

TANF APPLICANT JOB SEARCH (AJS)

TANF clients will be required to participate in Applicant Job Search (AJS) until their eligibility case has been authorized.

WHO NEEDS A CHILDCARE REFERRAL?

- ✓ TANF client participating in Applicant Job Search at initial application

A family who is no longer eligible for Applicant Job Search may remain on the program if income eligibility and service need are met. However, the family's priority must be changed in the Intake Software.

RULES FOR TANF APPLICANT JOB SEARCH CHILDCARE REFERRALS:

- A Referral is valid for thirty (30) calendar days; however, childcare may **be backdated up to 2 weeks.**
- Referrals must include *all* required information, including an attached ICES WPA1 screen
- Referrals must include activity begin and end dates, not to exceed six (6) weeks.
- Applicant Job Search families receive a minimum of thirty (30) hours of childcare.

COMPLETE TANF APPLICANT JOB SEARCH REFERRAL INCLUDES:

- ✓ A completed DFR/CCDF REFERRAL FORM which includes:
 - Applicant Name
 - Telephone number, if applicable
 - Complete Address
 - TANF Case Number
 - Job Search clearly marked in Box A
 - Begin and End date of activity not to exceed six (6) weeks
 - "Applicant Job Search" must be written in General Comments
 - Signed or electronically submitted
 - Caseworker contact information
 - Effective Date
- ✓ WPA1 screen

TANF APPLICANT JOB SEARCH PROCESS:

1. The local Impact Service Provider forwards a complete Applicant Job Search referral to the Intake Agent.
2. The local Intake Agent verifies completeness of childcare referral.
3. The applicant contacts the local Intake Agent to obtain a childcare appointment

4. The local Intake Agent provides the applicant with a Provider Information Page as well as a list of verification forms required for participation.
5. The local Intake Agent conducts a *face-to-face* interview with the applicant.
6. The local Intake Agent determines the applicant's eligibility is based on the service need verification and residency provided by the Impact Service Provider and the remaining required documentation supplied by the applicant. This includes:
 - ✓ Picture ID for the applicant
 - ✓ Identification verification for *all* other household members
 - ✓ Documentation of any income received in the previous thirty (30) days, including earned and unearned income
 - ✓ A completed Provider Information Page
 - ✓ Any other applicable documentation