
TANF Policy 31 – Two Parent Families

Clients who are part of a two parent family must meet their required hours as a unit. Sanctions should only be requested when the family as a whole is not meeting their required hours.

For data entry, each case in DJL will remain open until the family is sanctioned and closed. Actual hours of participation should be entered in DJL Internet Reporting Site and Assist Worker Web (AWW) for both clients (**this would include entering 0 hours for the one parent when the other parent decides to complete all of the hours for the family**).

Both parents must attend the service orientation for TANF Works.

For payment purposes, two parent families will be treated as individuals.

When both parents participate:

1. Contractors will receive payment for both clients when the following is met for the period specified in the contract:

Required Hours: 40

Both Parents complete 20 hours a week.

Data Entry Example for 40 hour requirement:

Parent 1	DJL	AWW
Vocational Education	20	20

Parent 2	DJL	AWW
Unsubsidized Employment	20	20

Since the required hours are 40 each parent must complete a minimum of 20 hours with the additional 10 hours being entered in “Other” in DJL Internet Reporting Site.

2. Contractors will receive one payment for a family when one parent works more than 20 hours, the second parent works less than 20 hours yet the total combination of participation hours meets the required hours for the period specified in the contract;.

Data Entry example for 40 hour requirement:

Parent 1	DJL	AWW
Vocational Education	21	21

Parent 2	DJL	AWW
Unsubsidized Employment	19	19

If required hours are 40, the one parent who completes at least 20 hours would have an additional 10 hours entered in “Other” in DJL

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When one parent participants

3. Contractors will receive payment for any parent that achieves 30 hours of participation for the period specified in the contract regardless of whether the family as a whole meets participation. Only hours entered prior to the case close in DJL will count for payment. The case close and sanction request date will be the same date.

Parent 1	DJL	AWW
Vocational Education	30	30

General Rules:

If one parent opts to do all the hours, the contractor is never entitled to more than one payment. If in mid-stream the parents decide to switch who is completing all the hours, the individual taking over the hours would have to successfully complete a 4 week period in order to be eligible for payment.

In situations where one parent does not attend either orientation, a full family sanction will be requested.

The two week pre-participation period is not met until both parents have attended an orientation at the Employment & Training provider.

Incentives should only be issued to those individuals who are meeting individual participation (20 hours per parent or 30 hours for one parent)