



July 27, 2010

Dear Conference Participant,

On behalf of the Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance, Regions VI & VIII and the Department of Labor, Employment and Training Administration, Region IV, we welcome you to the 2010 State TANF and Workforce Conference. As each of our agencies works to accomplish its respective mission during this meeting, we are excited about the many opportunities for collaboration.

Our conference theme is "Client Success through Partnership". Thus, the plenary sessions, and workshops have been designed to highlight successful programs and to encourage additional coordination efforts between State workforce and TANF agencies. This conference will provide a setting in which participants can explore opportunities for enhancing existing partnerships and implementing new ones. We are excited about this opportunity to bring together so many leaders, including Assistant Secretary Jane Oates (DOL-ETA) and Deputy Assistant Secretary for Policy Mark Greenberg (DHHS-ACF), responsible for a wide range of programs focused on serving children, adults and families.

This conference provides a forum to encourage and enhance coordination between the TANF and Employment and Training programs, which in turn, will strengthen State and local efforts to help families achieve economic success. By working together, we can maximize the effectiveness of our individual resources; thereby, improving program quality and addressing the needs of the families we serve. We urge you to take full advantage of all planned activities.

Again, we welcome you and hope that you enjoy your visit to Dallas.

Sincerely,

Handwritten signature of Nicholas E. Lalpui in cursive.

Nicholas Lalpui  
Region IV  
ETA

Handwritten signature of Larry Brendel in cursive.

Larry Brendel  
Region VI  
TANF

Handwritten signature of Felicia Gaither in cursive.

Felicia Gaither  
Region VIII  
TANF



United States  
Department of Health  
and Human Services



United States  
Department of Housing and  
Urban Development

JUN 17 2010

Dear Colleague:

During this economic recession, families with young children have been severely affected. As parents have lost jobs or faced other economic challenges, many families are falling behind on rent or mortgage payments and are at imminent risk of becoming homeless. Many households are confronted by eviction from their apartment or foreclosure on their home, while others have already fallen into homelessness but may be able to move toward stability with immediate assistance. There are two significant resources funded by the American Recovery and Reinvestment Act of 2009 (Recovery Act), which are available to help communities address these urgent situations: the Temporary Assistance for Needy Families (TANF) program, administered by the U.S. Department of Health and Human Services, and the Homelessness Prevention and Rapid Re-housing Program (HPRP), administered by the U.S. Department of Housing and Urban Development. We want to make sure that you are aware of the ways that communities can use these two programs together to work to prevent and end homelessness in their local areas.

### **Eligible Activities**

First, States and Tribes have the discretion to use Federal TANF and State Maintenance of Effort (MOE) funds to assist families in need of housing services consistent with TANF rules on providing benefits and services to needy or eligible families. Along with providing basic assistance, a TANF program can provide an array of non-recurrent, short-term benefits and services to help families that are homeless or are at risk of becoming homeless. For example, a jurisdiction can use TANF funds to provide short-term rental or mortgage assistance, security and utility payments, moving assistance, motel and hotel vouchers, subsidized employment, case management services, legal services, housing search and placement services and administrative costs associated with any of these activities. To qualify as non-recurrent, short-term benefits, these services cannot extend beyond 4 months and must be designed to address a specific crisis situation and not be intended to meet ongoing needs. In addition, a State may also choose to provide TANF benefits in other categories to these families.

In jurisdictions that still have funds available to them under the TANF Emergency Contingency Fund enacted by the Recovery Act, increased expenditures for basic assistance and non-recurrent short-term benefits (as well as subsidized employment) may qualify for Federal reimbursement of 80 percent of increased costs. Still, in all jurisdictions, the above expenditures can be permissible uses of TANF and MOE funds.

HPRP provides funds to cities, counties and States to prevent homelessness for individuals and families who are at-risk of becoming homeless, and to help those experiencing homelessness to be quickly re-housed and stabilized. HPRP can be used to provide short- and medium-term rental assistance, security and utility deposits, utility payments, moving cost assistance, and limited hotel and motel vouchers, as well as a number of services to help households stabilize their housing situation, including case management, outreach to potential program participants and landlords, housing search and placement, and landlord-tenant mediation.

### **Coordination of Resources**

Where possible, we strongly encourage State TANF agencies to work together with HPRP programs to maximize the benefit and efficiency of both resources to serve families. For example, TANF agencies can extend their impact by referring families that require more than four months of rental assistance to HPRP programs that administer medium-term rental assistance. Also, families that receive TANF rental assistance can be referred to HPRP programs for help with searching for housing, mediation with their landlord, or related case management services. To identify key HPRP decision-makers, a list of HPRP programs by State can be found at: <http://www.hudhre.info/documents/HPRPContactInfoDec09.pdf>.

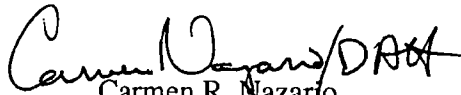
When planning service provision at the local level, communities should consider the best way to target and coordinate TANF and HPRP resources for the most efficient and effective distribution. State and local strategies could include:

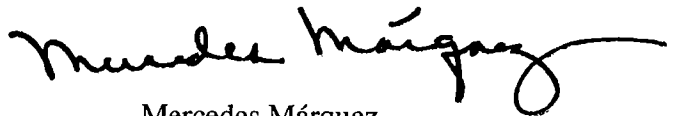
- Coordinated Entry – If possible, create a center where low-income families can have “one stop” access to a range of services. Co-locating services can promote collaboration between TANF and HPRP resources.
- Use of 211 Outreach Phone Line – Many communities have a widely publicized 211 phone line for services. In some communities, this is the first step in referring clients to the services they need. Training the 211 outreach staff on the uses of TANF and HPRP is a good way of providing information about both programs to the public.
- Tailored Services – Agencies that deliver services should have an initial visit with a case manager (this is required for HPRP) to determine that families receive housing assistance at an appropriate level and duration. This can be used as an opportunity to coordinate TANF and HPRP resources in creative ways to help families avoid homelessness.
- Staff Training – Staff delivering services should be trained on TANF and HPRP eligibility requirements and enrollment procedures so they can refer clients to appropriate services and better assist families.

Creating ways for these programs to work together in your community can be a challenge but can ultimately result in efficiencies in using these additional resources available to prevent and end homelessness for families.

If you have any questions about the TANF program, please contact the TANF Program Manager in your Region. For the HPRP program, please contact your local HUD field office or submit questions to the HUD Virtual Help Desk at [www.hudhre.info/hprp](http://www.hudhre.info/hprp). Thank you.

Sincerely,

  
Carmen R. Nazario  
Assistant Secretary  
for Children and Families

  
Mercedes Márquez  
Assistant Secretary  
for Community Planning and Development



United States  
Department of Health  
and Human Services



United States  
Department of Agriculture

MAR 05 2010

Dear Colleague:

Each summer, millions of families struggle to provide their children with nutritious meals when schools close for the summer and no longer provide meals through the National School Lunch and School Breakfast Programs. Although the U.S. Department of Agriculture's (USDA) Summer Food Service Program (SFSP) is intended to fill this gap, less than 20 percent of the more than 19.6 million children receiving a free or reduced price meal from the National School Lunch Program participate in the SFSP. In these difficult economic times, even more children may face this hardship in the coming summer.

We want to highlight an opportunity to leverage available Federal funds to address childhood hunger and food insecurity by improving participation in the SFSP. The American Recovery and Reinvestment Act of 2009 (Recovery Act) established a \$5 billion Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund. States can seek 80 percent reimbursement through the Fund for costs in a set of areas, including increased costs for non-recurrent, short-term benefit expenditures, which are designed to deal with a needy family's specific crisis situation or need, and do not extend beyond four months. A range of expenditures that support programs that feed children during summer months may constitute non-recurrent, short-term benefits, and thus be a potential use of the TANF Emergency Contingency Fund.

A number of organizations, including schools, local governments (particularly Parks and Recreation Departments), community organizations, camps, and faith-based organizations, might choose to operate a summer food service program if additional resources beyond those currently funded by USDA's SFSP program are made available. TANF Emergency Contingency Funds can be used for a set of expenditures to support their participation in the program, and to help meet a set of costs at existing sites. For example, allowable TANF expenses could include: short-term leased or rented equipment, transportation services to transport food and/or children to feeding sites, recreational activities to attract more youth to program locations, pay for staff support to provide supervision and programming at summer feeding sites, and meal preparation costs that are not otherwise reimbursed under the SFSP (including the cost of additional meals and meals provided to parents of SFSP-eligible children).

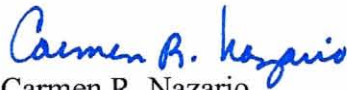
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We hope that you give serious consideration to using some of these resources to help struggling families and children this summer.

Additional information and guidance on the TANF Emergency Contingency Fund can be found on the U.S. Department of Health and Human Services' website at <http://www.acf.hhs.gov/programs/ofa/>, and information about the SFSP can be found on the U.S. Department of Agriculture website at <http://www.fns.usda.gov/cnd/summer/>. If you have questions, please do not hesitate to contact the relevant State TANF Directors as listed here: [http://www.acf.hhs.gov/programs/ofa/states/st\\_index.html](http://www.acf.hhs.gov/programs/ofa/states/st_index.html), or to be in touch with the SFSP Directors in each State: <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>.

Thank you for your hard work and commitment to those in need.

Sincerely,



Carmen R. Nazario  
Assistant Secretary for Children and Families  
U.S. Department of Health and Human Services



Kevin W. Concannon  
Under Secretary  
Food, Nutrition, and Consumer Services  
U.S. Department of Agriculture





United States  
Department of Health  
and Human Services



United States  
Department of Labor

JAN 19 2010

Dear Colleague,

As States and localities establish their 2010 subsidized summer youth employment programs, the Administration for Children and Families (ACF) at the Department of Health and Human Services and the Employment and Training Administration (ETA) at the Department of Labor (DOL) urge workforce and human services agencies to work together to explore all funds available for the creation and expansion of subsidized summer employment programs for low-income youth.

Even before the recent recession, the overall teen employment rate was devastatingly low, reaching levels not seen in 60 years, according to a report by the Center for Labor Market Studies. The youth labor force—16 to 24 year-olds working or actively looking for work—grows sharply between April and July each year, with July typically marking the peak of summer youth employment. Unfortunately, the current recession has eliminated many employment opportunities for youth. According to the DOL's Bureau of Labor Statistics, the proportion of young people employed in July 2009 was 51.4 percent, the lowest July rate on record for the series, which began in 1948.

Subsidized employment provides valuable skills and work experience for young people, and serves as a stepping stone on the path to unsubsidized employment. For example, over 10,000 older youth in the Workforce Investment Act (WIA) subsidized summer youth employment this past summer transitioned into unsubsidized employment. By accessing resources made available by the Temporary Assistance for Needy Families (TANF) program and WIA employment and training programs, State and local TANF agencies and Workforce Investment Boards (WIBs) have the potential to bring additional subsidized job opportunities to youth across the nation this summer.

Last year, through funds from the American Recovery and Reinvestment Act of 2009 (Recovery Act), WIA's WIBs created over 314,000 subsidized work experiences for youth nationwide. Many of these experiences took place during the summer in the form of six to eight week summer jobs. While much of the ETA's summer youth employment funding under the Recovery Act has been expended, significant TANF Emergency Contingency funding remains and TANF agencies can choose to commit some of those funds to subsidized employment programs for low-income youth. Several State and local TANF agencies and WIBs across the country have already created partnerships and have used TANF funds to support subsidized employment opportunities for low-income youth during previous summers.

By working together, State and local TANF agencies and WIBs can access substantial joint resources in developing or expanding subsidized employment programs. Both TANF funds and

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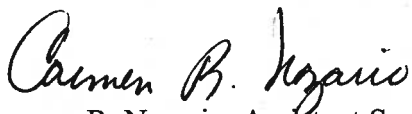
the WIA and Wagner-Peyser funds available to the workforce investment system can be used to support programs and services that help alleviate unemployment and increase employment prospects for low-income youth. WIA and Wagner-Peyser funds can be used to provide training and employment services, including career guidance, skill assessments, case management, supportive services, basic skills and literacy training, and occupational training, as well as specific WIA youth services, including work experience, leadership development opportunities, and mentoring. The workforce investment system also has extensive experience and capability helping individuals gain and retain employment. State and local WIBs have identified growing industries and occupations and have developed relationships with employers in local communities, who become valuable resources when creating subsidized employment positions for low-income youth.

TANF Emergency Contingency Funds can be used by States and Tribes to provide subsidized employment to low-income youth along with other benefits and services allowed under the TANF Program. Twenty-two States have already had TANF Emergency Contingency Fund applications for adult subsidized employment programs approved, and ACF has worked closely with States to ensure that their programs fit Fund parameters.

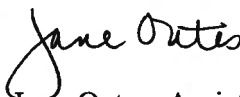
We hope that as many State and local TANF agencies and WIBs as possible will take advantage of the subsidized employment opportunities made available by partnering WIA and TANF resources. In addition, when appropriate, we strongly encourage co-enrollment of youth in the TANF and applicable WIA programs so that participants in TANF-funded subsidized employment opportunities can benefit from additional WIA services such as supportive services, occupational skills training, and other relevant services.

If you have any questions about the TANF program, please contact your ACF regional contact. The regional contact information can be found online at: [http://www.acf.hhs.gov/programs/oro/regions/regional\\_contacts.html](http://www.acf.hhs.gov/programs/oro/regions/regional_contacts.html). For questions about WIA programs in your region, please contact the appropriate ETA Regional Office. The contact information for ETA regional offices can be found online at: <http://www.doleta.gov/regions/regoffices/>.

Sincerely,



Carmen R. Nazario, Assistant Secretary  
Administration for Children and Families



Jane Oates, Assistant Secretary  
Employment and Training Administration