



**State of Florida
Department of Children and Families**

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: September 25, 2007 **TRANSMITTAL NO.:** P-07-09-0013
TO: Regional Directors and Zone Administrators
FROM: Jennifer Lange, Director, ACCESS Florida (**Signature on File**)
SUBJECT: Policy Change - Work Registration Referral on Two-Parent TCA Cases
EFFECTIVE: November 1, 2007

This memorandum changes up-front work registration requirements for two-parent Temporary Cash Assistance (TCA) households. Please share this information with your ACCESS Operations Managers and ACCESS Program Office staff.

Background:

Policy and statute require “applicants” to comply with work registration requirements prior to authorization of benefits. The Department previously defined “applicants” for work registration purposes as the individual who submits the signed and dated application i.e., head of household. In the case of two-parent TCA households, this has resulted in non-referral of the other adult mandatory household member for up-front work registration.

Due to TANF changes in the Deficit Reduction Act, the need to engage both work eligible parents prior to TCA approval is critical in meeting the federal performance measure for two-parent families.

New Policy:

Up-front work registration requirements apply to both parents in two-parent TCA households, when both parents are subject to work activities. Verification of completion of work registration for both parents is required prior to TCA benefit approval. This policy change will be included in the next manual update.

Implementation Procedure:

Ensure both parents subject to work activities are listed on the CF-ES 2097 Communication and Work Activity Referral and inform the interviewed parent that both parents must complete the initial work registration (WTP Overview), as a condition of eligibility. The RWB provider should not sign-off on the CF-ES 2097 or otherwise notify DCF of completion of work registration until both parents have completed this eligibility requirement.

If regions/circuits have any questions regarding this memorandum please call Gary D. Scott at (850) 413-7427 or SUNCOM 293-7427.

cc: **D20_PDESS_Program Management Group**
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