

### **1030 Personnel**

12/06/11

~~DWS and DCO are responsible for the provision of personnel in their areas of responsibilities, which include determining eligibility, authorizing payments, and providing case management services to eligible families.~~

~~DHS County Administrators and DWS Office Administrators will develop procedures within their individual offices, through training and supervision, whereby decision-making occurs at the lowest possible level.~~

### **1040 Volunteers**

7/1/97

~~Volunteers are subject to the rules, regulations, and policies of the office where they are assigned. This includes the policies which govern the disclosure of information concerning DHS and its clients. The volunteer's supervisor in the DHS County Office is responsible for informing the volunteer of the disclosure policy for each program in which the volunteer works.~~

~~Volunteers may perform any duty in the DHS County Office as determined appropriate by the County Administrator. However, a paid DCO employee, as designated by the County Administrator, must review and approve any certification or benefit determination decisions recommended by a non-paid volunteer.~~

### **1060 Coordination with Other Programs**

7/1/97

~~The County Administrators will establish procedures to insure coordination between the TEA and other programs administered by the County Office.~~

### **1070 Maintenance of Electronic Case Records**

12/06/11

The maintenance of the Electronic Case Record is the responsibility of the DHS County Office staff. The electronic record will be maintained in ANSWER. The processing and review of TEA case actions will be conducted via ANSWER.

### **1080 Electronic Case Record Organization**

12/06/11

All forms and supporting documents related to an individual or household will be filed in the individual's or household's electronic case record in ANSWER. Application forms and other forms and documents relating to a budget unit will be filed in the Budget Unit Notebook. Forms and documents relating to a specific individual will be filed in the Client Notebook.

The following electronic case record organization system will be followed for the TEA cash assistance case.

#### **BUDGET UNIT NOTEBOOK:**

##### **Application Status**

- Request for Assistance (DCO 215)

##### **Budget Unit Composition**

- Client Declaration Statement
- Diversion Assistance Agreement (DCO 182)
- TEA Document Deletion (Diversion and Reimbursement)
- TEA Warrant Cancellation
- Notice of Appointment (DCO 219)
- Request for Information (DCO 191)
- Collateral Statements
- All Manual Notices
- Change Report Forms (DCO 234)

**CLIENT NOTEBOOK:**

**Profile**

- Personal Responsibility Agreement (DCO-217)
- Assignment of Rights (DCO-237)
- Birth Certificates
- Social Security Card
- Social Security Enumeration
- Client ID
- Marriage License
- Divorce Decree
- Life Insurance Policies
- Deeds
- Acknowledge of Receipt of PUB-389 (DCO-188)

**Income**

- Earned and Unearned Income

**Resources**

- Household Resources

**Parent**

- Good Cause Claim (DCO-105)
- Good Cause Notice (DCO-90)

**Immunization**

- Immunization Verification

**Sanction (Program Violations)**

- IPV

- Drug Conviction
- Fugitive Felon
- Parole/Probation Violator

MARK-UP

# TRANSITIONAL EMPLOYMENT ASSISTANCE POLICY MANUAL, SECTION 10,000

## 10,000 Arkansas Work Pays

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02/02/0910/01/20

Arkansas Act 1705 of 2005 established the Arkansas Work Pays Program. Arkansas Work Pays is an incentive program designed to encourage working Transitional Employment Assistance (TEA) participants to remain employed after closure of the TEA case while increasing their hours of work and/or hourly wage. Families participating in Arkansas Work Pays will receive a monthly cash assistance payment in the amount of two hundred and four dollars (\$204) for up to twenty-four (24) months, provided they meet the Arkansas Work Pays eligibility requirements. The twenty-four (24) months will count toward the federal sixty (60)-month time limit, but not the state's TEA twenty-four (24)-month limit. This work incentive program may be limited to three thousand (3,000) families.

The eligibility worker will explain the Arkansas Work Pays program to the applicant and provide a Work Pays pamphlet during the initial interview for Transitional Employment Assistance (TEA) TEA cash assistance. The Department of Workforce Services (DWS) Workforce Specialist will discuss the Arkansas Work Pays program with the participant during ongoing case management activities. When the Transitional Employment Assistance (TEA) TEA case closes due to employment, the participant will receive additional information about Arkansas Work Pays, including a an Arkansas Work Pays application.

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10/01/20

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