

TANF Policy 19 – Two Parent Families

4/1/13

Clients who are part of a two parent family must meet their required hours as a unit. Sanctions should only be requested when the family as a whole is not meeting their required hours.

For data entry, each case in DOL will remain open until the family is sanctioned and closed or transferred to KAJ. Actual hours of participation should be entered in DOL Internet Reporting Site and DCIS for both clients (**this would include entering 0 hours for the one parent when the other parent decides to complete all of the hours for the family**).

Both parents will attend the service orientation for both Employment Connections and Keep a Job.

For payment purposes, two parent families will be treated as individuals.

When both parents participate:

1. Contractors will receive payment for both clients when the following is met for the period specified in the contract:

Required Hours: 40
Both Parents complete 20 hours a week.

Data Entry Example for 40 hour requirement:

Parent 1	DOL	DCIS
Vocational Education	20	20

Parent 2	DOL	DCIS
Unsubsidized Employment	20	20

In situations where one member completes their Employment Connections requirements and the other member does not, the member completing their requirements is referred to Keep a Job. The other member remains in Employment Connections. This should not be a problem because of the transition period but it will require good communication.

Since the required hours are 40 each parent must complete a minimum of 20 hours with the additional 10 hours being entered in "Other" in DOL Internet Reporting Site.

2. Contractors will receive one payment for a family when one parent works more than 20 hours, the second parent works less than 20 hours yet the total combination of participation hours meets the required hours for the period specified in the contract;

Data Entry example for 40 hour requirement:

Parent 1	DOL	DCIS
Vocational Education	21	21

Parent 2	DOL	DCIS
Unsubsidized Employment	19	19

If required hours are 40, the one parent who completes at least 20 hours would have an additional 10 hours entered in "Other" in DOL

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When one parent participants

3. Contractors will receive payment for any parent that achieves 30 hours of participation for the period specified in the contract regardless of whether the family as a whole meets participation. Only hours entered prior to the case close in DOL will count for payment. The case close, and sanction request date will be the same date.

Parent 1	DOL	DCIS
Vocational Education	30	30

General Rules:

If one parent opts to do all the hours, the contractor is never entitled to more than one payment. If in mid-stream the parents decide to switch who is completing all the hours, the individual taking over the hours would have to successfully complete a 4 (or 12 week for Keep a Job) week period in order to be eligible for payment.

If after both partners attend an orientation they decide that one parent will do all the participation hours, both individuals will be referred to Keep a Job when the 12 week EC participation requirements are met.

In situations where one parent does not attend either orientation, a full family sanction will be requested.

The two week pre-participation period is not met until both parents have attended an orientation at the Employment & Training provider. If after both partners attend the Employment Connection orientation they decide that one parent will do all the participation hours, both individuals will be referred to Keep a Job when the 12 week EC participation requirements are met. Following KAJ referral both partners will attend the KAJ orientation. They will again decide how they will meet participation.

Incentives should only be issued to those individuals who are meeting individual participation (20 hours per parent or 30 hours for one parent)