a Personal Work Plan, only has a Personal Responsibility Plan.</p>
37	Registration, & Testing Fees	No financial limitations.
38	Required Wearing Apparel	Required wearing apparel (i.e., uniforms) needed to participate in training or to accept employment. Limit is \$150 per participation.
39	Books, Tools and Supplies	\$500 per participation.
40	Occupational Licensing Fees	\$300 per participation.
46	Applicant Transportation	<p>Applicants may be given \$5.00 per day up front to assist with transportation for job search or be reimbursed at a rate of \$5.00 per day.</p> <p>Bus tokens or other means may be used in lieu of up front cash.</p> <p>A maximum of \$350 per participant per month is permitted if necessary.</p>

UAS Code 537(continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
66	Applicant Incidentals	Incidental expenses associated with applicant job search activity. Prior approval by Case Manager is required. Specific limits on various categories of incidental expenses are outlined.

UAS Code 537(continued)**LIMITS ON INCIDENTAL EXPENSES FOR UAS CODES 526, 527, 537 AND 538**

- Vehicle repairs and related items, e.g., tires, tune-ups, batteries, etc. Limit is \$1,000.00 during a period of eligibility for case assistance.
- Vehicle insurance. Limit is \$300 during a 12-month period.
- Vehicle operation expense, e.g., driver's license, emissions inspections, needed to secure transportation to and from training or employment. Limit is \$35 per period of participation.
- NOTE: For vehicle expenses, a copy of the title or tag registration, verifying that the client is the owner of the vehicle, must be secured for the case record prior to approval for reimbursement.
- Medical services not available through other sources. Limit is \$500 per period of participation.
- Eye wear not available through other sources. Limit is \$150 per period of participation.
- Dental services not available through other sources. Limit is \$500 per period of participation.
- Wearing apparel needed to participate in training or to accept employment. Limit is \$150 per period of participation.
- Books, Tools and participation supplies needed by client to participate in training or to accept employment when they are not available through the training provider or employer. Limit is \$500 per period of participation.
- Occupation licensing fees needed to perform the occupation for which the client has trained. Limit is \$300 per period of participation.
- Recreation and supervised after school activities for children for whom childcare is inappropriate due to age, or for whom the arranged supervision does not meet the criteria specified in the Family Support Services Manual. Limit is \$232 per child per month.

109.38 UAS Code 538**PROGRAM NAME - TANF Legal Immigrants**

PROGRAM PURPOSE – To enable Temporary Assistance for Needy Families (TANF) applicants and recipients **legal immigrants** to find and maintain employment by providing needed education, training or employment services. The goal is for the client to avoid TANF receipt or to leave TANF and be self-sufficient.

COSTAR REPORTING – Reported client is the TANF applicant or recipient who is a **legal immigrant**. Count clients in each entitlement code in which they receive services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Must be a TANF applicant or an active Employment Services participant who is a legal immigrant and have prior Case Manager (CM) approval of expenses. CM approval is based on program policy.

NOTE: A period of eligibility is defined as the period that begins with the date on which the application is made for cash assistance and continuing through the months during which an AU receives cash assistance. If an AU's eligibility for cash assistance ends and the AU reapplies and is subsequent approved for cash assistance, a new period of eligibility begins.

PAYMENT REQUIREMENTS – All payments, except for those made to a client or for gas reimbursements, require a Purchase Order. All checks should be made payable to the vendor, and not the client, unless it is for Work Support Payments or gas reimbursement. See "Limits on Incidentals" below.

NOTE: The use of Gift/Gas Cards, Bus Passes and checks may be made to the client in **ADVANCE**, if the caseworker has approved for the purchase of certain allowable expenditures. (Policy 1830-2) Also, refer to the new TANF Gift/Gas Card or Bus Pass Procedures and Forms located on the FFS Website.

Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

NOTE: Payments for vehicle insurance may be made based on quotes/declaration statements, but a paid receipt must be returned to the Regional Accounting offices to attach to the check.

NOTE: Estimates should be obtained to determine which vendor will be used, but cannot be paid until services are rendered and an invoice is submitted for payment. (Policy 1830-7)

UAS Code 538 (continued)

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor's name and correct mailing address should be included on Success Print Screen. Case Manager's Supervisor or County Director must sign and date approving payment.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
16	Recipient Transportation	Cost of transportation to and from activity for actual days of participation. Includes the cost of operating a vehicle, bus tokens, taxi fares, van service and parking fees if free parking is not available. \$350 maximum per participant per month.
21	Adult Education/ GED tuition	Tuition Costs
22	Other Tuition	Cost of purchasing other short term training for which HOPE scholarship monies or other financial aid is not available. Prior approval by Case Manager is required.
26	Recipient Incidentals	Incidental expenses related to training or work related activity. Prior approval by Case Manager is required. Specific limits on various categories of incidental expenses are outlined.
29	Assessment	No maximum is set by policy Pay for services rendered by provider.
30	Job Readiness/Job Search	Costs associated with purchase of job readiness/job search. May encompass life skills training, motivational activities, etc., as well as interview and application skills.
31	Subsidized Employment	Used to pay employer costs when a client leaves subsidized employment prior to the end of the contracted period. A pro rata share of the TANF amount is paid to the employer to cover the costs for the month in which the client left.
34	Personal Responsibility Plan Transportation	Cost of Transportation to and from activity for actual days of participation. Includes the cost of operating a vehicle, bus tokens, taxi fares, van service, and parking fees if free parking is not available. This is only used when the client does not have a Personal Work Plan, but only a Personal Responsibility Plan.

UAS Code 538 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
35	Personal Responsibility Plan Incidentals	Incidental expenses related to fulfillment of a Personal Responsibility Plan requirement. Prior approval by case manager is required. Specific limits on various categories of incidental expenses are outlined. This is only used when a client does not have a Personal Work Plan, but only a Personal Responsibility Plan.
37	Registration, & Testing Fees	No financial limitations.
38	Required Wearing Apparel	Required wearing apparel (i.e., uniforms) needed to participate in training or to accept employment. Limit is \$150 per participation.
39	Books, Tools and Supplies	\$500 per participation.
40	Occupational Licensing Fees	\$300 per participation.
46	Applicant Transportation	Applicants may be given \$5.00 per day up front to assist with transportation for job search or be reimbursed at a rate of \$5.00 per day. Bus tokens or other means may be used in lieu of up front cash. A maximum of \$350 per participant per month is permitted if necessary.
66	Applicant Incidentals	Incidental expenses associated with applicant job search activity. Prior approval by Case Manager is required. Specific limits on various categories of incidental expenses are outlined.

UAS Code 538 (continued)**LIMITS ON INCIDENTAL EXPENSES FOR UAS CODES 526, 527, 537 AND 538**

- Vehicle repairs and related items, e.g., tires, tune-ups, batteries, etc. Limit is \$1,000.00 during a period of eligibility for case assistance.
- Vehicle insurance. Limit is \$300 during a 12-month period.
- Vehicle operation expense, e.g., driver's license, emissions inspections, needed to secure transportation to and from training or employment. Limit is \$35 per period of participation.
- NOTE: For vehicle expenses, a copy of the title or tag registration, verifying that the client is the owner of the vehicle, must be secured for the case record prior to approval for reimbursement.
- Medical services not available through other sources. Limit is \$500 per period of participation.
- Eye wear not available through other sources. Limit is \$150 per period of participation.
- Dental services not available through other sources. Limit is \$500 per period of participation.
- Wearing apparel needed to participate in training or to accept employment. Limit is \$150 per period of participation.
- Books, Tools and participation supplies needed by client to participate in training or to accept employment when they are not available through the training provider or employer. Limit is \$500 per period of participation.
- Occupation licensing fees needed to perform the occupation for which the client has trained. Limit is \$300 per period of participation.
- Recreation and supervised after school activities for children for whom childcare is inappropriate due to age, or for whom the arranged supervision does not meet the criteria specified in the Family Support Services Manual. Limit is \$232 per child per month.

109.40 UAS Code - 540**PROGRAM NAME – SSI Advocacy and Application Management Services**

PROGRAM PURPOSE – The purpose is to contract with providers to increase the receipt of SSI among TANF recipients with disabilities by assisting them with their initial SSI disability application process, and to assist with any appeals process for any applications that are denied.

COSTAR REPORTING – Reported client is the SSI disability applicant. Count should be per client/per day fee.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – This program is used to expand the services to TANF recipients with disabilities for whom full-time sustainable employment is not an option. These services are being provided to enhance the client’s chances of becoming self-sufficient through receipt of SSI disability benefits.

PAYMENT REQUIREMENTS: A contract and purchase order is required of all providers performing these services. All checks will be made payable to the vendor.

Case Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager’s Supervisor or County Director/Designee). Disbursement form should include vendor’s name, correct mailing address, client’s name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee’s supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

An estimate is NOT acceptable for payment.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

UAS Code 540 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
29	Assessments <p style="text-align: center;">EFFECTIVE JULY 1, 2009 – ENTITLEMENT CODE SHOULD HAVE BEEN CHANGED TO 29, NO LONGER 27.</p>	Contracted services are to provide all of the following expectations: <ul style="list-style-type: none"> • Assist clients who have or need to apply for SSI with the initial application process and with obtaining medical documentation • Educated clients on the disability system • Document all of the successes or failures of client’s efforts towards receiving SSI • Provide transportation to SSI application appointments • Serve as representative for client at meetings, hearings and appointments related to the SSI application process • Work with community medical providers to link the client to those community resources • Function as liaison to the Social Security Administration and advocate for the client • Assist with obtaining medical records for attorneys, and Social Security Administration

109.46 UAS Code – 546 – CURRENTLY INACTIVE**PROGRAM NAME - Good Works Sheltered Employment**

PROGRAM PURPOSE – To provide sheltered employment services to clients who have received TANF assistance for thirty or more months. The program is operated by DOL contracted non-profit organizations and includes close support in the work place and a case manager who is available to eliminate barriers to work. Participation will remove the client from TANF cash assistance. DFCS will provide traditional support services.

COSTAR REPORTING – Reported client is the individual in the Good Works program. Count clients in each entitlement code in which they receive services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Clients who have received TANF for thirty or more months and who are unable or unwilling to access traditional employment.

PAYMENT REQUIREMENTS: All payments, except for TWSP and gas reimbursements, require a Purchase Order. All checks will be made payable to the vendor, and not the client, unless it is for TWSP or gas reimbursement.

Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

An estimate is NOT acceptable for payment.

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor's name and correct mailing address should be included on Success Print Screen. Case Manager's Supervisor or County Director must sign and date approving payment.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

UAS Code 546 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
00	Other	Expenses that do not fall under a designated entitlement code.
90	Subsidized Work Transportation	<p>Cost of transportation to and from employment/work experience/Good Works for actual days of participation.</p> <p>Includes the cost of operating a vehicle, bus tokens, taxi fares, van service and parking fees if free parking is not available.</p> <p>\$200 maximum per participant per month.</p>
91	Subsidized Work Incidentals	<p>Incidental expenses related to subsidized employment/work experience/Good Works. Prior approval by CM is required.</p> <p>Specific limits on various categories of incidental expenses are outlined.</p>
92	Subsidized Work Childcare	<p>Childcare expenses associated with participation in subsidized employment/work experience/Good Works.</p> <p>A registration fee for childcare may also be included here, but cannot be paid for relative/in-home, relative/out-of-home or non-relative out-of-home.</p> <p>Clients may not be reimbursed for the cost of childcare. Only vendors may be paid.</p>

109.50 UAS Code – 549 – Food Stamps E&T Transportation Services

Effective 12/1/2015, the SNAP Works Program will operate a voluntary time-limited ABAWD Program in the following 3 counties: Cobb (R-13), Gwinnett (R-14) and Hall (R-2).

PROGRAM NAME – Food Stamps E&T Transportation Services

REFERENCE: Food Stamp Manual, 3375, E & T Support Services (ODIS)

PROGRAM PURPOSE – To assist Able Bodied Adults without Dependents (ABAWD) Food Stamp E&T recipients and applicants to become employed by providing needed education, training or employment services. The ultimate goal is to get the ABAWD recipient off the Food Stamp rolls and self-sufficient and to assist the applicant with employment. Transportation services are provided to enable a participant to get to and from E&T activities.

NOTE: Transportation services are not provided for paid employment. Transportation is not paid to attend orientation or assessment. However, transportation is paid if the participant begins a work experience, training, or educational activity on the same day as the orientation/assessment.

COSTAR REPORTING – Reported client is the person in training.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Must be an active Employment and Training (E&T) participant (whether a Food Stamp applicant or recipient) and **must be** an Able Bodied Adult without Dependents (ABAWD).

PAYMENT REQUIREMENTS: All payments, except for TWSP and gas reimbursements, require a Purchase Order. All checks will be made payable to the vendor, and not the client, unless it is for TWSP or gas reimbursement.

Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

Please contact the Food & Nutrition Unit with any questions regarding E&T support services for the SNAP Works Program.

UAS Code 549 (continued)

NOTE: Estimates should be obtained to determine which vendor will be used. Before any support services can be paid, the client must bring in an invoice showing the actual cost of the items. Payment would then be made directly to the vendor.

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor’s name and correct mailing address should be included on Success Print Screen. Case Manager’s Supervisor or County Director must sign and date approving payment.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
16	Recipient Transportation	<p>Covers transportation expenses at the end of participation each month. Participants must provide documentation of their attendance during the month to validate the need for transportation payments. Reimbursement at \$5.00 per day (Max Up to \$110.00)</p> <p>Note: The participant receives a \$5.00 per day reimbursement payment or a \$25.00 monthly minimum payment, whichever is greater. See Entitlement Code 25.</p> <p><i>Amount decreased to 25.00 effective 10/1/14</i></p>
23	Arranged/Provider Transportation	<p>Covers transportation for participants who have no dependable source of transportation up to \$110.00 per month to Provider.</p> <p><i>Amount Decreased to 110.00 effective 10/1/14</i></p>
25	E&T Transportation	<p>\$25.00 monthly minimum payment to participant See Entitlement Code 16.</p> <p><i>Amount decreased to 25.00 effective 10/1/14</i></p>
34	PRP Transportation - \$25 Up-Front Payment to Participant	<p>Covers transportation costs of only the first month’s of an E&T work experience, training, or educational activity. Paid to Participant</p> <p>Changed back to \$25 effective 10/1/14.</p>

109.59 UAS Code – 559 – Food Stamp E&T Incidentals for ABAWDS in Work Experience

Effective 12/01/2015, the SNAP Works Program will operate in the following 12 counties (9 Grant Counties & 2 Time-Limited Counties): Bulloch (R-12), Chatham (R-12), Cherokee (R-3), Clayton (R-13), Cobb (R-13), DeKalb (R-14), Douglas (R-3), Glynn (R-12), Gwinnett (R-14), Hall (R-2), Henry (R-13) and Rockdale (R-13).

PROGRAM NAME – Food Stamp E&T Incidentals for ABAWDS in Work Experience

REFERENCES: Food Stamp Manual, 3375, E & T Support Services (ODIS)

PROGRAM PURPOSE – To enable Able Bodied Adults without Dependents (ABAWD) Food Stamp Employment & Training (E&T) program recipients to become employed by providing needed work experience.

COSTAR REPORTING – The reported client is the participant.

KEY PROGRAM AND ELIGIBILITY REQUIREMENTS – **Must be an active E&T participant who is an (ABAWD).**

PAYMENT REQUIREMENTS: All payments, except for TWSP and gas reimbursements, require a Purchase Order. All checks will be made payable to the vendor, and not the client, unless it is for TWSP or gas reimbursement.

Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

NOTE: Estimates should be obtained to determine which vendor will be used. Before any support services can be paid, the client must bring in an invoice showing the actual cost of the items. Payment would then be made directly to the vendor.

Please contact the Food & Nutrition Unit with any questions regarding E&T support services for the SNAP Works Program.

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor's name and correct mailing address should be included on Success Print Screen. Case Manager's Supervisor or County Director must sign and date approving payment.

UAS Code 559 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
06	Support Services	Use Entitlement Code 26 effective 10/1/14 Expenses which are necessary, reasonable, and directly related to participating in E&T activities such as drug screens, physicals, and criminal background checks. NOTE: Expenses must be required as conditional or participation. These expenses are purchased for client, not reimbursed.
26	Recipient Incidentals	Expenses which are necessary, reasonable, and directly related to participating in E&T activities such as drug screens, physicals, and criminal background checks. NOTE: Expenses must be required as conditional or participation. These expenses are purchased for participant, not reimbursed.

NOTE: For those incidentals limited to “per participation”, participation begins with referral and ends when a participant is exited from the program.

UAS Code – 569 – Food Stamps E&T Incidentals for ABAWDS in Education/Training

Effective 12/01/2015, the SNAP Works Program will operate in the following 12 counties (9 Grant Counties & 2 Time-Limited Counties): Bulloch (R-12), Chatham (R-12), Cherokee (R-3), Clayton (R-13), Cobb (R-13), DeKalb (R-14), Douglas (R-3), Glynn (R-12), Gwinnett (R-14), Hall (R-2), Henry (R-13) and Rockdale (R-13).

PROGRAM NAME – Food Stamps E&T Incidentals for ABAWDS in Education/Training

REFERENCE: Food Stamp Manual, 3375, E & T Support Services (ODIS)

PROGRAM PURPOSE – To enable Able Bodied Adults Without Dependents (ABAWD) Food Stamp Employment & Training (E&T) program recipients to become employed by providing needed education and training.

COSTAR REPORTING – The reported client is the participant.

KEY PROGRAM AND ELIGIBILITY REQUIREMENTS – Must be an active E&T participant who is an ABAWD.

PAYMENT REQUIREMENTS: All payments, except for TWSP and gas reimbursements, require a Purchase Order. All checks will be made payable to the vendor, and not the client, unless it is for TWSP or gas reimbursement.

Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

NOTE: Estimates should be obtained to determine which vendor will be used. Before any support services can be paid, the client must bring in an invoice showing the actual cost of the items. Payment would then be made directly to the vendor.

Please contact the Food & Nutrition Unit with any questions regarding E&T support services for the SNAP Works Program.

A SUCCESS Screen Print can be used as a Request for Disbursement form to make payments for all entitlement codes. Vendor's name and correct mailing address should be included on Success Print Screen. Case Manager's Supervisor or County Director must sign and date approving payment.

UAS Code 569 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
06	Support Services	Use entitlement code 26 effective 10/1/14. Expenses which are necessary, reasonable, and directly related to participating in E&T activities such as drug screens, physicals, and criminal background checks. NOTE: Expenses must be required as conditional or participation. These expenses are purchased for client, not reimbursed.
21	Adult Education/GED	Tuition Costs (No financial limitation) Paid directly to the provider
22	Other Tuition	No financial limitations, limited to short-term training of 6 months or less. Paid directly to the provider
26	Recipient Incidentals	Expenses which are necessary, reasonable, and directly related to participating in E&T activities such as drug screens, physicals, and criminal background checks. NOTE: Expenses must be required as conditional or participation. These expenses are purchased for participant, not reimbursed.
37	Books, Registration, & Testing Fees	No financial limitations. Paid directly to the provider

NOTE: For those incidentals limited to “per participation”, participation begins with referral and ends when a participant is exited from the program.

109.89 UAS Code - 589 - Food Stamps E&T Incidentals for ABAWDS in OTHER E & T Activity

Effective 12/01/2015, the SNAP Works Program will operate in the following 12 counties (9 Grant Counties & 2 Time-Limited Counties): Bulloch (R-12), Chatham (R-12), Cherokee (R-3), Clayton (R-13), Cobb (R-13), DeKalb (R-14), Douglas (R-3), Glynn (R-12), Gwinnett (R-14), Hall (R-2), Henry (R-13) and Rockdale (R-13).

PROGRAM NAME – Food Stamps E&T Incidentals for ABAWDS in **OTHER E & T Activity**

REFERENCE: Food Stamp Manual, 3375, E & T Support Services (ODIS)

PROGRAM PURPOSE – To enable Able Bodied Adults Without Dependents (ABAWD) Food Stamp Employment and Training (E&T) program recipients to participate in other employment related activity.

COSTAR REPORTING – The reported client is the participant.

KEY PROGRAM AND ELIGIBILITY REQUIREMENTS – Must be an active E&T participant who is an ABAWD involved in employment related activity **other than** education, training or work experience.

PAYMENT REQUIREMENTS:

Manager completes a Request for Disbursement form, signs and dates. Form must be approved for payment by authorizing authority (Case Manager's Supervisor or County Director/Designee). Disbursement form should include vendor's name, correct mailing address, client's name and amount requested. Invoice, statement or bill must be attached.

NOTE: Due to the fact that an employee's supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

Please contact the Food & Nutrition Unit with any questions regarding E&T support services for the SNAP Works Program.

UAS Code 589 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
26	Recipient Incidentals	Expenses which are necessary and reasonable for maintaining employment. NOTE: Expenses must be required as conditional of participation. These expenses are purchased for participant, not reimbursed. A onetime payment of \$75 per participant, per participation year, may be paid directly to provider. (Can be increased to \$150 by SNAP Works Supervisor approval.)
37	Books, Registration, & Testing Fees	No financial limitations. Paid directly to the provider
38	Required Wearing Apparel	\$150 per participation. Paid directly to the provider
39	Tools and Supplies	\$500 per participation. Paid directly to the provider
40	Occupational Licensing Fees	\$300 per participation. Paid directly to the provider

NOTE: For those incidentals limited to “per participation”, participation begins with referral and ends when a participant is exited from the program.

109.729 UAS Code – 729 (Effective August 2006)

PROGRAM NAME – Grandparents Raising Grandchildren (GRG) – **CRISP PAYMENTS**

REFERENCE: Memorandum, July 7, 2006, by Martha Okafor, Deputy Director (New Program)
TANF E-mail #10-06 Updated GRG.

PROGRAM PURPOSE – This program was established to temporarily pay a monthly subsidy to supplement TANF payments for elderly Grandparents that are raising their grandchildren and for emergency/crisis intervention Services

COSTAR REPORTING – **The reported client is the Grandchild.**

KEY PROGRAM AND ELIGIBILITY REQUIREMENTS – **Payments** will be approved on age of the Grandparent and if eligible for TANF for the grandchildren.

PAYMENT REQUIREMENTS: **Form 281 is completed and signed to start the GRG monthly subsidy payment and a second Form 281 to stop the payments. Form 281 is also used to authorize the emergency/crisis intervention payments. Form must have supervisor’s approval and effective date for the monthly subsidy.**

NOTE: Due to the fact that an employee’s supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
99	Emergency/Crisis Intervention	To cover costs of emergency needs, such as shelter, Utilities, school expenses, furniture, legal expenses associated with gaining formal custody, and other additional expenses incurred when a child comes to live with grandparents.

109.730 UAS Code – 730 (Effective May 1, 2015)

PROGRAM NAME – Retro Grandparents Raising Grandchildren (GRG)

REFERENCE: Memorandum, July 7, 2006, by Martha Okafor, Deputy Director (New Program)
TANF E-mail #10-06 Updated GRG.
TANF Policy E-mail #2015-01 updated GRG

PROGRAM PURPOSE – This program was established to temporarily pay a monthly subsidy to supplement TANF payments for elderly Grandparents that are raising their grandchildren and for emergency/crisis intervention Services

COSTAR REPORTING – The reported client is the Grandchild.

KEY PROGRAM AND ELIGIBILITY REQUIREMENTS – Payments will be approved on age of the Grandparent and if eligible for TANF for the grandchildren.

PAYMENT REQUIREMENTS: Form 281 is completed and signed to start the GRG monthly subsidy payment and a second Form 281 to stop the payments. Form 281 is also used to authorize the emergency/crisis intervention payments. Form must have supervisor’s approval and effective date for the monthly subsidy.

NOTE: Due to the fact that an employee’s supervisor may not sit at the same location, in order to obtain necessary approval signatures all supporting documentation may be scanned/faxed by the workers to their supervisors. Once the supervisor signs off on the ADPOR and supporting documentation, they should be mailed to the appropriate Regional Accounting office for processing.

TANF mailbox, TANFHelpDesk@dhs.ga.gov has been set up to respond to questions or comments about TANF and Employment Services. The response time is within 48 hours.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION		SPECIFIC SERVICE REQUIREMENTS
01	Monthly Subsidy		\$100.00 per month per child