STATE OF NEW HAMPSHIRE

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES STATE PLAN
3/15/2010

THE NEW HAMPSHIRE EMPLOYMENT PROGRAM (NHEP)
THE FAMILY ASSISTANCE PROGRAM (FAP)

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PURPOSE

This document is the State of New Hampshire's plan for providing assistance to families with children from funds provided under Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193) and amended by the Deficit Reduction Act of 2005. The Act amended Section 402 of the Social Security Act to require that states submit a plan to the U.S. Department of Health and Human Services (DHHS) that outlines how the state will provide Temporary Assistance for Needy Families (TANF) benefits.

Since the original state plan was adopted in October 1996, New Hampshire's employment program has continued to evolve. An amendment submitted April 2007 incorporated all changes made from October 1, 2006 to that date. That amended plan provided all changes necessary for New Hampshire to retain its status as an eligible state under the reauthorization of the TANF program provided by the Deficit Reduction Act. This State Plan Renewal incorporates any changes made since that time.

ORGANIZATION OF THE PLAN

The sections in this document correspond to the organization of the language in the Social Security Act ("the Act") that describes the requirements of TANF state plans, including general provisions, special provisions, and optional provisions relative to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). Attachment A contains the state's executive certifications, Attachment B contains the text of the public notice advertising availability of the plan, Attachment C explains uses of maintenance of effort funds, Attachment E describes the State's procedure to determine when an individual has demonstrated an inability to obtain needed childcare including how the parent is informed about the procedure and their right to an appeal.

BACKGROUND

In New Hampshire, the TANF program consists of four categories of assistance. The New Hampshire Employment Program and (NHEP) and the Family Assistance Program (FAP), replaced the AFDC program. Later, New Hampshire included two separate state MOE categories of assistance: Families With Older Children (FWOC), and Interim Disabled Parents (IDP). In additional New Hampshire provides a state funded program for two-parent families, the Unemployed Parent (UP) Program.

The Family Assistance Program (FAP) provides financial assistance for families in which the children are cared for by a relative (could be a parent, e.g., one on SSI or the Aid to the Permanently and Totally Disabled (APTD) Program) who is not receiving financial assistance or the relative is considered to be permanently unable to work due to a physical and/or mental disability. There is no mandatory work requirement for the Family Assistance Program.

The New Hampshire Employment Program (NHEP) reflects the specific issues and needs of New Hampshire citizens. It provides financial assistance for families in which the children are cared for by a relative who is receiving financial assistance and is considered to be able to work. The New Hampshire Employment Program has a mandatory work requirement.

- **The Families With Older Children (FWOC)** program provides assistance to families that include a child who is over age 18, and under age 20, and still a full-time student in

high school or the equivalent. These children meet the definition of a dependant child under State of NH law, but not under federal regulations. This is a separate state program under TANF. The FWOC program has a mandatory work requirement for the able bodied parent.

- **The Interim Disabled Parent (IDP)** program provides assistance to families in which a parent is temporarily unable to participate in work programs due to their own medical condition. The IDP program has a mandatory work requirement only for the able-bodied adults in the household.

- **The Unemployed Parent Program (UP)** is designed to provide financial assistance for families in which the children are being cared for by both parents in the home and the Primary Wage earner of the family is either unemployed through no fault of his/her own or working less than 100 hours per month. Program requirements differ for this category as it is funded with separate State non-MOE funds.

New Hampshire complies with the mandatory provisions of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 as amended by the Deficit Reduction Act of 2005. The NH TANF programs promote economic independence and the strengthening of family life by assisting able-bodied individuals with dependent children to assume responsibility to provide for their families through the dignity of work. Work shall be promoted by:

- Offering employment services, support services, and transitional financial assistance with the expectation that participants move quickly towards employment.

- Recognizing the equal responsibility of both parents to provide economic support for their children.

- Developing long-term employment skills that lead to self-sufficiency.

The goals of the New Hampshire Employment Program and Interim Disabled parents Program are to:

- Eliminate or reduce the harmful effects of poverty on families and children by fostering employment and opportunity as a means to economic independence.

- Assist participants to gain employment as rapidly as possible, given due consideration to individual circumstances, labor market conditions, the needs of the dependent children for continuing care and protection, and the ultimate goal of long-term economic independence.

- Eliminate the stigma of welfare by promoting a philosophy and perception that the purpose of welfare is to eliminate or reduce the harmful effects of poverty on families and children by promoting work opportunities for all New Hampshire residents.

- Support and coordinate with activities that promote self-sufficiency and strengthen family life.

- Provide a comprehensive support service package that includes: medical assistance, food stamps, child care, transportation, child support and other support services necessary to promote economic independence.

- Promote successful transition from public assistance through the provision of job readiness activities, training, and education activities concurrently with employment or seeking employment, family support skills, and follow-up services for problem resolution and job advancement.

- Develop partnerships with employers to create job opportunities and meet the needs of both employers and participants.

- Provide a program where it is more advantageous to work than not to work by rewarding self-sufficiency.

- Implement a program that is clear, focused, and simple to administer.

In addition to the goals above, the goals of the Families With Older Children (FWOC) category shall be to:

- Allow low-income older teenagers the opportunity to complete basic education with the benefit of a cash safety net.

The goals of the Family Assistance Program (FAP) shall be to:

- Eliminate or reduce the harmful effects of poverty on families and children by providing financial assistance and medical assistance only to families with children in a manner compatible with decency and health.

- Promote employment opportunities.

GENERAL PROVISIONS

Section 42 USC 602 (a) (1) (A) (i) of the Act: Conduct a program, designed to serve all political subdivisions in the State (not necessarily in a uniform manner), that provides assistance to needy families with (or expecting) children and provides parents with job preparation, work, and support services to enable them to leave the program and become self-sufficient.

The New Hampshire Department of Health and Human Services (DHHS) is the single State agency that administers the Temporary Assistance for Needy Families Assistance (TANF) Program. Under TANF, financial assistance benefits are provided to needy families with children. Parents of children in needy families are provided with job preparation, work, and support services. The program operates uniformly in all parts of the State.

The Family Assistance Manual can be found on the New Hampshire Department of Health and Human Services website, which is located at http://www.dhhs.state.nh.us.

Any individual has the right to apply for financial assistance under this Plan. All individuals who apply for assistance are advised of their rights and responsibilities. It is the Department's policy not to discriminate against individuals because of their race, creed, color, sex, age, political affiliation or beliefs, religion, national origin, handicap, or disability. The application process, rights and responsibilities, and non-discrimination policy, are further described in Section 100 of the Family Assistance Manual.

Financial assistance benefits are provided to needy families who meet the eligibility requirements related to household composition, income limits, asset limits, cooperation with child support, application procedures, citizenship, residency, verification of information and other characteristics. Eligibility requirements are described throughout the Family Assistance Manual.

The amount of financial assistance provided to the family is based on family size, family shelter costs and family income. The treatment of income and the procedure for determining the amount of financial assistance for which the family is eligible are described in sections 500 and 600 of the Family Assistance Manual.

Application time frames, advance notice periods, and redetermination schedules are described in Section 100 of the Family Assistance Manual.

New Hampshire currently accepts limited electronic applications for TANF though the NH EASY system. Those applications are facilitated by trained community liaisons. The NH EASY system will be expanded to allow applications to be submitted electronically by any member of the public. The need to print and sign a paper application has been eliminated by adopting an electronic signature process. Electronic signatures were accepted beginning 9/23/09.

New Hampshire is also launching a document-imaging project that will eliminate the need for paper records to verify eligibility. The project began as a pilot in the Laconia district office in September 2009. All verifications required to determine eligibility are scanned into a central database. Old paper eligibility records also had to be scanned into the database for record-keeping purposes. The database is accessible through the New HEIGHTS eligibility system, and documents are sorted both by the case they belong to and by the worker assigned to that case. Workers have an electronic dashboard that tracks the number of unprocessed documents in the database. With the success of the Laconia pilot, DFA is now moving forward with expanding to

statewide document imaging of verifications beginning in April 2010. All district offices statewide will be utilizing the digital imaging process by December 2010, and paper records will be eliminated.

The Emergency Assistance Program (EA) provides payments to secure or maintain permanent housing, or to remove obstacles to employment. In addition, emergency assistance payments for family preservation are also made through DHHS' Division for Children, Youth and Families (DCYF). DCYF is responsible for determining eligibility for and authorization of these EA payments.

Employment-related services are provided as described in Section 800 of the Family Assistance Manual. An individual's exemption status is reviewed at the time of application, redetermination, and whenever an individual reports a change. Individuals who are mandatory participants, and those who volunteer for the Employment Program, are referred to an inter-agency team consisting of representatives from the New Hampshire Department of Health and Human Services, and Southern New Hampshire Services, a Community Action Agency. This inter-agency group assesses the individual for the purpose of developing an employability plan. All mandatory individuals are required to participate in a work activity. Acceptable work activities may include any combination of the following:

- Unsubsidized employment
- Work Experience
- On-the-job training
- Job Search and Job Readiness
- Community Service
- Vocational Educational Training
- Job Skills Training Directly Related to Employment
- English as a Second Language
- Single Course of Study
- Attendance at Secondary School
- Barrier resolution

For a description of each work activity, refer to New Hampshire's most recent Work Verification Plan, submitted 10/1/2008. When individuals are participating in approved employment-related activities, support services are available to help individuals pay for such expenses as transportation, car repairs, child care, tools of the trade, uniforms, tuition, and books, fees and supplies. Support services are described in Sections 827 and 900 of the Family Assistance Manual.

NH (using 100% federal TANF funds) contracts with Southern New Hampshire Services and its partner Community Action Agencies to provide short-term support services directly affecting work or family self-sufficiency to TANF recipients who have closed financial assistance due to earnings in the past 12 months. Additional eligibility criteria includes:

- Working at time of referral;
- Not currently receiving TANF cash assistance; and
- Income is less than 200% of poverty.

The goals of this program, called Families at Work, are to:

- Increase the job retention rate for former TANF families;

- Increase the rate of earnings of former TANF families; and
- Reduce the TANF recidivism rate by 10% or more over the contract period for former TANF families.

All policy changes incorporated into this plan, unless specifically mandated by federal or state law, were implemented pursuant to the rulemaking process mandated by New Hampshire's Administrative Procedure Act, which requires public notice and comment. As a result of this process, New Hampshire satisfies the public notice requirements of section 402 of the Act.

Since the revised plan of December 2008 the following TANF policy changes were implemented:

OLD POLICY	NEW POLICY	EFFECTIVE DATE
Census Bureau income was counted in determining eligibility and grant amount for TANF applicants and recipients	Census bureau income will be temporarily excluded when determining eligibility and grant amounts for cash assistance programs. This exclusion lasts until the completion of the 2010 census, or 12/31/2010.	3/1/09
Initial eligibility interviews for applicants were provided to walk-ins on a first come first served basis. No scheduled appointments were offered for initial eligibility interviews.	All applicants receive a scheduled appointment for an eligibility interview. The appointment is scheduled upon receipt of the Application for Assistance.	2/18/09 SR 09-07
The NHEP program included families in which a parent was temporarily unable to participate in work activities.	Families that include a parent who is temporarily unable to work are now moved to the Interim Disabled Parent Program to receive services more specific to those currently unable to work.	10/1/2009 SR 09-11
Federal minimum wage was $6.55, and the state minimum wage was $7.25.	Federal minimum wage increased. Both federal and state minimum wages are $7.25/hour	7/24/09 SR 09-21
Individuals who died while receiving TANF financial assistance were eligible for up to $750 towards funeral and burial or cremation expenses.	Payments are no longer offered toward funeral or burial expenses for individuals who die while receiving financial assistance.	7/1/09 SR 09-26
Any application for assistance was considered valid only if it included a hand-written signature. Electronic applications had to be printed and physically signed and provided to the district office. The application date was defined as the date on which the district office received a completed and physically signed application.	Applicants now electronically sign the NH EASY application by agreeing to specific language the NH EASY provider reads to them. The physically signed application is no longer provided to the district office. The application date is defined as the date completed NH EASY application is submitted electronically, or the next business day if the application is submitted outside of regular business hours of Monday- Friday 8-4:30	9/23/09 SR 09-33
Non-cooperation with pursuing child support on behalf of a TANF eligible child resulted in a progressive sanction.	Non-cooperation with pursuing child support on behalf of a TANF eligible child will result in a sanction of 25% of the family's grant amount. That sanction will remain in place at that level until the	2/1/10 SR 10-05

	individual complies with requirements.	
Emergency Assistance payments to secure or retain permanent housing were available to any TANF eligible household..	Emergency Assistance payments to secure or retain permanent housing are available only to TANF eligible households who are residing in unsubsidized housing.	2/1/10 SR 10-07

Section 402(a)(1)(A)(ii) of the Act: Require a parent or caretaker receiving assistance under the program to engage in work (as defined by the State) once the State determines the parent or caretaker is ready to engage in work, or once the parent or caretaker has received assistance under the program for 24 months (whether or not consecutive), whichever is earlier.
AND;

Section 402(a)(1)(A)(iii) of the Act: Ensure that parents and caretakers receiving assistance under the program engage in work activities in accordance with section 407.

Work requirements for New Hampshire Employment Program recipients, are described in Section 800 of the Family Assistance Manual.

An individual's work requirement status is reviewed at the time of application, redetermination, or when an individual reports a change. Allowable exemptions are described in Section 800 of the Family Assistance Manual.

Mandatory and voluntary participants are referred to an inter-agency team consisting of staff from the New Hampshire Department of Health and Human Services, and Southern New Hampshire Services, a local Community Action Agency. These referrals are made upon determination of the mandatory or voluntary status of the participant. The inter-agency team of Employment Support Counselors assesses the individual for the purpose of developing and implementing an employability plan.

All mandatory participants are required to participate in a work activity. Individuals who fail to meet participation requirements and who do not have good cause for the failure are sanctioned.

Section 402(a)(1)(A)(iv) of the Act: Take such reasonable steps as the State deems necessary to restrict the use and disclosure of information about individuals and families receiving assistance under the program attributable to funds provided by the Federal Government.

Policy regarding confidentiality and disclosure of client information is the same as that in effect on September 30, 1996 [reference RSA 167:30] with the exception described in Section 408(a)(9)(B) of the Social Security Act, as amended, relative to providing information to law enforcement officials. Information concerning applicants and recipients is confidential. The Department's confidentiality policy is described in Section 100 of the Family Assistance Manual. Use or disclosure of information in Department files is limited to persons directly involved in administration or enforcement of the Department's programs, or as otherwise permitted by policy, or federal or state laws. Agencies and individuals who contract with DHHS to provide services to TANF clients must meet the Department's confidentiality requirements, and sign a statement to that effect. The State of New Hampshire has established certain protocol to provide a consistent response by the Department of Health and Human Services when employees become aware of a potential crime under RSA 632-A: 3, which identifies the engagement of sexual penetration with a person who is thirteen (13) years of age or older and under sixteen (16) years of age as a criminal act.

Certain divisions within our Department have the opportunity for interactions with children that are unique. This protocol assures that staff, upon knowing either of the following circumstances, shall immediately report such information to DCYF Central Intake:

1. A child under the age of sixteen (16) is pregnant or has given birth while under the age of sixteen (16) or,
2. A child under the age of eighteen (18) who has given birth or is pregnant as the result of force.

Consistent with current practice, once Central Intake receives this information, notification will be provided to both local law enforcement and the appropriate county attorney's office. This process is in accordance with the Department's goal to reduce further trauma for children and to assure prompt notification to appropriate law enforcement.

Section 402(a)(1)(A)(v) of the Act: Establish goals and take action to prevent and reduce the incidence of out-of-wedlock pregnancies, with special emphasis on teenage pregnancies, and establish numerical goals for reducing the illegitimacy ratio of the State (as defined in section 403(a)(2)(B)) for calendar years 1996 through 2005.

Pre-pregnancy Family Planning Programs

During the reporting period, the New Hampshire Division of Public Health Services Family Planning Program (FPP) continued to collaborate with the Division of Family Assistance (DFA) through the utilization of TANF funds to assist in the prevention of unintended pregnancies. TANF funds are distributed to 11 agencies throughout the state of New Hampshire. These agencies provide pre-pregnancy family planning services at 32 sites. FPP delegate agencies also operate 8 reproductive health Teen Clinics designed to meet the needs of New Hampshire adolescents. Between October 1, 2008 and September 30, 2009, assisted by TANF funds for outreach, these agencies provided clinical and educational services to 28,978 persons. 13,222 of these individuals live under 100% of the federal poverty level, and an additional 22,295 have incomes between 101% and 250% of the federal poverty level.

The delegated agencies promote the availability of educational outreach programs to New Hampshire schools and community-based youth serving agencies. As a result, the agencies provided information and education to an estimated 9,000 teens through TANF/FPP funds. Additionally, with these funds, the Project provided education to adults on the topics of parental involvement, communicating with teens and availability of local services and supports for teens.

In accordance with the three (3) Federal TANF purposes, various activities take place that provide services through the NH TANF-Family Planning Collaborative Project. Program focus areas include:

1. Increase access to pre-pregnancy family planning programs especially to women living in low-income households and Medicaid eligible women through the expansion of existing Title X community education programs and outreach efforts;
2. Increase use of more effective methods to prevent out-of-wedlock births especially to women who have financial barriers;
3. Provide evidence-based teen pregnancy curriculum in schools and community-based organizations throughout the State of New Hampshire.

The activities to meet the first two program focus areas include a targeted outreach to increase knowledge of pre-pregnancy family planning services and encourage access. Outreach efforts included presentations delivered to approximately 4,500 persons. Specific activities have included:

- Distribution of brochures, posters and wallet cards providing site-specific information about the availability and range of pre-pregnancy family planning services. Several print materials included information about sliding scale fees or acceptance of Medicaid payments.
- Increase in the availability and distribution of bi-lingual educational materials in communities with a significant minority population.
- Participation in monthly and quarterly youth prevention coalitions, service provider networking meetings, adolescent health task forces and school improvement initiatives.
- Meetings with local Welfare agencies, United Way agencies and Housing Development agencies to discuss local collaboration between pre-pregnancy family planning and other local human services agencies;
- School-based presentations on pre-pregnancy family planning options emphasizing abstinence, making healthy choices, relationships and parent communication;
- Presentations to child care centers and Head Start Programs, addressing staff and parents about the availability of pre-pregnancy family planning services;

- Maintenance of a school-based support program for pregnant and parenting teens whose objectives are to reduce school dropout rates and repeat pregnancies, enhance school performance, and increase parenting skills;
- Participation in public events such as health fairs, wellness events, back to school nights and fairs where print materials and staff are available to promote pre-pregnancy family planning services and local sites; and
- Pregnancy prevention education for youth who reside at a Youth Detention Center in Manchester.

The activities that took place to meet the third program area are the *Curriculum Project.*

The *Curriculum Project* involves the statewide delivery of three evidence-based curricula: *Making Proud Choices* (MPC), *Making A Difference* (MAD), and *Reducing The Risk* (RTR). These curricula are aimed at reducing behaviors that put adolescents at risk for pregnancy. MPC and MAD are geared for middle school age youth and RTR is geared for high school age youth. To effectively implement these programs, the FPP partners with trained teachers and with other school personnel and community members.

In cooperation with the NH Department of Education and the Family Planning Program's Title X delegates, State Family Planning Program personnel recruit schools and community-based organizations to become partners in the delivery of one or more of the offered curricula. Curricula trainers include teachers, school nurses, counselors and community-based youth-serving personnel. The participating partner agencies represent a fair distribution of New Hampshire's communities. Many of them work in areas of the State where the teen pregnancy rates are higher than the State average.

The curricula implementation provides opportunities for parents to be involved through an active parental consent process and through an activity which require students to ask a parent questions about their attitudes and beliefs regarding teens and sex.

Between October 1, 2008 and September 30, 2009, 7 partner organizations, representing 10 schools implemented 25 curriculum-based programs throughout New Hampshire. 568 youth participated in the project. Evaluation results show an increase in the number of students who express positive attitudes toward sexual abstinence and a belief that abstinence is the best way to avoid pregnancy and sexually transmitted infections.

The New Hampshire DHHS, Division of Public Health Services, Bureau of Community Health Services, Maternal and Child Health Section (MCHS), collaborates with the TANF program to support Home Visiting New Hampshire, a home visiting initiative for pregnant and parenting women.

Home Visiting New Hampshire (HVNH) is a preventive program that provides health, education and support to Medicaid eligible pregnant women and their families in their homes. Nurses and parent educators visit families in their homes from the time a woman is pregnant until the child's first birthday. This model includes the use of a health education curriculum and the Parents as Teachers (PAT) program. PAT provides a detailed, evidence-based parent education curriculum for families of young children. PAT emphasizes early literacy and increased active participation of the parent in developmentally appropriate activities with their children.

Using TANF, Medicaid, and Maternal and Child Health Title V funds, HVNH is entering into its eighth program year. In these years, the overall program budget has expanded and contracted; enrollment has consistently grown; and two evaluations/analyses have measured the processes, performance and outcomes of the program.

Families participate in the program by having twice monthly home visits starting early in their pregnancy until their child's first birthday. Each site is expected to serve a minimum of 25 families annually with comprehensive home visiting from both nursing professionals and family support specialists. There is a

special program in Manchester, New Hampshire's largest and most culturally diverse city, which is specifically aimed at providing home visiting services to women for whom English is not their primary language and for newly settled immigrants and refugees.

Family planning education is woven throughout the standard curriculum that all home visitors use and is an important component of many visits. Data from State Fiscal Year 2009 (July 1, 2008-June 30, 2009) shows that 94% of women who exited or completed the program that year were not pregnant at the time of exit.

Using the extensive evaluation and best practices reports of previous years, HVNH has continued to document that programs are:

Delivering appropriate programming	Being implemented as planned
using engaging strategies	Following protocols
Providing support to families	Reaching the intended population

Performance measures from State Fiscal Year 2009 also show the following:

- 83% of pregnant women, who smoked at entry to the program, reduced the number of cigarettes or quit smoking by the birth of their baby.
- 81% of enrolled children had not been not exposed to environmental tobacco smoke in their homes at the exit of the program.
- 97% of women enrolled in HVNH programs received at least one formal, validated depression screening.
- Of those women who received a positive screening for depression, 90% identified that they received further evaluation.
- 96% of children enrolled received a formal, validated developmental screening.
- 98% of children identified as having a developmental concern received further evaluation from a primary care provider, early supports and services, or mental health provider.
- 81% of women report using birth control, as prescribed by their health care provider, by eight weeks postpartum
- 94% of women were not pregnant with a subsequent child when they exited the program.
- 99% of families retained physical custody of their infant by the end of the program.

HVNH will continue to collect performance and outcome data. The program will be able to mark trends across the state and within certain regions.

Section 402(a)(1)(A)(vi) of the Act: Conduct a program, designed to reach State and local law enforcement officials, the education system, and relevant counseling services, that provides education and training on the problem of statutory rape so that teenage pregnancy prevention programs may be expanded in scope to include men.

The Department's plans for a statewide public education and information campaign for the Teen Pregnancy Prevention initiative, targeted at men in their early twenties, was never implemented, and because funding could not be made available in the time frame needed to carry out the campaign. When funds ultimately became available to the New Hampshire Family Planning Program for male involvement projects, prevention strategies were shifted to a community-based, rather than a statewide, approach.

During 1997, the NH Family Planning Program developed and implemented a pilot male teen involvement program, supported by federal supplemental Title X funds appropriated by Region I through the Office of Population Affairs (OPA). This program proved to be highly successful in the first year (44% increase in number of male teens served at two pilot sites). While this Projects' funds are no longer available to NH, the Family Planning Program continues to strive to increase the number of male teens served at teen clinic sites and, through the use of male teen peer educators, provide clinic and community work experiences that enhance life learning and employment skills for male youth.

Additionally, $5,000 was awarded to one of New Hampshire's adolescent health clinics that contract with the Family Planning Program for adolescent health care. Teen Health Clinic, in Manchester, NH, was funded to develop and deliver focused outreach efforts to teenage males. The objective of this initiative, begun in June 2002, was to raise awareness and educate individuals about male health services, which would ultimately bring more males into the pre-pregnancy family planning system. This initiative included raising awareness among school personnel, especially sports coaches and school nurses, human resource departments in settings that employ teenage males, community youth agencies, Police Athletic League programs and public assistance housing personnel. Evaluation of this initiative showed that it increased the likelihood of referrals of males to health care services. During these services, young men receive counseling on appropriate sexual behavior. This agency continues to advertise its male health services.

Recently, the Teen Health Clinic and two other Family Planning urban sites in southern New Hampshire receive OPA funds to provide HIV testing and counseling as an integrated component of its Family Planning Program. This additional health service has proven to reach male clients in their respective communities.

Through a project supported by TANF, the Family Planning Program collaborates with local school and youth organization partners to implement one of three teen pregnancy and sexually transmitted disease prevention curriculums for middle and high school-aged New Hampshire youth. This curriculum project includes in its scope both young men and young women. When the three curricula being used in this project were implemented in research studies, participants demonstrated changes in attitude, knowledge and behaviors that contribute to reductions in unintended pregnancy and/ or sexually transmitted infections. All three curricula have the potential to reduce incidences of statutory rape because all teach students responsible decision-making relative to sexual activity. Participants routinely rehearse communication, refusal and negotiation skills, self-advocacy and problem solving approaches to sexual pressure. They are also encouraged and taught to pre-contemplate responses to situations that might involve sexual risk such as being in the presence of alcohol and drugs, dating or being coerced by partners of a different age, etc. Within those schools and organizations that implement these curriculums, both males and females are offered the opportunity to participate as students in the curriculum. For those students who do participate, the curriculum is generally offered in a co-educational setting so males and females are able to practice the skill development in mixed, more realistic settings. This project continues to be in operation and it has grown its reach to a number of public schools in the northern area of the State.

The Family Planning Program also works with the state Coalition Against Domestic and Sexual Violence, which has a strong emphasis on prevention of dating violence and the development of consensual sexual relationships. Many pre-pregnancy family planning agencies collaborate closely with Coalition member agencies to provide support to young women and men in making appropriate sexual decisions.

Both the Family Planning Program and the state's STD/HIV Prevention Section have been active in training providers who work with young people on sexual health issues in understanding state assault laws and the issue of sexual consent.

Current research does not support a punitive approach through legal sanctions associated with statutory rape as an effective strategy for teenage pregnancy prevention programs. Therefore, current community-based efforts to include men in teen pregnancy prevention efforts focus on outreach to teen men in school and community settings. Local law enforcement officials are key members of a number of community-based coalitions (often organized by local pre-pregnancy family planning agencies) intended to create community consensus for local strategies for reducing teenage pregnancies.

SPECIAL PROVISIONS

Section 402(a)(1)(B)(i) of the Act: The document shall indicate whether the State intends to treat families moving into the State from another State differently than other families under the program, and if so, how the State intends to treat such families under the program.

New Hampshire does not implement this option. Families moving into New Hampshire from another state are treated no differently from all other families.

Section 402(a)(1)(B)(ii) of the Act: The document shall indicate whether the State intends to provide assistance under the program to individuals who are not citizens of the United States, and if so, shall include an overview of such assistance.

New Hampshire provides assistance to qualified aliens, either with or without time-limit restrictions. A qualified alien is an individual who at the time of application is one of the following:

- lawfully admitted permanent resident under the Immigration and Nationality Act (INA);
- asylee granted such status under section 208 of the INA;
- refugee admitted to the U.S. under section 207 of the INA;
- noncitizen whose deportation is being withheld under section 243(h) of the INA (Note: after April 1, 1997, withholding of deportation is under section 241(b)(3));
  parolee paroled into the U.S. under section 212(d)(5) of the INA for a period of at least 1 year;
- conditional entrant into the U.S. under section 203(a)(7) of the INA as in effect prior to April 1, 1980;
- Cuban or Haitian entrant under section 501(e) of the Refugee Education Assistance Act;
- Amerasian immigrant under section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 1988 (usually the children of Vietnamese women and Americans present in Vietnam during the Vietnam War era);
- noncitizen who is or has been a victim of family/domestic violence while residing in the U.S. by that person's spouse, or by another member of the spouse's family residing in the same household as the parent and the spouse acquiesced or consented to such battery or cruelty; or the noncitizen child of a parent subjected to family/domestic violence; or
- veteran or active in military service, including noncitizens on active military duty in the Armed Forces of the U.S., honorably discharged veterans who have met the minimum active duty commitment (24 months or the time period for which they were called to active duty), and their spouses or unremarried surviving spouses (if the individual is deceased), unmarried dependent children under 18 years of age, and, for medical assistance only, Philippine nationals who served in the Philippine Commonwealth Army during WWII or as Philippine Scouts following WWII.

All other aliens are ineligible for assistance, with the following possible exceptions:

- Victims of Trafficking: Non-citizens who have been certified as a victim of trafficking by the Office of Refugee Resettlement (ORR), and who do not meet the definition of qualified alien, may still be eligible for up to 8 months of benefits and services under any State or Federal Program as if the individuals were admitted to the U.S. as refugees. See Section 305.13, Qualified Aliens Eligible Without Restriction, for a description of the eligibility status of refugees. Certified victims of trafficking must meet all other eligibility criteria for a program of assistance in order to receive benefits.
- Native Americans: Native Americans who are members of an Indian tribe as defined in section 4(e) of the Indian Self-determination and Education Assistance Act [25 USC 450(e)], or were born in Canada and are covered under the provisions of section 289 of the Immigration and Nationality Act (8 USC 1359) are eligible for medical assistance, regardless of qualified alien status. Canadian-born Indians must have at least 50% American Indian blood.

The following qualified aliens are eligible without restrictions:

- noncitizens in military service,
- refugees, from date of entry into the U.S. with such status;
- asylees, from date of INS action to grant asylum;
- Cuban/Haitian Immigrants from date of entry into the U.S. with such status;
- Amerasian Immigrants;
- noncitizens whose deportation is being withheld, from the date of INS action to withhold deportation;
- Iraqi immigrants for only the first 6 months from their date of entry; and
- Afghan immigrants for only the first 8 months from their date of entry.

All other qualified aliens are eligible only if they resided in the United States prior to 8/22/1996, or have resided in the United States lawfully for five years from their date of entry when such entry took place after 8/22/1996.

Section 402(a)(1)(B)(iii) of the Act: The document shall set forth objective criteria for the delivery of benefits and the determination of eligibility and for fair and equitable treatment, including an explanation of how the State will provide opportunities for recipients who have been adversely affected to be heard in a State administrative or appeal process.

With the exception of the TANF provisions, which supersede State provisions, the Department will continue to use the objective criteria described in the Family Assistance Manual to determine eligibility. The eligibility criteria are applied in an equitable manner throughout the State. Individuals have a right to an administrative hearing, as outlined in Section 143 of the Family Assistance Manual. The individual rights and responsibilities are outlined in Section 101 of the Family Assistance Manual. The Department's policy to not discriminate against individuals is described in Section 103 of the Family Assistance Manual.

The criteria for the delivery of benefits, such as benefit delivery time frames, application processing time frames, advance notice periods, redeterminations and notices of decision are described in Section 100 of the Family Assistance Manual. As of 12/31/08, these remain unchanged from those in effect on 9/30/96 with the following exceptions:

- Advance notice period—the additional day added for processing has been eliminated, resulting in a true 10-day advance notice period (effective 2/03); and
- Redeterminations—
    - TANF cash cases that do not receive Food Stamps are redetermined by mail every 12 months; and
    - TANF cash cases that do receive Food Stamps are redetermined alternately face-to-face and by mail every 6 months (effective 5/05).

Section 402(a)(1)(B)(iv) of the Act: Not later than 1 year after the date of enactment of this Act, unless the chief executive officer of the State opts out of this provision by notifying the Secretary, a State shall, consistent with the exception provided in section 407(e)(2), require a parent or caretaker receiving assistance under the program who, after receiving such assistance for 2 months is not exempt from work requirements and is not engaged in work, as determined under section 407(c), to participate in community service employment, with minimum hours per week and tasks to be determined by the State.

The State opted out of the community service provision by submitting a letter dated August 7, 1997, from Governor Jeanne Shaheen to DHHS Secretary Donna E. Shalala.

OPTIONAL PROVISIONS

Section 404(c) of the **Act: AUTHORITY TO TREAT INTERSTATE IMMIGRANTS UNDER RULES OF FORMER STATE.--A State Operating a program funded under this part may apply to a family the rules (including benefit amounts) of the program funded under this part of another State if the family has moved to the state from the other State and has resided in the State for less than 12 months.**

See Section 402(a)(1)(B)(i) under the Special Provisions section.

Section 404(d) of the Act: AUTHORITY TO USE PORTION OF GRANT FOR OTHER PURPOSES.

Information pertaining to the transfer of TANF funds to programs primarily funded by the Child Care and Development Block Grant or Title XX is available in the FFY 2008 TANF Annual Report.

Section 404(f) of the Act: AUTHORITY TO OPERATE EMPLOYMENT PLACEMENT PROGRAM.--A State to which a grant is made under section 403 may use the grant to make payments (or provide job placement vouchers) to State-approved public and private job placement agencies that provide employment placement services to individuals who receive assistance under the State program funded under this part.

The State uses portions of the grant to make payments to State-approved job placement agencies to provide employment placement services to individuals who receive TANF assistance.

Section 404(g) of the Act: IMPLEMENTATION OF ELECTRONIC BENEFIT TRANSFER SYSTEM.

In December 1998, New Hampshire implemented an EBT/EFT system, which eliminates the issuance of most paper checks. The EBT system authorizes electronic availability for recipients to financial assistance benefits from a DHHS account, which is accessed by the client with a magnetic stripe debit card. Although EBT does not literally establish discrete accounts, like regular personal checking or savings bank accounts, in the name(s) of recipients, EBT functions like a personal account in that access is individualized and controlled by the use of a Personal Identification Number (PIN) chosen privately by the recipient. EBT is the default method of benefit issuance, unless the casehead has a bank account that accepts direct deposit. If so, the recipient is mandatory for an Electronic Funds Transfer (EFT) issuance of financial assistance benefits. EFT is the method of delivering financial assistance benefits through a common direct deposit into the bank account of a client. Vendors, such as landlords who receive regular disbursements from the assistance payment of a client, are required to receive payments through EFT.

Section 404(h) of the Act: USE OF FUNDS FOR INDIVIDUAL DEVELOPMENT ACCOUNTS.

New Hampshire does not currently use any TANF funds for Individual Development Accounts.

Section 404(i) of the Act: SANCTION WELFARE RECIPIENTS FOR FAILING TO ENSURE THAT MINOR DEPENDENT CHILDREN ATTEND SCHOOL.--A State to which a grant is made under section 403 shall not be prohibited from sanctioning a family that includes an adult who has received assistance under any State program funded under this part attributable to funds provided by the Federal Government or under the food stamp program, as defined in section 3(h) of the Food Stamp Act of 1977, if such adult fails to ensure that the minor dependent children of such adult attend school as required by the law of the State in which the minor children reside.

The State has not elected to sanction parents who fail to ensure that their minor dependent children attend school.

Section 404(j) of the Act: REQUIREMENT FOR HIGH SCHOOL DIPLOMA OR EQUIVALENT.--A State to which a grant is made under section 403 shall not be prohibited from sanctioning a family that includes an adult who is older than age 20 and younger than age 51 and who has received assistance under any State program funded under this part attributable to funds provided by the Federal Government or under the food stamp program, as defined in section 3(h) of the Food Stamp Act of 1977, if such adult does not have, or is not working toward attaining, a secondary school diploma or its recognized equivalent unless such adult has been determined in the judgment of medical, psychiatric, or other appropriate professionals to lack the requisite capacity to complete successfully a course of study that would lead to a secondary school diploma or its recognized equivalent.

Under the New Hampshire Employment Program, custodial parents under age 20 without a high school diploma or its equivalent must participate in basic educational activities to obtain a high school diploma or equivalent as follows:

- Parents under age 20 are required to participate when their youngest child turns 12 weeks of age; and
- Dependent children age 16 through 17 who do not have a high school diploma or equivalent and who are mandatory NHEP participants are required to participate full-time as defined by the institution they are attending.

Individuals who are not teen parents may participate in ABE/GED as a secondary activity, provided they are also in a countable core activity.

The only exception concerns parents in a two-parent family ages 20 through age 25 without a high school diploma or equivalent, who can choose, but are not required, to participate in basic educational activities, as long as they meet minimum participation requirements.

More specific details of the high school diploma/GED requirement and related sanctions are described in Section 800 of the Family Assistance Manual.

Section 408(a)(7) of the Act: The State may exempt a family from the application of subparagraph (A) by reason of hardship or if the family includes an individual who has been battered or subjected to extreme cruelty.

The State exempts a family from termination of TANF cash assistance due to the application of the 60-month time limit if the family includes an individual who has been battered or subjected to extreme cruelty.

Effective April 1, 2001, the State chose to allow time-limited, temporary "extensions", available either at month 60 or to families already closed due to reaching the time limit but whose situation changes so that the family is experiencing one of the "hardship" extension criteria. If the hardship is found to exist, TANF eligibility may be extended for up to six months. If a hardship still exists after the six-month period, the client may reapply for another extension based on the same hardship criterion or another one. If the hardship no longer exists or the assistance group no longer meets all TANF eligibility requirements before the end of the six-month extension period, the extension ends, subject to current TANF policy on advance notice and right to Administrative Appeal (fair hearing).

Nine hardship criteria are available to open TANF assistance groups and applicants reapplying after losing TANF due to reaching 60 months or the end of an extension. Families in which at least one adult is eligible to receive FAP financial assistance are automatically granted an extension to the 60 month time lifetime limit. These cases may continue to receive financial assistance so long as the assistance group remains FAP eligible. The eight other hardship criteria for this group are lack of child care, loss of employment, life-threatening circumstance or emergency situation, medical condition, medical condition of another household member, learning disability, participation in a substance abuse or mental health program and family/domestic violence.

Certain TANF cases may request an extension if they meet the following criteria: Cases that are in compliance with NHEP participation requirements (open NHEP AG's only); cases where the individual is working 30 hours a week (pending TANF reapplicants only); pending TANF reapplicants that do not meet any other hardship criteria. There are also special situation hardship criteria if NH Employment Security has determined that there is statewide unemployment of 7% or more; if a person is eligible for special extended unemployment compensation; or the family is living in an area designated as a labor surplus area.

Since 2001 a hardship review committee has evaluated extension requests and issued decisions on whether the circumstances warrant granting an extension of the 60 month lifetime limit on TANF. Beginning in August 2010 the hardship extension requests will be processed by eligibility determination workers in the 12 district office of DFA. Eliminating the step of having a committee review the application for a hardship extension will allow decisions to be made faster, and provide clients with benefits more efficiently.

Assistance groups are informed in writing of the decision, and of the recipient's right to request an Administrative Appeal. If an Administrative Appeal is requested, the Division of Family Assistance State Office Extension Review Coordinator and the Division of Family Assistance Supervisor must attend.

Section 408(a)(10) of the Act: DENIAL OF ASSISTANCE FOR MINOR CHILDREN WHO ARE ABSENT FROM THE HOME FOR A SIGNIFICANT PERIOD.-- "(A) IN GENERAL.--A State to which a grant is made under section 403 shall not use any part of the grant to provide assistance for a minor child who has been, or is expected by a parent (or other caretaker relative) of the child to be, absent from the home for a period of 45 consecutive days or, at the option of the State, such period of not less than 30 and not more than 180 consecutive days as the State may provide for in the State plan submitted pursuant to section 402. (B) STATE AUTHORITY TO ESTABLISH GOOD CAUSE EXCEPTIONS.--The State may establish such good cause exceptions to subparagraph (A) as the State considers appropriate if such exceptions are provided for in the State plan submitted pursuant to section 402.

Assistance will not be provided for minor children who are absent from the home for a period of 45 consecutive days, unless there is good cause. Good cause exists when the specified relative retains care and control of the child, and the child's return to the home is expected. Good cause also exists when a child who is absent from the home to attend school returns home during vacation periods and semester breaks, or intends to return home at the end of the school year.

For the purpose of providing emergency assistance to a child experiencing an emergency situation, good cause also exists if the requirements of the New Hampshire Emergency Assistance Program are met. The requirements of the New Hampshire Emergency Assistance Program are specified in Section 703 of the Family Assistance Manual.

Section 408(b) of the Act: INDIVIDUAL RESPONSIBILITY PLANS.--(2) CONTENTS OF PLANS.--
(A) IN GENERAL.--On the basis of the assessment made under subsection (a) with respect to an individual, the State agency, in consultation with the individual, may develop an individual responsibility plan for the individual, which...

The State develops Employability Plans as described in Section 808.21 of the Family Assistance Manual. The Employability Plan (EP) is an individual plan designed to specify the steps the participant will take toward long-term economic independence and self-sufficiency. The NHEP team member develops the EP with the individual to identify:

- Employment goals and appropriate NHEP activities for achieving the goals;
- Problems/barriers to employment and action steps for problem-resolution; and
- Assistance by NHEP, including needed support services to be authorized by NHEP.

Section 408(b) of the Act: INDIVIDUAL RESPONSIBILITY PLANS.--(2) CONTENTS OF PLANS.--
(B) TIMING.--The State agency may comply with paragraph (1) with respect to an individual--"(i) within 90 days (or, at the option of the State, 180 days) after the effective date of this part, in the case of an individual who, as of such effective date, is a recipient of aid under the State plan approved under part A (as in effect immediately before such effective date); or "(ii) within 30 days (or, at the option of the State, 90 days) after the individual is determined to be eligible for such assistance, in the case of any other individual.

The State conducts assessments within 90 days after the individual is determined to be eligible for assistance. The assessment is conducted as described in Section 808.17 of the Family Assistance Manual.

Section 1931(b)(3)(A) of the Act: APPLICATION OF PRE-WELFARE-REFORM ELIGIBILITY CRITERIA.--
"(3) OPTION TO TERMINATE MEDICAL ASSISTANCE FOR FAILURE TO MEET WORK REQUIREMENT.--
"(A) INDIVIDUALS RECEIVING CASH ASSISTANCE UNDER TANF.--

The State has not selected this option.

Section. 115 of Public Law 104-19: DENIAL OF ASSISTANCE AND BENEFITS FOR CERTAIN DRUG-RELATED CONVICTIONS. (d) LIMITATIONS.(1) STATE ELECTIONS.-- (A) OPT OUT.--A State may, by specific reference in a law enacted after the date of the enactment of this Act, exempt any or all individuals domiciled in the State from the application of subsection (a).

The State opted out of this provision in July 1997, by enactment of New Hampshire RSA 167:81-a, which exempts all individuals domiciled in the state from the application of subsection (a). Prior to July 1997, New Hampshire had no law to exempt individuals from application of subsection (a).

ATTACHMENT A

EXECUTIVE CERTIFICATIONS
October 2002

In administering and operating a program, which provides Temporary Assistance for Needy Families under Title IV-A of the Social Security Act, the State of New Hampshire certifies the following:

CHILD SUPPORT ENFORCEMENT PROGRAM

The State operates a child support enforcement program described in the State Plan under Title IV-D of the Social Security Act.

FOSTER CARE AND ADOPTION ASSISTANCE PROGRAM

The State operates a foster care and adoption assistance program described in the State Plan under Title IV-E of the Social Security Act. Children receiving foster care and adoption assistance under Title IV-E receive Medicaid under Title XIX as described in the State Plan for Title XIX.

ADMINISTRATION OF THE PROGRAM

The TANF assistance program described in this State plan is administered and supervised by the New Hampshire Department of Health and Human Services, Division of Family Assistance.

Local governments and private sector organizations were involved in developing the State's TANF program, and had an opportunity to comment as follows:

- Five informational sessions in different locations were held around the state during October 1995. Each session had two parts--an afternoon session for interested organizations and agencies, and an evening session for the general public;
- A 30-day comment period for the NH waiver was provided in October 1995;
- Comments and public hearings on HB 32, which contained the Department's enabling state legislation for welfare reform, were held in October 1995;
- Ongoing meetings were held between department staff and the NH Municipal Association to provide information and solicit comments relative to the effect of the New Hampshire Employment Program and PRWORA legislation on New Hampshire towns and cities;
- Ongoing meetings were held with representatives from NH Legal Assistance and the NH Women's Lobby;
- Presentations were made throughout 1996 to such organizations as: NH Housing Authority, Head Start, and Single Parent Program Directors.

Since New Hampshire's original TANF State Plan was developed, only changes that were mandated by federal or state law, or those which have been implemented through the rulemaking process mandated by the Administrative Procedure Act are included in this plan. The rulemaking process provides two opportunities for the public to comment on each proposed rule, first at a public hearing run by the Department, and second at a public meeting held by the Joint Legislative Committee on Administrative Rules.

The Family Assistance Advisory Council was established in 1996 to review and provide input to the original rules for TANF. This group continues to meet on a regular basis, providing review and input into proposed policy changes and Division initiatives.

EQUITABLE ACCESS TO ASSISTANCE FOR INDIAN TRIBES

The State provides each member of an Indian tribe who is domiciled in the State and not eligible for assistance under a tribal family assistance plan approved under section 412, with equitable access to the TANF assistance program described in the Plan, funded under this part attributable to funds provided by the federal government.

PROGRAM FRAUD AND ABUSE

The state continues to establish and enforce standards and procedures to prevent fraud and abuse under the fraud and abuse program in effect since September 30, 1996. State law in RSA 21-I:42-58 sets forth the standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State program, kickbacks and the use of political patronage. This law is implemented and enforced by the rules of the state personnel system.

AVAILABILITY OF STATE PLAN

A copy of the public notice, which will appear in the Union Leader and the Concord Monitor to advertise the availability of the 2010, TANF State Plan, is included as Attachment B. The plan is also available on the Internet at the Department of Health and Human Services website: www.dhhs.state.nh.us.

STANDARDS AND PROCEDURES TO ENSURE THAT THE STATE WILL SCREEN FOR AND IDENTIFY DOMESTIC VIOLENCE

The NH Department of Health and Human Services, Division of Family Assistance implemented the Family Violence Option (FVO) in February 2000 per TANF, Section 402(a)(7).

A group of individuals came together for the purpose of developing policies and procedures for the FVO. Department of Health & Human Services representatives included the Divisions of: Family Assistance, Child Support Services, and Children, Youth and Families. Other group members included representatives from The NH Coalition Against Domestic and Sexual Violence, NH Legal Assistance and the domestic violence service providers.

This group developed policies and procedures and the Division of Family Assistance implemented the policy February 1st, 2000 with SR 00-08 after the administrative rule process was completed. Changes within the Family Assistance Manual are vast, with the majority of the policy reflecting the FVO evident at FAM 323.

Families that include an individual who is or has been a victim of family/domestic violence may request special consideration within the TANF Program including:

- An exemption from the 60-month lifetime limit on receipt of financial assistance;
- Excused participation with NHEP; and
- A waiver of child support cooperation requirements.

Every individual at TANF application, redetermination and entry into the NHEP work program is provided information concerning the Family Violence Option. A major change for NH with the adoption of the FVO surrounds documentation. If an individual would like special consideration due to family violence and are not able to meet the existing documentation requirement, clients can sign a

specialized form indicating their inability to obtain the specified documentation. By signing the form, they claim that they, or a member of their family, is, or has been, a victim of family/domestic violence, and that compliance with the TANF program requirement(s) would unfairly penalize them, put them at greater risk of violence, or make it more difficult for them to escape the violence.

Individuals requesting the exemption to termination of TANF cash assistance at the 60-month lifetime limit and excused mandatory participation with NHEP due to family/domestic violence will participate in an individualized assessment as required under 45 CFR Part 260.55 by a person trained in domestic violence assessment/treatment to develop an appropriate service plan. Following the assessment, specific information from that assessment will be provided to the Hardship Review Committee to determine the extension request or to the NHEP worker.

The State's existing policy for claiming good cause for non-cooperation with child support due to emotional and/or physical harm to the parent or child has been expanded to include individuals who are victims of domestic violence.

Executive Certification Signature

4/1/10
Date

ATTACHMENT B

PUBLIC NOTICE

Pursuant to Section 5501 of the Balanced Budget Act of 1997 and sections 402(a) and 403(a)(1)(A) of the Social Security Act, the New Hampshire Department of Health and Human Services has submitted to the Federal Government its State Plan for the Temporary Assistance for Needy Families (TANF) Program. This submission will serve the purpose of renewing New Hampshire's status as an eligible state qualifying for TANF funding.

New Hampshire's original TANF State Plan was effective October 1, 1996. This new plan incorporates changes since the December 2008 State Plan. All changes incorporated into the current State Plan were either mandated by federal or state law, or adopted as rules pursuant to RSA 541-A.

Interested persons may obtain a copy of the TANF State Plan from Division of Family Assistance web site at http://www.dhhs.nh.gov/DHHS/DFA/default.htm.

ATTACHMENT C

MAINTENANCE OF EFFORT

I. In New Hampshire, Maintenance of Effort (MOE) funds using the basic definition of a Temporary Assistance for Needy Families (TANF) client as defined in the State Plan include the following:

- TANF financial assistance grants (New Hampshire Employment Program and Family Assistance Program);
- Employment and Training Support Services, including tuition, books, supplies, fees, car repairs, employment obstacles, job readiness training, life skills training, adult basic education, and counseling;
- Division of Family Assistance's Emergency Assistance Program as described in this State Plan, which covers such things as security deposits, back rent or mortgage arrearage, utility deposits, utility arrearages, and home heating fuel;
- Home Visiting New Hampshire, a comprehensive home visiting initiative for pregnant and parenting women; and
- Electric Assistance Program provides assistance to families by providing a reduction in household electricity bills. The program is funded by ratepayer donations. The Community Action Program Belknap - Merrimack Counties is a non-profit organization that administers this statewide program.

II. The following services are provided to needy families whose income is under 800% of the poverty level (no resource test) experiencing an emergency related to a report of child abuse, neglect, or abandonment, and/or related to the risk of the child's removal from the home (NOTE: This is the same eligibility group included in the Title IV-A State Plan in effect September 30, 1996. This eligibility group continued unchanged with implementation of the TANF Program in New Hampshire):

- Emergency Assistance services as approved in New Hampshire's Title IV-A State Plan dated September 30, 1996 (excluding payments for services that are not otherwise allowable under TANF, namely foster care and juvenile justice).

III. The following community programs are administered by New Hampshire non-profits, and are reported as TANF Maintenance of Effort. These programs serve families with income below 185% of federal Poverty Level, or are providing responsible fatherhood and healthy marriage initiatives enumerated at part IV-A of the Act, sections 403(a),(2),(A),(iii) and 403(a),(2),(C),(ii).

1. <u>Low Income Home Energy Assistance Residential Retrofit Program</u>
   The program provides one-time analysis and installation of low-cost, energy efficient weatherization to the residences of indigent families. The Community Action Program Belknap - Merrimack Counties is a non-profit organization that administers this statewide program. Eligible Families must have at least one child under 18 years old living at the residence. Eligible families must have an annual income that is less than 185% of the federal poverty level.

2. <u>Low-Income Gas Assistance:</u>
   The program provides assistance for heating fuel delivery to indigent families by paying for gas deliveries. The program is funded by ratepayer donations. The Community Action Program of Belknap-Merrimack County is a non-profit organization that administers this statewide program.

Eligible families must have at least one child under the age of 18, and have income less than 185% of the Federal poverty level.

3. YMCA of New Hampshire
   Community Outreach programs for teens and parents work to improve the social health of individuals and their communities. As a healthy marriage and responsible fatherhood initiative this program does not have an income eligibility test.

4. Youth Services & Children in Need of Services (CHINS) programs
   The division for juvenile justice services is responsible for providing supervision and rehabilitative services to youth between ages 12 to 17 years old. It includes a wide verity of programs designed to educate and council juveniles in preparation for their return to society. The program serves individuals who are low-risk offenders. Parenting skills, living skills, substance abuse, educational opportunities, vocational courses, family planning and counseling are some of the many services provided.

5. Girls Incorporated of New Hampshire
   Based on the national model, New Hampshire operations provide after school, summer camp and enrichment programs. All programs provide structured, supportive, empowering, environments in which they can interact with their peers and learn outside of the traditional classroom environment. Girls learn safety awareness, work on homework and participate in age or interest driven activities. The programs also serve to reinforce the character values of the Girls Inc.

6. New Hampshire Jumpstart Coalition
   With a mission to provide everyone with the financial literacy necessary to make informed financial decisions, Jumpstart provides financial literacy education programs for young adults. As a healthy marriage and responsible fatherhood initiative this program does not have a financial eligibility test.

7. Department of Corrections Family Connections Center
   This initiative strives to support families affected by incarceration through support, referrals, relationship classes and family counseling available to eligible incarcerated fathers and their partners. As a healthy marriage and responsible fatherhood imitative this program does not a financial eligibility test.

8. Bonnie Clac Financial Fitness Courses: Provides participants with money management and family budgeting, understanding credit, developing a savings plan, why staying healthy saved money, finding savings in your grocery cart and general costs savings ideas and resources for families.

9. Consumer Credit Counseling Services: Provide families with financial counseling and consumer credit education, guidance and resolution. Help families develop budgets, make mortgage or rent payments, change spending habits and deliver financial education workshops/seminars.

10. Good Beginnings of Sullivan County: Provides comprehensive family support services regardless of ability to pay. Services include: parent education classes, support groups, recourse and referral services, supervised visitation center, and weekly father's parenting group.

11. The Upper Room: Provide comprehensive family support services regardless of ability to pay. Services include parenting classes, Dads 101 class, Active parenting, and support groups.

12. Child and Family Services of new Hampshire: A variety of services provided to needy families including:

    - Christmas for Kids: Provides a non-recurrent benefit of Christmas gifts for under-privileged children.
    - Camp Spaulding: Give disadvantaged youth the opportunity to experience the positive benefits of summer camp. Eligibility based on parent's income, with a sliding scale.
    - Family Counseling: counseling for children, and parents to help with child behaviors, divorce, step-family adjustment, family violence, relationship conflicts, emotional complaints, stress, self-defeating behaviors, and addictive behaviors. Also offers a full program of family life education groups.
13. Ozanam Place: Temporary housing assistance and support services, such as parenting skills, life skills and job training.

14. The Family Resource Center of Gorham: Provide comprehensive family support services regardless of ability to pay.

15. Diversion Incentive program: Provides community based services for juvenile offenders to allow them to avoid incarceration and be cared for in their family's home. Programs teach conflict resolution, job skills and job readiness training, educational counseling, mentoring, and group counseling and support.

ATTACHMENT D

State Procedure: Determining When an Individual Has Demonstrated an Inability To Obtain Needed Child Care;
How New Hampshire Employment Program Informs Parents About the Procedure;
How New Hampshire Employment Program Informs Parents of the Right to an Administrative Appeal

New Hampshire State Law, RSA 167:77-97, regulates the New Hampshire Employment Program and Family Assistance Program. RSA 167:82 III (e) expands on the federal requirements of Sec. 261.56 (a)-(c) of 45 CFR, Section 260 to protect a parent from sanction and provide a temporary work exception when they cannot find adequate child care. New Hampshire Employment Program Administrative Rules state when a parent has good cause for non-participation for lack of adequate child care:

He-W 637.07 Good Cause. In addition to the good cause provisions of RSA 167:82,III(c)-(e), and RSA 167:82,IV(a), good cause shall exist for lack of adequate child care, (a). Good cause for lack of adequate child care shall:

(1) Apply for children under age 13; or

(2) Apply for children over age 13 but under age 18 provided the child's physical or mental condition is such that the child would cause harm to him/herself or to others without supervision;

(3) Not include instances where providers refuse to provide child care due to intentional non-payment of child care bills by the individual; and

(4) Be considered to exist when the client provides in writing the claim and the specific reasons why the claim is made that the quality of care from a provider is not adequate as described in (c)(4) below;

(b) When the NHEP client claims inadequate child care as identified in (a)(4) above, the client shall explore other child care providers and options for obtaining adequate child care;

(c) Adequate child care, as referenced in (a) above, shall be considered available from those providers who:

(1) Have openings and to whom the individual has a means of transporting the children;

(2) Are licensed or license exempt;

(3) Meet all the qualifications and requirements for providers and/or contract agencies specified in He-C 6910.18(b)-(d) and meet the definitions at RSA 170-E:2, IV or RSA 170-E:3.

(4) Provide care that is representative of the quality of child care provided to other children in the community; and

(5) Meet the household's basic requirements for child care, such as providing care during the required hours, or providing special treatment for a handicapped child if necessary;

(d) Acceptable verification for a good cause reason for non-participation with NHEP work requirements shall include, but not be limited to:

(1) Written verification from a third party pertaining to the individual's medical visits, mandated appointments or other circumstances beyond the individuals' control;

(2) Documentation indicating the individual's efforts to contact local agencies to resolve the reason for non-participation, presented on a form provided by the department; or

(3) Documentation indicating the individual's continued efforts to resolve the reason for non-participation, presented on a form provided by the department.

The state definitions requested by Sec. 261.56 (a)-(c) of 45 CFR, Part 260 for reasonable distance, appropriate child care, unsuitability of informal child care, and affordable child care are cross referenced with He-W 637.07 Good Cause as follows. Adequate child care is considered to be available when:

- The provider has openings, and the client has the ability to transport the child (*reasonable distance*);
- It is licensed or license-exempt (*appropriate child care, unsuitability of informal care*);
- It meets the qualifications and requirements listed in He-C 6910.18(b)-(d) (licensing and enrollment in scholarship system) (*appropriate child care*) (*unsuitability of informal care*);
- It provides care that is representative of the quality provided to other children in the community (*appropriate child care*);
- It meets the household's basic requirements for child care, such as providing care during the required hours, or providing special treatment for a handicapped child if necessary (*appropriate child care*).

The Division of Family Assistance has developed working definitions for the terms requested by Sec. 261.56(2)(b)(ii) of 45 CFR, Section 260 with the Child Development Bureau, the state administrators for the Child Development Block Grant. The definitions are included in the state rules above, and helped formulate state policy. Those definitions are:

- "Appropriate child care" means the child care is open for the hours and days the parent would need child care in order to comply with work requirements; is able and willing to provide child care in order to comply with work requirements; is able and willing to provide child care services including any special needs of the child(ren); is either licensed or licensed-exempt for the appropriate age group in accordance with RSA 170E; and the care provided is representative of the quality of child care provided to other child(ren) in the community.
- "Reasonable distance" means the distance of the available child care provider from the individual's residence and then to their work activity, is not substantially greater than the distance that others living in the same town or city would travel for child care services and then to their work activity.
- "Unsuitability of informal child care" means that the child care provider is licensed-exempt and was not able to successfully pass the background check required in RSA 170E:7 related to the state registry and criminal record check. Or the child care provider was not able to meet the conditions specified in Employment-related Child Care Program Rules HE-C 6910.05(d)(13).
- "affordable child care arrangements" ensure equal access and can be maintained without undue financial hardship to the family.

If a parent cannot meet the work requirement the New Hampshire Employment Program has identified a series of steps for the staff to determine whether a parent can be temporarily excused from participation, and how they will work with a parent to identify child care to meet their needs. These procedures are:

- The work program begins with the completion of sections of a work-readiness workbook activity called "Planning For Success." There is a 25-page section of the workbook that directs a parent through a child care search process, by consulting with the Regional Child Care Resource & Referral Agency. The staff will review this section and its activities with a parent to collect information on their child care search. The workbook section states that the work exception does not extend the client's 60-month lifetime limit of TANF assistance.
- Staff will request verification from a third party, as per our 2006 state law HB 1331, and amended rules, He-W 637.07 (d). The staff will check for verification of consultation with the Regional Child Care Resource & Referral Agency, and the results of that consultation as recorded in "Planning For Success."
- Staff will review the results of the consultation and visits to the available providers, and check against the four definitions outlined above to evaluate whether a parent's inability to participate is justified.
- The TANF client will complete NHEP Form 269, "Client Statement For NHEP Non-Participation and Plan." This statement will identify the nature of the problem in finding child care, and describe a plan for continuing to look for child care, and schedule a check-in plan with the TANF staff member.

Parents are informed about this protection from sanction in NHEP Form 221, "The New Hampshire Employment Program"; and in NHEP Form 242, "The 60-Month Lifetime Limit Pamphlet".". A potential participant will also consult with their NHEP Counselor about their inability to secure child care, and the Counselor has been trained regarding the procedure for claiming the work exception for lack of child care.

The participant is informed about their right to an administrative appeal in NHEP Form 810 "Notice of Rights and Responsibilities" and 811R "Your Rights and Responsibilities". These forms are provided with the Form 800, "Application For Assistance" at the end of the application interview. The Form 810 is also included with every eligibility system-generated Notice of Decision, when mailed to the TANF client.