



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**  
**WORKFORCE DEVELOPMENT**

Gary R. Herbert  
Governor

Jon Pierpont  
Executive Director

**UTAH'S TEMPORARY ASSISTANCE FOR  
NEEDY FAMILIES (TANF)**

**STATE PLAN**

Plan Renewal Effective December 1, 2017

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## **Section 1 - GOALS, RESULTS, AND PUBLIC INVOLVEMENT**

The Department of Workforces Services (DWS) administers the TANF Block Grant along with other programs and services in a comprehensive One-Stop system. The One-Stop system consolidates all job placements, job training, and what is commonly known as welfare into one integrated service delivery system. The consolidated department legally began on July 1, 1997.

The goals of DWS are to:

- Promote economic stability and self-sufficiency for all customers
- Contribute to the development of a workforce that is prepared for the jobs of today and the future
- Provide a dynamic employment exchange system
- Support quality of work-life for all DWS employees

The basic objectives of the department are to simplify programs, to operate more efficiently, and to improve services. The Department focuses on employment and will seek to serve employers by providing qualified applicants. At the same time, the department will seek to serve job seekers by helping them find appropriate employment or engage them in activities that will lead to gainful employment tailored to meet the needs of special populations, as defined by statute.

DWS will administer Utah's TANF program fairly and equitably. Utah will not discriminate based on age, disability, race, color, national origin, sex, religion, or any other prohibited ground in the administration of its TANF program.

Utah refers to its One-Stops as employment centers. A statewide system of multiple employment centers in nine Economic Service Areas (ESA) serve individuals and families with supportive services like food stamps, child care, Medicaid and other medical programs, cash assistance, job search assistance, access to job training programs, educational and employment-related opportunities for displaced homemakers and refugees and services for people who are older or who have disabilities.

It is the responsibility of the department's employment counselors to adhere to the department policy to provide assistance for customers with disabilities, and to serve and assist customers with limited English proficiency. DWS ensures equality of opportunity for persons with disabilities, limited English proficient (LEP) persons, and other populations, (for example, Tribal populations) who are otherwise eligible for services. Persons who are otherwise qualified are afforded meaningful access to TANF programs and have equal opportunity to participate in and benefit from these programs. DWS has in place operating methods which promote non-discriminatory access for persons with disabilities and LEP individuals and other classes of persons due civil rights protection.

DWS will consider a participant's disability or LEP status in determining work activities and is prepared to determine what, if any, reasonable accommodations individuals require to successfully complete program requirements, including those related to work activity.

The programs and services administered by DWS include:

- TANF Cash assistance
- Transitional Cash Assistance
- Food Stamp benefits (SNAP)
- Child Care assistance
- Refugee Cash Assistance
- General Assistance
- Medicaid and other medical programs assistance
- Unemployment Insurance
- Employment services including counseling, screening, job preparation, referrals, and job placements
- Employment workshops
- Veterans services
- Migrant farm worker services
- Assessment, classroom training and career counseling
- Pre-employment training
- Career orientation
- Housing and Community Development Services
- State Office of Rehabilitation Services (USOR) including services for the blind and visually impaired, deaf and hard of hearing, vocational rehabilitation services, and SSI/SSDI disability determination.

The Department utilizes funds from Temporary Assistance for Needy Families (TANF) block grant to fund its Family Employment Program, Employment and Education and Training services for needy families to remove families from a cycle of dependency on public assistance and into work. DWS also includes the Office of Child Care which promotes quality child care and family life and provides resources and support to help improve the economic stability and well-being of Utah's children and families.

### ***Eldercare Workforce***

To address the growing need of the elderly population in the community, the Department assists low-income customers to train for, seek, and maintain employment in a healthcare related occupation that involves elderly care. These occupations include, CNA, Medical Assisting and Home Health Care.

### ***Employment, Education and Training Services***

The Department uses all the training funds it has available, including TANF block grant funds and Workforce Innovation and Opportunity Act (WIOA) funds, to provide employment, education and training services needed for the DWS to achieve its goals and develop a qualified Utah workforce.

The implementation of WIOA presents an opportunity for Utah to better connect job seekers to employers by strengthening the partnerships between training and workforce service providers and the State Workforce Development Board. Below are some key principles of WIOA:

1. Increasing access to and opportunities for employment, education, training, and support services individuals with barriers to employment need to succeed in the labor market.
2. Supporting the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible and high-quality workforce development system in the United States.
3. Improving the quality and labor market relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide employers with the skilled workers the employers need to succeed in a global economy.
4. Promoting improvement in the structure of the delivery of services through the workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
5. Increasing the prosperity of workers and employers, the economic growth of communities, regions and States and the global competitiveness of the United states.
6. Provide workforce investment activities that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

Job training assistance and its related services offer a selection of tools to be used in the development of Utah's high quality workforce, as outlined in the Department's mission statement. In order for Utah's workforce to compete in the state and national employment market, individual assessment, planning, and training services are required to prepare our economically disadvantaged and displaced customers for high paying jobs. Their employment goal may be to obtain a first job, a better job, or a career placement.

Economically disadvantaged youth and adults are prepared for participation in the workforce through the provision of basic and occupational skills, development of pre-employment and work maturity skills, and a variety of work site and classroom learning options. Dislocated Workers served under the WIOA are aided in their desire for quick re-entry into the workforce through early readjustment and referral services. Those workers assessed as needing updated skills or certification use job training services as a tool to build upon already-existing work experience and skills. Successful efforts to assist all job training customers are based on an understanding of the social, emotional, and economic factors that influence and act as barriers to an individual's employment potential.



## **Section 2 – TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)**

TANF Needy Family describes a population that can be served using TANF funds. These services are available to families with dependent children under the age of 18 living in the home.

### ***Family Employment Program (FEP)***

The Family Employment Program (FEP) is the TANF funded cash assistance program in Utah. FEP offers a temporary support system, not a long-term solution, to address problems. The long-term solution for most families is employment. Successful efforts to assist families toward financial independence are based on an understanding of the social, emotional and economic factors that influence them.

The Utah Legislature established a 36-month State lifetime limit for Utah's TANF cash assistance participants. The Family Employment Program is based on Utah's long experience with improving services for unemployed and underemployed families through early welfare reform initiatives. The purpose of the Family Employment Program is to offer unemployed and underemployed single parents and two-parent families, opportunities to increase family income through employment and child support. Cash assistance for two parent families (FEP TP) where neither parent is incapacitated is funded with state funds.

Data for FEP is collected to provide baseline information for future program development and implementation. Utah continues to contract with the University of Utah's Social Research Institute to provide data and survey information measuring basic demographics, attitudes, barriers and experiences of the general Family Employment Program population. This data follows differences between the general Family Employment Program population and other groups such as the long-term participants and those closed due to non-participation. In addition, key business measures for operational performance monitor: The rate of those meeting federally defined participation requirements while receiving assistance; the number of closures due to employment or marriage or other "positive" reasons; and the percent of those who enter and retain employment after closure. Utah will be successful when increased income occurs for families taking advantage of the opportunities of the Family Employment Program.

To maintain the public's trust, it is paramount that FEP is viewed as an effective employment program executed with integrity. The Internal Audit and Program Performance units of the Department are involved in the evaluation of proper dollar distribution and have responsibility in the evaluation of the program's integrity. An audit review tool monitors case accuracy and customer participation indicators. The Public Assistance Overpayments Division of the Department investigates alleged fraud and collects overpayments.

FEP in Utah serves all eligible unemployed or underemployed families where a dependent child resides in the home or where a woman is pregnant and in her third trimester. A dependent child is defined as a child under the age of 18, or if 18, a full time student,

reasonably expected to complete the program by the month they turn age 19. Individuals who must be part of the family's assistance filing unit include:

- All brothers, sisters, half-brothers, half-sisters, adopted brothers, and adopted sisters who are residing in the same household as a dependent child, and who also meet the dependent child requirement.
- All parents, including stepparents, residing in the same household as their son, daughter, stepson, or stepdaughter who meet dependent child requirements.
- When an individual residing in the household is required to be included in two filing units, the filing units must be combined into one filing unit.

A child who is expected to be temporarily absent from the household for no more than 180 consecutive days is considered part of the filing unit. A Native American child or a child who is deaf and blind who is temporarily absent due to boarding school, may still be considered part of the filing unit even if the temporary absence is expected to last more than 180 days.

For the Family Employment Program, a family is considered needy when:

- They reside in Utah.
- They meet either U.S. citizenship status or a non-citizen status of permanent legal resident, refugee, conditional entrant, Cuban/Haitian refugees or Entrants, Victims of Human Trafficking, and certain battered aliens, or individuals granted asylum. Qualified aliens, who do not meet Federal Eligible Alien criteria, are barred from TANF participation for 5 years from date of entrance into the U.S. will be served with state dollars.
- Their countable assets do not exceed \$2,000 in value - with the equity value of all motorized vehicles exempt, except possibly in some Adoption Assistance cases.
- They meet the following income limits:

Household Size	Test 1 Gross Income	Test 2 Net Income	Test 3 Cash Assistance Payment Amount
1	608	329	288
2	843	456	399
3	1050	568	498
4	1230	665	583
5	1400	757	663
6	1542	834	731
7	1615	873	765
8	1690	914	801

Effective September 1, 2016, individuals who have been found eligible for FEP and FEP-TP will be required to take a substance abuse screening questionnaire, after benefit issuance, if the results of the screening questionnaire indicate a reasonable likelihood of substance use disorder involving the misuse of a controlled substance, the individual will then be required to meet with a Licensed Clinical Therapist to complete an evaluation and to take a drug test. Those who test positive on the drug test will be required to follow an employment plan that includes participating in substance abuse treatment for a minimum of 60 days. Refusing to take the substance abuse screening questionnaire will result in a FEP or FEP-TP case denial. Refusing to take a drug test when required, not agreeing to treatment on an employment plan, failing to successfully follow through with substance abuse treatment requirements, or any positive results of subsequent required random drug testing while in treatment will make an individual ineligible for FEP or FEP-TP and will result in an immediate sanction. Individuals who are sanctioned will be ineligible for 90 days after the first occurrence or for one year if there is a second occurrence within one year.

Activity Review is the process used when frequent monitoring and early intervention identify that a parent may not be participating in required activities. Parents who are not participating in agreed upon activities and do not have reasonable cause face the possibility of an entire family household sanction for one full month.

All families statewide are offered the same access to the Family Employment Program and offered the same level of assistance. Information on families participating in the Family Employment Program will be safeguarded and access restricted to only those who request information to administer programs that provide other required or needed services to the families we serve. Any person who fails to safeguard information is subject to both civil and criminal penalties.

Department rules, which bear statutory authority concerning the safeguarding and release of confidential information, specify that DWS must safeguard or restrict access to any information it has on specific individuals. Information obtained from the federal government for purposes of income-match can never be released, i.e. the IRS Income Match (IEVS) report. Information that may be released to the client may be released to other individuals with written permission from the client. Any other requests for information, which cannot be resolved through review of the Information Disclosure Rules, Policy, Procedures and Matrix, will be deferred to DWS Legal Services. Information Disclosure is required staff training.

It is the responsibility of the employee's supervisor to ensure the training is completed. Administrative Policy is found in section 1503 - Information Disclosure Policy. These rules include: Confidential information, Safeguarding and Release of Information, Release of Information to the Client or the Client's Representative, Release of Information Other Than at the Request of the Client, and Confidentiality of Records.

Families will have the right to ask for an agency conference or a fair hearing any time they do not agree with an action or decision on their case:

- An agency conference involves a meeting between the adult family members, other appropriate family designated entities or individuals, the case manager, and the supervisor. In the conference, the action or issues they do not agree upon will be identified, a review of the case record will occur, rules and policy will be confirmed and explained, and alternative actions that could resolve the issues will be explored.
- A fair hearing will be conducted by an independent hearing examiner through either in-person hearings with all parties meeting at the same place or telephonic hearings where the hearing examiner conducts the hearing via a telephone conference call. The family must ask for the hearing in writing within 90 days of the effective date of the case action with which they disagree, and a decision must be issued within 60 days from the date of the hearing. A family who requests a fair hearing within 10 days of the effective date of the action they disagree with may also request continued benefits while awaiting the outcome of the hearing. Fair Hearings will not be open to the public.

### ***Family Employment Program for Two Parents (FEP-TP)***

Utah is using state only funds to pay for assistance for the FEP-TP Program.

### ***Utah Adoption Assistance Program***

A birth parent may not receive assistance from this program for more than twelve consecutive months from the relinquishment of a child. Month one in the 12 month period is the month of relinquishment. Payment for part of a month counts as a whole month. Months for which no payment was made also count toward this limit. Months that a customer receives an adoption assistance payment also count toward the 36 month FEP time limit.

For a birth parent, who is receiving financial assistance for other children in the home who chooses to relinquish a child(ren) for adoption, a supplemental adoption assistance amount equal to the amount the household would have received had the parent kept the child will be added to the monthly amount. If the household is not eligible for FEP, the birth parent is not eligible for any TANF funded financial adoption assistance. In that instance, a birth parent may receive financial assistance from a state funded program.

Adoption Assistance has the same requirements as the Family Employment Program regarding:

- Restriction of use and disclosure of information
- Treatment of families moving into the state
- Citizenship requirements

Families receiving Adoption Assistance have the same rights as Family Employment Program (FEP) families to request an agency conference or a fair hearing any time they do not agree with an action or decision on their case.

### ***TANF Needy Family Services***

The Department utilizes TANF funds to partner with external providers to assist clients with preparing, obtaining and maintaining employment through comprehensive services that meet the four TANF Purposes. These services are available through contractual agreements either through an inter-agency agreement, a legislative appropriation or rewarded through a grants process.

TANF services are required to meet one of the four TANF purposes set by federal TANF regulations:

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
2. Reduce the dependency of needy parents by promoting job preparation, work, and marriage.
3. Prevent and reduce the incidence of out-of-wedlock pregnancies.
4. Encourage the formation and maintenance of two parent families.

All programs and services provided under TANF purposes 1 and 2 are required to serve only needy families as defined by the State. The eligibility criteria are outlined in the next section under contractual services.

Programs and services provided under TANF purpose 3 and 4 do not require eligibility determination; however, programs understand that they need to target low-income, high-risk populations.

### ***Contractual Services***

A family is considered needy when all the following criteria are met -

- Reside in Utah
- Household gross income does not exceed 300% of the FPL (most contracts are held to no more than 200% FPL income limits.)
- Meet either U.S. citizenship status or
- Meet employment eligible non-citizen status following the requirements of TANF as provided by federal law.

DWS has contractual agreements with external providers to offer services that fall under each TANF purpose. Under purpose 1 TANF funds addiction intervention and support services, domestic violence, family preservation services, and rapid rehousing services. Under purpose 2 TANF funds adult mentoring and peer support, basic technology skills, employment retention and job training, expungement assistance, fatherhood initiatives, and rural transportation services.

Under TANF purpose 3, DWS contracts out to provide pregnancy prevention, pre-k

services, and youth mentoring while under purpose 4 TANF funds are used for financial education and parenting/relationships skills.

### ***Other TANF Funded Services***

DWS administers other programs and services internal to the department that meet the purposes of TANF -

- ***Refugee Services***
  - Extended case management contracted through refugee resettlement agencies
  - English as a Second Language (ESL)
  - Training/employment counselors and job developers
  - Subsidized Employment program
  - Summer Youth Employment Program
  - Basic Technology Skills Training
- ***Intergenerational Poverty (Next Generation Kids) Demonstration Project***

DWS implemented a demonstration project to reduce intergenerational welfare dependency. The purpose of the program is to reduce the risk of children, raised in welfare dependent households, from being dependent on public assistance as adults.
- ***Utah Bright Future Funds Educational Savings Plan (UESP) 529 Pilot Program***

DWS is investing TANF funds in to educational savings plans for children on an open TANF financial assistance case or who are part of the Next Generation Kids Program. The purpose of the pilot program is to demonstrate the effects on families in poverty when an educational savings plan is opened for one or more of their children. The intention is to promote and encourage education and training while children are young and to help parents become invested in their children's' education.
- ***Non-custodial Parent Programs***

DWS is implementing a non-custodial parent program to engage non-custodial parents in finding training and employment opportunities with the goal of increasing child support payments as well as promoting engagement between the non-custodial parent and their children when appropriate.

### ***Emergency Assistance Homelessness Prevention Program***

This program provides immediate short-term help to destitute families to remedy and prevent homelessness. Services may be provided to families for up to 30 consecutive days in any 365-day period. Services provided by this program include rent, mortgage, utility payments, and/or referral to legal services to avoid eviction.

A family with an eligible dependent child who is homeless or in danger of becoming homeless due to a crisis situation beyond their control may be eligible for assistance from this program. An eligible dependent child is defined as a child under the age of 18, or if 18,

a full-time student, and is reasonably expected to complete the program by the month they turn age 19.

The expectation is that one-time assistance will enable a homeless family to obtain housing, or a family about to become homeless will be able to maintain their housing while they overcome the temporary crisis.

The family must meet ALL eight program eligibility requirements:

1. The family must be homeless, facing eviction, foreclosure, utility shutoff, or in need of utilities, that resulted from a crisis beyond the control of the family.
2. The family must be able to secure housing, utilities, or be able to prevent the eviction, foreclosure, or utility shutoff, with a one-time rent, mortgage, or utility payment.
3. The family must demonstrate the ability to resolve past due payments and pay future months' rent, mortgage, or utility payments after resolution of the crisis.
4. The family must have exhausted all other resources first.
5. The value of the household's assets cannot exceed \$2000. Countable assets are those immediately available to the family members.
6. The gross income available to the family cannot exceed the gross income limit of the Family Employment program. This limit equals 185% of the 1995 standard needs budget based on the household's size.
7. A household will only receive services for a thirty consecutive day period within one full calendar year. A year is defined as 365 days following the initial date the assistance was issued (not application date.)
8. The family must have a dependent child who is either a U.S. citizen (this includes individuals who have been naturalized) or an alien who is lawfully admitted to reside permanently in the U.S. Aliens granted legal temporary or legal permanent status under the 1986 Immigration Reform and Control Act are not eligible for five years from their adjustment date.

Payments provided will not exceed:

- \$ 450 per family for one month's rent payment
- \$ 700 per family for one month's mortgage payment
- \$ 300 per family for utility payments

The Emergency Assistance Homelessness Prevention Service has the same requirements as the Family Employment Program regarding:

- Restriction of use and disclosure of information

- Treatment of families moving into the state
- Citizenship requirements

Families receiving Emergency Assistance Homelessness Prevention Services have the same rights as Family Employment Program families to request an agency conference or a fair hearing any time they do not agree with an action or decision on their case.

### ***Special Emergency Provisions for Declared National Disasters***

The TANF block grant will be used to provide emergency assistance to victims of declared national disasters. The Utah emergency rule provision will be utilized to outline policies that apply to the specific disaster needs identified.

### ***Education and Training Services***

Education and Training services may be provided to eligible unemployed or underemployed families where a dependent child resides in the home or where a woman is pregnant and in her third trimester. A dependent child is defined as a child under the age of 18, or if 18 a full time student reasonably expected to complete the program by the month they turn age 19.

Individuals who must be part of the family's assistance filing unit include:

- All brothers, sisters, half-brothers, half-sisters, adopted brothers, and adopted sisters who are residing in the same household as a dependent child, and who also meet the dependent child requirement.
- All married parents, including stepparents, residing in the same household as their son, daughter, stepson, or stepdaughter who meet dependent child requirements.

For Education and Training Services a family is considered needy when:

- They are residing in Utah.
- They meet either U.S. citizenship status or an employment eligible non-citizen with status of legal permanent resident (LPR), refugee, conditional entrant or individuals granted political asylum.
- They verify identity.
- The family's household gross income does not exceed 200% of the federal poverty level (FPL).

### ***Career Pathway Programs***

- Career Pathway programs are being created and implemented to address the need for workers in high demand industries. Career pathways involve collaboration with employers, education/training providers, workshop presenters, and career coaches to provide a holistic approach to finding and maintaining employment in a career path. Employers are engaged with job openings to be filled, education/training provider assists with course work leading up to a certificate or credential, and the career coach works with other professionals to provide employment and workplace essentials training to teach the soft skills necessary to retain employment. Career pathways are implemented in cohorts, but may also be individual if deemed appropriate.

### ***Child Care Services***

Child care supportive services are available to eligible parents who are employed or are participating in activities that lead to employment. Child care may also be provided to families participating in FEP and the adoption assistance program. (See Section 4-Benefits- Child Care.)

The Employment Support Child Care Program is designed to help low-income working families pay their child care expenses. Parents must be working a minimum number of hours per week and meet income guidelines. Once a parent has been approved for Child Care assistance their income limit for ongoing child care increases, allowing parents to stay on the program longer and help alleviate the 'cliff effect.'

For Employment Support Child Care, a family is considered needy when:

- They reside in Utah.
- They meet either U.S. citizenship status or an employment eligible non-citizen with status of legal permanent resident (LPR), refugee, conditional entrant or individuals granted political asylum.

The family's household gross income does not exceed 150% of the FPL.

### **Memorandums of Understanding (MOU)**

#### ***LDS Humanitarian Services***

- Emergency response volunteers assist with the production of kits for humanitarian distribution and other emergency response/clean-up efforts.
- Food and Clothing Production and Distribution
  - Food Production and Distribution programs including canneries, farms (production of soap, milk, pasta and bread), Deseret Meat (meat packaging), Deseret Feedlot, and Deseret Grain (grain storage.) The food that is grown and canned at Deseret Industry sites is sent to food banks that serve low-income Utah residents.
  - Volunteer hours spent growing, preparing, and distributing food and clothing ensure that Utah's needy children and their families have proper nourishment and clothing to allow for a more successful future.

For LDS Humanitarian Services a family is considered needy when:

- The family's household gross income does not exceed 300% of the FPL (exception: Questar funding for furnace repair or replacement serves families at or below 125% of the FPL.)
- They reside in Utah.
- They meet either U.S. citizenship status or an employment eligible non-citizen with status of permanent legal resident, refugee, conditional entrant or individuals granted political asylum.

### **Section 3 - EMPLOYMENT PLANNING**

The purpose of the Family Employment Program (including the Family Employment Program for Two Parents and Adoption Assistance) is to help families become self-sufficient by increasing family income through employment and child support. The program will move families to work and increase economic independence in the following ways:

- **Employment planning is required and takes place in conjunction with eligibility determination.**

In order to stress the program's employment focus, assessment and employment planning occurs in conjunction with eligibility determination. From the individual's initial contact with the agency, participation requirements and the program's employment goals are clearly explained and reviewed, beginning with a required program orientation.

- **Diversion is an option instead of ongoing assistance.**

Under the diversion option, persons with the prospect of employment or other sources of income are offered job placement assistance, a financial payment of 3 months to meet immediate needs, child care, and other employment related supportive services. Transitional Medicaid or other medical programs may also be available. Continued case management is available to provide continued support and reduce recidivism.

- **Universal participation in activities leading toward employment based on individualized employment plans within program guidelines.**

Every work eligible parent is required to participate and expected to negotiate an employment plan, regardless of his or her age or the age of the children. Employment planning begins at contact with an employment counselor during an initial interview. There are no exceptions to universal participation. This policy allows for the implementation of Section 407, which limits participation for a parent with a child under 6 who is unable to obtain appropriate child care.

The Employment Counselor uses all available assessment information to determine if the expected level of participation is appropriate for the individual customer. When assessment information suggests the customer cannot perform at the expected level of participation, the employment plan should support progress towards achieving the expected level of participation. Participation for these customers may mean participating at reduced hours and engaging in activities that address identified barriers that prevent them from performing the eligible activities.

Parents who are assessed as work ready are expected to participate in a job club model called Work Success for the first 2-4 weeks as their participation. Parents

who are determined not work ready participate in activities to move them into work ready status.

Participation is required. The cash assistance payment is based upon participation. Customers participating completing the negotiated number of participation hours in employment, worksite placements, full time education/training, job search or a combination of these activities may be eligible to receive an extra \$60 a month.

Dependent children ages 16 and older who are not in school or working are also required to participate in activities that support school and employment.

Child support is emphasized. Unless there is good cause, child support cooperation with the Office of Recovery Services (ORS) is a participation requirement.

- **Employment is supported with earned income disregards.**

For cash assistance payment, the first \$100 plus 50% of the remainder of earned income is not counted when determining the payment. This incentive is not time limited.

Transitional and Extended Support services are available to FEP and FEP-TP cases that close due to increased income, to support their transition in employment.

These services help families:

- Stabilize after the loss of FEP assistance
- Maintain employment
- Reduce recidivism

Transitional Cash Assistance for customers includes two months of a full financial grant, a third month of half of a financial grant and 6 months of required case management. Customers are also potentially eligible for supplemental payments to help reimburse work related expenses.

Extended Support Services include optional case management offered for 24 months to support increased household income through employment.

Households may continue to be categorically eligible for food stamps for 24 months. Transitional Medicaid may be available for up to 12 months. In addition, Transitional or Extended Child Care is available for six months immediately following financial case closure. Ongoing employment support child care is available for eligible working parents.

- **Financial, Food Stamp, Medicaid and other medical programs and Child Care rules are simplified.**

Policies, where possible, are aligned so staff and participants can focus on activities that lead toward employment not on activities geared at remaining eligible for assistance.

- **Wide ranges of services are available to move parents to increased economic independence.**

Services include: Emergency rental assistance, case management, assessment, occupational skills training, adult education, job development and placement, worksite learning/work experience, public/private subsidized employment, mental health and substance abuse treatment and counseling, funds for work related expenses, job readiness and life skills training.

- **Domestic violence is recognized as one of the possible obstacles that individuals may need to resolve.**

The State meets the requirements for federally recognized good cause domestic violence waivers. The State waiver on the definition of employment activities already allows for individualized assessment and development of a plan that leads to work in accordance with 45 CFR 260.55(b)(c)((2)(3). We will be able to waive federal participation requirements along with other program requirements specified in attachment B under Optional Certification. The waivers will be determined based on need by a worker trained in domestic violence and individuals will have a service plan developed by a person trained in domestic violence in accordance with 45CFR260.55(c)(1)

Employment plans should be flexible and might include temporary waivers for work requirements, extensions of time limits, and customizing programs and resources to meet the individual needs of battered women in accordance with 45 CFR 260.55 (a). Plans are designed such that safety is a principle consideration and opportunities are available to victims to disclose if he or she is a victim of domestic violence and the necessary protections, services and support are available to achieve both safety and employment. Screening for domestic violence is an ongoing process, and individuals may voluntarily and confidentially disclose this at any time during their participation.

In accordance with 45 CFR 260.55 (b)(c)(1)(2)(3) all employees administering TANF assistance to individuals receive training in general domestic violence issues, screening issues, case work issues, procedures and referral issues. At initial assessment, all customers are asked four TALE questions. These questions alert the employee that the customer may be dealing with domestic violence issues. A customer pathway is established that includes employment planning with a licensed clinical therapist (LCT) assigned to each Employment Center. ESA's statewide are responsible for providing multiple opportunities for disclosure and referral and for

maintaining and training on resource referral information in the community. Interagency agreements will address the following items:

- FEP assistance must be clearly defined as employment based.
- Employment planning includes assessments to determine skills, limitations, and current circumstances. The employment plan will be monitored no less than every four months. Problem solving, sanctions, and case closures are consequences of non-compliance.

Services offered include: Access to community resources, brief therapy via the LCT, short term therapy via contracted providers, long term therapy via medical provider, and consideration of participation exemptions while accessing services to reduce or resolve risk for self and children.

The State of Utah opts out of the TANF requirement that a parent who is capable of engaging in work must engage in community service employment after receiving TANF assistance for 24 months. Utah continues to require universal engagement for all work eligible parents unless reasonable cause not to participate is provided. Utah utilizes public and non-profit internships when determined appropriate to provide participants with the opportunity to enhance their employability by gaining basic work experience, on-the-job training, and the development and preservation of basic job skills and good work habits through a positive community work experience. These community work sites are only developed with sponsors who are federal, state, or local government units/agencies, or private non-profit agencies/ organizations. Each sponsor signs an agreement that they will not replace regular employees with interns and that the work position did not result in the displacement of persons currently employed or the filling of established, unfilled vacancies, unless the sponsor can show that unfilled positions are the result of funding cutbacks.

Utah's efforts in providing opportunities for the unemployed and underemployed individual continues to be focused on competitive employment. Local employment centers offer new companies that are moving into their area assistance in finding qualified employees. Family Employment Program individuals will be prepared for those jobs. The goal of the DWS is to provide the labor market with qualified competitive employees. Utah's current economy provides those competitive opportunities for the majority of individuals who are receiving assistance from the Family Employment Program.

The Family Employment Program will be consistently implemented across the State. Providing meaningful opportunities to participants in all areas of the State is an expectation of the program and local service delivery sites. Local Employment Centers may choose what resources are necessary to the area for the success of an individual to achieve employment and provide those resources. The only area that may vary is where individuals reside on the Navajo Nation's tribal lands. The Navajo Nation has chosen to implement its own TANF programs, Native Employment Works (NEW) and Navajo Nation Program for Self Reliance, which was effective January 1, 2007.

***Emergency Assistance for Homelessness Prevention***

This statewide service requires no employment planning. Appropriate services within the department and in the community are offered based on individual need.

***Employment, Education and Training Services***

Employment, Education and training Services are provided to unemployed and underemployed parents. An assessment and employment planning process is conducted to determine the need for training services and whether the parent has the skills/qualifications needed to successfully complete the selected training or education program.

Assessment activities assist in the determination of the customer's ability to benefit from services and in the development of the individual employment plan. The plan documents the mix of services for the customer and includes services needed to address and resolve identified barriers. Employment goals are developed based on the assessment results and labor market evaluation.

An employment plan will be negotiated to identify the employment goal, achievement objectives, and an appropriate combination of services for the individual to achieve the employment goal.

## **Section 4 - BENEFITS**

### ***Family Employment Program***

#### ***Electronic Benefit Transfer (EBT)***

The Family Employment Program will provide for at least monthly issuance of cash assistance through EBT to families participating in appropriate activities such as job search, job training, adult education, community work, and other related employment activities of the program.

TANF recipients who access TANF assistance through an electronic benefit transfer, including through an automated teller machine (ATM) or point-of-sale device, in an establishment in the state that exclusively or primarily sells intoxicating liquor, allows gambling or gaming, or provides adult-oriented entertainment where performers disrobe or perform unclothed may be considered guilty of an intentional program violation (IPV) and disqualified from TANF assistance for a period of 12 months. In an effort to restrict the use of TANF funds in these locations, the state will block access of TANF transactions on state Electronic Benefit Transaction (EBT) cards at these locations and will maintain records of those cases in which an IPV has occurred.

Recipients who receive TANF assistance have adequate access to using or withdrawing assistance with minimal fees or charges, including opportunity to access assistance with no fee or charges outside of these restrictions. Recipients are provided information on applicable fees and surcharges that apply to electronic fund transactions involving the assistance and such information is made publicly available.

Utah's Administrative Rule R986-200-249 (Access to Assistance) was updated to state "Financial Assistance for FEP and FEPTP is provided through an electronic benefit transfer (EBT) card. The card, instructions on its use and applicable fees will be provided to all clients. A method for obtaining assistance without a fee will be made available. In other circumstances, minimal fees or/or surcharges will apply. Information about obtaining assistance without a fee or surcharge, when fees or surcharges apply, and the amount of the fee or surcharge is available on the Department's website: [jobs.utah.gov](http://jobs.utah.gov)."

DWS informs TANF customers and the public about the new restrictions on the Department's website at [jobs.utah.gov](http://jobs.utah.gov). The change is also posted on "myCase," the online account access site where DWS clients may check the status of their application or case information. The financial assistance application was also updated to include information about the EBT restrictions. A FEP agreement that is signed by the client during an orientation includes a statement about the EBT restrictions. All clients are informed of the restrictions from the time of application and throughout the case management process. The public can view details on the Department's website [jobs.utah.gov](http://jobs.utah.gov) that shares how individuals have access to information regarding adequate access to cash assistance and the ability to use or withdraw assistance with minimal or no fees or charges. Recipients are informed that they may receive cash back at no fee or charge at a retailer when doing a purchase. Recipients may receive one free ATM cash withdrawal per deposit, then \$1.50

each and always free at Chase and Zion's bank ATMs. Other ATMs may charge a surcharge at the owner's discretion. There are two options for recipients to report when they are unable to conveniently access an ATM or POS system. They may call the DWS general questions line at 801-526-9675 to report their experience. The recipient may also file a complaint on our website at [www.jobs.utah.gov](http://www.jobs.utah.gov) under the 'contact us' link. Each report will be reviewed and addressed on an individual case basis.

### ***Y Funds***

Other supportive services may be provided to families participating in the program. This includes supplemental payments given directly to a parent to help reimburse work related expenses.

### ***Child Care***

Child Care may be provided to families participating in the Family Employment Program based on an integrated child care program. This child care program is administered based on the philosophy that all parents are responsible for the choices they make for themselves and their children. Child care assistance is available to families participating in the Family Employment Program to support their participation in approved work activities and to transition families off such assistance. Child care payments will be sufficient to ensure equal access for eligible children to comparable child care services in the State that are provided to children whose parents are not eligible to receive assistance under any other federal or state child care assistance programs.

### ***Time Limit***

- The Family Employment Program began applying a 36-month lifetime limit January 1, 1997 to all families receiving cash assistance from the program with the following three exceptions:
  - Specified relative families where the specified relative is not included in the Family Employment Program cash assistance payment.
  - Families where all parents residing in the home are SSI participants.
  - Adults living in the Indian Country where 50% of the adults are unemployed.

### ***Extensions***

On a month-to-month basis, not to exceed 60 months of assistance, the State may continue to provide cash assistance to a family who has reached its 36-month limit for an additional month if currently employed at least 20 hours per week, and during the previous 2 months, the parent was employed for no less than 20 hours per week.

The State may extend 20 percent of the average monthly number of families receiving Family Employment Program cash assistance beyond the 60-month time limit. Those within the 20 percent who are extended beyond the time limit will still be required to participate in activities leading to employment and will be subject to closure of the cash assistance case for continued non-participation.

Reasons for an extension include:

- The parent is medically (to include domestic violence, physical and mental health conditions) unable to work.

- A young parent under age 19.
- A parent must care for a medically needy dependent family member.
- Resolving domestic violence issues if they are a barrier to employment.
- A parent engaged in education/training and through no fault of their own is not able to complete the training within the 36-month time limit.
- A parent through no fault of their own experiences a delay in delivery of services by DWS, preventing the parent from obtaining employment.
- A parent completes education/training at the end of the 36 months and needs additional time to obtain employment.
- Moved to Utah after exhausting 36 months of assistance since October 1, 1996 and through no fault of their own a delay in delivery of services in the other state resulted in a hardship to the parent, preventing the parent from obtaining employment.
- A parent who has received 36 months of assistance and was employed at least 20 hours a week during the previous 2 months while receiving assistance and continues to be employed no less than 20 hours a month can receive an employment extension not to exceed 24 months.
- A parent currently receiving an extension, who will no longer be eligible for an extension, may be eligible for a one-month extension to look for employment. This extension reason is not available for a parent who is receiving the employment extension or the extension for a parent completing education/ training because they are already eligible for additional time to obtain employment.
- The client is currently participating in the Intergenerational Welfare Dependency Poverty Pilot Program, "Next Generation Kids" and needs additional time to obtain job training and preparation to decrease the risk of his/her children being part of intergenerational welfare dependency. This exception will not be available if the Pilot Program is to end.

At no time will more than 20% of the State's average monthly number of families receiving assistance exceed 5 years of ongoing TANF cash assistance.

A month that a parent received Temporary Assistance for Needy Families in another state will count toward the family's 36-month Family Employment Program time limit, unless that family meets the following exception criteria:

- Specified relative(s) or
- All parents are SSI recipients or
- Adult(s) living on or near a reservation where the unemployment rate is equal to or greater than 50%

Until a national data system is developed that tracks months of assistance in another state, to determine the months of assistance in another state, all applicants will be asked what states they have previously resided in. Based on the information provided by the parent and any other information that may become available, a contact with those states will be made to determine if the applicant received Temporary Assistance for Needy Families

(TANF). If the applicant received TANF, additional information may be required to determine eligibility for an extension.

### ***Activity Review***

A formal problem solving process will occur in the Family Employment Program to resolve any lack of appropriate participation by a parent residing in the household. The purpose of the activity review process is to:

- Encourage participation in appropriate activities to increase family income through employment, SSI or SSDI or child support AND
- Ensure that the individual who is choosing not to participate, has been educated about the consequences of non-participation and has made an *informed* choice about the participation and cooperation requirement AND
- Confirm that case managers and other agency/allied staff have followed a uniform set of procedures, analyzed agency intervention, and utilized appropriate resources to assist individuals in resolving any participation problems AND
- Provide opportunity for the individuals to establish reasonable cause for not participating.

The activity review process focuses on jointly addressing barriers to participation and exploring alternatives to arrive at a mutually agreeable level of participation. If the employment plan was determined appropriate and if a customer is unable to provide reasonable cause or verification of participation in the negotiated activities was not verified, a non-participation sanction will occur and the financial assistance will close. All activity review sanctions will be for one full month. When a customer's financial assistance is closed for activity review, the customer will be required to reapply for financial assistance and do a trial participation period for up to two weeks before the case is opened again.

### ***Employment, Education and Training Services***

Parents eligible for Education and Training Services may receive up to:

1. \$6,000.00 in an Individual Training and Supportive Services Account to finance training.
2. 50% of wages paid to the employer for On the Job Training for a 6-month period.

## **Section 5 - PARENTAL RESPONSIBILITY**

The State strongly believes that both parents have a responsibility to support their children. All parents who are included in the Family Employment Program's assistance filing unit must participate in agreed upon activities leading to increasing their family's income through employment, child support, and in some situations, pursuit of disability payments. The age of a parent does NOT affect the requirement to participate. The State also offers employment related services to unemployed parents not residing in the home so they can meet their ongoing child support obligations.

Except where good cause exists, all parents are required to provide the most complete and accurate information on every absent parent, and to fully cooperate with the Office of Recovery Services (Utah's IV-D agency) so that the family can obtain child support.

Parents have the responsibility to support their minor teen children who are parents as well. Teen parents who have a dependent child in their care MUST reside with their parent(s), stepparent(s), or legal guardian(s) to be eligible for Family Employment Program assistance, where parent's income is deemed. In cases where good cause is approved to live separately from the parents, the teen parent must still reside in a suitable adult-supervised living arrangement to be eligible for Family Employment Program assistance. Teen births affect newborn infants, their young mothers, their fathers, their families, and society. Pregnant teens have higher risks for inadequate prenatal care, incomplete education, single parenthood, and increased poverty for mother and child. In order to address the health, social, economic and educational issues that teenage pregnancy involves, the State has developed collaborative, community based prevention programs which focus on high risk teens, both male and female. Through the formation of these programs, the State will continue to work towards the goal to decrease the teen out of wedlock birth rate.

As part of the initial and ongoing assessment process of determining appropriate participation level for parents, the State will continue to consider domestic violence as one of the possible obstacles that the family needs to resolve in order to become self-supporting. Participation for families who have been affected by domestic violence issues that impede their ability to gain or maintain employment will be tailored to include additional services and treatments so that the domestic violence barrier may be overcome.

## **Section 6 - TRIBES**

All tribal members may apply for assistance from the Family Employment Program if they are not receiving assistance from a tribal assistance plan. Tribal members will be subject to the same eligibility, time limit, and participation requirements as other families receiving assistance from the Family Employment Program. However, if a Tribe elects to continue receiving Navajo Nation's Tribal TANF Program funds, and/or Navajo Nation Program for Self Reliance, to serve the employment and training needs of tribal members living on their tribal lands, these tribal members will be referred to the Tribe for a determination of appropriate participation requirements.

The TANF FEP months received while household families reside on Navajo Nation and Skull Valley Goshute Native American reservations do not count toward the FEP federal and state time limit. The reservation must have an unemployment level of 50% or more, and meet other economic criteria to be exempt from countable FEP month policy. This exemption is not permanent and may change based on the economic conditions of the area.

The State will continue to offer coordination efforts with the Tribes in developing employment focused programs and job opportunities for tribal members.

## **Section 7 – FAMILY STABILIZATION INITIATIVES**

DWS has several initiatives to support TANF purposes 3 and 4 to prevent and reduce out-of-wedlock pregnancies and encourage the formation and maintenance of two-parent families. These include contracted services with local and state governments, private and non-profit agencies and are targeted to assist low-income, at-risk individuals and families throughout the state. Grantee orientation includes training on Utah's statutory rape laws and regulations.

### **Out-of-Wedlock Pregnancy Prevention**

Out-of-Wedlock Pregnancy Prevention TANF funds statewide afterschool program grants to organizations serving youth ages 13 to 18. Programs utilize evidence-based curriculum and practices, as well as project-based learning to provide high quality afterschool programming with a focus on intentional prevention and life skills education, academic support and enrichment program components. In order to implement a balance among prevention and life skills education, academic and enrichment components, programs incorporate college and university tours, field trips to educational venues, recreation and physical activities and arts education activities.

All programs provide prevention and life skills education for male and female students focusing on specific components, including addiction prevention, career exploration, college readiness, healthy interpersonal relationships, healthy lifestyles, high-school drop-out prevention, financial literacy, physical activity and nutrition, pregnancy sexually transmitted infection (STI) prevention, suicide prevention and violence and gang prevention. Grant opportunities include the Afterschool Match Partnership, Afterschool Quality Improvement and Teen Afterschool Prevention grants.

DWS also grants funds to community programs that focus on prevention efforts for out of wedlock pregnancies. These efforts include classes and workshops that teach healthy relationships, risks of pre-marital sexual activity and the consequences for engaging in risky behaviors.

### **Parenting and Relationship Skills**

Parenting and relationship workshops focus on helping individuals build healthy relationships along with learning parenting and relationship skills, communication strategies, premarital, marriage and family counseling and mediation services to maintain or form two-parent families. The three work shop curriculum that are taught are Parenting with Love and Logic, How to Avoid a Jerk or Jerkette, and Premarital Interpersonal Choices and Knowledge or PICK. The workshops are provided in DWS employment centers in each of the nine economic service areas of the state as well as in local community centers.

### **Youth Mentoring**

Programs offering youth mentoring services provide one-on-one or group education and

training to prepare youth with essential life skills to live and participate independently and effectively in the community. Programs focus on mentoring, motivating, and building self-esteem to prepare youth for future training, education and employment. Program materials promote self-esteem, character building, life skills, leadership opportunities, the benefits of employment, career planning, peer support groups, strategies to improve academic and social outcomes, and the importance of High School or GED completion. Program goals include improving academic and social outcomes for participating youth, facilitating the formation of secure, stable relationships, and educational opportunities that are culturally and linguistically responsive to the needs of youth.

### **Financial Responsibility**

TANF funds several programs offering education around financial responsibility strategies including budgeting, credit management, and asset building. Service providers currently partner with DWS to offer these workshops in DWS employment centers as well as in local community centers.

## **Section 8 - ADMINISTRATION**

DWS has the administrative and supervisory responsibility for the Family Employment Program. DWS also has the responsibility to administer most employment education and training services in the State of Utah. The Executive Director of the Department of Workforce Services is a member of the Governor's cabinet.

TANF is state administered and implementation is based within nine Economic Service Areas. Each service area has several Employment Centers that implement programs and services. A Deputy Director of DWS supervises each Service Area Director (SAD).

This plan reflects Utah's current statewide Family Employment Program and Employment and Education and Training Services. Improvements and options in the program will be an ongoing continuous improvement process that will include amendments to this plan.

## **ATTACHMENT A**

### **Statutory Text**

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996, (Public Law 104-193) was signed by the President on August 22, 1996. The following is the statutory language relative to the State TANF plan.

#### **SECTION 402 -- STATE PLAN REQUIREMENTS**

##### **(a)(1) OUTLINE OF FAMILY ASSISTANCE PROGRAM.**

###### **(A) General Provisions - A written document that outline how the State intends to:**

(i) Conduct a program, designed to serve all political subdivisions in the State (not necessarily in a uniform manner), that provides assistance to needy families with (or expecting) children and provides parents with job preparation, work, and supportive services to enable them to leave the program and become self-sufficient.

(ii) Require a parent or caretaker receiving assistance under the program to engage in work once the State determines the parent or caretaker is ready to engage in work, or once the parent or caretaker has received assistance under the program for 24 months, whichever is earlier.

(iii) Ensure that parent and caretakers receiving assistance under the program engage in work activities in accordance with section 407.

(iv) Take steps to restrict the use and disclosure of information about individuals and families receiving assistance.

(v) Establish goals and take action to prevent and reduce the incidence of out-of-wedlock pregnancies, with special emphasis on teenage pregnancies, and establish numerical goals for reducing the illegitimacy rate of the State for calendar years 1996 through 2005.

(vi) Conduct a program that provides education and training on the problem of statutory rape so that teenage pregnancy prevention programs may be expanded in scope to include men.

###### **(B) Special Provisions -**

(i) The document shall indicate whether the State intends to treat families moving into the State from another State differently than other families under the program, and if so, how the State intends to treat such families under the program.

(ii) The document shall indicate whether the State intends to provide assistance under the program to individuals who are not citizens of the United States, and if so, shall include an overview of such assistance.

(iii) The document shall set forth objective criteria for the delivery of benefits and the determination of eligibility and for fair and equitable treatment, including an explanation of how the State will provide opportunities for administrative or appeal process.

(iv) Not later than 1 year after the date of enactment of the Act, unless the chief executive officer of the State opts out of the provision by notifying the Secretary, a State shall, consistent with the exception provided in section 407(e)(2), require a parent or caretaker receiving assistance under the program who, after receiving such assistance for 24 months is not exempt from work requirements and is not engaged in work, as determined under section 404(c), to participate in community service employment, with minimum hours per week and tasks to be determined by the State.

(2) CERTIFICATION THAT THE STATE WILL OPERATE A CHILD SUPPORT ENFORCEMENT PROGRAM - A certification by the chief executive officer of the State that, during the fiscal year, the State will operate a child support enforcement program under the State plan approved under part D.

(3) CERTIFICATION THAT THE STATE WILL OPERATE A FOSTER CARE AND ADOPTION ASSISTANCE PROGRAM - A certification by the chief executive officer of the State that during the fiscal year, the State will operate a foster care and adoption assistance program under the State plan approved under part E, and that the State will take such actions as are necessary to ensure that children receiving assistance under such part are eligible for medical assistance under the State plan under title XIX.

(4) CERTIFICATION OF ADMINISTRATION OF THE PROGRAM - A certification by the chief executive officer of the State specifying which State agency or agencies will administer and supervise the program referred to in paragraph (1) for the fiscal year, which shall include assurance that local governments and private sector organizations:

(A) Have been consulted regarding the plan and design of welfare services in the State so that services are provided in a manner appropriate to local populations; and

(B) Have had at least 45 days to submit comments on the plan and the design of such services.

(5) CERTIFICATION THAT THE STATE WILL PROVIDE INDIANS WITH EQUITABLE ACCESS TO ASSISTANCE - A certification by the chief executive office of the State that, during the fiscal year, the State will provide each member of an Indians tribe, who is domiciled in the State and is not eligible for assistance under a tribal family assistance plan

approved under section 412, with equitable access to assistance under the State program funded under this part attributable to funds provided by the Federal Government.

(6) CERTIFICATION OF STANDARDS AND PROCEDURES TO ENSURE AGAINST PROGRAM FRAUD AND ABUSE - A certification by the chief executive officer of the State that the State has established and is enforcing standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State program, kickbacks, and the use of political patronage.

(7) OPTIONAL CERTIFICATION OF STANDARDS AND PROCEDURES TO ENSURE THAT THE STATE WILL SCREEN FOR AND IDENTIFY DOMESTIC VIOLENCE -

(A) In General - At the option of the State, a certification by the chief executive officer of the State that the State has established and is enforcing standards and procedures to-

(i) Screen and identify individuals receiving assistance under this part with a history of domestic violence while maintaining the confidentiality of such individuals;

**(ii) Refer such individual to counseling and supportive services; and** (iii) waive, pursuant to a determination of good cause, other program requirements such as time limits (for so long as necessary) for individuals receiving assistance, residency requirements, child support cooperation requirements, and family cap provisions, in cases where compliance with such requirements would make it more difficult for individuals receiving assistance under this part to escape domestic violence or unfairly penalize such individuals who are or have been victimized by such violence, or individuals who are at risk of further domestic violence.

(B) PUBLIC AVAILABILITY OF STATE PLAN SUMMARY - The State shall make available to the public a summary of any plan submitted by the State under this section.

## ATTACHMENT B

### Certifications

The State will operate a program to provide Temporary Assistance to Needy Families (TANF) so that the children may be cared for in their own homes or in the homes of relatives; to end dependence of needy parents on government benefits by promoting job preparation, work, and marriage; to prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and encourage the formation and maintenance of two-parent families.

This program is known as the Family Employment Program  
Executive Officer of the State (Name) Governor Gary Herbert  
In administering and operating a program that provides Temporary Assistance for Needy Families with minor children under title IV-A of the Social Security Act, the State will:

1. Specify which State agency or agencies will administer and supervise the program under part A in all political subdivisions of the State:

Department of Workforce Services is the agency responsible for administering the program.

Department of Workforce Services is the agency responsible for supervising the program.

2. Assure that local governments and private sector organizations:
  - (a) Have been consulted regarding the plan and design of welfare services in the State so that services are provided in a manner appropriate to local populations; and
  - (b) Have had at least 45 days to submit comments on the plan and the design of such services.
3. Operate a Child Support Enforcement program under the State plan approved under part D.
4. Operate a Foster Care and Adoption Assistance program in accordance with part E, and certify that the State will take all necessary actions to ensure that children receiving assistance are eligible for medical assistance;
5. Provide each member of an Indian tribe, who is domiciled in the State and is not eligible for assistance under a Tribal Family Assistance plan approved under Section 412, with equitable access to assistance under the State program funded under this part attributable to funds provided by the Federal Government

6. Establish and enforce standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State program, kickbacks, and the use of political patronage.
7. Make available to the public a summary of the State plan; and

**OPTIONAL CERTIFICATION**

[X] The State has established and is enforcing standards and procedures to:

- (1) Screen and identify individuals receiving assistance under this part with a history of domestic violence while maintaining the confidentiality of such individuals;
- (2) Refer such individuals to counseling and supportive services; and
- (3) Waive, pursuant to a determination of good cause, other program requirements such as time limits (for as long as necessary) and individuals receiving assistance, residency requirements, child support cooperation requirements, and family cap provisions, in case where compliance with such requirements would make it more difficult for individuals receiving assistance under this part to escape domestic violence or unfairly penalize such individuals who are or have been victimized by such violence, or individuals who are at risk of further domestic violence.

**CERTIFIED BY THE CHIEF EXECUTIVE OFFICER OF THE STATE:**

11.27.2017  
Date

  
For Governor of Utah

## ATTACHMENT C

### Funding

Section 403(a)(1)(A) provides that each eligible State shall be entitled to receive, a grant in an amount equal to the State family assistance grant as defined in section 403(a)(1)(B). The effective date of this plan amendment is June 9, 2011. The State will spend Maintenance of Effort (MOE) on the Transitional Cash Assistance program and eligible non-citizens not meeting TANF Qualified Alien criteria within five years of entry. MOE may also be claimed as needed for FEP, FEP TP, TCA, Early Intervention Services, Juvenile Justice Services, academic and supportive services for youth development, volunteer programs serving eligible families and children, and LDS Humanitarian Services. Memorandums of Understanding will be in place for each service claimed as MOE during a federal fiscal year if the Department does not administer the program. Other TANF services will combine Federal TANF and State Maintenance of Effort money.

#### **I. Payments to Agency Administering the TANF Program**

Payments for the TANF program will be made to the organization managing the AFDC/JOBS programs as of August 22, 1996, unless the State indicates that the TANF administering agency is changed. If a change is made, describe the name, address and EIN number of the new organization.

#### **II. State Payments for TANF Program**

Section 405 requires that grants be paid to States in quarterly installments, based on State estimates. The State's estimate for each quarter of the fiscal year by percentage is:

For FY 2007 and Further Years-

<u>1st</u> <u>quarter</u>	<u>2nd</u> <u>quarter</u>	<u>3rd</u> <u>quarter</u>	<u>4th</u> <u>quarter</u>
25%	25%	25%	25%