

# TANF E&T Manual Referral Request Template

Updated 5/2019

In the email subject line, enter: TANF E&T Manual Referral

In the body of the email, include the following:

- Client Name:
- Case Number:
- MCI Number:
- Client Address:
- Client Phone Number:
- Help Desk Ticket Number:
- Comments:

Place an "X" next to the referral type:	
<input type="checkbox"/>	Pre-Confirmation
<input type="checkbox"/>	Open TANF
<input type="checkbox"/>	Cure Sanction
<input type="checkbox"/>	DCSS
<input type="checkbox"/>	TANF-Like

Place an "X" next to the E&T vendor where the client will be served:	
Business Interface	Career Team
<p>Serves the following DSS sites:</p> <ul style="list-style-type: none"> <li>• Appoquinimink State Service Center 19706, 19709, 19730, 19731, 19733, 19734</li> <li>• Blue Hen Corporate Center Last names A-Q in the following zip codes: 19901, 19903, 19904, 19934, 19936, 19938, 19943, 19946, 19952, 19953, 19955, 19961, 19962, 19964, 19977, 19979, 19980</li> <li>• Claymont State Service Center 19703, 19710, 19732, 19735, 19803, 19810</li> <li>• DeLaWarr State Service Center 19720 N. of I-295, 19801 S. of Christina River</li> <li>• Northeast State Service Center 19801 (E. of Market St. and above Christiana River), 19802, 19809</li> <li>• Porter State Service Center 19801 (W. of Market St. and above Christiana River), 19899</li> <li>• Pyle State Service Center 19930, 19939, 19944, 19945, 19967, 19970, 19975</li> <li>• Smyrna State Service Center 19936, 19938, 19955, 19977</li> <li>• T. Adams Jr. State Service Center 19947, 19951, 19958, 19966, 19968, 19969, 19971</li> </ul>	<p>Serves the following DSS sites:</p> <ul style="list-style-type: none"> <li>• Bridgeville State Service Center 19933</li> <li>• Canby Park Office 19805, 19806, 19807</li> <li>• Churchman's Corporate Center 19720, 19850</li> <li>• Hudson State Service Center 19702, 19707, 19711, 19714, 19716, 19717, 19736, 19808</li> <li>• Laurel State Service Center 19931, 19940, 19956</li> <li>• Milford Annex 19941, 19950, 19954, 19960, 19963</li> <li>• Robscott Office 19712, 19715, 19708, 19713, 19808, 19804, 19806</li> <li>• Shipley State Service Center 19973</li> <li>• Williams State Service Center Last names R-Z in the following zip codes: 19901, 19903, 19904, 19934, 19936, 19938, 19943, 19946, 19952, 19953, 19955, 19961, 19962, 19964, 19977, 19979, 19980</li> </ul>
<b>Jewish Family Services (Refugee)</b>	<b>TWP (Medically Exempt)</b>