

**DIVISION OF EMPLOYMENT & REHABILITATION SERVICES**  
**TANF Jobs Program**  
**Informational Broadcast (IB)**  
**#21-003**  
**Change to the Program Policy Manual**  
***Effective Immediately***

This Informational Broadcast serves to notify TANF Jobs Program staff and other interested parties of the change to Chapter 4, Section V(F)(2)(i) TANF Jobs Program Policy Manual. The change is intended to give TANF Jobs Program transitional participants and program staff greater flexibility in obtaining new employment after the loss of previous transitional employment. The following is the updated policy, and can be found on page 4-13 of the updated TANF Jobs Program Policy Manual:

“Jobs Program staff must close the case if the client becomes unemployed and does not find unsubsidized employment on or before the last day of the month following the loss of employment.

***Example:*** *A Transitional Period client that loses employment on March 19 has until April 30 to find another source of unsubsidized employment. If the client cannot find unsubsidized employment by April 30, staff must close the case.”*

The updated TANF Jobs Program Policy Manual can be accessed through the DES SharePoint or on the TANF Jobs Program website (<https://des.az.gov/services/employment/job-seekers/tanf-jobs-program>) under the “Policy Manual” header. All requests for clarification should be sent to [derswfpolicy@azdes.gov](mailto:derswfpolicy@azdes.gov).

***All requests for clarification should be sent by your policy designee via email to [derswfpolicy@azdes.gov](mailto:derswfpolicy@azdes.gov).***