

## **TANF Policy 01 - Procedure on File Structure/Contents**

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Participant files maintained by contractors will be composed of 6 Tabs as follows:

1. Case Notes
2. Assessment/ISS
3. Unique Program information/forms
4. Participation Documentation, Payment Point Verification Forms, Work Experience Agreement, Work Experience time sheets and Employment Information
5. Referral/Outreach/Sanction information
6. Incentives/Direct Benefits

A modification of this policy may be allowed in situations where a contractor maintains records in an electronic format and when a specific agreement is established in writing. Approval will be accomplished consistent with the modification clause found in contract provisions.

Modified 100611