

# MANUAL TRANSMITTAL

## Arkansas Department of Workforce Services

### Division of Employment Assistance

Policy  Form  Policy Directive

Issuance Number: TEA 09-06

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From: Phil Harris, TANF Assistant Director

Expiration Date: Until Superseded

Subj: Revisions to TEA and Work Pays Policy, Arkansas State Plan, and Forms

<b>Pages to be Deleted</b>	<b>Dated</b>	<b>Pages to be Added</b>	<b>Dated</b>
TEA 3000  (Page 99)	6/15/98	TEA 3000  (Pages 1- 3)	11/1/09
TEA 3100 – 3110 TEA 3120 – 3140 TEA 3150 – 3160  (Pages 100 – 103)	11/1/02 6/20/03 6/15/98	TEA 3100 - 3320  (Pages 3 – 16)	11/1/09
TEA 3200 – 3201 TEA 3210 – 3222 TEA 3223 – 3224 TEA 3230 – 3253 TEA 3254 – 3270  (Pages 104 – 110g)	10/1/99 7/1/99 3/15/00 7/1/99 10/1/99	TEA 3400 - 3470  (Pages 16 – 39)	11/1/09
TEA 3300 - 3301 TEA 3310 – 3322 TEA 3330 - 3341 TEA 3350 – 3351  (Pages 111 – 116)	11/1/02 7/1/97 8/18/01 9/07	TEA 3500 - 3520  (Pages 39 – 44)	11/1/09
TEA 3400 – 3410.1 TEA 3415 – 3420 TEA 3420.1 TEA 3422 TEA 3430 - 3435 TEA 3440 TEA 3445 – 3445.1 TEA 3450 - 3454 TEA 3460 – 3462.1 TEA 3463 – 3480.1  (Pages 117 – 128)	6/20/03 1/1/02 7/1/03 9/15/98 2/1/99 1/20/00 9/20/02 11/15/99 6/20/03 7/1/97	TEA 3600 – 3715.5)  (Pages 44 – 76)	11/1/09
TEA 3500 - 3524  (Pages 129 – 131f)	9/07	TEA 3800 - 3830  (Pages 76 – 86)	11/1/09
TEA 3600 - 3610 TEA 3615 – 3621	7/1/00 10/1/00	DELETED	

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TEA 3625 - 3640  (Pages 132a – 132g)	7/1/00		
TEA 3700 - 3740  (Pages 132h – 132k)	6/1/00	DELETED	
TEA 4000 - 4051 TEA 4150 – 4154  (Pages 133 – 134)	7/1/97 7/1/99	TEA 4000 - 4051  (Pages 87 – 88)	11/1/09
TEA 4100 – 4134 TEA 4140 – 4144 TEA 4145 – 4148  (Pages 135 – 150)	7/1/97 8/1/99 7/1/99 7/1/99	TEA 4100 - 4148  (Pages 88 – 95)	11/1/09
TEA 4200 – 4210.5 TEA 4220 TEA 4230 - 4232 TEA 4240  (Pages 151 – 156)	7/1/97 11/1/02 7/1/97 3/15/98	TEA 4200 - 4240  (Pages 95 – 100)	11/1/09
TEA 4300 - 4302  (Pages 157 – 160)	7/1/97	TEA 4300 - 4302  (Pages 100 – 102)	11/1/09
TEA 4400 - 4420 TEA 4421 – 4440  (Pages 161 – 164)	7/1/97 10/15/97	TEA 4400 - 4440  (Pages 102 – 107)	11/1/09
TEA 5000 - 5003  (Pages 165 – 166)	3/1/00	TEA 3200.1, 3300  * (Pages 8, 14-15)	11/1/09
TEA 5100 – 5112 TEA 5113 - 5120 TEA 5130 TEA 5140 – 5145  TEA 5150 TEA 5160 TEA 5161 - 5163  (Pages 167 – 170h)	8/1/02 7/1/97 5/1/02 9/1/04 & 7/1/06 2/15/01 2/1/99 2/1/99	TEA 3600 – 3680.1      * (Pages 61 – 69) DELETED	11/1/09
TEA 6000 - 6010 TEA 6020 – 6020.1 TEA 6030 TEA 6031 – 6031.1 TEA 6032 – 6032.2 TEA 6033 TEA 6034 TEA 6035 (Pages 171 – 178)	7/1/97 7/1/97 7/10/98 7/10/98 3/15/00 2/1/05 2/1/05 2/1/05	TEA 6000 – 6010 TEA 3430.3 – 3430.4, p. 30 TEA 3435.1, pp. 32 - 33 TEA 3435.2, p. 33 TEA 3425.1, p. 26 TEA 3435.3, pp. 26 - 27 DELETED TEA 6035 (Pages 108 – 111)	11/1/09
TEA 7000 - 7009  (Pages 179 – 184)	7/1/977009	TEA 7000 - 7009  (Pages 112 – 115)	11/1/09

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TEA 8000 – 8014 (Pages 185 – 192)	7/1/97	TEA 8000 - 8014 (Pages 116 – 121)	11/1/09
TEA 8100 – 8140 (Pages 193 – 206)	7/1/97	TEA 8100 - 8140 (Pages 121 – 131)	11/1/09
TEA 9000 – 9040 TEA 9041– 9041.3 TEA 9042 – 9043 (Pages 207 – 212)	9/1/98 1/4/99 9/1/98	TEA 9000 – 9043 (Pages 132 – 137)	11/1/09
TEA 9100 – 9103 (Pages 213 -214)	9/1/98	TEA 9100 - 9103 (Pages 137 – 139)	11/1/09
TEA 9200 – 9253.1 (Pages 214 – 221)	9/1/98	TEA 9200 – 9253 (Pages 139 – 145)	11/1/09
Work Pays 10000 (Page 222)	2/2/09	Work Pays 10000 (Page 145)	11/1/09
Work Pays 10100 Work Pays 10101 Work Pays 10102 Work Pays 10103 - 10107 (Pages 222 – 226)	2/2/09 2/2/09 2/2/09 7/1/07	Work Pays 10100 - 10106 (Pages 145 – 149)	11/1/09
Work Pays 10200 – 10230.1 (Page 227)	7/1/07	Work Pays 10200 – 10230.1 (Pages 149 – 150)	11/1/09
Work Pays 10300 Work Pays 10320 Work Pays 10330 (Pages 228 – 231)	7/1/07	Work Pays 10300 Work Pays 10320 – 10320.2 Work Pays 10504 (Pages 150 -152; 154-156)	11/1/09
Work Pays 10400 – 10430 (Pages 231 – 232)	7/1/07	Work Pays 10400, 10430 (Pages 152 – 153)	11/1/09
Work Pays 10500 (Page 233)	7/1/07	Work Pays 10600 - 10600.4 (Pages 156-157)	11/1/09
Work Pays 10600 - 10650 (Pages 234 – 235)	7/1/07	Work Pays 10700 – 10750) (Pages 157 – 158)	11/1/09
Work Pays 10700 (Pages 235 - 236)	7/1/07	DELETED	11/1/09
Work Pays 10800 (Page 236)	7/1/07	Work Pays 10800 (Page 158)	11/1/09
Work Pays 10900 (Page 236)	7/1/07	Work Pays 10900 (Page 159)	11/1/09

## **SUMMARY OF CHANGES TO TEA AND WORK PAYS POLICY**

Throughout the entire manual, the following references were changed:

- (1) TEA policy numbers were updated due to reorganization and renumbering of policy sections;
- (2) References to Department of Workforce Education were changed to Department of Career Education
- (3) References to Vocational Education were change to Career and Technical Education
- (4) References to individual, client, person, etc. were changed to “participant”;
- (5) References to case manager were changed to “DWS Workforce Specialist”;
- (6) References to county administrator were changed to either “local office manager” or “local office manager or designee”.
- (7) References to county office were changed to “local office”, as appropriate.
- (8) References to DCO/DHS forms were changed to reflect the names/numbers of TEA forms.

In addition to the revisions described above, other revisions include:

### **TEA POLICY 3000 (Case Management and Employment Services)**

- **Section 3000, Case Management and Employment Services** – New language added to define case management and list its primary activities. Sentence structure was revised in the sections describing the intent and focus of the program. Under the subheading of “Time Limits” the term “work eligible individual” was defined and redundant information concerning age of minors was deleted.
  - **3001.1, Time Limit** - formerly 4140; reworded language to place policy references in sequential order
- **Section 3100, Employability Assessment (EA)**– New language was added to identify KeyTrain<sup>®</sup> as an optional assessment tool; subheadings were numbered as follows:
  - **3100.1, Scheduling the EA after Approval** (formerly 3110) – Worker must use TEA-1405, Appointment Notice; corrected grammar.
  - **3100.2, Conducting the EA** (formerly 3140) – Worker must provide PUB-389, TEA Supportive Services, to participant and have the participant acknowledge receipt by signature. Grammar corrected and text reworded to simplify meaning.
  - **3100.3, Developing the Employment Plan** (formerly 3150) – Added language to identify the two available versions – paper and electronic
  - **3100.4, Scheduling/Rescheduling the Assessment**(formerly 3120)– Section was renamed and procedures added to direct DWS staff to complete paperwork to schedule/reschedule an assessment
  - **3100.5, Assessment** – New section added to policy in order to discuss the duties of the participant and DWS staff during the appointment
  - **3100.7, Contingency Plan** (formerly 3270, Emergency Intervention Services) – Section renamed and additional emergency resources listed.
  - **3155, Modified Employment Plan** – Deleted from manual; this type of plan no longer used
- **Section 3200, Employment Plan Update** (formerly 3160)
  - **3200.1, Periodic Review of Time Limited Cases** - Language taken from section 4101.1, Time Limited Cases; reference to WISE system added.
- **Section 3210, Staffings** - Language taken from section 4142, Time Limit Case Closure Review; references to ACES system deleted
  - **3210.1, Local Office Review Team Composition** – Language taken from section 4143, Review Team Composition
- **Section 3215, Time Limit Extensions** – New policy and procedure on extension of time limits
- **Section 3220, Case Reviews at Six and Twelve Months** – Language taken from section 4144, Case Reviews at Six and Twelve Months; Added procedure for DWS staff to complete Case Management Staffing Form, TEA-197

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- **Section 3230, Eighteen Month Review** – Language taken from section 4145; Added procedure for DWS staff to complete TEA-197, Case Management Staffing Documentation
- **Section 3240, Twenty-two Month Review** – Language taken from section 4146; Added procedure for DWS staff to complete TEA-197
- **Section 3250, Extension Expires** – Language taken from section 4147
- **Section 3260 – 3260.2, General Staffing Information** – New policy discussing staffing of cases based on state and federal time limits per TEA Policy Directive 02-03
  - **3260.1, Case Staffings at 42, 48, and 54 Months** – NEW policy; form name updated
  - **3260.2, Case Staffing at 58 Months** - NEW policy; form names updated
- **3270, Making the Hardship Extension Decision** – NEW policy per TEA Policy Directive 02-03
- **Section 3280 – 3280.3, Local Area Panel Decision to Extend Past the 60<sup>th</sup> Month Time Limit** – NEW policy per TEA Policy Directive 02-03
  - **3280.1, State Level Review and Approval** – NEW policy
  - **3280.2, Local Area Panel’s Decision to Close the Case** – NEW policy
  - **3280.3, Extended Time Limit Supportive Services** – NEW policy
- **Section 3290, Changes Occurring During the Extension Period** – NEW policy per TEA Policy Directive 02-03
- **Section 3300, Termination of Cash Assistance** (formerly 5000) – Added bullets 5 and 6 by incorporating former sections 5002-5003
- **Section 3310, Monitoring Successful Employment Outcomes** (formerly 3260) – Added instructions for DWS staff to inform TEA participants about Work Pays program if the participant is within 6 months of TEA case closure
- **Section 3320, Employment Follow-ups** (formerly 5161)
- **Section 3400, Engaging the Client in Work Activities** - formerly 3200 and 3201
  - **3401.1, Work Activity Requirements – Minimum Hours** (formerly 3201) – Added introductory paragraph
  - **3401.2, Single Parent Cases** (formerly 3201) – Provided additional detail concerning minimum required hours in core and noncore work activities
  - **3401.3, Two Parent Cases** (formerly 3201) - Provided additional detail concerning minimum required hours in core and noncore work activities; provided definition of “job ready person”
- **Section 3405 - 3405.3, Work Participation Exemptions/Deferrals** – Language taken from section 2430; deleted reference to ACES system; moved text from 3405.3 to 3405.2 to provided additional explanation on deferral reason #1 (disability); Per TEA Policy Directive 04-03
  - **3405.4, Medical Review Team (MRT) Referral Process** – NEW procedure
  - **3405.5, Holidays** – NEW policy based on federal regulations
  - **3406.6, Excused Absences** – NEW policy based on federal regulations
- **Section 3410, Allowable Work Activities** (formerly 3210) – Added a discussion to define “daily supervision”; update the list of allowable work activities as defined by the federal government; and define core and noncore activities.
- **Section 3415, Unsubsidized Employment** (formerly 3220, 3221) – Deleted text previously found under section 3220 “Employment”; added text to define unsubsidized employment and list verification requirements
  - **3415.1, College Work Study** (formerly 3221.1) – Added verification requirements
  - **3415.2, Self-employment** (formerly 3223); **Deleted sections 3223 thru 3223.2** dealing with microenterprise/self-employment; replaced the section with new policy and example
- **Section 3420, Subsidized Employment** (formerly 3222) – Updated the definition of subsidized employment and changed point of contact for information concerning contracts to the TANF Policy Unit
- **Section 3425, On-the-job Training (OJT)**, (formerly 3224) – Updated the definition of OJT and procedure for setting up OJT worksites

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- **3425.1, OJT Worksite development** – formerly 6032
- **3425.2, Approval Process/Procedures** – formerly 6032.1
- **3425.3, Monitoring and Employer Billing/Reimbursement for OJT** (formerly 6032.2) – Added new procedure concerning documentation/verification; updated billing procedure to require use of the TEA-87, Billing and Routing Sheet
- **Sections 3430 -3430.2, Job Search and Job Readiness** – NEW policy and procedure
  - **DELETED 3230 (Group Job Search), 3231 (Job Club), and 3232 (Assisted Job Search)**, as these activities no longer exist
  - **3430.3, Job Orders and Referrals** - formerly 6020
  - **3430.4, Job Bank** - formerly 6020.1
- **Section 3435, Work Experience** (formerly 3240) – Revised section to include updated definition and remove the word “training” according to federal regulations; to identify single and two-parent household requirements; to provide a list activities and skills; and to update procedures for documenting and verifying participation
  - **3435.1, Work Experience Site Development** - formerly 6031; Grammar corrections
  - **3435.2, Monitoring Work Experience Sites** – formerly 6031.1
  - **3435.3, Injuries at the Work Experience Worksite** – formerly 6033
- **Section 3440, Community Service** (formerly 3245) – Added detailed discussion including an updated definition, supervision and verification requirements, and examples of activities that may and may not fall under the definition of community service
- **Section 3445, Career and Technical Education** – NEW policy and procedures written to replace previous sections on basic and vocational education; new policy reflects name change, updated definition, a list of educational and training activities that may fall under this definition, a discussion on calculation participation hours, and procedure on documenting/verifying participation.
  - **Section 3251, Basic Education** – DELETED
  - **Section 3252 thru 3252.2, Vocational Education** - DELETED
- **Section 3450, Providing Childcare Services** – NEW policy and procedure
- **Section 3455, Education Directly Related to Employment** – NEW policy and procedure
- **Section 3460, Job Skills Training** – NEW policy and procedure defines job skills training, provides a list of activities that fall under the updated definition, and discusses documentation/verification procedures.
  - **DELETED 3254, Job Skills Training**
- **Section 3470, Attendance at Secondary School** – NEW policy and procedure
- **Section 3500, Minor Parent Participation Requirements** – formerly 3300
  - **3500.1, Minor Parent Deferrals** – formerly 3301
  - **3500.2, Assessment** – formerly 3310
  - **3500.3, Employment/Education Plan** - formerly 3320
  - **3500.4, Family Planning Referral** – formerly 3321
  - **3500.5, Minor Parent Referrals to Other Agencies** – formerly 3322
  - **3500.6, Minor Parent Activities** - formerly 3330
- **Section 3510, Minor Parents Supportive Services** (formerly 3340) – Made a clarification to policy concerning which supportive services are available to minor parents
  - **3510.1. Minor Parent Child Care Case Management** - formerly 3341
- **Section 3520, 3520.1 Minor Parent Non Compliance** - formerly 3350, 3351
- **Section 3600, Work Activity Supportive Services** - formerly 3400 and 3440
- **Section 3605, Transportation** – NEW introduction
  - **3605.1, Participant Reimbursement** (formerly 3410) – Section was rearranged and given a subheading. In addition, new policy and procedures discuss process for approving a reimbursement if it exceeds the established limit. New examples also provided.
  - **3605.2, Provider Reimbursement** (formerly 3410) – Section was rearranged and given a subheading. Previous policy on provider service authorization and use of the TEA-187

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for billing were deleted, as new forms were developed in discussed in other sections of policy. New policy incorporated to discuss requirements for setting up individuals as providers.

- **3605.3, Exceptions to Transportation Maximums or Limits** - formerly 3410.1
- **Section 3610, Vehicle Down Payment Assistance** - formerly 3415
  - **3610.1, General Requirements** (formerly 3415.1) – Added a clarification that a participant who fails to use the maximum vehicle down payment assistance amount cannot the remaining balance at a later date
  - **3610.2, Participant Requirements** (formerly 3415.2) – New policy and procedure added to discuss the pre-approval process and budget requirements
  - **3610.3 , Employed 60 Day Exception** - formerly 3415.2
  - **3410.4, Vendor Requirements** (formerly 3415.3) -
- **Section 3615, Sales Tax Assistance** – NEW policy and procedure
- **Section 3620, Vehicle Tags Assistance** – NEW policy and procedure
- **Section 3625, Insurance Assistance** – NEW policy and procedure
- **Section 3630, Vehicle Repair Assistance** – formerly 3416
  - **3630.1, Client Requirements** – formerly 3416.1
  - **3630.2, Vendor Requirements** (3416.2) – Added procedures for DWS staff and providers to follow once vehicle repair has been approved
- **Section 3635, Activity Related Expenses** (formerly 3420) – New policy and procedures were added describing: how to determine if a participant is eligible for assistance; the preapproval process for reimbursements that exceed the reimbursement limit; the types of expenses that may be reimbursed; the use of state funds for medical expenses not covered by Medicaid.
- **Section 3640, Emergency Assistance** (formerly 3420.1) – Section was given a new title. In addition, a new procedure was added concerning calculating a budget and examples of emergencies provided.
- **Section 3645, Educational Expenses** (formerly 3422) – New policy added to clarify which educational expenses may be reimbursed, as well as procedures for preapproval of expenses that outline the responsibilities of DWS staff and the participant.
- **Section 3650, Relocation Assistance** - formerly 3480
  - **DELETED section 3480.1, Authorizing Relocation Assistance**
- **Section 3655, Child Care Assistance** - formerly 3450
  - **3655.1, Guidelines for Payment of Child Care Services** ( formerly 3452) – Deleted reference to KIDS system (obsolete) as well as reference to paperwork provider must file with DHS Administration Services
  - **3655.2, Notifying the Provider When Services are Changing/Terminated** – formerly 3453
  - **3655.3, Deobligation of Certificate** – formerly 3454
- **Section 3660, Extended Support Services (ESS),** formerly 5100 –
  - **3660.1, ESS Child Care** – formerly 5110
  - **3660.2, Minimum Hours of Work Requirement** (formerly 5110.1) – Deleted requirement to increase work hours to 32 hrs/week by third year
  - **3660.3, Verification of Hours of Employment and Income** (formerly 5110.2) – Clarified this is done by DWS offices that key their own child care
  - **3660.4, Sliding Fee Scale** – formerly 5111
  - **3660.5, Participant’s Responsibility to Pay ESS Fees** - formerly 5112
  - **3660.6, When Participant Fails to Pay Required Fees** – formerly 5113
  - **3660.7, Notifying Provider when Services Changing/Terminating** - formerly 5114
  - **3660.8, Notifying Provider when Participant’s Share of Fees Changes** – formerly 5115
  - **3660.9, Deobligation of Certificate** - formerly 5116
- **Section 3665** (formerly 5120) - Renamed **ESS Medicaid**

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- **Section 3670, Employment Bonus** - formerly 5130
- **Section 3675, Transportation Bonus** - formerly 5140, “Extended Support Services – Transportation Bonus”
  - **3675.1, ESS Employment Bonus and Transportation Examples** – formerly 5145
- **Section 3680, ESS Job Retention** (formerly 5150) – New procedure on approval of requests that exceed current dollar limit
  - **3680.1, Extended Case Management Services** (formerly 5160)
- **Section 3690, Individual Development Account (IDA)**, (formerly 3445) – Included Act 252 of 2007
  - **3690.1, Emergency Withdrawals** – formerly 3445.1
- **Section 3700, Provider Eligibility Guidelines for Non Child Care Providers** (formerly 3460) – Added the requirement for IRS Letter 147C
  - **3700.1, Tea Provider Agreements** – formerly 3461
  - **3700.2, Tea Provider Agreement** (formerly 3461.1) - Added requirement that copy of provider agreement must be sent to TANF contracts unit, a copy filed in the case record, and a copy given to the provider
  - **3700.3, Memorandum of Agreement to Provide Transportation Services for TEA Clients** (formerly 3461.2) – Added new procedure to send copy of the agreement to the TANF Contracts Unit and retain a copy for the file.
  - **3700.4, TEA Vehicle Vendor Agreement** - formerly 3461.3
  - **3700.5, Employer Identification Number (EIN)** – formerly 3462
  - **3700.6, Social Security Number (SSN)** – formerly 3462.1
  - **3700.7, Request for Tax Identification Number and W-9** – formerly 3463
  - **3700.8, Provider Fails to Meet Eligibility** – formerly 3464
- **Section 3710, Services Not Paid by TEA** – formerly 3465
- **Section 3715 thru 3715.4, Authorizing Supportive Services** (formerly 3466) – Deleted reference to obsolete DHS Gold system
  - **3715.1, Provider Service Authorization** (formerly 3466.1) – Deleted reference to TEA forms manual
  - **3715.2, Beginning Date of Non Child Care Services** – formerly 3466.2
  - **3715.3, Utilizing the Provider Agreement/Amendment Sheet** – formerly 3466.3
  - **3715.4, Payments/Reimbursements** (formerly 3466.4) – Added requirement to complete TEA-1430 for transportation reimbursement
  - **3715.5, Use of Wise System** – formerly 3470
- **Section 3800, Employment Services – Non Compliance** (formerly 3500)
  - **3800.1, Defining Failure to Comply** – formerly 3501
  - **3800.2, Good Cause** – formerly 3510
  - **3800.3, Determining Good Cause** - formerly 3511
- **Section 3805, Non-Compliance Sanction** - formerly 3520; revised examples
  - **3805.1, Participant Becomes Compliant** (formerly 3521) - New examples added
  - **3805.2, Participant Does Not Comply** – formerly 3521
  - **3805.3, Home Visits** (formerly 3522 ) – Clarified procedure for 30 days after suspension of benefits
  - **3805.4, Lifting the Sanction** (formerly 3523)
- **Section 3810, Reapplication after Closure** (formerly 3524)
- **Section 3815, Cooperation with Quality Assurance** – Language taken from 4154
- **Section 3820, Failure to Comply With Non-Work Related Aspects of the PRA** –Copied from 4150
  - **3820.1, Child Support** – Copied from 4151
  - **3820.2, Lifting the Child Support Sanction** – Copied from 4151; terminology updated
- **Section 3825, School Attendance** – Copied from 4152
- **Section 3830, Immunizations** – Copied from 4153

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- **3830.1, Exemptions Due to Religious Beliefs or Medical Problems** – Copied from 4153.1
- **Section 3600, Welfare to Work Grant Program** – DELETED; obsolete program
- **Section 3700, Arkansas Rehabilitation Service Referrals** – DELETED; no contract

**TEA POLICY 5000 (Termination of Cash Assistance)**

THIS ENTIRE SECTION WAS DELETED IN ITS ENTIRETY.

- **Section 5000, Termination of Cash Assistance** – Moved to section 3300, Termination of Cash Assistance
- **Section 5001, Time Limit** – Moved to section 3200.1, Periodic Review of Time Limited Cases; language concerning DCO-177 deleted
- **Section 5002, Intentional Program Violations (IPV)** – Moved to 3300, #5
- **Section 5003, Earnings Related**– Moved to 3300, #6
- **Section 5100, Extended Support Services (ESS)** – Moved to 3660
- **Section 5110, ESS Child Care**– Moved to 3660.1
- **Section 5110.1, Minimum Hours of Work Requirement**– Moved to 3660.2
- **Section 5110.2, Verification of Hours of Employment and Income**– Moved to 3660.3
- **Section 5111, The Sliding Fee Scale**– Moved to 3660.4
- **Section 5112, Participant’s Responsibility to Pay ESS Fees to Provider** - Moved to 3660.5
- **Section 5113, When the Participant Fails to Pay Required Fees** - Moved to 3660.6
- **Section 5114, Notifying Provider When Services are Changing/Terminated** Moved to 3660.7
- **Section 5115, Notifying Provider when Participant’s Share of Fee Changes** Moved to 3660.8
- **Section 5116, Deobligation of Certificate** - Moved to 3660.9
- **Section 5120, Medicaid** - Moved to 3665 and renamed ESS Medicaid
- **Section 5130, Employment Bonus** - Moved to 3670
- **Section 5140, ESS-Transportation** - Moved to 3675 and renamed Transportation Bonus
- **Section 5145ESS Employment Bonus and Transportation Examples** - Moved to 3675.1
- **Section 5150, ESS (Job Retention)** - Moved to 3680
- **Section 5160, Extended Case Management Services** - Moved to 3680.1
- **Section 5161, Employment Follow-ups** - DELETED
- **Section 5162, Counseling/Coaching Services** - DELTED
- **Section 5163, Other Services** - DELETED

**TEA POLICY 6000 (Marketing) –**

- **Section 6020 thru 6020.1, Job Orders and Referrals** - Moved to 3430.3 thru 3430.4
- **Section 6030, Training and Work Site Development** – Moved to 3435.1
- **Section 6031 thru 6031.1, Work Experience Training Site Development** – Moved to 3435.2
- **Section 6032 thru 6032.2, OJT Worksite Development** – Moved to 3425.1
- **Section 6033, Injuries at the Work Experience Jobsite** – Moved to 3435.3
- **Section 6034** – Blank policy section was deleted.
- **Section 6035, Work Opportunity Tax Credit** - Updated laws and deleted references to the obsolete Welfare to Work Credit. Updated the requirements for veterans, individuals with vocational rehabilitation referrals, and summer youth to qualify for the Work Opportunity Tax Credit

**TEA POLICY 7000**

References to DHS staff, offices, and procedures were revised as described in the section above, entitled “Overview”.

**WORK PAYS POLICY 10000 (Work Pays)**

- **Section 10100, Work Pays Eligibility Requirements** – Updated Federal Poverty Level (FPL) income limits and eligibility requirements to include SSI and family cap children

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- **Section 10102, Determining Initial Eligibility** – Initial requirements updated to reflect information needed for a participant to be eligible for Work Pays and verification procedures for DWS staff; subheadings given numbers 10102.1 thru 10102.4; minimum weekly work participation hours for single-parent and two-parent households described; and example provided.
- **Section 10105, Payment** – Renumbered to 10500 thru 10503
- **Section 10106, Reevaluation** – Deleted
- **Section 10106, Case Closure** (formerly 10107) – Revised to incorporate case closure information from previously duplicate case closure section #10700
- **Section 10300, Work Verification** – Policy section was renamed; eligibility information updated to include minimum weekly participation hours for all households; revised procedure for determining substantial changes in income; and verification procedures updated to reflect FPL requirements.
- **Section 10310, Career Advancement Plan** – formerly section 10420
- **Section 10320 thru 10320.2, Allowable Work Activities** – List of allowable work activities was updated and a reference to TEA policy that defined each activity included
- **Section 10330, Payment Process** – Renumbered to 10504
- **Section 10400, Job Retention and Advancement** – moved section to follow immediately behind section 10310
- **Section 10420, Career Advancement Plan** – moved; now section 10310
- **Section 10430, Supportive Services** – A list of supportive services for which Work Pays clients are eligible was added.
- **Section 10500, Payment** (formerly 10105)
- **Section 10501, Amount** (formerly 10105)
- **Section 10502, Authorization** (formerly 10105)
- **Section 10503, Extract** (formerly 10105)
- **Section 10504, Payment Process** (formerly 10330) – Deleted text concerning extracts as this is covered in other sections. Deleted text concerning Food Stamps and Medicaid, which are DHS services.
- **Section 10600, Work Pays Bonus** (formerly 10500) – Section numbers 10600.1 thru 10600.4 given to subheadings, which were previously un-numbered
- **Section 10700, Noncompliance** – formerly 10600; added a reference to 50% sanction
- **Section 10710, Compliance with Child Support Enforcement** – formerly 10610
- **Section 10720, Good Cause for Work Non-Compliance** – formerly 10620
- **Section 10730, Determining Good Cause for Work Non-Compliance** – formerly 10630
- **Section 10740, Non-Compliance Sanction** – formerly 10640
- **Section 10750, Lifting the Sanction** – formerly 10650

## APPENDICES

B: 150% and 185% Federal Poverty Limit (FPL) Charts

C: Voucher Client Fee Chart

## SUMMARY OF CHANGES TO ARKANSAS STATE PLAN

The Arkansas State Plan was revised to:

- (1) Make the plan consistent with Arkansas Act 252 of 2007 that transferred case management functions to the Department of Workforce Services (DWS);
- (2) Make the plan consistent with Federal Final Rules dated 2/5/2008;
- (3) Reflect updated DWS terminology; and
- (4) Reorganize and reformat the Table of Contents as well as Sections 3, 4, and 6;
  - a. Section 3 revised to incorporate Arkansas' Family Violence Option (FVO)
  - b. Section 4 revised to reflect federal updates to allowable work activities
  - c. Section 6 revised to number subheadings

**SUMMARY OF CHANGES TO FORMS**

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**DELETE**

DWS/TEA-1  
DWS/TEA-65  
DWS/TEA-175  
DWS/TEA-176  
DWS/TEA-177  
DWS/TEA-178  
DWS/TEA-181  
DWS/TEA-187  
DWS/TEA-188  
DWS/TEA-196  
DWS/TEA-197  
DWS/TEA-198  
DWS/TEA-1400  
DWS/TEA-1402  
DWS/TEA-1404  
DWS/TEA-1405  
DWS/TEA-1406  
DWS/TEA-1407  
DWS/TEA-1408  
DWS/TEA-1409  
DWS/TEA-1410  
DWS/TEA-1411  
DWS/TEA-1412  
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DWS/TEA-1416  
DWS/TEA-1420  
DWS/TEA-1421  
DWS/TEA-1422  
DWS/TEA-1427  
DWS/TEA-1429  
DWS/TEA-1430  
DWS/TEA-1431  
DWS/TEA-1432  
DWS/TEA-1433  
DWS/TEA-1437  
DWS/TEA-1446

**REPLACE WITH**

TEA-1 (11/1/09)  
TEA-65 (11/1/09)  
TEA-175 (11/1/09)  
TEA-176 (11/1/09)  
TEA-177 (11/1/09)  
TEA-178 (11/1/09)  
TEA-181 (11/1/09)  
TEA-187 (11/1/09)  
TEA-188 (11/1/09)  
TEA-196 (11/1/09)  
TEA-197 (11/1/09)  
TEA-198 (11/1/09)  
TEA-1400 (11/1/09)  
TEA-1402 (11/1/09)  
TEA-1404 (11/1/09)  
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TEA-1431 (11/1/09)  
TEA-1432 (11/1/09)  
TEA-1433 (11/1/09)  
TEA-1437 (11/1/09)  
TEA-1446 (11/1/09)

**NEW:**

TEA-1500 (11/1/09)  
TEA-3350 (11/1/09)

MANUAL TRANSMITTAL

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