

TMA-G recipient reports their job has ended and requests regular ADC

1. Close the TMA-G case for the first month possible.
2. Pend an ADC case and send a WP-3 to the EF contractor to notify them of the job ending and need for an updated service plan.
3. Determine eligibility for a regular ADC supplemental grant for the month the job ended. The supplemental grant will be considered for the entire month, with no proration. Be certain to use any residual earnings from the terminated job on the initial month's ADC budget, and hours of employment prior to the job loss can be considered toward the client's EF Participation requirements for that month.
4. Determine eligibility for ongoing ADC.

Participant fails to follow through with EF requirements

1. If eligibility for ADC has been determined, impose an EF Sanction for first month possible, allowing for 10 day notice of adverse action.
2. If eligibility for ADC has not been determined, do so as soon as possible (provided all other eligibility requirements are met) and then impose the EF Sanction for first month possible, allowing for 10 day notice of adverse action.

Participant does not request ADC after loss of employment

1. Close the TMA-G case effective the first month possible, allowing for timely notice (as employment is a requirement for TMA-G to continue).
2. Close the TMA/MED case (again, because employment is an eligibility requirement for TMA).
3. Pend MED for the parent(s) as well as the child(ren) and determine eligibility using Medicaid eligibility requirements. An updated Service Plan is not a requirement for MED.