

TANF Employment Services Notice

TANF EDG Name	TANF EDG No.
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Assistance provided by the Texas Health and Human Services Commission (HHSC) is intended to be temporary. You are responsible for the financial well-being of your family. The Temporary Assistance for Needy Families (TANF) employment services program offers many choices to help you get a job paying above minimum wage. Services include education for a high school diploma, vocational training, job search and placement, and on-the-job training.

To receive TANF, you must take part in the employment services program unless you are exempt. You are exempt if you are:

- a child, age 18 or younger, not a caretaker or second parent;
- a single parent or single relative caretaker caring for a child under age 1;
- caring for a disabled household member, and the disability is expected to last more than 180 days;
- unable to work due to a disability expected to last more than 180 days;
- age 60 or older;
- a grandparent over age 50 caring for a grandchild under age 3; or
- unable to work due to pregnancy.

Anyone age 16 or older may volunteer whether exempt or not.

If you are not exempt and are contacted about employment services, you must:

- help prepare your employment plan;
- give proof of your employment eligibility as stated on the back of this page;
- take part in the program described in your employment plan, such as keeping appointments and going to class;
- report for job interviews and accept an offer of a suitable job; and
- not quit a job, unless you have a good cause.

You have the right to:

- claim good cause for not complying with a program requirement;
- refuse a job if it pays less than minimum wage or would result in a net loss of income, or if HHSC decides it is unsuitable for another reason; and
- appeal actions taken by HHSC or a contractor that affect you or your household.

If you fail to comply without good cause and you are:

- **exempt** from participation, you will not be eligible to receive employment services for several months.
- **not exempt**, you will be sanctioned and your TANF and SNAP food benefits will be forfeited until you demonstrate cooperation.

The law requires all persons who take jobs to prove they can legally work in the U.S. If you are contacted by HHSC or an employment contractor for an interview, please take one or more documents from the lists below with you to prove your identity and eligibility for work.

Documents That Verify Identity and Work Eligibility – No other documents are needed if you take a document from this list.

- U.S. passport
- Foreign passport stamped "Processed for I-551," or that has an attached I-94 showing the same name and stamped "Employment Authorized"
- Certificate of U.S. Citizenship or Naturalization (Forms N-560, N-561, N-550 or N-570)
- Form I-151 or Form I-551 with your picture on it
- Form I-688 (temporary resident card)
- Form I-688-A (employment authorization card)

Documents That Verify Identity – If you take a document from this list, you must also take a document that verifies work eligibility.

- State-issued ID card or driver's license with your picture on it. These are acceptable without a picture if they have your name, date of birth, sex, height, color of eyes and address.
- Voter registration card
- U.S. Coast Guard or military ID card
- U.S. draft record
- ID card issued by a government agency
- Canadian driver's license
- Native American tribal document proving U.S. citizenship

Documents That Verify Work Eligibility – If you take a document from this list, you must also take a document that verifies identity.

- Social Security card issued by the Social Security Administration (SSA), unless the card is stamped "Not valid for employment purposes." A receipt issued by SSA for application for a Social Security number (SSN) is acceptable for a temporary period if you have applied for a SSN, but have not received it.

Note: These must be originals, not copies.

- Original or certified copy of a birth certificate (including Forms FS-545 or DS-1350, State Department birth certificates) proving U.S. citizenship
- U.S. Citizenship and Immigration Services (USCIS) employment authorization
- Form I-327 (re-entry permit)
- Form I-571 (refugee travel document)
- Form I-197 (U.S. citizen ID card)
- Form I-179 (resident citizen ID card)
- Native American tribal document if not already used for identity verification