



Applications

Formal Diversion Programs

Emergency Assistance

Wyoming

Applications

Filing and Processing Applications
Pre-Application Requirements
Pending Application Requirements
Personal Responsibility Contracts
Employability Plans

Filing and Processing Applications

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

Right provided for in regulation

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:

If Pay-After-Performance requirements are met during the month of application, payment is authorized on the first of the following month.

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:

- Sign personal responsibility contract
- Complete an assessment
- Conduct job search
- Begin work activity participation
- Agree to cooperate with child support enforcement
- Cooperate with child support activity:
 - Meet with child support worker
- Register with Employment Resources Division. The job search requirement is a "pay after performance" requirement where benefits are authorized after applicant has met the requirement for one month.

No applicants are exempt from pending application requirements.

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:

The product of individualized assessment or worker discretion

The contract identifies specific employment activities.

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
- Individual with a child under three months

The following obligations can be included in the contract:

- Agreement to participate in work activities
- Participation in specific work activities
- Child school attendance requirements
- Minor parent school attendance requirements
- Participation in life skills or parenting classes
- Drug or alcohol provisions
- Agreement to reach self-sufficiency within a set period of time

The contract does not include a state or county agreement to provide 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, while the application is pending.

An individual develops an employability plan with:

- A worker at an office separate from the TANF office:
- Case manager at work program action center

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 with a child under age 3 months
- Caretaker age 65 and older
- Minor parent without a high school diploma, if child under age one month

Employability plans do not include a state or county agreement to provide services.

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.