



## TANF 701-1 Referral and Enrollment/Intake

**Supersedes:** TANF 701-1 (11/1/19)

**Reference:** ARM 37.78.206 and .216

**Overview:** All TANF cash clients who are required to comply with an Employability/Service Plan (E/SP) as a condition of eligibility for TANF cash assistance must be referred to either the state Employment and Training (E&T) program or Tribal NEW.

The E&T program and client must complete an enrollment/intake process prior to benefit approval.

### **TRIBAL NATIVE EMPLOYMENT WORKS (NEW) REFERRAL:**

Work-eligible TANF clients who meet the Tribal NEW service population and live in the Tribal NEW service area can choose to participate in either the state E&T program or the Tribal NEW program. Once the client decides which program to participate in, they must sign the "Request to Participate" form (HCS-778).

There are four Tribal NEW programs that accept state TANF clients:

1. Blackfeet Tribal NEW (Blackfeet State Work Assistance Program –SWAP);
2. Fort Peck Tribal NEW;
3. Crow Tribal NEW; and
4. Northern Cheyenne Tribal NEW.

### **STATE EMPLOYMENT AND TRAINING REFERRAL:**

Households are automatically referred to the Employment and Training program serving their resident county; however, they can choose to receive E&T services provided in an adjacent county. Exceptions on a case by case basis may be made if the household is considered temporarily absent from their home.

**TANF EMPLOYMENT and TRAINING POLICY**

**E&T ENGAGEMENT:**

The E&T contractor must attempt client contact immediately upon receipt of the electronic referral (if not already contacted by the client). Within three (3) business days of the referral, new applicants must be engaged in an individualized enrollment & intake process.

**CLIENT ADVOCACY**

<b>ACTIVITY</b>	<b>CLIENT ADVOCATE MEETING REQUIRED</b>
Employment	Every 2 weeks
Employment – PEP	Monthly
Work Experience	Every 2 weeks
Job Search/Job Readiness	Weekly
Vocational Education	Every 2 weeks
ABE/HSE	Weekly
CSP	Weekly
JST	Weekly
Assessment for any of the above activities	Follow the above guide for the specific activity
Family Stability Activities	Weekly

**Effective Date:** October 1, 2020