

### Introduction

All adults and minor parents in a Families First Assistance Unit must sign a Personal Responsibility Plan. Failure to comply with the Personal Responsibility Plan requirements will result in application denial and/or case closure.

### Scope

The purpose of this policy is to outline the Personal Responsibility Plan requirements and exceptions, and detail the customer, Eligibility Counselor, and TANF Case Manager's responsibilities in the development of a Personal Responsibility Plan that is designed to promote the customer's success in gaining self-sufficiency.

### Policy

#### The PRP Agreements

On the Personal Responsibility Plan, the customer must agree to the following:

1. Keep immunizations and health checks up to date for all AU children as outlined in [Policy 23.08 Families First Immunizations and Health Checks](#).
2. Ensure that all school-aged children in the AU attend school, including kindergarten, as outlined in [Policy 23.09 Families First School Attendance](#).
3. Cooperate with the IV-D Child Support Program to establish paternity, locate the absent parent, enforce collection of court-ordered child support, and/or assign collected child support to TDHS as outlined in [Policy 23.10 Families First Child Support Cooperation](#).
4. Ensure minor parents will live in the home with parents or another authorized responsible adult as outlined in [Policy 23.01 Families First Assistance Units](#).
5. Participate in work, work preparation, and/or educational or training activities, unless exempt, as outlined in [Policy 23.24 Families First Work](#)

[and/or Educational Activity](#). This agreement applies to eligible adults and/or minor parent caretakers in the AU.

6. Not falsify any work and/or educational activity documentation, such as providing a falsified employer's statement, attendance record, etc. to validate work and/or educational activities.
7. Not knowingly access Families First cash benefits through an electronic benefit transfer (EBT) card at any restricted location as outlined in policy [23.11 Families First Electronic Benefit Transaction Location Restrictions](#).
8. Participate in parental involvement activities to eliminate barriers and help their child become more successful, if the need for parental involvement activities is identified as outlined in [Policy 23.26 Families First Parental Involvement](#).

#### Development of the PRP – Eligibility Counselor Responsibilities

The Eligibility Counselor will:

1. Discuss all of the PRP agreements with the customer;
2. Establish whether the customer is willing to agree to the terms of the PRP; and
3. Obtain a signature and approval of a PRP for all Families First cases; and
4. Refer all cases with a mandatory work and/or educational activity to the TANF Case Manager.

#### Development of the PRP – TANF Case Manager Responsibilities

The TANF Case Manager will:

1. Review all aspects of the PRP with the customer;
2. Fully explain the thirty (30) hour work and/or educational activity to the customer;

3. Obtain a signature on the PRP, if a renegotiation is required; and
4. Engage the customer in work and/or educational activity.

### **Renegotiation of the PRP**

Once signed, the PRP will remain active until -closure of the Families First case. A renegotiation of the PRP is required only when a customer's participation status with the work and/or educational activity changes from exempt to non-exempt or non-exempt to exempt.

### **Penalty for Failure to Sign a PRP**

Failure and/or refusal of any adult or minor parent in an AU to sign a PRP will result in application denial or case closure. See [Families First Personal Responsibility Plan Procedures](#) for additional information.

1. If an adult or minor parent who is the caretaker of their own AU refuses to sign the PRP, the entire AU will be ineligible for Families First benefits.
2. If a minor parent who is a dependent child in the AU refuses to sign a PRP, the minor parent's needs will be removed from the AU.

### **Sanctions**

1. Failure to keep immunizations and health checks up to date for all AU children will result in a reduction of the cash grant as outlined in [Policy 23.08 Families First Immunizations and Health Checks](#).
2. Failure to ensure that all AU children attend school, including kindergarten, will result in a reduction of the cash grant as outlined in [Policy 23.09 Families First School Attendance](#).
3. Failure to cooperate with the IV-D Child Support Program to establish paternity, locate the absent parent, enforce collection of court-ordered child support, and/or assign collected child support to TDHS will result in application denial or case closure as outlined in [Policy 23.10 Families First Child Support Cooperation](#).
4. Failure of a minor parent to live in the home with their parent(s) or another authorized responsible adult as outlined in [Policy 23.01 Families First Assistance Units](#) will result in application denial or case closure.

5. Failure to participate in work, work preparation, and/or educational or training activities will result in application denial or case closure as outlined in [Policy 23.24 Families First Work and/or Educational Activity](#).
6. Falsifying work and/or educational activity documentation will result in application denial or case closure.
7. Knowingly accessing Families First cash benefits through an EBT card at any restricted location may result in claims for overpayment, removal of the caretaker from the AU, and the appointment of a protective payee as outlined in [Policy 23.11 Families First Electronic Benefit Transaction Location Restrictions](#).
8. Failure to participate in the parental involvement activities, when required, will result in a reduction of the cash grant as outlined in [Policy 23.26 Families First Parental Involvement](#).

### **Sanction Impact on an AU**

1. Failure to provide verification of immunizations, health checks, and/or school attendance/grades at application or renewal, will not result in application denial, except when a minor parent caretaker fails to meet the school attendance requirement.
2. If the AU is sanctioned for immunizations/health checks, school attendance, and/or parental involvement, the maximum cash reduction penalty is forty percent (40%) from the net grant.

### **Good Cause**

1. There is no good cause for failure and/or refusal to sign a PRP.
2. Potential good cause reasons for non-compliance with the PRP agreements may be found in the [Families First Good Cause for Non-Compliance](#) document.

### **Supporting Documents**

[Policy 23.01 Families First Assistance Units](#)

[Policy 23.11 Families First Electronic Benefit Transaction Location Restrictions](#)

[Policy 23.08 Families First Immunizations and Health Checks](#)

[Policy 23.09 Families First School Attendance](#)

[Policy 23.10 Families First Child Support Cooperation](#)

[Policy 23.24 Families First Work and/or Educational Activity](#)

[Families First Good Cause for Non-Compliance](#)

[Policy 23.26 Families First Parental Involvement](#)

[Families First Personal Responsibility Plan Procedures](#)

## Definitions/Acronyms

Term	Definition
<b>Personal Responsibility Plan (PRP)</b>	An agreement between the Families First customer and the TDHS in which the Families First customer agrees to take certain steps to move the AU to self-sufficiency. In return, the Department of Human Services agrees to provide temporary cash assistance and additional support services to help the customer to gain employment.
Abbreviation	Expansion
<b>AU</b>	Assistance Unit
<b>EBT</b>	Electronic Benefit Transfer
<b>PRP</b>	Personal Responsibility Plan
<b>TANF</b>	Temporary Assistance for Needy Families

## Supersedes

Policy 23.07 Families First Personal Responsibility Plans eff. date 02/15/2018

## Approval History

Approved By	Approver Title	Approved Date	Effective Date
Clarence H. Carter	Commissioner	07/03/2023	07/01/2023
Danielle W. Barnes	Commissioner	02/09/2018	02/15/2018

## Revision History

Date	Version	Location of Change	Description/Reason for Change
07/03/2023	07/01/2023	Scope, The PRP Agreements, Development of the PRP, Penalty for Failure to Sign a PRP, Sanctions, and Sanction Impact on an AU	Updated the language to remove references to ECMS and contractors. Replaced client representative with TANF case manager, and his/her with their and other minor language updates.
02/09/2018	02/15/2018	N/A	New Policy

<b>Approved By</b>	<i>Clarence H. Carter</i>	<b>Approval Date</b>	07/03/2023
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<b>Application</b>	All TDHS Family Assistance Staff and Contractors		