

## TANF Policy 2 - Minimum Standard of Contact

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Depending on the Participant's activity, the following contact frequencies are required. All client contact must be documented in the Participant's file under case notes. Corrective Action may be applied at DOL discretion if minimum standard of contact is not met and documented within case notes.

If the client is no longer receiving a benefit and loss of contact occurs, dis-enroll the client and stop supportive services.

<b>Participant Activity</b>	<b>Minimum required contact</b>
Unsubsidized Employment Vocational Educational Training (VET) Job Skills Training (directly related to Employment) Education (directly related to employment) GED program	Weekly contact via phone and 1 monthly in-person or face-to-face contact
Subsidized Employment On the Job Training (OJT) Work Experience (WEX)	weekly in-person contact
Job Search / Job Readiness (JSJR)	Client must attend daily activities at E&T Provider & must start or end their day at the Provider site
Child Care for an individual participating in a community service program	Client must attend 10 hours of in-house activities each week