

TANF Policy 15 – Required File Structure

Participant files maintained by TANF Works Providers will be composed of 6 Tabs as follows:

1. Case Notes
2. Assessment/ISS
3. Unique Program information/forms
4. Participation Documentation: Documentation should include Payment Point Verification Forms (different color paper), supported by Work Experience Agreements and timesheets, Employment or Training Verifications and timesheets, Bridge Timesheets, JSJR Timesheets and other documentation of Participation. Class curriculum is not needed to document participation.
5. Referral/Outreach/Sanction information
6. Incentives/Direct Benefits

A modification of this policy may be allowed in situations where a Provider maintains records in an electronic format and when a specific agreement is established in writing. Approval will be accomplished consistent with the modification clause found in contract provisions.

Provider files will be audited according to TANF Policy 21 – Audits & File reviews