

**DIVISION OF EMPLOYMENT & REHABILITATION SERVICES**  
**TANF Jobs Program - Informational Broadcast (IB)**  
**IB #24-004**  
**Ongoing Appointments**  
**Effective Immediately**

This Informational Broadcast is to inform all Temporary Assistance for Needy Families (TANF) Jobs Program staff and interested parties of the ongoing appointment process to ensure the client is given adequate notice of the appointment.

**Ongoing Appointments:**

- Follow-up appointments are scheduled to maintain communication and monitor the client's progress toward self-sufficiency.
- This process ensures the client can be reassessed to begin participation and/or revise the Employment and Career Development Plan (ECDP).
- Clients must be given at least five business days' notice of the appointment.

**This information will be incorporated into the next revision of the *TANF Jobs Program Policy Manual* and the *TANF Jobs Program User Guide*.**

**All requests for clarification should be sent by your policy designee via email to [Crystal Newman](#).**