C. Case Management

1. Initial assessment

All TANF applicants begin in the Pre-TANF Program for the initial screening of strengths, needs and barriers. To complete the initial assessment process:

- Identify why the family is applying for benefits;
- Determine if the applicant has any issues regarding domestic violence, alcohol and drugs (A&D), mental health (MH), learning disabilities, physical health or family stability;
- Help the applicant clarify which benefits and self-sufficiency services the family needs immediately;
- Determine if the family is presumed eligible for TANF and TANF-related medical assistance;
- Explain the Pre-TANF Program intent, activities, expectations, screening process, case management and availability of support service payments;
- Determine if family members are potentially able to seek employment and meet basic needs without opening a TANF grant;
- Determine if family members are able to benefit from participation in the Pre-TANF Program;
- Mutually identify activities for an initial case plan, if a case plan is appropriate.

After the initial screening, engage the applicant in the Pre-TANF Program if they could benefit from participation. Open the TANF case after the initial assessment process if they are eligible for TANF and deemed unlikely to benefit from the Pre-TANF Program, or if there are no JOBS-eligible adults in the household.

SEE SECTION B OF THE CASE MANAGEMENT CHAPTER (CM B) FOR MORE INFORMATION ON INITIAL ASSESSMENT PROCESS.

Specific Requirements; Pre-TANF Program Rule

461-135-0475 — Specific Requirements; Pre-TANF Program
2. **Pre-TANF Program case plans**

   Begin the Pre-TANF Program the date applicants are assigned activities on their initial Personal Development Plan (PDP)/case plan. Help the family develop goals and identify strengths and available resources that can be used to accomplish their goals.

   For many applicants, employment is the first and most important resource. After assessing the employability of the applicant, mutually develop a case plan for participation in the employment preparation or self-sufficiency services. This may include a labor market test (job search) to further assess employability.

   ![SEE SECTION B OF THIS CHAPTER (PRT B.3 AND PRT B.4) FOR WHO MAY BENEFIT FROM THE PRE-TANF PROGRAM.]

   Child support is a potential resource for families with a noncustodial parent. Gather sufficient information about the noncustodial parent for DCS to establish paternity and pursue support. Explain good cause criteria for noncooperation with the child support requirement.

   ![SEE SECTION C IN THE CHILD SUPPORT CHAPTER (CS C.4) FOR MORE INFORMATION ON THE CLAIM OF RISK.]

   For victims of domestic violence, getting assistance to stabilize their situation is the most important, first resource. Thus, their case plan may include referrals to community resources for counseling, prevention and protection related to domestic violence.

   ![CAUTION]

   *Do not require domestic violence victims to participate in specific JOBS and other activities that could jeopardize their safety or the safety of their children.*

   Enter the assigned activities on the applicant’s PDP and record them on TRACS.

   ![SEE THE BROKERING (CM C) AND CASE PLAN DEVELOPMENT (CM D) SECTIONS OF THE CASE MANAGEMENT CHAPTER FOR MORE INFORMATION ON CASE PLANS.]

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**Specific Requirements; Pre-TANF Program Rule**

461-135-0475 — Specific Requirements; Pre-TANF Program