

TANF 07 – Full Family Sanction Request/Teen Sanction Request Full Family Sanction Request

The following must be completed in order for a full family sanction request to be considered:

A case note must be made in the DCIS II E&T subsystem requesting a full family sanction with “(TANF Sanction/Check Child Care)” as the title of the comment. The case note must include the dates that the client was non compliant as well as a full explanation as to why the request is being made.

A case alert must be sent in the DCIS II E&T subsystem which will notify the appropriate worker that a case note has been entered for the client. The worker will not be aware of the case comment unless notified by this alert system.

In addition, an email making the request must be sent to the TANF worker assigned to that location or team (see attached*) **and** the DSS worker the case is coded to with a “cc” to the worker’s supervisor **and** the appropriate OA (see attached*). This is done to ensure that the sanction request will be given attention, and that you have a record of your request being made properly.

The contractor will check to determine if the sanction has been applied within three (3) days. When the sanction has not been applied, except in cases where the contractor has been notified by the DSS worker that a sanction will not be applied, a copy of the original e-mail requesting the sanction will be forwarded to Rachel Gold (rachel.gold@state.de.us), Verna Watson (verna.watson@state.de.us), John Bryant (john.bryant@state.de.us), and the appropriate DSS OA (see attached*).

Teen Sanction Request

A Teen not complying will be removed from the grant. It **does not affect the TANF parent, but the request is to be put on the Sanction Log.**

The following must be completed in order for a Teen Sanction request to be considered:

A case note must be made in the DCIS II E&T subsystem requesting a Teen sanction with “(Teen Drop-Out/E&T non-cooperation)” as the title of the comment. The case note must include the dates that the teen was non compliant as well as a full explanation as to why the request is being made.

A case alert must be sent in the DCIS II E&T subsystem which will notify the appropriate worker that a case note has been entered for the client. The worker will not be aware of the case comment unless notified by this alert system.

In addition, an email making the request must be sent to the TANF worker assigned to that location or team (see attached*) **and** the DSS worker the case is coded to with a “cc” to the worker’s supervisor **and** the appropriate OA (see attached*). This is done to ensure that the sanction request will be given attention, and that you have a record of your request being made properly.

The contractor will check to determine if the sanction has been applied within three (3) days. When the sanction has not been applied, except in cases where the contractor has been notified by the DSS worker that a sanction will not be applied, a copy of the original e-mail requesting the sanction will be

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forwarded to Rachel Gold (rachel.gold@state.de.us), Verna Watson (verna.watson@state.de.us), John Bryant (john.bryant@state.de.us), and the appropriate DSS OA (see attached*).

*The DSS contact list referenced within the policy as “see attached” is updated and distributed via e-mail. For this reason, the DSS contact list is not attached to the policy as indicated.