



TANF 711-1 Supportive Services

Supersedes: TANF 711-1 (06/01/23)

Reference: ARM 37.78.832

Overview: TANF supportive services payments are intended to reduce barriers that interfere with a household's ability to participate in employment and training negotiated activities. Supportive service funds are available for allowed expenses the household incurs or may incur in the current benefit month. When wisely used, supportive services can promote meaningful work activities and employment and help the clients develop planning and budgeting skills.

Supportive Services are available to clients engage in an Employment and Training program, i.e., Pathways, Blackfeet SWAP, or a Tribal NEW program. The Supportive Service (HCS-761) form must be completed in full, including the signature of the client requesting supportive services. The HCS -761 form can be accessed through CHIMES. The form can be printed from CHIMES and signed by client in office or mailed to them to be returned. Pathways Supportive Services cannot be issued until a signed request form is received.

Client Advocates must plan budgets with each participant. Through the budgeting discussions, the Client Advocate should identify appropriate referrals for all clients to agencies and/or resources in their community, including low-income housing, energy assistance, childcare, transportation, etc. Budgeting must be integrated into the discussion for every supportive service, including the 5-15% cost share requirement.

Care must be taken to prevent client reliance on the availability of supportive services. For example, gas supportive services should be seen as a short-term solution and not as an automatic, on-going monthly allowance.

ELIGIBILITY CRITERIA:

TANF eligible households that meet ALL the following criteria are eligible to receive supportive services:

1. Household is approved for TANF services (cash or non-cash); and
2. All work-eligible household members (in a TANF cash assistance household) and all household members requesting services (in a TANF non-cash household) have a current, signed Employability/Service Plan; and
3. The supportive service is necessary to comply or maintain compliance with the Employability/Service Plan; and
4. The client must be compliant with the Pathways Program and the negotiated activities; and

5. The supportive service is necessary to alleviate/resolve barriers prohibiting compliance; and
6. There are no other available resources from any other source to assist the client.

PAYMENT CRITERIA:

TANF households can receive up to \$1250 in supportive services per state fiscal year (July 1st through June 30th).

Supportive service requests that exceed \$1250 per state fiscal year may be approved by HCSD Central Office TANF staff on a case-by-case basis.

Supportive service payments:

1. Must be issued through CHIMES.
2. Must be issued in whole dollar amounts.
3. Cannot be for less than \$10.00; and
4. Are not allowed if similar services are available through another program or other funding.

Individuals who negotiate full hours for Needed In Home (NIH), New Parent Activity (NPA), Birth of Baby (BOB) or Family Stability Activities (FSA) **may be** eligible for supportive services. A detailed Person Note must include justification for the issuance and a recap of the budget discussion.

Supportive service for gas assistance/bus pass, vehicle insurance or phone assistance may be appropriate if the NIH, NPA, BOB or FSA client is attending in office meetings or attending via telephone.

PEP and TRAINING:

PEP clients may qualify for training monies while receiving PEP benefits. The client cannot reduce employment hours in order to attend training. Supportive Service dollars or contractor training budgets may be used to pay the training costs not to exceed \$5000.00, Supportive Services dollars exceeding \$1250.00 must be approved by Central office.

UNACCEPTABLE USES OF FUNDS:

TANF supportive service funds cannot be used for:

1. Any medical item or service (prescriptions, drug testing, copays, travel/gas to medical appointments, overnight lodging, etc.).
2. Fines (any type); or
3. Vehicle purchase/car payments.

TANF non-cash assistance households cannot use supportive services for:

1. Basic needs (reoccurring basic ongoing needs, such as food, clothing, shelter, utilities, household goods, personal care items and general incidental expenses).

Unemployed TANF non-cash assistance households cannot use supportive services for:

1. Childcare.

2. Transportation; and
3. Other participation expenses (e.g., uniforms, meal allowances, etc.).

All Supportive Services (approved, denied, cancelled) must be entered in CHIMES and include a detailed CHIMES Person Note with rationale for approval, denial or cancellation.

Revised Date: October 1, 2023