

AVCP
Temporary Assistance for Needy Families Program
P.O. Box 219 * Bethel, Alaska * 99559
Direct #: (907) 543-7400 * Toll free #: 1-800-478-3157 * Fax #: (907) 543-7488
TANF Work Activity Report Form

Name: _____ Social Security Number: _____ Submit with MRF reporting: _____

If you completed this Activity:	Use this Code:
Paid Employment	1
Self Employment (Paid Childcare, Commercial Fishing, Selling wood, selling crafts, etc.)	2
Job Search (completing job applications, job interviews, Bethel job center, etc)	6
Community Service (volunteer at the Schools, Traditional Council, Search & Rescue, Elder Care, Unpaid Childcare, etc)	10
Community Work Service (Contact like Summer Youth/Adult Programs, Vista Programs, Court Ordered, etc.)	10
Subsistence (hunting/cleaning catch, Fishing, cutting/hanging fish, cutting/packaging meat, picking/cleaning berries, etc)	11
GED Preparation for Adults	17
High School Completion for Teen Parents	20
GED Preparation for Teen Parents	21
Substance Abuse Counseling (AA and/or NA Meetings)	22
Family/Behavioral Health Counseling	24
Other Activity Pre-Approved by TANF Director (if this is not pre-approved, the hours you complete will not count)	20

All TANF Families with at least one adult who is included in the TANF benefit is **REQUIRED** to complete **NO LESS THEN 25** hours a **WEEK** in a work related activity. If you do not complete the required 25 hours per week and/or Do not report your hours to your Village Case Manager each **FRIDAY**, a Work Activities penalty will be placed on your case and your benefits will be **REDUCED** until you comply with this requirement.

If you need assistance in finding activities to complete or have any questions concerning your required work activities, please contact your village based Case Manager or call our Bethel office at 1-800-478-3157 and ask to speak with the Case Worker for your village. Please add the time it takes to travel to and from your work activities each day.

If you are a single parent with a child under the age of 13 months, you can request to be exempt from the work related activity requirement. Contact your Bethel Eligibility Technician for more information.

If you want to apply for a short term exemption from the work activities, you will need to request for it in writing. **You will need to include:** **1.)** The reason you are requesting the work activity exemption, **2.)** What you have done to try to complete your required 25 hours per week. **3.)** What your plan is to resolve the situation that is preventing you from completing your 25 hours per week in a work activity. **4.)** Any other information you would like us to consider when determining if your request for the exemption will be approved or denied.

When we receive your request for the exemption, it may take up to 30 days to review and approve, you *will not be considered exempt from the required work activities until your request is approved.* While your request to be exempt is being reviewed for approval, you are required to continue to complete your work activities. If your request is approved, your exemption status can change from exempt to non-exempt at any time. If you are approved for an exemption, you are still required to complete this work activity form and report any work activity hours you have completed. Being exempt from the work activity hours does not make you exempt from the 60 month life time limit for your family to receive TANF benefits and being exempt from the 60 month life time limit does not make you exempt from the required 25 hours a week in a work related activity.

If you have a TANF Case Manager in your village you must report your hours to your Case Manager each **FRIDAY**.

Is there anything else you would like to report?
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