

IDAHO STATE PLAN RENEWAL  
for  
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES  
(TANF)

IN ACCORDANCE WITH THE PERSONAL RESPONSIBILITY

AND WORK OPPORTUNITY

RECONCILIATION ACT OF 1996 (P. L. 104-193)

Submitted December 30, 2011

By

Idaho Department of Health and Welfare

Effective October 1, 2011

# Table of Contents

<b>INTRODUCTION .....</b>	<b>1</b>
<b>1. Administration .....</b>	<b>1</b>
<b>2. Department Mission and Program Goals.....</b>	<b>1</b>
<b>3. Program Purposes and Use of Funds.....</b>	<b>1</b>
<b>4. TANF Eligibility Requirements.....</b>	<b>2</b>
<b>Financial Eligibility.....</b>	<b>2</b>
<b>Citizenship .....</b>	<b>2</b>
<b>Non-Citizens .....</b>	<b>2</b>
<b>Trafficking Victims.....</b>	<b>2</b>
<b>Idaho State Residence.....</b>	<b>3</b>
<b>A.    TANF PROGRAMS AND SERVICES .....</b>	<b>3</b>
<b>1. Temporary Cash Assistance for Families in Idaho (TAFI) .....</b>	<b>3</b>
<b>Benefit Delivery .....</b>	<b>3</b>
<b>Child-only TAFI Grants.....</b>	<b>4</b>
<b>Participation in Work Activities.....</b>	<b>4</b>
<b>One-Time TAFI Cash Payment.....</b>	<b>4</b>
<b>Time Limit .....</b>	<b>5</b>
<b>Extended Cash Assistance.....</b>	<b>5</b>
<b>Personal Responsibility Contract.....</b>	<b>5</b>
<b>Drug and Alcohol Screening .....</b>	<b>6</b>
<b>Unmarried Minor Parents .....</b>	<b>6</b>
<b>Privacy Protection.....</b>	<b>6</b>
<b>Fair Hearings.....</b>	<b>6</b>
<b>TAFI Cash Assistance for Victims of Catastrophe.....</b>	<b>6</b>
<b>Services and Activities Available to Participants Receiving TAFI .....</b>	<b>6</b>
<b>Child Support Services .....</b>	<b>7</b>
<b>2. Head Start.....</b>	<b>7</b>
<b>3. Work-Related Activities.....</b>	<b>8</b>
<b>4. Child Care Services for Non-TAFI Families.....</b>	<b>10</b>
<b>5. Contracts for Enhanced Work Services and Case Management.....</b>	<b>10</b>
<b>6. Career Enhancement Services.....</b>	<b>11</b>
<b>7. Transitional Services .....</b>	<b>11</b>

8. Supportive Services.....	12
9. Supportive Services for Refugees .....	12
10. Receipting Services Only.....	13
11. Subsidized Employment Services .....	13
12. Individual Development Accounts .....	13
13. Family and Community Services (FACS) Programs.....	13
Substance Abuse Liaison .....	14
Community Resources for Families Program.....	14
Emergency Assistance Authorized by Prior Law .....	14
Emergency Assistance Authorized by TANF .....	15
14. Out-of-Wedlock Pregnancy Prevention.....	15
15. Domestic Violence Screening and Identification.....	16
16. Training Related to Occupations in Elder Care .....	17
<b>B. MAINTENANCE OF EFFORT (MOE) FUNDED SERVICES.....</b>	<b>18</b>
Family Preservation Services .....	18
Enhanced Work Services .....	18
Cash Assistance .....	18
Eligibility and Administrative Support .....	19
Tribal TANF Programs.....	19
<b>C. TRIBAL TANF .....</b>	<b>19</b>
<b>D. COORDINATION OF SERVICES.....</b>	<b>19</b>
<b>E. FRAUD AND ABUSE.....</b>	<b>19</b>
<b>F. PLAN AMENDMENTS .....</b>	<b>20</b>
<b>G. PUBLIC AVAILABILITY OF STATE PLAN SUMMARY .....</b>	<b>20</b>
<b>APPENDIX A: ORGANIZATIONAL STRUCTURE .....</b>	<b>21</b>
<b>ATTACHMENT A: STATE PLAN CERTIFICATIONS.....</b>	<b>22</b>
<b>ATTACHMENT B: FUNDING.....</b>	<b>24</b>

# INTRODUCTION

Temporary Assistance for Needy Families (TANF) is the federal program that replaced the Aid to Families with Dependent Children (AFDC) program under federal welfare reform legislation, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), P. L. 104-193. The program is supervised by the State of Idaho, through the Department of Health and Welfare (Department).

The TANF block grant is used to provide cash assistance, services and work programs for needy families, utilizing federal TANF funds along with state funds to develop and deliver services to needy families. Idaho operates its TANF program in accordance with this plan; Idaho Statute Title 56, Public Assistance and Welfare, Chapter 2, Public Assistance; and Idaho Administrative Rules. In addition, certain child welfare services cited in this plan are based on the Idaho State Plan Transmittal Number 94-AFDC-1 for Emergency Assistance under Title IV-A, with an effective date of October 1, 1993. This plan was approved and in effect as of September 30, 1995. The State of Idaho (the State) will amend its TANF State Plan whenever the Department determines there is a significant change in program policy or rule. In the event of changes to Idaho's TANF program, the rules are published in the Administrative Rules Bulletin with legal notices regarding the changes published in Idaho's major daily newspapers. The public has 12 days to comment on rule changes. This document, Idaho's TANF State Plan, was posted on the Department's web site December 19, 2011 at <http://www.healthandwelfare.idaho.gov>. Notice of this posting and the opportunity to comment (December 30 – February 12, 2012) were published in Idaho's major daily newspapers December 30 – January 1, 2012. This provided the mandatory 45-day period for public review and comment.

## 1. Administration

Idaho employs a service area structure working in concert with a centralized business office to ensure effective delivery of the program. Appendix A is a chart of the Department's structure. Service delivery is provided at the local level by Department employees and contracted staff.

## 2. Department Mission and Program Goals

The Department's mission is to create and support an environment that encourages family responsibility and self-reliance while promoting and protecting the health and safety of Idahoans. The overriding goal of Idaho's TANF program is to help Idaho's needy families achieve self sufficiency by providing them access to job preparation, work and support services.

## 3. Program Purposes and Use of Funds

Idaho uses TANF funds to accomplish the following purposes established by P.L. 104-193 (42 U.S.C. 601(a)(1)):

- Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;

- End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
- Encourage the formation and maintenance of two-parent families.

The State will adhere to the 15% administrative cost limitation as specified in 45 CFR 263.13 The State will account for TANF administrative costs using the final rule for TANF (45 CFR Part 263).

#### **4. TANF Eligibility Requirements**

##### **Financial Eligibility**

Unless otherwise noted, the income limit for TANF eligibility is 200% of the federal poverty guideline and the resource limit is \$2,000. Upon Legislative approval the resource limit will be increased to \$5000 effective July 01, 2012.

##### **Citizenship**

The electronic interface, Vital Statistics under eVerif-I, will be used to verify citizenship of applicants. If a discrepancy exists between the eVerif-I interface and the applicant's statement, then the applicant must provide documentation that they are citizens or lawful permanent residents of the United States. Acceptable documentation includes birth certificate, passport, or documentation from the US Department of Homeland Security. Exceptions are explained below.

##### **Non-Citizens**

All qualified aliens who reside in the United States have access to cash assistance if they are eligible, unless otherwise limited by Federal law. TANF assistance is provided to all excepted categories as required by Title IV of PRWORA and to all non-excepted categories after the expiration of the 5-year bar. Idaho does not provide a State-funded assistance program for individuals who are barred for their first five years. The 5-year bar does not apply to aliens who entered the United States before August 22, 1996.

##### **Trafficking Victims**

Pursuant to Public Law 106-386 and the Victims of Trafficking and Violence Protection Act of 2000, victims of a severe form of trafficking shall be eligible for benefits. This eligibility is without regard to actual immigration status of such victims. Victims of trafficking, like refugees, are not barred from receiving TANF during their first five years.

## **Idaho State Residence**

The electronic interface, heat payments under eVerif-I, will be used to verify residency of applicants. If a discrepancy exists between the eVerif-I interface and the applicant's statement, then the applicant must present documentation to prove they are residents of the State of Idaho.

## **A. TANF PROGRAMS AND SERVICES**

Idaho's TANF funds provide cash assistance to needy families through Temporary Assistance for Families in Idaho (TAFI). TANF funds also support an array of other programs and services to eligible families and individuals who meet the eligibility criteria established by the four TANF purposes and rules of the Department of Health and Welfare in accordance with this State plan.

### **1. Temporary Cash Assistance for Families in Idaho (TAFI)**

Idaho provides TAFI cash payments to needy families with children, including two-parent households. Idaho families with a dependent child, or pregnant women in the third trimester of pregnancy, meet the definition of "needy" if their countable household earned income (60% of earned income) is below 32% of the 2000 federal poverty level for the budget unit size. A family is considered "needy" when their countable monthly income (earned and unearned) is less than \$309, the maximum grant amount. The family resource limit for TAFI is \$2,000, increasing to \$5000 effective July 01, 2012 upon Legislative approval. TAFI applicants must comply with all program requirements in order to receive benefits.

Each individual applying for cash assistance under TAFI must state in writing whether the individual or any member of their household has been convicted of a felony involving a controlled substance. However, Idaho has exercised the opt-out provision in section 115 of PRWORA, P.L. 104-193. Accordingly, the Department may provide Food Stamps and services funded under Title IV-A (including cash assistance, TANF supportive services and at-risk services) to a person who has been convicted of a felony involving a controlled substance, if they comply with the terms of a withheld judgment, probation or parole.

### **Benefit Delivery**

Delivery of cash benefits is made through electronic benefit transfers (EBT), either directly to a recipient's bank account or to an account maintained by the State on behalf of the recipient through an electronic benefits transfer (EBT) vendor. The EBT system is an online system accessed with plastic magnetic strip cards and personal identification numbers (PINs). Benefits are accessible through point of sale (POS) devices at participating retailers or at automated teller machines (ATMs). The EBT system is operable anywhere in the United States where the retailer or ATM displays the Quest logo. The Quest logo signifies that the retailer or ATM owner follows the national operating rules for EBT adopted by the National Automated Clearing House Association (NACHA).

### **Child-only TAFI Grants**

TAFI is available to eligible children who reside with a caretaker relative. A caretaker relative is an adult specified relative other than a parent who has an eligible related child residing with them and who is responsible for the child's care. Caretaker relatives may choose whether to be included in the grant.

For child-only cases:

- Only the child's income is counted;
- TAFI time limits do not apply to relative caretakers;
- A non-parent caretaker relative not included in the grant does not have TAFI work activity requirements, since he is not a family member. However, all caretaker relatives included in the TAFI grant must meet participation requirements for work activities.
- Caretaker relatives not included in the grant are encouraged to complete all the Child Support Services (CSS) referral forms, but are not required to cooperate with CSS. However, a caretaker relative who is included in the grant must cooperate with Child Support Services to identify and locate the non-custodial parent, establish paternity, and establish, modify and enforce the child support order, unless good cause exists.

### **Participation in Work Activities**

Idaho uses a statewide contractor for the development and management of work opportunity sites and the provision of Enhanced Work Services. Services essential to a participant's entry into employment are provided on an individualized basis. The contractor collaborates with other community resources to avoid duplication of services and to maximize resources.

All TAFI applicants are referred to Idaho's Enhanced Work Services contractor for participation in mandatory work activities. Activities depend upon the applicant/participant's circumstances, and require up to 40 hours per week in work-related activities, as described in the Work Related Activities section on page 9.

### **One-Time TAFI Cash Payment**

Idaho offers one-time cash payments as an alternative TAFI payment method. A one-time TAFI cash payment can be received only once in a lifetime. To be eligible for a one-time cash payment, families must meet all general eligibility requirements. The family must have a need that cannot be met with existing resources. The one-time cash payment may be up to three times the maximum TAFI grant the family would have been eligible to receive. Each month used by the one-time payment counts as two months against the 24-month lifetime TAFI limit. Eligibility for one-time cash payments is based on needs such as car repair, moving expenses, employment agency fee, tools, uniforms, and housing expenses. A family already receiving TAFI can apply for a one-time cash payment to use for employment related expenses such as relocation and moving expenses, and tools, to accept or retain employment.

### **Time Limit**

TAFI is designed to provide temporary cash assistance while fostering personal and family responsibility, work, and self-reliance. Monthly cash benefits are provided to eligible families up to a lifetime limit of 24 months. Eligible families moving to Idaho from another state are entitled to TAFI cash benefits up to the 24-month time limit. Cash assistance benefits received from another state after July 1, 1997, count against Idaho's 24-month lifetime limit.

Cash assistance provided for relative caretaker child-only cases, with no adult included in the grant, is not time-limited.

Cash assistance provided for child-only cases with adult Ineligible Aliens on the case are subject to the 24 month time limit.

### **Extended Cash Assistance**

Extended Cash Assistance (ECA) may be provided to families who have received 24 months of assistance. All TAFI eligibility criteria apply to ECA. In addition to all the eligibility requirements for TAFI, all adults in the family must meet one (1) of the following conditions:

- A mental or physical condition expected to last at least three months. The condition must prevent any employment that would generate earnings of at least one hundred sixty-seven percent (167%) of the maximum grant per month.
- Providing care for an ill or incapacitated child or spouse in the home. The in-home care must be provided for a minimum of one month. The care must prevent any employment that would generate earnings of at least one hundred sixty-seven percent (167%) of the maximum grant per month.

Time Limit: ECA may be paid for an additional 36 months after the 24-month temporary cash assistance time limit, but all adults in the family must continue to meet both ECA and temporary cash assistance eligibility criteria.

### **Personal Responsibility Contract**

Families who apply for and receive TAFI work with the Department to develop a Personal Responsibility Contract (PRC). This negotiated contract clearly outlines the steps the family intends to take to achieve self-reliance, identifies the expectations a family must meet to continue receiving TAFI, and identifies the resources available through the Department to support the participant's self-reliance plan. Idaho's program requires all mandatory adult members of the family to participate in work activities up to 40 hours per week. As part of the PRC, both initial and continued cooperation with Child Support Services is mandated. The PRC also identifies the steps the Department must take. The Department will ensure that basic services are adequate to help the family fulfill the terms of the PRC. Food Stamps, Medicaid, and other resources available in the community are discussed with the family. Families have the opportunity to apply for these services during this initial contact or whenever needed. During initial contact with the

Department, families are encouraged to identify and use their own personal resources or resources within the community. Department personnel assist families as needed, emphasizing steps the family can use to access alternative resources.

### **Drug and Alcohol Screening**

Adult TAFI applicants are screened (not tested) for alcohol and substance abuse in compliance with Idaho law using the Substance Abuse Subtle Screening Inventory (SASSI). The screening occurs as part of TAFI eligibility determination. Substance abuse directly impairs an individual's ability to secure and retain a job. Identifying this particular barrier early assists families with treatment and reduces long-term welfare dependency. Individuals who score high on the SASSI are referred for further assessment by a trained drug and alcohol professional who then suggests treatment recommendations. These recommendations are then incorporated into the PRC as a required work activity.

### **Unmarried Minor Parents**

Unmarried minor parents must reside with the parents of either of the minor parties included in the TAFI grant in order to receive TAFI, unless they have good cause to live separately.

### **Privacy Protection**

In compliance with the Health Information Privacy and Portability Act, the Department has taken necessary steps to restrict the use and disclosure of information about individuals and families receiving assistance under programs funded by the federal government. The Department may share information about participants with county welfare programs to avoid inaccurate or duplicated benefits.

### **Fair Hearings**

A family may request a fair hearing to contest a Department decision up to 30 days after the date a notice was mailed to them. The family may continue to receive assistance during the hearing process if the Department receives the request for continued benefits within ten (10) days from the date the notice was mailed. Assistance will continue at the current month's level while the hearing decision is pending, unless the 24-month limit is reached or another change affecting the family's eligibility occurs.

### **TAFI Cash Assistance for Victims of Catastrophe**

In the event of an officially declared catastrophe, the State employs the "prudent person" concept to assist victims of the catastrophe.

### **Services and Activities Available to Participants Receiving TAFI**

The Department uses the full range of activities allowed in the federal law (Personal Responsibility and Work Opportunity Reconciliation Act of 1996) to reinforce personal and family responsibility and further the family's self-reliance goals. Each family's PRC identifies and requires participation in activities that meet the standards of participation defined in the law. Additional activities not defined in federal law, such as

classes and programs in parenting, budgeting, decision-making, problem solving, conflict resolution, health, and hygiene, are identified and added to the family's PRC.

Examples of additional services and resources are listed below:

**Community Service:** Community service activities may be included in the PRC. Community service is not mandated in deference to other activities that may better prepare a family to become stable.

**Employment Services:** The Department works with communities to identify employment opportunities for TAFI participants. Unpaid opportunities are developed for work experience sites where ever necessary. These sites teach basic job skills to provide participants with current employment references and the basic skills needed to obtain employment. Participants are encouraged to be involved in other community activities to expand employment options.

**Transportation Services:** Transportation and other supportive services are available to those who could not otherwise participate in the activities identified on the PRC.

**Child Care Services:** TAFI families are eligible for the Idaho Child Care Program (ICCP) if child care is needed for a parent or caretaker relative to participate in Personal Responsibility Contract activities. When a parent becomes employed and terminates TAFI, the family may continue to receive child care as a Work-Related Service if they continue to meet ICCP eligibility requirements.

### **Child Support Services**

Cooperation with Child Support Services is a requirement of TAFI eligibility unless good cause exists. Cooperation with Child Support is critical because it supports and encourages parental responsibility through the activities of child support collection. The process of cooperation is discussed with each TAFI applicant. A TAFI applicant must cooperate in identifying the non-custodial parent, locating that parent, and establishing a support order as a condition of receiving TAFI. If paternity has not been established, the applicant must cooperate with identifying and locating the father. Once TAFI eligibility is established, the participant must continue to cooperate with child support requirements.

Idaho's TAFI and Child Support services are linked into the Department's overall Self-Reliance program. An applicant is screened to assess whether child support is being paid and, if not, the reasons for non-payment. Child support screening is necessary for the Department to ascertain which services are most appropriate to meet the family's needs. Child Support services are key to participants achieving self-reliance. The processes to gather information, identify, locate, and enforce support orders begin at the time of application for assistance. Upon completion of the assessment, enforcement action takes place. This is accomplished through an interface between the eligibility system and the child support enforcement system.

## **2. Head Start**

The Head Start Program provides child development services to children. The target population is families who are TAFI eligible or at risk of becoming eligible, and whose income does not exceed 200% of the

Federal Poverty Guideline. The program includes a developmentally appropriate individualized curriculum, socialization and health screening, as well as immunizations and medical, dental, nutrition, and mental health services. While TANF funds are not used to provide medical, dental, and immunization services, the Head Start programs do provide these services for TAFI eligible children with Head Start funds.

### **3. Work-Related Activities**

The definition of "needy" is applicable to TANF-eligible families with a dependent child residing in their home. The State delivers consistent work-related activities statewide. Participants in work-related activities must complete and fulfill a PRC. Adults are expected to participate immediately in work-related activities, including job search. A single custodial parent caring for a child twelve (12) weeks of age or less during a month will not be required to engage in work activities as defined in PRWORA 407(d). While this parent may be disregarded in determining participation rates for only 12 weeks, a single custodial parent is expected to complete a PRC and participate in activities that will help them become self-sufficient. Families are expected to accept employment as soon as it is available to them. Families who gain employment will be given needed assistance to learn how to use community resources and support in maintaining that employment after they leave the program. A working family that continues to be eligible for TAFI will receive continued support from the Department to improve their self-reliance capabilities. See following pages for chart of work-related activities.

<b>DESCRIPTION OF WORK-RELATED ACTIVITIES</b>	
<b>Unsubsidized Employment</b>	Individual receiving wages from public, private, or self-employment.
<b>Subsidized Private Sector Employment</b>	Individual in private sector employment for which the employer receives a subsidy from TANF or other public funds to off set some or all of the wages and costs of employing a recipient.
<b>Subsidized Public Sector Employment</b>	Individual in public sector employment receiving subsidized wages from another program for training provided to off set some or all of the wages and costs of employing a recipient.
<b>On the Job Training</b>	On the Job Training (OJT) means training in the public or private sector given to a paid employee while he is engaged in productive work and provides knowledge and skills essential to the full and adequate performance on the job. Theoretically, Work Force Investment Act funding supports OJT activities in Idaho.
<b>Work Opportunities</b>	Individual in unpaid short-term pre-employment work experience (workfare) based on a signed Memorandum of Agreement between the Department and the work site. Also includes an individual placed in work experience (not community service) by another agency's program, such as Vocational Rehabilitation or Probation and Parole. The purpose of the work experience is to improve the employability of those who cannot find unsubsidized employment.
<b>Community Service</b>	Individual who performs volunteer work for the direct benefit of community organizations (public or non profit) or has been assigned Community Service by a court.
<b>Work Finding Activities</b>	Individual who is involved in active job search or participating in work preparation activities (job readiness). These activities may include job readiness assessment, classes, workshops, or one-on-one training on resume writing, how to interview, how to keep a job, budgeting, setting up a business, etc.

<b>DESCRIPTION OF WORK-RELATED ACTIVITIES</b>	
<b>Education</b>	Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency, would be education related to a specific job, occupation or job offer.
<b>Employment Preparation Education (Job Skills Training)</b>	Job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace.
<b>Vocational Training</b>	Training (not to exceed 12 months with respect to any individual) is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree.
<b>Other Activities</b>	Individual involved in activities designed to improve the ability to obtain and maintain employment, which may include life skills training, non-work related assessment, following doctors instructions, using community resources such as diabetes centers, alcohol and drug rehabilitation, physical therapy, etc.

#### **4. Child Care Services for Non-TAFI Families**

Working Idaho families with a dependent child are eligible for Child Care Services when they meet current ICCP eligibility guidelines. Child Care Services expenses for Non-TAFI families may be paid by direct TANF funds for working families who qualify for ICCP. Payment for Child Care Services is made directly to the providers.

#### **5. Contracts for Enhanced Work Services and Case Management**

Enhanced Work Services (EWS) serves individuals who are unable to meet the basic needs of their family or the children they support. For the purposes of EWS, the term "needy" includes families whose income is no greater than 200% of FPG, non-custodial parents whose income is no greater than 400% of FPG,

and families who are eligible for Food Stamps, Medicaid, and ICCP. The services are funded by TANF and State MOE funds. EWS is a comprehensive set of services that assist participants in finding employment, maintaining employment or improving their employment situation. The EWS contractor provides individualized services essential to a participant's entry into employment. Activities depend upon the applicant's circumstances, and require up to 40 hours per week in work-related activities, described under Work Related Activities on pages 9-10. Additionally, some adults may be served who are at risk of losing their ability to support their family or children they support. EWS helps end dependence of needy parents on government benefits by promoting job preparation and work.

Case management of child only cases Ineligible Alien (IA) cases is carried out by a contractor. Once the family is determined eligible by state staff their case is referred to the contractor for on going case management. PRC development and management, timesheets, and activity hour tracking and keying will be conducted by the contractor for IA cases.

## **6. Career Enhancement Services**

Career Enhancement Services (CE) are voucher payments funded by federal and state TANF funds, and are designed for eligible individuals who have a work-related need that if unmet would prevent them from maintaining or obtaining employment. They are paid directly to vendor and include work-related expenses such as transportation costs, clothing, necessary tools and equipment, housing, utilities, licensure and certification fees. By meeting these needs, CE help to ensure that children continue to be cared for in their own or relatives' homes and help to end dependence of needy parents on the government by promoting job preparation and work. These payments are limited to a period of time not to exceed four (4) months and can only occur once every twelve (12) months if the participant is not employed and has not received CE within the past twelve (12) months.

These payments are not intended to meet recurrent, ongoing needs, but are designed to deal with a specific crisis situation or episode of need. The expectation at the time these services are granted is that the situation will not occur again and such benefits are not to be provided on a regular basis. In order to be eligible for Career Enhancement Services, an individual:

- Must not have failed, without good cause, to comply with a previous Career Enhancement Service Plan.
- Must be a parent or caretaker relative with a dependant child in the home, a pregnant woman, or a non-custodial parent legally responsible to provide support for a dependent child who does not reside in the same home.
- Must be receiving Food Stamps and working with the Enhanced Work Services Contractor or working with a Department Navigator

## **7. Transitional Services**

Transitional Services may be provided to an individual whose family is no longer eligible for TAFI cash assistance due to employment or who requested TAFI closure because of employment. At the time of

closure the family's income must be below 200% of FPG. The family must have received TAFI for at least one partial month or one full month within the past 12 months, and have a need for work-related services in order to maintain employment. Transitional Services may be provided for up to 12 months after TAFI ends due to employment and do not count toward the TAFI 24-month time limit. Services are supported by federal TANF funds.

## **8. Supportive Services**

Supportive Services are for participants who are receiving TAFI or are on Food Stamps and have completed a CE plan, they are paid directly to vendors, include work-related expenses such as transportation costs, clothing, necessary tools and equipment, licensure and certification fees. Expenditures for Supportive Services may not be paid for child care, medical services, purchase of vehicles, housing and utility costs, services for children, credit card accounts, household items, fines, professional union or trade dues, or any services available through another resource, as these expenses do not fall under the Supportive Services category. Child Care Services are available through the Idaho Child Care Program, and are funded either through CCDF or direct TANF funds. Supportive Services are supported by TANF and State MOE funds, and may be provided to adult participants who receive:

- TAFI Cash Assistance – supportive services must be needed to support an element of the Personal Responsibility Contract (PRC).
- Extended Cash Assistance.
- Transitional Services – supportive services must be directly related to maintaining employment and may include mentoring, counseling, and training for up to 12 months.
- Career Enhancement Services – supportive services help individuals maintain or obtain employment. Career Enhancement supportive services must not extend beyond four (4) months per episode of need, and the individual may only receive one (1) Career Enhancement payment in a twelve (12) month period.

## **9. Supportive Services for Refugees**

Supportive Services payments are payments made to help families obtain, maintain, or enhance employment. Refugee families with children who are receiving services under the federal Office of Refugee Resettlement (ORR) funding may receive Supportive Services payments. In addition, refugee families who are no longer receiving ORR funded services may also receive Supportive Services payments if they are at or below 200% of Federal Poverty Guidelines or are receiving Food Stamps, Medicaid or ICCP benefits. Supportive Services payments are made directly to vendors and may include work-related expenses such as transportation costs, clothing, necessary tools and equipment, licensure and certification fees. Expenditures for Supportive Services may not be paid for child care, medical services, purchase of vehicles, housing and utility costs, services for children, credit card accounts, household items, fines, professional union or trade dues, or any services available through another resource, as these expenses do not fall under the Supportive Services category. A refugee may only receive Supportive Services if a specified episode of need is identified.

## **10. Receipting Services Only**

TANF funds are used for child support receipting only services not allowed through the IV-D Program to accomplish TANF Purpose 4. Cases where the support order is on or after January 1, 1994, and the payment is made by wage withholding are eligible for funding by the Child Support Enforcement program. Older cases or cases where payment is not made by wage withholding an allocable portion may be charged to TANF.

## **11. Subsidized Employment Services**

The Division of Welfare began a subsidized employment program February 1, 2010. This program will create employment for unemployed or under employed, (i.e., under 200% of the Federal Poverty Guidelines) TANF eligible Idahoans while supporting the current Welfare workforce and the unprecedented caseload increase in the Food Stamp program. Subsidized employment is a countable work activity in which a recipient's cash assistance is diverted to an employer as an incentive for the employer to hire and train a TANF recipient for a position that can lead to full-time unsubsidized employment.

A subsidized employment placement is intended to:

- Provide a meaningful, paid work experience that will improve the participant's long-term employability.
- Encourage an employer to provide a job opportunity to an individual whose work history may be deficient but who appears to be job-ready,
- Provide monetary compensation to an employer for providing the recipient with an opportunity to work.

Placement is defined as the date on which the client enters subsidized employment.

## **12. Individual Development Accounts**

Individual Development Accounts (IDA) projects help participants save earned income in special-purpose, matched savings accounts. Every dollar in savings deposited into an IDA by participants is matched by the project, promoting savings and enabling participants to acquire a lasting asset. Upon successful completion of the program, IDA project families use their savings, including the matching funds, to achieve any of three objectives: acquiring a first home; capitalizing a small business; or enrolling in postsecondary education or training. Idaho intends to pursue the implementation of an IDA program within FFY 2012.

## **13. Family and Community Services (FACS) Programs**

These FACS programs, depending on their funding, meet an appropriate TANF purpose or satisfy the specifications of Federal Code 45 CFR 263.11, which provides a grandfather clause to allow the State to expend TANF funds in accordance with the State plan that was authorized prior to 1995.

### **Substance Abuse Liaison**

The Substance Abuse Liaisons work directly with child welfare clients and substance abuse providers in the community to facilitate timely assessments and access to treatment options for family members of children in foster care or children at risk of being placed in foster care. Timeliness of these assessments is essential for short and long-term planning for the children. Parents or caregivers who have children involved in the child welfare system are prioritized for services so that children can be returned to their homes safely. This assists families so that children can be cared for in their own homes. *These activities were authorized under the "prior" 1993 State Plan and are funded by segregated federal TANF monies.*

### **Community Resources for Families Program**

The Community Resources for Families Program (CRFF) is a collaborative, school-based child welfare program between the Department and some school districts throughout Idaho. As an early intervention program, CRFF addresses emergency conditions that threaten to disrupt families and negatively impact children; CRFF serves families with children in grades kindergarten through six. By concentrating on increasing school readiness, strengthening families to prevent child abuse and neglect, and increasing family self-reliance through optimal use of community resources, CRFF encourages the formation and maintenance of two-parent families. *All CRFF services are authorized under the "prior" 1993 State Plan and are funded by segregated federal TANF monies.*

### **Emergency Assistance Authorized by Prior Law**

The Department operates foster care programs to ensure family preservation and assist families in crisis *wherein a child needs out-of-home care*. The Foster Care and Adoption program satisfies the specifications of Federal Code 45 CFR 263.11, which provides a grandfather clause to allow the State to spend TANF funds in accordance with the State Plan that was authorized prior to 1995. Child Welfare staff approve all foster care and adoption services under the auspices of the Idaho State plan for Emergency Assistance, effective under Title IV-A on October 1, 1993. This plan was approved and in effect as of September 30, 1995. Under the 1993 Plan, the kinds of assistance provided include "shelter care, foster family care, or residential group care for children separated from their parents, including food, clothing, and supervision unless the child has such assistance provided under Title IV-E."

TANF funding of Emergency Assistance under prior law rules is not required to meet a specific TANF Purpose. Needed medical care may be funded by TANF under the 1993 Plan, unless the child is eligible for such care under Title XIX. *There is a 90 day limit to Emergency Assistance under the 1993 Plan.* Under the grandfather provision, Emergency Assistance funds had been used to cover the costs of foster care until such time that a child's eligibility for Title IV-E was determined. The FACS Division has ended this practice so that no foster care expenses are charged to TANF or Emergency Assistance.

Services pursuant to Emergency Assistance applications approved by child welfare staff is based on the Idaho State Plan for Emergency Assistance approved on January 4, 1994, with an effective date of October 1, 1993. The eligibility conditions under the 1993 Plan assert that "The applicant family must have monthly income below the AFDC Gross Income Limit and not have the ability to meet the emergent need, or if the family is above the AFDC Gross Income Limit, they must be unable to meet the emergent need because of circumstances beyond their control." An additional condition is that "The emergency

assistance is necessary to avoid the destitution of such child or to provide living arrangements for him/her in a home."

### **Emergency Assistance Authorized by TANF**

Emergency Assistance is designed to assist families with an eligible child or youth who are experiencing specific emergency conditions. A family may be eligible for Emergency Assistance if their income is at or below 200% of the current federal poverty guideline or they are unable to meet the emergency condition because of circumstances beyond their control. Funded through federal TANF funds, Emergency Assistance benefits are non-recurrent, short-term payments for goods and services relating to specific emergency conditions.

A family has an emergency condition when:

- A child (less than 18 years) is in immediate danger of a life-threatening or emergency situation;
- A child is suspected of being physically or sexually abused or when a serious physical or medical neglect has been reported; or
- A child or youth (age 18 - 20, inclusive) is in a vulnerable situation because of lack of paternal care or insufficient resources immediately available to meet his basic needs, and the unmet needs may be a threat to the child's health, safety, stability, or well-being.

Payment is limited to the least amount necessary to get the family through the emergency and is always paid directly to a third party, such as the utility company. The family may receive emergency assistance for up to 120 consecutive days in a twelve-month period from the date of application.

Payments are linked to service plans developed by the family to ensure the safety and well-being of children and youth and the stability of the family. Emergency assistance payments, partnered with the family's service plan, help participating needy families maintain stability so that their children may be cared for in their own homes or in the homes of relatives. An individual who is required to participate in a work program must not have refused, without good cause, to accept employment or training for employment in order to be eligible for Emergency assistance funding. It will be the responsibility of the Emergency assistance case worker and the family to collaborate with other programs in an attempt to cure any TAFI sanction prior to a potential distribution of Emergency assistance funds being considered.

## **14. Out-of-Wedlock Pregnancy Prevention**

The Idaho Department of Health and Welfare, Division of Public Health is contracting with the Idaho Coalition Against Sexual and Domestic Violence (ICASDV) to implement The Wise Guys: Male Responsibility Curriculum<sup>®</sup>, an evidence-informed curriculum designed to prevent adolescent pregnancy by educating adolescent males. The 10 lesson curriculum was created by the Family Life Council of Greater Greensboro and was developed as a male involvement tool to engage young males (ages 10 – 19 years old) in pregnancy prevention efforts. This program will be implemented in Ada and Canyon County and expanded to other parts of the state in the coming years.

The Division of Public Health is contracting with all seven Idaho local public health districts to implement Reducing the Risk (RTR): Building Skills to Prevent Pregnancy, HIV, and STD in Idaho schools. RTR, an evidence-based curriculum, includes 16 lessons that emphasize refusal skills to increase student's ability to choose abstinence or to encourage protection from pregnancy or a sexually transmitted infection. The Idaho public health districts will implement Youth-Adult Partnership (YAP) groups as a youth development strategy to complement RTR implementation. YAP groups will plan and implement activities that promote healthy choices in their schools and communities. Research has shown the benefits of effectively incorporating youth voices into program activities include: increased self-esteem; sense of personal control and enhanced identity development; enhanced development of life skills including leadership, public speaking, and job responsibility; strengthened communication skills with adults, peers and family; and decreased involvement in risky behaviors (Scales & Leffert, 1997).

The Division of Public Health is contracting with Centro de Comunidad y Justicia to implement ¡Cuidate! Take Care of Your Health, a culturally-based program to reduce HIV sexual risk behavior among Latino youth. The U.S. Department of Health and Human Services, Office of Adolescent Health has identified ¡Cuidate! as an appropriate intervention to also address adolescent pregnancy prevention. Curriculum implementation is focused on Latino youth ages 13-18 in DHW Regions 3, 4 and 5, where Hispanic teen pregnancy rates remain the highest in Idaho.

The Division of Public Health has expanded its reach by working with Idaho State University (ISU) to identify effective local strategies to reduce unwed pregnancies among 17-19 year olds, which account for Idaho's highest number of unplanned pregnancies. ISU is utilizing multiple strategies such as: individual level education, educating faculty and staff, conducting awareness raising campaigns at a school wide-level, and conducting presentations to students attending trade or vocational schools.

The Division of Public Health will continue to work with American Falls Academy to host bilingual Tell It to Me Straight Dinners in American Falls and Aberdeen, an area of the state with high teen pregnancy rates. Tell It to Me Straight Dinners is an initiative that brings parents and local youth together to discuss the pressures that young people are facing, specifically teen pregnancy.

For the next two years, award winning public service announcements (PSAs) on teen pregnancy prevention and positive parent/child communication will be aired. The PSAs will run statewide on television (cable and local networks) as well as radio (using both 15 and 30 second spots) during May 2012 to promote Teen Pregnancy Prevention Month and in October 2012 to promote Parent Child Communication Month. Spanish radio spots will be developed and aired on Spanish media outlets.

## **15. Domestic Violence Screening and Identification**

For purposes of this paragraph the term "domestic violence" has the same meaning as the term "battered or subjected to extreme cruelty", as defined in section 408(a)(7)(c)(iii) of the Act. The Department has established and is enforcing standards and procedures to screen and identify TANF participants with a history of domestic violence while protecting their privacy. Services include referral of such individuals to counseling and supportive services. The Department disregards, pursuant to good cause, certain program requirements, such as:

- Time limits (for so long as necessary) for individuals receiving assistance.

- Residency requirements.
- Family cap provisions.
- Where compliance with such requirements would make it more difficult for individuals receiving assistance to escape domestic violence or would unfairly penalize such individuals who are or have been victimized by such violence, or are at risk of further domestic violence.

The Department will identify and provide additional, targeted support to victims of domestic violence who may have particular difficulty successfully making the transition from welfare to work. Training is provided to Department staff to help them understand the issues surrounding domestic violence. Community resources, including agencies whose mission is working with domestic violence victims, have been identified. Activities required on the PRC are structured to accommodate the specific situation of a participant. Although the Department expects that participants immediately focus on employment, the PRC will be appropriate to the participant's situation. Assessment of each situation is based on the participant's capabilities and strengths. Department staff employs a "reasonable person" standard when evaluating appropriateness of activities.

## **16. Training Related to Occupations in Elder Care**

The State does not intend to provide targeted assistance to individuals to train for, seek, and maintain employment providing direct care in a long-term care facility or other occupations related to elder care at this time. Training in this field will be made available on an individual basis.

## B. MAINTENANCE OF EFFORT (MOE) FUNDED SERVICES

The Department funds Family Preservation Services, Enhanced Work Services, Cash Assistance, Eligibility and Administrative Support, and Tribal TANF services with State General funds in order to meet the Maintenance of Effort requirement.

### **Family Preservation Services**

Family Preservation Services are provided to or on behalf of eligible individuals or families whose children have been found to be in need of services to prevent out-of-home care. They include the following activities:

- The development of goals, service plans, written service agreements, routine reviewing and monitoring of progress and needs or services.
- Arranging the provision of preventative services.
- Activities to promote responsible parenting through activities such as counseling, mentoring, and mediation.
- Disseminating information about good parenting practices, and skills-based parenting education.

These activities are housed in the Family and Community Services Programs and are used to assist in prevention of children's placement in foster care.

### **Enhanced Work Services**

State General funds are used in conjunction with TANF funds to pay for job readiness, job placement, subsidized employment, and case management conducted on behalf of families who are receiving TAFI or Food Stamps. These activities support purpose 1 and 2:

- assisting needy families so that children can be cared for in their own homes;
- reducing the dependency of needy parents by promoting job preparation, work, and marriage.

### **Cash Assistance**

State General funds are used in conjunction with TANF funds to pay cash assistance to needy families participating in the Temporary Assistance for Families in Idaho (TAFI). These activities support purpose 1 and 2:

- assisting needy families so that children can be cared for in their own homes;
- reducing the dependency of needy parents by promoting job preparation, work, and marriage.

## **Eligibility and Administrative Support**

State general funds are used in conjunction with TANF funds to administer all TANF services. This includes determining initial and ongoing eligibility for families served with these funds.

## **Tribal TANF Programs**

Each of the three, Coeur d'Alene, Nez Perce, and Bannock-Shoshone Tribes receive State General MOE funds based on their share of the annual family assistance program established on December 22, 1999. These funds are used to provide basic cash assistance to Tribal members participating in their Tribal TANF programs.

## **C. TRIBAL TANF**

The Nez Perce, Shoshone-Bannock, and Coeur d'Alene tribes are currently operating their own programs. Idaho provides equitable access to assistance through the state program for each member of an Indian tribe living in the state and not eligible for assistance through a tribal family assistance plan. Department staff attends quarterly meetings with the tribes to discuss TANF issues. A federal liaison also attends these meetings. In accordance with 42 U.S.C. 608 (a)(7)(d)(i) and (ii), the State will disregard any month during which an adult TANF participant lived in Indian country if the most reliable data available with respect to the month or period including the month indicate that at least 50 percent of the adults living in Indian country were not employed.

## **D. COORDINATION OF SERVICES**

Across the state, many public and private programs work for the well-being of children and families. These community programs offer a wide range of services that focus on parenting skills and responsibilities. The Department provides services to many of the same families served by these community programs. The Department collaborates with community services programs to promote parental responsibility, bringing all the programs to the same table to share critical information, focus on common needs, and reduce repetitive actions.

## **E. FRAUD AND ABUSE**

The Department has established and enforces standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the state program, kickbacks, and the use of political patronage. TAFI incorporates family penalties into the program rules. Work program penalties, including job quit, are progressive in nature. Penalties increasing for each non-compliance effectively stress the importance of work and the utilization of the 24-month lifetime limit. The penalty for the first non-compliance is one month or until compliance. The second non-compliance results in a penalty of three months or until compliance. A third non-compliance results in a lifetime penalty. When a participant does not report a change in income, resources or household composition, without good cause, the family is ineligible for a time period of one month for the first occurrence and three months for any additional occurrences. Deliberate failure to report a change may be pursued as an intentional

Program Violation (IPV), which is a full family sanction. First violation results in a 12-month ineligibility period, second violation results in a 24-month ineligibility period and the third violation results in permanent disqualification from the TAFI program. Existing Aid to Families with Dependent Children (AFDC) IPV counters and disqualification periods are counted toward the Idaho TAFI program. The disqualified individual's needs are not included in the grant calculation, and the individual's income and resources do count towards the family's eligibility calculation. Other TAFI program sanctions include:

- Non-cooperation with child support results in program ineligibility.
- Immunizations not being current for children results in program ineligibility.
- Non-establishment of paternity (after cooperation) within 12 months results in the TAFI benefit being reduced by one half.
- Applicants with a job quit within the last 60 days are ineligible for TAFI benefits for 90 days from the date of the job quit.
- Children not attending school results in a grant reduction of \$50.00 per month per child non-attending.

When the Department determines good cause for the participant's actions, the penalty will not be imposed. Good cause is determined by whether the conduct would be that of a reasonably prudent person in the same or similar circumstances. If an adult household member is disqualified for failure to cooperate with the required substance abuse screening, assessment, and treatment, penalty periods do not count toward the 24-month limit. Beginning July 2012, Idaho will begin collecting on all TAFI overpayments, not just those that were accrued due to fraudulent activity (ie: overpayments resulting from inadvertent household or administrative errors will be pursued).

## **F. PLAN AMENDMENTS**

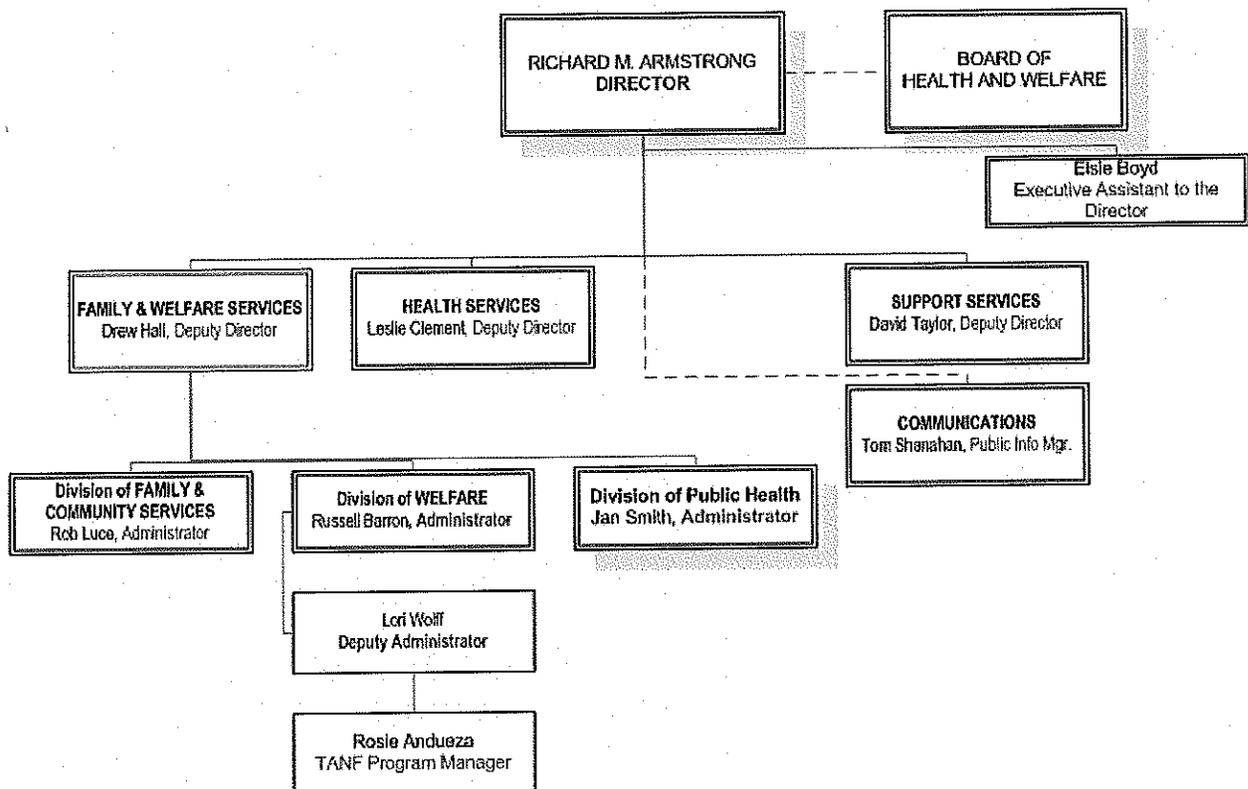
Within 30 days after adopting new procedures, the state will submit a plan amendment and notify the secretary of the amendment.

## **G. PUBLIC AVAILABILITY OF STATE PLAN SUMMARY**

The State of Idaho shall make available to the public a summary of any plan or plan amendment section.

# APPENDIX A: ORGANIZATIONAL STRUCTURE

## IDAHO DEPARTMENT OF HEALTH AND WELFARE TANF Organization Chart



## ATTACHMENT A: STATE PLAN CERTIFICATIONS

The State of Idaho operates the Temporary Assistance for Needy Families (TANF) program so that children may be cared for in their own homes or in the homes of relatives; to end dependence of needy parents on government benefits by promoting job preparation, work, and marriage; to prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and to encourage the formation and maintenance of two-parent families.

This program is known as Temporary Assistance for Needy Families (TANF).

The Executive Officer of the State is C. L. "Butch" Otter, Governor.

In administering and operating a program that provides Temporary Assistance for Needy Families with minor children under title IV-A of the Social Security Act,

1a. I certify that the Idaho Department of Health and Welfare is the agency responsible for administering the program, and the Idaho Department of Health and Welfare is the agency responsible for supervising the program;

1b. I assure that local governments and private sector organizations:

(I) have been consulted regarding the plan and design of welfare services in the State so that services are provided in a manner appropriate to local populations; and

(II) have had at least 45 days to submit comments on the plan and the design of such services.

2. During the fiscal year, the State will operate a Child Support Enforcement program under the State plan approved under part D.

3. During the fiscal year, the Department of Health and Welfare operates a Foster Care and Adoption Assistance program in accordance with part E, and takes all necessary actions to ensure that children receiving assistance are eligible for medical assistance under the State plan under title XIX.

4. The State will provide each member of an Indian tribe, who is domiciled in the State and is not eligible for assistance under a Tribal Family Assistance plan approved under Section 412, with equitable access to assistance under the State program funded under this part attributable to funds provided by the Federal Government.

5. The State has established and is enforcing standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State program, kickbacks, and the use of political patronage.

## OPTIONAL CERTIFICATION

I also certify the State has established and is enforcing standards and procedures to:

(1) Screen and identify individuals receiving assistance under this part with a history of domestic violence while maintaining the confidentiality of such individuals;

(2) Refer such individuals to counseling and supportive services; and

(3) Waive, pursuant to a determination of good cause, other program requirements such as time limits (for as long as necessary) for individuals receiving assistance, residency requirements, child support cooperation requirements, and family cap provisions, in cases where compliance with such requirements would make it more difficult for individuals receiving assistance under this part to escape domestic violence or would unfairly penalize such individuals who are or have been victimized by such violence, or individuals who are at risk of further domestic violence.

**CERTIFIED BY THE CHIEF EXECUTIVE OFFICER OF THE STATE:**

\_\_\_\_\_  
C.L. "Butch" Otter

Governor

\_\_\_\_\_  
Date

## ATTACHMENT B: FUNDING

Section 403(a)(1)(A) provides that each eligible State shall be entitled to receive for each fiscal year, a grant in an amount equal to the State family assistance grant as defined in section 403(a)(1)(B).

### I. Payments to Agency Administering the TANF Program

Payments for the TANF program will be made to the organization managing the AFDC/JOBS programs as of August 22, 1996, unless the State indicates that the TANF administering agency is changed. If a change is made, describe the name, address and EIN number of the new organization.

### II. State Payments for TANF Program

Section 405 requires that grants be paid to States in quarterly installments, based on State estimates. The State's estimate for each quarter of the fiscal year by percentage is:

<b>For FY 2006 and Future Years</b>			
<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>
<b>25% or \$10,102,650</b>	<b>25% or \$10,102,650</b>	<b>25% or \$10,102,650</b>	<b>25% or \$10,102,650</b>

For FY 2006, States should indicate below the percentage of TANF funds requested for only those quarters in which they plan to operate the program.

<b>For FY 2006</b>			
<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>
<b>25% or \$10,102,650</b>	<b>25% or \$10,102,650</b>	<b>25% or \$10,102,650</b>	<b>25% or \$10,102,650</b>

### III. Changes and Inquiries

If a State determines that these estimates require changes, a letter indicating the change in percentages should be sent to your ACF Regional Office and to ACF's Central Office. The Central Office address is:

The Administration for Children and Families  
The Office of Program Support  
The Division of Grants Management  
6th Floor, Aerospace Building  
370 L'Enfant Promenade  
Washington, D.C. 20447