



Memo

To: Career Advancement Program Partners
Refugee Center Partners providing Career Advancement Program Services

From: SFW Adult Programs

Date: October 9, 2007

Re: Two Parent Family Work Registration - Changes

PURPOSE

To inform Service Partners of the change in the Department of Children and Families (DCF) up-front work registration requirements for two-parent TCA households.

BACKGROUND:

Policy and statutes require applicants applying for TCA to work register with the Welfare Transition Program (WTP) as a part of eligibility determination for cash assistance. For work registration purposes, the DCF previously defined an applicant as the individual who submits the signed and dated application for assistance i.e. the head-of-household. The DCF contends that this has resulted in the non-referral of the other adult mandatory household member for up-front work registration.

Effective November 1, 2007, the DCF will implement a new policy to refer both individuals in a two-parent family for up-front work registration prior to the approval of TCA benefits. Verification of completion of work registration for both parents is required under this new policy.

REFERENCE:

Policy Change - Work Registration Referral on Two-Parent TCA Cases

ACTION REQUIRED:

Verification of completion of work registration for both parents is required prior to the approval of TCA benefits.