

TANF Work Participation & Validation Guide

	Type	Limits	ISD2 Codes	Documentation Requirements	Timeframes and Follow-Ups	Validation
1. Waivers to Work Participation						
a. Non-parent child under age 18	Federal/State	None	Q	None	None	Child's Age
b. Non Member	Federal/State	None	N	None	None	None
c. Single Parent Caring for a Child Under 12 Months Old	Federal/State	12 Months Lifetime	A	At application At Follow-up Flagged in Perm File	Screen/Assess/Refer/Orient = Prior/After Approval IRP = From approval - 15 days Follow-up before child is age 1	Child's Age
d. Caring for a Disabled Household Member (IRU)	Federal/State	None	J = Pending IRU E = Approved IRU	At application At Follow-up	Screen/Assess/Refer/Orient = Prior/After Approval IRP = From approval - 15 days Follow-up as determined by IRU	Physical/Mental Medical IRU Review
e. Complete Temp or Perm Disability (IRU)	State	None	J = Pending IRU K = Approved IRU	At application At Follow-up	Screen/Assess/Refer/Orient = Prior/After Approval IRP = From approval - 15 days Follow-up as determined by IRU	Physical/Mental Medical IRU Review
f. Domestic Violence as Determined by IRU	State	None	J = Pending IRU K = Approved IRU	At application At Follow-up	Screen/Assess/Refer/Orient = Prior/After Approval IRP = From approval - 15 days Follow-up as determined by IRU	DV Provider and IRU Review
g. Age 60 or Older	State	None	C	At application At Follow-up	Screen/Assess/Refer/Orient = Prior/After Approval IRP = From approval - 15 days Follow-up as needed	Age
h. Third Trimester Pregnancy	State	None	H	At application At Follow-up	Screen/Assess/Refer/Orient = Prior/After Approval IRP = From approval - 15 days Follow-up 6 wks after due date	Medical Document
i. Single Parent Caring for a Child Under Age 6 (no CYFD child care)	State	None	I	At application At Follow-up	Screen/Assess/Refer/Orient = Prior/After Approval IRP = From approval - 15 days Follow-up before child is age 6	Child's Age & CYFD Determination
j. Good Cause Personal Circumstances	State	1 Month	I	At application At Follow-up	Screen/Assess/Refer/Orient = Prior/After Approval IRP = From approval - 15 days Follow-up within 1 month	Client Statement

2. Work Participation Hours		
1-Parent or 2-Parents 1 SSI	① - Parent of child age 5 or younger 24 hours/week (20 core)	② - Parent of child age 6 or older 34 hours/week (20 core)
2-Parents 2-Parents Mandatory	① - Receiving federally funded childcare 59 hours/week (50 core).	② - Not receiving federally funded childcare 39 hours/week (30 core)
2-Parents 1 Parent Mandatory	① - 1 Non-SSI parent is Ineligible/Disqualified/Sanctioned 39 hours/week (20 core)	② - 1 Non-SSI Parent is waived due to Disability 34 hours/week (20 core)

Mandatory ISD2 codes

G = Mandatory Employed 30+ hours;
V = Mandatory; T = Teen Parent w/o High School
Teen Parent Requirements (19 or younger)
**Participation = School Attendance
or Other Approved Activity**

Note: 2 Parent Education Works cases, where one parent is not a student or otherwise exempt, the work requirement for the 2nd parent is 30 hours/week.

		③ - 1 Non-SSI parent is waived not due to disability 39 hours/week (30 core)
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3. Work Activities – Federal Sample validation of 50% by 5th calendar day and 100% by 7th calendar day					
a. Paid Activities					
<p>(1) Employment Full- or part-time employment in the public or private sector that is not subsidized by TANF or any other public program.</p>	Fed Core	None	<p>FT = Full-time PT = Part-time SM = Self Employment</p>	6 Months	<p>Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve 6 Month Follow-up</p> <ul style="list-style-type: none"> • Check Stubs • Copy of a Check • Employer Letter • Employer Contact • Contract • Work Agreement • Wage Data Source
<p>(2) Sponsored/Subsidized Employment Employment in the private or public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient.</p>	Fed Core	None	<p>DV = Dept Vocational Rehab IP = In-Plant Training</p>	6 Months	<p>Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve 6 Month Follow-up</p> <ul style="list-style-type: none"> • Check Stubs • Copy of a Check • Employer Letter • Employer Contact • Contract • Work Agreement • Wage Data Source
<p>(3) On-the-Job Training Training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance of the job.</p>	Fed Core	None	OJ	6 Months	<p>Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve 6 Month Follow-up</p> <ul style="list-style-type: none"> • Check Stubs • Copy of a Check • Employer Letter • Employer Contact • Contract • Work Agreement • Wage Data Source
b. Un-Paid Activities					
<p>(1) Job Search/Job Readiness The act of preparation, seeking or obtaining employment, including life skills training, and short-term substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable.</p>	Fed Core	<p>120/180 hours Total (max 4 consecutive weeks) in 12 months 20 hours/weekly single parent w/child under 6 or 30 hours/weekly all other parents</p>	<p>IS = Individual Job Search GS = Group Job Search LS = Life Skills MM = Money Management PC = Parenting Class TP = Treatment Program DM = Domestic Violence AB = ABE EL = English 2nd Language LI = Literacy Training</p>	Monthly & Flagged in File	<p>Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up</p> <ul style="list-style-type: none"> • Job Search Cards with Timesheets or equivalent • Job Readiness Timesheets or equivalent
<p>(2) Community Service Structured programs in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations.</p>	Fed Core	Hours Limited to FLSA	CS	Monthly	<p>Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up</p> <ul style="list-style-type: none"> • Timesheets or equivalent

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(3) Work Experience A work activity, performed in return for cash assistance, which provides an individual with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment.	Fed Core	Hours Limited to FLSA	WE	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent
(4) Vocational Training Organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training.	Fed Core – 30% Population limit	12 Months Lifetime as a core activity	VT	Monthly & Flagged in Perm File	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent
(5) Child Care for TANF Community Services Participant Providing child care to enable another TANF recipient to participate in a community service program.	Fed Core	None	CP	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent for participant and other TANF Parent
(6) Job Skills Training Directly Related to Employment Training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace.	Fed Non-Core	None	KT = Skills Training	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent
(7) Education Directly Related to Employment Education related to a specific occupation, job, or job offer.	Fed Non-Core	None	GE = GED >age 20 AB = ABE EL = English 2 nd Language LI = Literacy Training KE = Skills Education	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent
(8) Secondary Education For persons without a high school diploma, regular attendance, in accordance with the requirements of the secondary school or course of study, leading to a certificate of general equivalence.	Fed Non-Core	None	GE = GED >age 20 AB = ABE EL = English 2 nd Language LI = Literacy Training	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent
4. Limited Work Participation as Determined by IRU – Volunteer = Use Exemption Code, enter “Y” to show volunteer status, enter appropriate activity codes						
a. Substance Abuse or Mental Health Services	State	None	TP = Treatment Program	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent
b. Pursuit of Disability Benefits	State	None	TP = Treatment Program	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent

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c. Job Readiness or Education Directly Related to Employment	State	None	LS = Life Skills MM = Money Management PC = Parenting Class KE = Skills Education KT = Skills Training GE = GED >age 20 HS = High School AB = ABE EL = English 2 nd Language LI = Literacy Training	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent
d. ESL for Non-English Speakers	State	None	EL = English 2 nd Language	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent
e. Domestic Violence Services	State	None	DM = Domestic Violence	Monthly	Screen/Assess/Refer/Orient = Prior/After Approval IRP = 15 days from approve WPA = 15 days from approve Monthly Follow-up	• Timesheets or equivalent

5. ISD 2 Issued Support Service Payments

a. Initial Engagement Payment	All New TANF	\$25	T5 , \$10 Travel Advance, then T1 for remainder	At Engagement	30 days	Attendance
b. First 30 day Child Care Reimbursement	1 st 30 days	Up to \$300 1 st 30 days	C3	At Issuance	None	Expense Receipts
c. Mileage Reimbursement \$25 – 1- 499 \$50 – 500-1,499 \$100 – 1,500 – 2,499 or \$150 – 2,500 +	For Non-Paid Activities	Monthly if meeting work activity requirements	T1 = \$25 T3 = \$75 T2 = \$50 T4 = \$100	At Least Monthly	Monthly	Non-Paid Work Activity Timesheet
d. One Time Employment Related Expense	For Paid Activities	1 Per Lifetime	01 = Special Clothing 02 = Licensing Fees 03 = Vehicle Repairs 04 = Tools	Flagged in Perm File	At Time of Occurrence	Verified Employment & Expense Receipts
e. Vocational Education and Training (not tuition)	Students	None	E1 = Fees E2 = Books E3 = Supplies	At each Occurrence	At Time of Occurrence	Receipts for Non-Tuition Expenses

6. Non-Participation – Without good cause, failure to meet participation requirements or to timely report work activity hours may subject the benefit group to payment sanction.

a. Conciliation	<ul style="list-style-type: none"> No Employability Assessment No IRP/WPA Not Meeting Hourly Req. 	1 Per Lifetime	Enter Conciliation Start Date	Flagged in Perm File	10 day notice 30 day compliance	NMW Notice
b. Sanctions 1 st and 2 nd sanctions can be cured with compliance. No sanctions shall be initiated for not meeting the extra 4 state hours, or, when 1 parent is meeting the two-parent requirement, or for persons with an IRU limited work requirement.	<ul style="list-style-type: none"> No Employability Assessment No IRP/WPA Not Meeting Hourly Req. 	Grant Reductions 1 st - 25% - 3 mos. 2 nd - 50% - 6 mos. 3 rd - Close 6 mos.	W = 1 st X = 2 nd Y = 3 rd Z = Reasons	At each Occurrence	Monthly	NMW Notice