

**ICES PROGRAM POLICY MANUAL
TRANSMITTAL # 52**

SECTION	SECTION TITLE	DESCRIPTION OF CHANGES
2400	TABLE OF CONTENTS	Title changes and deletions
2438.00.00	WORK REGISTRATION (F)	Change in procedure
2438.05.00	IMPACT (F, C, I)	Removed ADCI TANF category
2438.05.05	Referral To IMPACT (F, C, I)	Policy and staff changes
2438.05.10	IMPACT Service Priorities (F,C, I)	ABAWD policy change
2438.05.15	Work Registrant Responsibilities (F, I)	Minor edits
2438.05.20	IMPACT Case Manager Responsibilities (F, C, I)	Insert policy for TANF client's right to a fair hearing
2438.05.25	IMPACT Rights And Responsibilities (F, C, I)	Policy clarification regarding notification
2438.10.00	DETERMINATION OF PARTICIPATION STATUS (F, C, I)	Change in staff determining eligibility
2438.10.05	Determination Of Work Registration Status (F, I)	Policy clarification for completing work registration
2438.10.05.05	Postponed Determination Of Work Registration Status (F, I)	Change in staff designation
2438.10.10	Determination Of IMPACT Participation Status (F, C, I)	Formatting and staff designation changes
2438.15.00	EXEMPTIONS FROM WORK REQUIREMENTS (F, C, I)	Minor edit
2438.15.05	Exemptions From Work Registration (F, C, I)	Minor edits
2438.15.05.05	Individuals Under Sixteen Years Of Age (F, I)	Minor edit
2438.15.05.10	Individuals Age Sixty Or Over (F, I)	Minor edit with staff changes
2438.15.05.15	Individuals Age Sixteen Or Seventeen And Attending School (F, I)	Minor edits and formatting
2438.15.05.20	Individuals Physically Or Mentally Unfit For Employment (F, I)	Minor edit
2438.15.05.25	Care Of An Incapacitated Individual (F, I)	Formatting change
2438.15.05.30	Individuals Responsible For Care Of A Dependent Child (F, I)	Paragraph change
2438.15.05.35	Students (F, I)	Policy clarification

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2438.15.05.40	Participants In Drug Addiction/Alcoholic Treatment (F, I)	Formatting change
2438.15.05.45	Cash Recipients Complying With Work Requirements (F, I)	WP Code 20 policy Clarification
2438.15.05.50	Individuals Receiving Unemployment Compensation (F, I)	Minor edit
2438.15.05.55	School Employees Under Contract (F, I)	Formatting change
2438.15.05.60	Individuals Working Minimum Of Thirty Hours Weekly (F, I)	Minor editing and formatting changes
2438.15.10	Exemptions From IMPACT (F, I)	Minor edits
2438.15.10.05	Exemptions From IMPACT (C, I)	Policy clarification; WP Code 36
2438.15.10.10	Exemptions From Employment And Training Participation (C)	Minor edits
2438.17.35	Food Stamp IMPACT Compliance (F, I)	Policy clarification to include ABAWDS; formatting
2438.17.40	Compliance With ABAWD/IMPACT (F, I)	Reserved
2438.20.00	NON-COMPLIANCE WITH WORK REGISTRATION (F, I)	Minor edits
2438.20.05	Cure For Work Registration Non-Compliance (F)	Change in sanction initiation policy and minor edits
2438.25.00	VOLUNTARY IMPACT PARTICIPATION (F, C, I)	ADCI category deleted; policy clarification
2438.35.00	IMPACT PARTICIPATION STATUS RE-EVALUATION (C, I)	Policy clarification and minor edits
2438.40.00	IMPACT CASE MANAGER RESPONSIBILITIES (F, C, I)	Change FCC to IMPACT case manager
2438.45.00	NON-COMPLIANCE WITH IMPACT E&T (F, C, I)	Included ABAWDS; minor edits and formatting changes
2438.45.10	Work Registration Good Cause Determination (F, I)	Minor edits
2438.45.10.05	IMPACT Good Cause Determination (F, I)	Changed staff designation; minor editing
2438.45.10.10	Suitable Employment (F, I)	Minor edit
2438.45.15	Work Registration And IMPACT Penalties (F, I)	Minor edit
2438.45.15.05	Failure To Comply By An AG Member (F, I)	Policy clarification
2438.45.15.10	Failure To Comply By Cash Assistance Groups (F, I)	Minor edits

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2438.45.15.15	Failure To Comply By Volunteers (F)	Minor edit
2438.45.15.20	Failure To Comply By Workforce Development Registrant (F, I)	Minor edit
2438.45.20	Cure For IMPACT Non-Compliance (F, I)	Policy clarification and staff designation
2438.45.25	IMPACT Good Cause Determination (C, I)	Deleted TANF ADCI category
2438.45.30	Employment And Training Good Cause Determination (C)	Minor edits
2438.45.35	Non-Compliance Definition (C, I)	Minor edits
2438.45.35.05	Sanction For IMPACT Or E&T Non-Compliance (C, I, MED 2)	Policy clarification
2438.45.35.15	Length Of Employment And Training Sanction Periods (C)	Formatting
2438.45.35.20	IMPACT Sanctions (C, I)	Minor edits and formatting changes
2438.50.00	VOLUNTARY QUIT (F, C)	Minor edits
2438.50.05	Situations Not Considered Voluntary Quit (F)	Minor edits
2438.50.10	Good Cause For Voluntary Quit (F)	Minor edits
2438.50.15	Requirements For Voluntary Quit Disqualification (F)	Minor edits
2438.50.20	How To Make A Voluntary Quit Determination (F)	Change in staff designation, formatting and minor edits
2438.50.25	Disqualification For Voluntary Quit (F)	Policy clarification with staff changes, minor edits, new formatting
2438.50.25.05	Disqualification For Reducing Hours (F)	Minor edits
2438.50.25.10	Ending A Voluntary Quit/Reduction Disqualification (F)	Procedural changes for staff
2438.50.30	Voluntary Quit And Refusal Of Employment (C)	Policy clarification
2438.50.30.05	Unemployed Parent Refusals Of Employment Or Training (C)	Policy clarification; minor edits
2438.50.30.15	Refugee Voluntary Quit And Employment Refusal (C)	Minor edit
2438.50.30.20	Voluntary Quit Or Reduction Of Hours (C)	Policy clarification; minor edits
2438.60.00	REGISTRATION WITH WORKFORCE DEVELOPMENT (C)	Formatting and minor edits

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2500	TABLE OF CONTENTS	Title changes, deletions and additions
2505.00.00	<u>PARTICIPATION RATES</u> (C, I)	Minor edits
2505.05.00	TANF WORK PARTICIPATION RATES FOR ALL FAMILIES (C, I)	Policy clarification; removes ADCI category
2505.10.00	IMPACT REQUIREMENTS FOR THE TWO-PARENT ADCU AG (C, I)	Policy clarification
2510.00.00	<u>APPLICANT SERVICES</u> (C, I)	Removes Food Stamp category
2515.00.00	<u>CASE MANAGEMENT</u> (F, C, I)	Policy clarification
2520.00.00	<u>INITIAL IMPACT APPOINTMENT</u> (F, C, I)	Policy updates and clarification
2525.00.00	<u>IMPACT ASSESSMENT PROCESS</u> (F, C, I)	Policy clarification
2525.05.00	ASSESSMENT TIMEFRAMES (F, C, I)	Change in ABAWD assessment timeframe
2525.10.00	ASSESSING STRENGTHS AND BARRIERS TO SELF-SUFFICIENCY (F, C, I)	Policy clarification and minor edits
2530.00.00	<u>SELF-SUFFICIENCY PLANS</u> (F, C, I)	Minor edits
2530.05.00	SELF-SUFFICIENCY PLAN TIMEFRAMES (F, C, I)	Clarification of ABAWD SSP timeframe
2530.05.05	Self-Sufficiency Plan Development (F, C, I)	Updated to include ABAWDS
2530.05.10	Contents Of Self-Sufficiency Plans	Minor edits and formatting changes
2530.05.15	Signing The Self-Sufficiency Plan (F, C, I)	Policy clarification
2540.00.00	<u>IMPACT ACTIVITIES</u> (F, C, I)	Minor edits
2540.05.00	REPORTING IMPACT HOURS (C, I)	Policy clarification; reporting hours
2540.10.00	TANF AND FS IMPACT ACTIVITIES (F, C, I)	Minor editing and formatting
2540.10.05	Unsubsidized Employment (C, I)	Policy clarification; reporting hours
2540.10.10	Subsidized Private And Public Sector Employment	Policy clarification on reporting hours
2540.10.15	Job Search (F, C, I)	Included TANF recipients; policy clarification on reporting participation hours and Internet job searches
2540.10.20	Job Search Training (F, I)	Reserved
2540.10.25	Job Readiness Activities (F, C, I)	Updated policy; minor edits of text

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2540.10.30	IMPACT Community Work Experience Program - CWEP (F, C, I)	Clarification of changes in policy and procedures
2540.10.30.05	Developing CWEP Work Sites (F, C, I)	Clarification of policy changes in staff and procedure
2540.10.30.10	Determining CWEP Participation Hours (F, C, I)	Steps for calculating CWEP participation hours
2540.10.35	Community Service Programs (C, I)	Description/clarification of new Community Service activity
2540.10.40	Job Skills Training (F, C, I)	Policy clarification
2540.10.45	Vocational Educational Training (F, C, I)	Clarification of policy changes to include advanced degrees and reporting participation hours.
2540.10.50	Self-Initiated Vocational Educational Training (C, I)	Policy clarification and minor edits
2540.10.55	Distance Learning (C, I)	Policy clarification of new vocational educational activity; verifying/reporting participation hours
2540.10.60	Educational (Academic) Activities (F, C, I)	Minor edits; reporting and counting participation hours
2540.10.60.05	General Educational Development - GED (F, C, I)	Minor edits; counting participation hours
2540.10.60.10	High School (F, C, I)	Policy clarification on verification of attendance
2540.10.60.15	Adult Basic Education - ABE (F, C, I)	Policy clarification on how to count participation hours
2540.10.60.20	English As A Second Language - ESL (F, C, L)	Policy clarification on counting participation hours
2540.10.65	On-The-Job Training, OJT (C, I)	Minor edits with formatting
2540.10.70	Work Experience Training - WET (F, C, I)	Minor edits
2550.00.00	<u>IMPACT SUPPORTIVE SERVICES</u> (F, C, I)	Policy clarification on determining need; service delivery methods
2550.05.00	ESTABLISHING VENDORS FOR IMPACT SUPPORTIVE SERVICES (F, C, I)	Updated vendor services, W-9 and direct deposit (ACH) requirements
2550.10.00	PROCESSING SUPPORTIVE SERVICES (F, C, I)	Clarification of new policy and procedures for processing claims
2550.10.05	Correcting Discrepancies In Authorized Services (F, C, I)	Policy clarification

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2550.10.10	Avoiding Supportive Services Payment Errors (F, C, I)	Policy clarification
2550.10.10.05	Common Payment Errors (F, C, I)	Lists common errors and how to correct them
2550.15.00	CORRECTION PAYMENT PROCESS (F, C, I)	Description of the new process for correcting errors through ICES
2550.15.05	Conditions For Issuing A Correction Payment (F, C, I)	Appropriate use of a correction payment
2550.20.00	TANF AND FOOD STAMP IMPACT SUPPORTIVE SERVICES LIMITS (F, C, I)	Policy clarification; definition of employment for FS only recipients
2550.20.05	Food Stamp Only Recipients (F, C, I)	Policy clarification
2550.20.10	TANF IMPACT Mandatory Recipients (C, I)	Policy clarification
2550.20.10.05	Vehicle Repair Estimates (C, I)	Updated policy with clarifications
2550.20.15	Reimbursement For Transportation Expenses (F, C, I)	Policy clarification for use of friends and relatives for transportation services
2550.25.00	TANF IMPACT TRANSITIONAL SUPPORTIVE SERVICES (C, I)	Limited to transportation assistance and vehicle repair
2550.30.00	SUPPORTIVE SERVICES FOR INELIGIBLE PARTICIPANTS (F, C, I)	Policy regarding supportive services for otherwise "ineligible" participants
2550.35.00	BULK ORDERS OF GAS COUPONS OR BUS PASSES (F, C, I)	Updated policy for processing bulk orders and reconciling inventories
2550.40.00	FOOD STAMP IMPACT DEPENDENT CARE (F, I)	Policy clarification
2550.40.05	Choosing A Dependent Care Provider (F, I)	New Internet resources listing child care providers
2550.40.10	Reimbursing Food Stamp Dependent Care Providers (F, I)	Clarifies ways in which child care may be provided and reimbursement procedures
2550.40.15	Processing IMPACT Dependent Care Services (F, I)	Updates process for becoming an active child care provider via vendor services; new W-9 requirements and mailing address for vouchers
2550.45.00	CCDF CHILD CARE FOR TANF ELIGIBLE RECIPIENTS (C, I)	Policy clarification of eligibility requirements
2550.45.05	Priority Child Care Referrals (C, I)	Clarifies referral requirements

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SECTION	SECTION TITLE	DESCRIPTION OF CHANGES
2550.45.10	General Comments Section Of Referral Form (C, I)	Importance of information in General Comments Section for determining eligibility
2550.45.15	Reporting Changes To The Voucher Agent (C, I)	Clarification of reporting requirements
2550.50.00	TRANSITIONAL CHILD CARE (C, I)	CCDF definition of "transitioning off TANF"
2560.10.00	FOOD STAMP CONCILIATION (F, I)	Change in staff designation
2560.20.00	TANF IMPACT CONCILIATION (C, I)	Change in staff designation