Applications
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Oklahoma

Applications

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Filing and Processing Applications

All persons have a right to file an application for cash assistance.

Right is implied in both statute and regulation. The state TANF agency treats it as a right.

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

Food Stamps
Medicaid
Child care

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 30 days.

The agency is required to issue a written decision on applications.

Pre-Application Requirements

The state does not impose requirements that must be met before a family can submit an application for cash assistance.

Pending Application Requirements

The state imposes pending application requirements that a family must meet while its cash assistance application is pending. Failure to meet these requirements results in denial of the application.

The pending application requirements are:

Conduct job search
Begin work activity participation

The following applicants are exempt from pending application requirements:
Adult in "child only" household

Personal Responsibility Contracts

Applicants and/or recipients are required to sign a personal responsibility contract.

Applicants must sign a personal responsibility contract:
While the application is pending

The personal responsibility contract is:

A standard form listing obligations

The following people must sign the contract:

Head of household
Both parents in "two-parent" families
Minor parent who is not head of household

The following applicants and recipients are exempt from developing and signing a contract:

Individual exempt from work requirements

The following obligations can be included in the contract:

Agreement to participate in work activities
Participation in specific work activities

The contract includes a state or county agreement to provide services, and lists the services.

A sanction is imposed if an applicant or recipient refuses to sign a contract. The sanction is the same as the sanction for non-compliance with work requirements.

Employability Plans

Applicants must sign an employability plan, i.e. a plan that covers only work requirements for the individual, after eligibility is determined.

An individual develops an employability plan with:

TANF eligibility worker at the TANF office

The following people must sign an employability plan:

Head of household
Both parents in "two-parent" families
Minor parent who is not head of household

The following applicants and recipients are exempt from developing and/or signing an employability plan:

Individual exempt from work requirements
Individual with a child under age 3 months
Disabled caretaker
Non-parent caretaker not receiving assistance

Employability plans include a state or county agreement to provide services, and the services are listed.

A sanction is imposed if an applicant or recipient refuses to sign an employability plan. The sanction is the same as the sanction for non-compliance with work requirements.

Formal Diversion Programs

The state does not operate a formal cash diversion program.

Emergency Assistance

The state does not have an emergency assistance program.

Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.