

TITLE 468
AID TO DEPENDENT CHILDREN
TABLE OF CONTENTS

Chapter 1-000 General Background

- 1-001 Legal Basis
- 1-002 Purpose and Scope
- 1-003 Administration
- 1-004 Definition of Terms
- 1-005 Worker Responsibilities
 - 1-005.01 Duties at Initial Application or Redetermination
 - 1-005.02 Continuing Responsibilities
 - 1-005.02A Disclosure of Information Regarding Fugitive Felon
 - 1-005.02B Development of Self-Sufficiency Contract
- 1-006 Client Responsibilities
 - 1-006.01 Sanction for Non-Cooperation With Quality Control
- 1-007 Client Rights
- 1-008 Prudent Person Principle
- 1-009 Application Processing
 - 1-009.01 (RESERVED)
 - 1-009.02 Application
 - 1-009.02A Alterations
 - 1-009.02B Prompt Action on Applications
 - 1-009.02C Application With Excess Resources
 - 1-009.02D Withdrawals
 - 1-009.02E Authorization for Investigation
 - 1-009.02F New Application
 - 1-009.03 Notice of Action
 - 1-009.03A Types of Notices
 - 1-009.03B Adequate and Timely Notice
 - 1-009.03C Situations Requiring Adequate Notice Only
 - 1-009.03D Waiver of Notice
 - 1-009.03E In Fraud Cases
 - 1-009.03F Continuation of Benefits
- 1-010 Redetermination of Eligibility
- 1-011 (Reserved)
- 1-012 Summary of Forms

Chapter 2-000 Eligibility Requirements

- 2-001 Application
- 2-002 Citizenship and Alien Status
 - 2-002.01 Verification of Alien Status
 - 2-002.02 Repatriation Program
 - 2-002.02A Eligibility Period
 - 2-002.02B Payment Maximums
 - 2-002.02C Authorization for Payment
 - 2-002.02D Repayment
- 2-003 Residence
 - 2-003.01 Residence of Individuals Entering the State
 - 2-003.03 Absence From the State
 - 2-003.03A Temporary Absence
 - 2-003.03B Loss of State Residence
 - 2-003.04 Disqualification for Misrepresenting Residence
- 2-004 Requirement of Social Security Number (SSN)
 - 2-004.01 Application for an SSN
 - 2-004.02 SSN Application for a Newborn
 - 2-004.03 Assistance Pending Verification of SSN
- 2-005 Cause of Unemployment
 - 2-005.01 Voluntary Quit for Applicants
 - 2-005.01A Good Cause for Terminating Employment
 - 2-005.01B Voluntary Quit for Recipients Who Have Not Signed an EF Contract
- 2-006 Parental Responsibility
 - 2-006.01 Living in the Home of a Relative
 - 2-006.01A Definition of Home
 - 2-006.01B Absence Because of Schooling
 - 2-006.01C Temporary Absence From the Home
 - 2-006.01D Temporary Absence Due to Emergency Situations
 - 2-006.02 Individuals With Whom the Child May Live
 - 2-006.03 Limitation Regarding Relative-Payee
 - 2-006.04 Eligibility of Parent(s), Needy Caretaker Relative, or Guardian or Conservator To Be Included in ADC Payment
 - 2-006.05 Unit Living as a Family
 - 2-006.06 Two Parent Families
 - 2-006.07 Financial Responsibility
 - 2-006.07A Unmarried Parents
 - 2-006.07B Children of a Marriage
 - 2-006.07C Military Service
 - 2-006.07D Incapacitated Parent
 - 2-006.07E Joint Physical Custody
- 2-007 Age Requirement for a Dependent Child
 - 2-007.01 Unit Size
 - 2-007.02 Minor Parent
 - 2-007.02A Minor's Parent(s) Receiving ADC
 - 2-007.02B Minor's Parent(s) Not Receiving Categorical Assistance
 - 2-007.02C Minor Not Living with Parent(s)
 - 2-007.02D Minor Living in Parent(s)' Home
 - 2-007.03 Effective Birthdate if Information Is Incomplete

- 2-007.04 Eligibility of a Child Age 18
 - 2-007.04A Definition of a Student
 - 2-007.04B Continued Enrollment
 - 2-007.04C Full-Time Student
 - 2-007.04D Less Than Full-Time Student
- 2-007.05 School Attendance Requirement
 - 2-007.05A Good Cause
 - 2-007.05B Steps to Encourage Attendance
- 2-008 Resources
 - 2-008.01 Verification of Resources
 - 2-008.02 Definition of Available Resources
 - 2-008.02A Unavailability of Resource
 - 2-008.02B Excluded Resources
 - 2-008.02C Resources of an Ineligible or Sanctioned Parent
 - 2-008.03 Determination of Ownership of Resources
 - 2-008.03A Jointly Owned Resources
 - 2-008.04 Consideration of Relative Responsibility
 - 2-008.05 Inheritance
 - 2-008.06 Value and Equity
 - 2-008.06A Secured Debts
 - 2-008.06B Determination of Value
 - 2-008.07 Types of Resources
 - 2-008.07A Liquid Resources
 - 2-008.07B Non-Liquid Resources
 - 2-008.08 Maximum Available Resources
 - 2-008.09 Determination of Value of Total Available Resources
 - 2-008.10 (Reserved)
 - 2-008.11 Reduction of Resources
- 2-009 Income
 - 2-009.01 Standard of Need
 - 2-009.01A Standard of Need Chart
 - 2-009.02 Earned Income
 - 2-009.02A Earned Income Disregards
 - 2-009.02B Earned Income Credit (EIC)
 - 2-009.02C Contractual Income
 - 2-009.03 (Reserved)
 - 2-009.04 Unearned Income
 - 2-009.04A Child, Spousal, and Cash Medical Support
 - 2-009.04B Contributions
 - 2-009.04C SSI Benefits
 - 2-009.05 Lump Sum Benefits
 - 2-009.05A Combined Case With a Lump Sum
 - 2-009.06 Potential Income
 - 2-009.06A Refusal to Apply
 - 2-009.06B Veteran's Benefits
 - 2-009.07 Intercepted, Withheld, or Garnished Income
- 2-010 Development of Self-Sufficiency Contract
- 2-011 – 2-013 (Reserved)
- 2-014 Supplemental Payments

- 2-015 Budgeting Procedures
 - 2-015.01 Projecting Income
 - 2-015.02 Changes in Household Circumstances
 - 2-015.02A General Rules
 - 2-015.02B Good Cause
 - 2-015.02C Earnings Discovered on the State Employer Wage File (SEW)
 - 2-015.02D Notice Provisions
 - 2-015.02E Change Not Reported Within Ten Days
 - 2-015.02F Terminated Income
 - 2-015.02G Removing an Individual
 - 2-015.02H Income As It Applies To Resources
- 2-016 Income Listing
 - 2-016.01 Income Verification
- 2-017 Third Party Medical Payments
 - 2-017.01 Court-Ordered Third Party Medical Payment
- 2-018 Other Income Provisions
 - 2-018.01 (Reserved)
 - 2-018.02 Life Insurance Premiums
 - 2-018.03 Enrichment Payments
 - 2-018.04 Deeming of Income of Sponsors of Aliens
 - 2-108.04A Definition of Sponsor
 - 2-018.04B Alien Duties
 - 2-018.04C Sponsor of More Than One Alien
 - 2-018.04D Deeming Exception
 - 2-018.04E Indigent Immigrants
- 2-019 Cooperation with Child Support Enforcement Unit (CSEU)
 - 2-019.01 Purpose of the Program
 - 2-019.01A Mandatory and Optional Services
 - 2-019.02 Definitions of Child Support, Spousal Support, and Medical Support
 - 2-019.03 Duties of the Case Manager
 - 2-019.04 Duties of Client
 - 2-019.04A ADC Recipients
 - 2-019.05 Assignment of Rights to Support
 - 2-019.05A Referral to IV-D Unit
 - 2-019.05B Cooperation in Obtaining Support
- 2-020 Employment First Self-Sufficiency Program
 - 2-020.01 Mandatory Participation
 - 2-020.01A Minimum Hours of Participation
 - 2-020.02 Exemptions from Employment First
 - 2-020.02A Review of Exempt Status
 - 2-020.02B Service Plan
 - 2-020.03 Voluntary Participation
 - 2-020.04 Orientation
 - 2-020.05 Assets Assessment
 - 2-020.05A Refugees Receiving ADC
 - 2-020.06 Self-Sufficiency Contract

- 2-020.07 Components
 - 2-020.07A Unsubsidized Employment
 - 2-020.07B Subsidized Private and Public Sector Employment
 - 2-020.07C Work Experience
 - 2-020.07D On-the-Job Training
 - 2-020.07E Job Search/Job Readiness
 - 2-020.07F Community Service
 - 2-020.07G Vocational Training
 - 2-020.07H Job Skills Training Directly Related to Employment
 - 2-020.07I Education Directly Related to Employment
 - 2-020.07J Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence
 - 2-020.07K Providing Child Care Services to an Individual Who is Participating In a Community Service Program
 - 2-020.07L Post-Secondary Education
- 2-020.08 Supportive Services
 - 2-020.08A Duration of Services
 - 2-020.08B Refusal to Accept Supportive Services
 - 2-020.08C Denial of Request for Supportive Services
 - 2-020.08D Clothing
 - 2-020.08E Expenses for Education & Training
 - 2-020.08F Employment Expenses
 - 2-020.08G Medical Services
 - 2-020.08H Relocation
 - 2-020.08I Transportation
 - 2-020.08J Transitional Supportive Services
- 2-020.09 Non Participation
 - 2-020.09A Good Cause
 - 2-020.09B Action Following Non Participation
 - 2-020.09C Right to Appeal
- 2-020.10 Time Limits
 - 2-020.10A Time Limit for ADC
- 2-021 Cooperation in Obtaining Third Party Medical Payments
 - 2-021.01 (Reserved)
 - 2-021.02 Third Party Payments Not Assigned
 - 2-021.03 Sanction for Refusal to Cooperate in Obtaining Third Party Medical Payments
 - 2-021.04 Third Party Payments Received Directly
 - 2-021.05 Cooperation in Obtaining Health Insurance
- 2-022 Other Related Eligibility Requirements
 - 2-022.01 Receipt of Other Assistance
 - 2-022.01A SSI and ADC
 - 2-022.02 Ineligibility of Fleeing Felon
 - 2-022.03 Ineligibility for Drug Related Felonies
- 2-023 (Reserved)
- 2-024 Eligibility for Transitional Assistance
 - 2-024.01 Transitional Grant

Chapter 3-000 Calculation of ADC Benefits

- 3-001 Prorated Payment
 - 3-001.01 Individual Added to the Unit
 - 3-001.02 Individual Removed From the Unit
 - 3-001.03 Client Receiving other TANF Assistance
 - 3-001.03A Client Moving from Another State
 - 3-001.03B Client Receiving Tribal TANF Assistance
- 3-002 Rounded Down Payment
- 3-003 Minimum Payment
- 3-004 Family Members Included in ADC Grant
- 3-005 Family Members Not Included in the Grant
 - 3-005.01 Those Who Refuse Potential Income
 - 3-005.02 Those Who Receive Other Assistance
 - 3-005.02A Parent
 - 3-005.02B Ward
 - 3-005.03 Those Who Receive SSI
 - 3-005.04 Those Who Refuse to Cooperate
 - 3-005.04A Removal From Grant Unit
 - 3-005.04B Removal From Grant Unit
 - 3-005.04C 25 Percent Reduction in Grant
 - 3-005.05 Intentional Program Violation (IPV)
 - 3-005.05A Disqualification Hearing
 - 3-005.05B Initiating the Disqualification Hearing
 - 3-005.05C IPV Disqualification
 - 3-005.06 Undocumented Aliens
 - 3-005.07 Incarcerated Individuals
- 3-006 Standard Filing Unit
- 3-007 Budget Computation
 - 3-007.01 Budgeting Process
 - 3-007.02 Budget of an ADC Unit and Other Clients (Living as a Family Unit)
 - 3-007.03 Budget of an ADC Unit Living with an AABD or SDP Parent
 - 3-007.04 ADC Budget with Child, Spousal and Cash Medical Support
 - 3-007.04A Initial and Continuing Eligibility
 - 3-007.04B Disbursed Collections
- 3-008 Payments for Assistance
 - 3-008.01 Source of Funds
 - 3-008.02 Non-Restricted Payments
 - 3-008.02A Federal TANF Payment Restrictions
 - 3-008.03 Temporary Payee
 - 3-008.04 Protective Payments
 - 3-008.04A Selection of Payee
 - 3-008.04B Responsibilities of Payee
 - 3-008.04C Review of Payee
 - 3-008.04D In Mismanagement Cases
 - 3-008.04E Fair Hearing
 - 3-008.05 Revision of Budget and Payment
 - 3-008.06 Erroneous Payments
 - 3-008.07A Underpayments
 - 3-008.07B Overpayments
- 3-009 Child/Spousal Support Services
- 3-010 Case Records
- 3-011 Fraud

Chapter 4 (Reserved)

Chapter 5 (Reserved)

Chapter 6-000 Emergency Assistance (EA) to Needy Families With Children

6-001 Legal Basis

6-002 Purpose

6-003 Definitions

6-004 Application Processing

6-004.01 Application

6-004.02 Approval/Authorization

6-005 Worker Responsibilities

6-006 Client Responsibilities

6-007 Client Rights

6-008 Scope

6-008.01 Time Period For Services

6-008.02 EA Benefits

6-008.02A Shelter

6-008.02B Utility Bills

6-008.02C Home Furnishings

6-008.02D Emergency Non-Food Items

6-008.02E Emergency Food

6-008.02F Emergency Clothing

6-008.02G Moving Costs

6-008.02H Transportation

6-008.02J Emergency Special Diets

6-008.02K Medical Payments

6-008.02L Emergency Telephone Installation

6-009 General Eligibility Requirements

6-009.01 Income Eligibility Requirements

6-010 General EA Payment Provisions

6-011 Case Records

6-012 Appeal Process

6-012.01 Expedited Appeal