

DIVISION OF EMPLOYMENT & REHABILITATION SERVICES
Jobs Program - Informational Broadcast
IB #22-007
Re-Engaging Clients After the COVID Waiver of
Work Requirements Has Been Lifted
Effective June 1, 2022

This Informational Broadcast is to inform all Temporary Assistance for Needy Families (TANF) Jobs Program staff and interested parties that the *COVID-19 Waiver of TANF Jobs Work Requirements* emergency policy update has now been rescinded and that, effective June 1, 2022, normal TANF Jobs Program operations and requirements have resumed and TANF Jobs Program staff are now required to re-engage all clients that were formerly granted a waiver of work requirements.

Background

While the Arizona Governor's Declaration of a Public Health State of Emergency was in effect from March 11, 2020 through March 30, 2022, Arizona instituted a general waiver of work requirements for all participants in the TANF Jobs Program. During that period, participation in the TANF Jobs Program was voluntary, and participants were not sanctioned for declining or failing to meet work requirements. Following the Arizona Governor's rescinding of the Declaration of a Public Health State of Emergency, mandatory participation requirements have been reinstated effective June 1, 2022.

Notices

The JB-101 *Initial Jobs Program Notice* has been updated to notify clients newly pulled from the referral file of the mandatory requirement to participate.

TANF Jobs Program staff are instructed to use the JB-151 *Appointment Notice* to re-engage all clients who are in a "pending" status due to the former *COVID-19 Waiver of Work Requirements*. Clients previously pulled from the referral file but never engaged and clients who had been engaged but who have subsequently stopped participation due to the former *COVID-19 Waiver of Work Requirements* are included in this directive to re-engage.

Per Chapter 3, Section V(B)(1) of the TANF Jobs Program Policy Manual, Program staff are responsible for initiating contact with clients to schedule the initial and all subsequent appointments. Jobs Program staff are required to send an individual Appointment Notice to each applicable client to re-engage them with the TANF Jobs Program.

Action Alerts

During the former state of emergency, the 28 Reason code (CA/FS Sanctioned/Withheld) was temporarily removed, as sanctions were not imposed and the CH counter (Child Under 1) was not incremented. Effective immediately, work requirements are being reinstated and counters will not begin to increment until July 2022:

- The 28 reason code is used to close a case in which a client has not begun or has not completed the initial three-day compliance requirement.
- The 28 reason code with a closure code is used to notify the Family Assistance Administration (FAA) to deny the TPEP application for non-compliance of the initial three-day compliance requirement.

Please note that these two action alerts must be input on or before June 17, 2022, to accommodate the Notice of Adverse Action, and for the FAA to deny the TPEP application.

The 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>).

All requests for clarification should be sent by your policy designee via email to derswfpolicy@azdes.gov.