
Date: August 24, 2017

Sequence: RMS Advisory Bulletin 2017-3

Topic: New/Revised CSEA TANF RMS Codes

Purpose

This Advisory Bulletin provides new RMS codes for CSEAs using CCMEP TANF funding.

Guidance

With the addition of the CCMEP program, CSEA's may now be able to access funding through the lead agency to provide services for their eligible non-custodial parents. Therefore, BCFTA has created new RMS codes to assist counties in allocating the cost of utilizing CCMEP funding.

New RMS Activity Codes

988 TANF Administration – *Not for use by IV-D Caseworkers.* Includes activities and trainings/meetings related to general administration and coordination of TANF programs (e.g. CCMEP), including eligibility screening interviews; intake; eligibility review; benefit changes; financial recordkeeping changes to file related to eligibility determinations for TANF participants; contract creation and administration; preparation of program plans (***does not include preparation of IOP***), budgets and schedules as defined in 5101:14-1-03 ; monitoring of plans and projects; monitoring of financial grants and agreements, appeal hearings; procurement activities; public relations; services related to accounting, litigation, audits, management of property, payroll and personnel; management information systems not related to the tracking and monitoring of TANF requirements; and preparing financial reports and other administrative documents. ***Does not include case management activities such as preparing IOP, evaluating and updating client progress such as attaining a specific goal, adding or revising goals, or gaining employment; documenting in case files/activity logs, preparation for client interviews/meetings (use 989 or another applicable 900 code).***

989 CCMEP TANF Case Management - *Not for use by IV-D Caseworkers.* Activities related to providing CCMEP direct services to eligible individuals and families. Includes activities and trainings/meetings related to curriculum training, intensive case management, barrier removal; issuance of support services including housing (rent, mortgage, property tax, and homeless fee), utilities (services including electric, gas, water, and phone); transportation for CCMEP participants (services including car repairs, allowances, bus tokens, car payments, auto insurance reimbursement, and van services); and education not related to employment (services including instruction or training in literacy education, English as a second language (ESOL) and General Educational Development (GED), component services or activities may include screening; assessment and testing; individual or group instruction; tutoring; provision of book supplies and instructional materials; counseling, transportation; and referral to community resources). Includes CCMEP case management activities such as evaluating and updating client progress such as attaining a specific goal, adding or revising goals, or gaining employment; documenting in case files/activity logs, preparation for client interviews/meetings. Also includes entering information/services in the OWCMS system. ***Does not include administrative activities for CCMEP such as general administration and coordination (use 988).***

If you have any questions please contact Mark Anderson at 614.387.1897 or Mark.Anderson@jfs.ohio.gov.