



DEPARTMENT OF ECONOMIC SECURITY

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**Wilson-Fish Temporary Assistance for Needy Families
(TANF) Coordination (WFTC) Program
Policy Manual**

Effective November 04, 2024



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Requests for clarification should be sent via email to the [DERS Workforce Policy Team](#).

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Wilson-Fish TANF Coordination Program

Effective Date: November 04, 2024

CHAPTER 1: SUPPORT SERVICES

I. Policy Statement

This policy provides an overview of the Wilson-Fish Temporary Assistance for Needy Families (TANF) Coordination (WFTC) Program support services, and where to direct questions concerning this policy. The WFTC Program offers funding for temporary and targeted supportive services, to assist Program clients in meeting their requirements to work, look for work, or prepare for work by participating in required activities. WFTC Program support services are available to assist WFTC Program clients to engage in work activities, accept and maintain employment, improve their social and economic well-being, and successfully transition from public assistance dependence to financial independence through employment.

II. Applicability

This Policy Manual applies to the Arizona Department of Economic Security (DES), Division of Employment and Rehabilitation Services (DERS) staff who provide support services to clients under the WFTC grant.

III. Authority

A. Federal Authority

1. [Immigration and Nationality Act \(INA\) \(2022\)](#)
2. [45 CFR § 260.31](#)
3. [45 CFR § 260.32](#)
4. [45 CFR § 263.4](#)
5. [45 CFR § 263.5](#)
6. [45 CFR 400.154](#)
7. [45 CFR 400.155\(c\)\(3\)](#)
8. [45 CFR 400.155\(d\)](#)
9. [45 CFR 400.155\(e\)](#)
10. [45 CFR 400.155\(h\)](#)
11. [8 U.S.C. § 1522\(e\)](#)
12. [42 U.S.C. § 604](#)

13. [42 U.S.C. § 618](#)

B. State Authority

[Arizona State Plan for Refugee Resettlement](#)

IV. Acronyms and Definitions

Reference the [glossary](#) for an explanation of the acronyms used in this Chapter, and for the definition of **Client, Family Assistance Administration (FAA), JAS, Refugee, Support Services, TANF Jobs Program, TANF Cash Assistance, and Wilson-Fish TANF Coordination (WFTC) Program.**

V. Standards

A. WFTC Overview

The Arizona Refugee Resettlement Program implements the WFTC Program through eligibility managed by the DES Division of Aging and Adult Services (DAAS). Eligible clients are referred to DERS for support services. The WFTC is funded by the U.S. Department of Health and Human Services (HHS), Administration for Children and Families, Office of Refugee Resettlement (ORR).

B. Support Services Overview

WFTC Program support services offer WFTC clients resources to assist them in overcoming barriers in their progress toward self-sufficiency.

WFTC Program staff must document, in the Jobs Automated System (JAS), how and why the decision to provide a WFTC Program support service was made, following WFTC Program procedures.

1. WFTC Program support services are based on individual needs and the availability of Program resources.
2. WFTC Program funding for support services is allowable only for the purchase of services directly for the client.
3. WFTC Program funding cannot be used to make payments to, or on behalf of, clients who receive payments for the same services provided by other programs.

C. Eligibility for Support Services

WFTC support services are available to refugees eligible for TANF Cash Assistance, who are not currently receiving services from the TANF Jobs program. WFTC clients mandated to work with the TANF Jobs Program may receive WFTC supportive services only if these services are not available

through the TANF Jobs Program. This includes clients whose TANF Cash Assistance case has closed due to unsubsidized employment verification at the time of case closure.

D. Support Services Categories

Support services are based on funding availability and individual needs.

1. Technology

Includes Wi-Fi enabled devices and data to access the internet, and any technology that assists with the access needed to participate in the program and/or to find and maintain employment. Technology-related expenses are limited to \$850.00 per participant, per year.

2. Transportation/Vehicle-Related Costs

Includes costs necessary for reliable transportation via public transit, taxi, or transport services. Vehicle services include costs related to bus passes, bicycles, and driver's license fees. Transportation-related expenses are limited to \$2,500.00 per participant, per year.

3. Basic Needs Assistance

Includes housing costs for leased or owned housing, and utility services necessary to maintain the household's safety, well-being, and proper hygiene. Basic needs assistance-related expense limits are client-specific.

4. Vocational Education and Training

Includes tuition and materials for post-secondary education, vocational training, or certifications. Also includes costs for High School Equivalency (HSE) and/or High School Diploma testing. Vocational education and training-related expense limits are client-specific.

5. Job Skills/Training Related

Includes subsidized Employment, Paid Work Experience, Life Skills, Parenting, and other education in preparation for employment readiness. Job skills/training-related expense limits are client-specific.

6. Work-Related Clothing and Tools

Includes clothing and tools required for employment, program participation, job search, and interview. Work-related clothing and tools-related expenses are limited to \$450.00 per participant, per year.

7. Child Care Assistance

Includes child care services and referrals to DES-approved child care providers, to enable client participation in the WFTC and to remove barriers to employment. Child care assistance-related expenses are limited to \$500.00 per participant, per year.

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CHAPTER 2: GLOSSARY

- I. This chapter contains acronyms and definitions used throughout the *Wilson-Fish Temporary Assistance for Needy Families (TANF) Coordination (WFTC) Program Policy Manual*.

A. Acronyms

Acronym	Definition
CFR	Code of Federal Regulations
DAAS	Division of Aging and Adult Services
DERS	Division of Employment and Rehabilitation Services
DES	Arizona Department of Economic Security
FAA	Family Assistance Administration
HHS	U.S. Department of Health and Human Services
HSE	High School Equivalency
INA	Immigration and Nationality Act
JAS	Jobs Automated System
ORR	Office of Refugee Resettlement
TANF	Temporary Assistance for Needy Families
U.S.C.	United States Code
WFTC	Wilson-Fish TANF Coordination Program

B. Definitions

Term	Definition
Client	A Wilson-Fish TANF Coordination Program participant.
Family Assistance Administration (FAA)	An administrative unit within the DES Division of Benefits and Medical Eligibility that is responsible for providing Cash Assistance to eligible persons.
JAS	The computerized system used by WFTC Program staff that tracks support services provided to the client.
Refugee	Any person who is outside the country of their nationality or, in the case of a person having no nationality, is outside the country in which they last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution for reasons of race, religion, nationality, membership of a particular social group, or political opinion.
Support Services	Services provided to a Wilson-Fish TANF Coordination Program client that facilitate the client's ability to participate in work activities, accept and maintain employment, and successfully transition to employment.
TANF Jobs Program	Arizona's mandatory employment and training program for work-eligible TANF Cash Assistance recipients.
Temporary Assistance for Needy Families (TANF) Cash Assistance Program	Provides assistance and work opportunities to needy families. A federally funded, time-limited program that helps low-income families with children, with their basic needs. The FAA administers the TANF Cash Assistance Program in Arizona.

Term	Definition
Wilson-Fish TANF Coordination (WFTC) Program	Provides customized, culturally responsive, and linguistically compatible services to assist eligible refugees with navigating barriers, becoming economically independent, and improving their social and economic well-being.

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