

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

The South Dakota Temporary Assistance for Needy Families (TANF) program is a public assistance program for families with serious financial needs. The Department of Social Services (DSS) administers this economic assistance program and partners with the DLR to provide support to families on their journey to self-sufficiency.

This policy is intended to complement, not replace, the DSS TANF Policies and Procedures manual.

ELIGIBILITY

TANF program eligibility is determined by the Department of Social Services. Potential applicants may apply for benefits at DSS or DLR. Applications are time-sensitive and must be communicated and processed within timelines outlined in the DSS TANF Policies and Procedures manual.

DLR Employment Specialists do not determine financial eligibility for the TANF program and will refer all financial and eligibility questions to DSS.

CO-ENROLLMENT

DLR Employment Specialists will co-enroll TANF customers into DLR Workforce programs to the greatest extent possible.

Timeline for enrollment is as follows:

- Title III Wagner-Peyser enrollment must be completed during the initial TANF appointment.
- Title I WIOA enrollment will be completed during the TANF case approval meeting. If appropriate, Title I enrollment may be completed prior to TANF case approval.
 - When completing the Title I WIOA enrollment, the Objective Assessment [Resource 19](#), known to DSS as the Family Screening Guide, must be completed.
 - For Title I Youth participants, review Youth Incentives in Youth Services [Policy 5.7](#) for specifics on incentives available.

When enrolling into Title I it is important to explore all Title I options including Youth, Adult, and Dislocated Worker.

Review Eligibility and Priority of Service for Wagner-Peyser, Adult, Dislocated Worker, QUEST, Youth and SCSEP [Policy 4.1](#) when enrolling participants into each program(s).

Keep household composition in mind and explore Title I options for applicable household members, as appropriate.

While an exception to the rule, if a customer is not enrolled into Title III Wagner-Peyser or Title I WIOA as outlined above, a case note justifying this exception must be entered.

DOCUMENTATION

To verify TANF receipt for Title I purposes, Employment Specialists will verify the most recent month a benefit has been received. Follow instructions outlined in Data Validation Requirements [Resource 20](#) or complete SNAP + TANF Verification to verify the participant is a TANF recipient for Title I. No system screenshots will be uploaded to SDWORKS.

ADULT PREP AND GED

TANF customers age 20+ who are interested in becoming engaged in the Adult or Youth Prep and GED service delivery model can utilize GED as a countable participation activity for a limited period of time. Review Youth Participants Reaching Employment Potential [Policy 5.35](#) or Adult PREP [Policy 5.38](#) for further guidance.

To utilize GED for a countable participation activity for TANF customers who are age 20+ an Employment Specialist must submit a request to the TANF Labor Program Specialist. These requests will be reviewed and approved or denied on a case-by-case basis.

The following are factors that must be considered:

- Participant's future education and employment goals
- Completed WIOA Title I enrollment including completing the Objective Assessment + joint education and employment Road Map
- Completed TABE, WorkKeys Curriculum Placement Quiz, or WorkKeys Assessment
Verification of the TABE completion by DLR and receipt of class schedule, including weekly class hours

CASE REVIEWS

DLR Job Service managers in Rapid City and Sioux Falls will complete monthly case file reviews for each Employment Specialist.

Additionally, TANF case files are incorporated into the file review and data validation process outlined in Oversight and Monitoring [Policy 6.7](#).

NEGATIVE ACTION REVIEWS

Prior to negative action requests, the case must be reviewed by the DLR Job Service Manager or the TANF Labor Program Specialist if the manager is unavailable. Negative action includes denials, sanctions and job quits. This review is to ensure the participant has been given sufficient opportunity to be successful.

WELFARE CHECKS/SAFETY CONCERN

If an Employment Specialist fears there is imminent harm to the safety of the TANF customer and/or others, they must discuss the situation with the Job Service manager. If the Job Service manager believes it necessary, the Job Service manager may then contact law enforcement to request a welfare check. If a manager is not available, contact the Director of Field Operations or DLR legal counsel.

When contacting Law Enforcement to request a Welfare Check provide:

- Name
- Address
- Phone
- Why the request is being made