



Administrative Policies and Procedures: 23.07

Subject Families First Personal Responsibility Plans (PRP)

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Approved by

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Authority Tenn. Code Ann. § 71-3-104
Tenn. Rules & Regs. 1240-01-47-.16

Application Eligibility Counselors, Client Representatives, and Customers.

Policy Statement

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

Purpose

The purpose of this policy is to outline the PRP requirements and exceptions, and to detail the customer, eligibility counselor, and client representative's responsibilities in the development of a PRP that is designed to promote the customer's success in gaining self-sufficiency.

Procedures

A. The PRP Agreements On the PRP the customer must agree to:

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 caretakers in the AU.
6. Not falsify work and/or educational activity documentation, such as providing a falsified employer's statement, attendance record, etc. to validate work/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 the 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](#).

B. 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 child only and work exempt cases; or
4. Refer all cases with a mandatory work and/or educational activity to the client representative.

C. Development of the PRP – Client Representative Responsibilities

The client representative 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; and
4. Refer the customer to the Employment and Case Management Services (ECMS) contractor.

D. Renegotiation of the PRP

Once signed, the PRP will remain active until the 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.

E. 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.

F. 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 his/her 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 case 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](#).

G. Sanction Impact on an AU

1. If a customer indicates that he/she does not have verification of immunizations, health checks, and/or school attendance/grades at application or renewal, this 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.

H. 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.

Forms

None

- Collateral 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](#)
 - [Policy 23.26 Families First Parental Involvement](#)
 - [Families First Good Cause for Non-Compliance](#)
 - [Families First Personal Responsibility Plan Procedures](#)

Additional Resources None

Retention of Records Pending

Glossary

Term	Definition
Personal Responsibility Plan (PRP)	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.

Acronyms

Abbreviation	Expansion
AU	Assistance Unit
EBT	Electronic Benefit Transfer
ECMS	Employment and Case Management Services
PRP	Personal Responsibility Plan
TANF	Temporary Assistance for Needy Families

Supersedes

- Families First Online Policy Manual chapter 23
- Families First Handbook pp 72-74
- Policy 23.12 Families First Sanctions Effective 7/1/16
- Process Update Notifications
 - 23.06-15.02
 - 23.06-15.03
- Bulletins:
 - FA-05-07
 - FA-03-03
- Numbered Memoranda:
 - FF-07-14
 - FF-06-03
 - FF-03-12