

## TANF Policy 15 – Thirty Six Week Completers with Keep A Job Providers

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When an individual successfully completes (3) 12 consecutive weeks of participation, and is still receiving a cash grant (regardless of what activity they are participating in), he/she must be sent back to the Employment Connections provider.

In the DCISII E&T system, the Keep A Job provider must transfer the individual back to the Employment Connection provider with a case note explaining the reason for the transfer. In DOL, the KAJ provider needs to create the Case Close event.

Six weeks prior or as early as possible, when it is determined that the individual will be returned to Employment Connections, the Keep a job Provider will notify their DET contract manager in writing of the required action and will request guidance regarding the steps required. This step is necessary in order to insure that the necessary actions are taken to insure that payments for services provided to the client can continue.