

TANF Policy 09-Minimum Standard of Outreach

Minimum Standard of Outreach Necessary for Requesting a Full Family Sanction for an individual receiving TANF benefits.

- For those individuals who are coming over receiving (cash open) the contractor should try to engage for a two week period, if the contractor is unsuccessful, the contractor should send a Full Family Sanction request on the 14th day following the referral date.
- For those individuals who are participating and employed, if the contractor is unsuccessful in obtaining the documentation after a two week period (14 calendar days) from the end of employment period being documented, the contractor will request a sanction. The contractor will also be expected to document attempts in Case Comments. (In cases where there is ongoing contact with the client and where it is reasonable to expect that the documentation will be received with some additional time, up to a 4 week period may be allowed.)
- For those individuals who are involved in any other activity other than unsubsidized employment, a sanction can be requested at the end of the week of participation the contractor is trying to document.

Full Family Sanction Request Procedure

When a contractor is requesting a Full Family Sanction, the following must be completed in order for the request to be considered complete.

- A case note in the DCIS II E&T subsystem requesting a Full Family Sanction with the following comment in parenthesis (TANF Sanction/Check Child Care) must be created. The case note must include dates and a thorough explanation why the request is being made, then click the alert box.
- An e-mail to the DSS workers (See Policy 7) with a cc to the supervisor must accompany the request.

Minimum Standard of Outreach Necessary for Pre-Confirmation Referrals

- For those individuals who are coming over as a Pre-Confirmation referral which means they are not receiving a cash grant, and are mandated to participate for two consecutive weeks in order for their cash to open, contractors should attempt outreach for a five (5) week period. If after the Monday of the 5th week, the contractor is unsuccessful in engaging the individual, the contractor ~~can go ahead and~~ will disenroll the individual with a case note to the DSS worker stating that the individual did not successfully complete the two weeks of pre-participation.

Minimum Standard of Outreach Necessary for Cure Sanction Referrals

- For those individuals who are coming over as a Cure Sanction referral (they are not receiving a cash grant), and are mandated to participate for four consecutive weeks in

TANF Policy 09-Minimum Standard of Outreach

order for their cash to open, contractors should attempt outreach for a two (2) week period in order to re-engage the client. If the contractor is unsuccessful by the 14th day following the cure sanction referral date, the contractor should dis-enroll the individual with a case note to the DSS worker stating that the individual did not begin participation with contractor.