

CHAPTER 75-02-01.2
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM

SECTION 1. Section 75-02-01.2-02.1 is amended as follows:

75-02-01.2-02.1. Diversion assistance. ~~Diversion assistance helps prevent needy families from becoming dependent on continuing government benefits by providing cash assistance to qualified families to promote job retention.~~ Diversion assistance may be provided to a family experiencing a specific crisis situation or episode of need. Diversion assistance is not assistance under title 45, Code of Federal Regulations, part 260.31, and is not a benefit for purposes of North Dakota Century Code section 50-09-06.1. Diversion assistance may be provided to a family that meets all factors of eligibility for assistance under the temporary assistance for needy families program except as provided in this section.

1. A family may not receive diversion assistance and a temporary assistance for needy families grant in the same month. A family may receive diversion assistance ~~only once~~ for up to four months within a twelve-month period beginning in the month diversion assistance is provided. A family that includes a caretaker who is not a legally responsible relative of a child member of the family may not receive diversion assistance.
2. Diversion assistance may be provided to defray expenses necessary to retain or obtain employment. Expenses Within the limits described by the department, supportive services may be made available to a participant who would be unable to enter into or remain in a work activity without the use of supportive services. Necessary expenses incurred in retaining or obtaining employment must be verified.
3. ~~Family Household members of a diversion assistance recipient are not required to participate in the job opportunities and basic skills program age sixteen or older, who have completed high school or received a general equivalency diploma, or who have neither completed high school nor received a general equivalency diploma and are not attending school, must participate in the pathways to work program to reduce barriers to employment, or to prepare for and obtain paid employment, thereby enabling participants to become self-sufficient. Pathways to work provides individualized, intensive case management services to all work ready and non-work ready adults who are receiving diversion assistance. Participants who fail or refuse to comply with pathways to work requirements, may have their diversion assistance case closed. Actions or failures to comply that may result in case closure include:~~
 - a. Failure to complete the goals, tasks, or objectives listed on an action plan or an employability plan; and
 - b. Failure to cooperate with an agency providing services to meet goals, tasks, or objectives listed in the action plan or employability plan, including goals identified in the assessment.
4. Cooperation in obtaining support or establishing paternity for any child member of the family is permitted but not required. ~~The family may request a referral to the child support enforcement agency.~~
5. ~~Participation in health tracks screening services is not required.~~

- 6. An assessment and social contract are not required.
- 7. ~~Monthly gross income of the family may not exceed one hundred and forty percent of the poverty level.~~
- 8.6. An applicant may appeal a denial, limitation, or termination of diversion assistance, and a recipient of diversion assistance may appeal termination or reduction of assistance, by making a written request for a hearing within thirty days from the date of the notice of adverse action. Diversion assistance not already approved may not be provided pending the hearing decision.
- 9.7. A month in which diversion assistance is received does not count toward the temporary assistance for needy families sixty-month lifetime limit provided under section 75-02-01.2-35.1.
- 10. ~~For purposes of this section, "poverty level" means the official income poverty line, as defined by the United States office of management and budget, and as revised annually in accordance with 42 U.S.C. 9902(2).~~
- 8. When a diversion assistance household is determined to have a recurrent or ongoing need, the diversion assistance case must be closed and the household may reapply under temporary assistance to needy families to meet the recurrent or ongoing needs.

History: Effective June 1, 2005; amended effective January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 2. Section 75-02-01.2-02.2 is amended as follows:

75-02-01.2-02.2. Kinship care assistance.

- 1. Kinship care provides a monthly maintenance payment and supportive services to a child residing outside the child's parental home with a caretaker who is related to that child within the fifth degree of kinship.
- 4. ~~Kinship care monthly maintenance payments must be the same as the standard of need amount for a shared living arrangement for a child under the temporary assistance for needy families program, and To be eligible:~~
 - a. A ~~count~~ court of competent jurisdiction must have entered an order placing a child's care, custody, and control with a county agency, ~~or an official of a county agency, the executive director of the department, or the division of juvenile services;~~ and
 - b. Before placing a child in kinship care for more than thirty days, the ~~county agency with care, custody, and control of the child, or a designee,~~ child's custodian must have completed a family study, a child abuse and neglect background check, and other investigations as the department may determine necessary to demonstrate that:
 - (1) The home in which care is provided is in fit and sanitary condition and properly equipped to provide good care to the child;
 - (2) The caretaker and other adults residing in the home of the caretaker properly qualify to carry out the duties and responsibilities of a kinship care provider;

- (3) Kinship care provided in the home is for the public good in accordance with sound social policy and with due regard to the health, morality, and well-being of all children cared for in the home; and
 - (4) The home is maintained according to standards prescribed for its conduct by the department.
2. Within the limits established by the ~~department's foster care program~~ department, supportive services may provide reimbursements for child care expenses, transportation, clothing, emergent needs, activity fees, and, as a payer of last resort, reasonable legal fees incurred by or on behalf of a child and approved by the department.
 3. For purposes of this section, a relative is within the fifth degree of kinship if the relative by birth, marriage, or adoption, is the child's sibling; niece; nephew; grandniece; grandnephew; grandparent; aunt; uncle; first cousin; first cousin once removed; great-grandparent; great-aunt; great-uncle; parent's first cousin; great, great-grandparent; great, great-aunt; great, great-uncle; or great, great, great-grandparent.
 4. Kinship care monthly maintenance payments must be the same as the standard of need amount for a shared living arrangement for a child under the temporary assistance for needy families program.

History: Effective June 1, 2005; amended effective January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 3. Section 75-02-01.2-02.3 is created as follows:

75-02-01.2-02.3. Transition assistance. Transition assistance promotes job retention by providing an extended period of cash assistance to qualified families under temporary assistance for needy families. Households with earnings from employment exceeding the allowable standard of need for their household size may remain eligible for transition assistance for up to six months. Transition assistance is assistance under title 45, Code of Federal Regulations, part 260.31, and is a benefit for purposes of North Dakota Century Code section 50-09-06.1. Transition assistance may be provided to a family that meets all factors of eligibility for assistance under the temporary assistance for needy families program except as provided in this section. For purposes of this section, "caretaker" means a person who provides support to a minor child and who may or may not receive benefits. All provisions of this chapter apply except:

1. A family may not receive a grant for transition assistance in any month in which that family receives a grant for temporary assistance for needy families or diversion assistance.
2. No one may be provided transition assistance in an application month. Only recipients of temporary assistance for needy families may become eligible for transition assistance.
3. Transition assistance provides a monthly job retention incentive, a one-time-only high school graduation or general education diploma incentive, and reimbursement of expenses associated with the cost of childcare, health insurance, health tracks, and transportation.

4. A family may not receive transition assistance for more than six consecutive months.
5. Transition assistance may not be provided to:
 - a. A caretaker sanctioned due to non-compliance with work requirements;
 - b. A caretaker relative, in a child-only case;
 - c. A minor parent who is not the head-of-household or spouse of the head-of-household;
 - d. An alien who is ineligible to receive assistance due to his or her immigration status;
 - e. A caretaker in receipt of supplemental security income (SSI) benefits; and
 - f. A caretaker with a disqualification penalty applied for a voluntary job quit or voluntary refusal of an offer of employment or training for employment.

History: Effective January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 4. Section 75-02-01.2-12 is amended as follows:

75-02-01.2-12. Determining claims of good cause. Determinations concerning claims of good cause require the use of decision making principles. These principles must be applied to the individual's statements and information to determine if the requirements of good cause are met. The decision making principles are:

1. The individual claiming good cause is responsible to show that good cause exists.
2. Uncorroborated statements of fact are less believable than corroborated statements.
3. Statements by persons with a reputation for being untruthful are less believable than similar statements by persons without that reputation.
4. A reputation for being untruthful exists if the files maintained by the department, the county agency, or the job opportunities and basic skills program ~~coordinator's~~ agency employment contractor contain evidence of untruthful statements made by the individual, or if the individual has made untruthful statements that are a matter of public record.
5. Statements by individuals with a reputation for failures or delays in furnishing information necessary for official action are less believable than similar statements by individuals without that reputation.
6. A reputation for failures or delays in furnishing information necessary for official action exists if the files maintained by the department, the county agency, or ~~the~~ a job opportunities and basic skills program coördinator's agency employment contractor contain evidence of any failure or delay, without good cause, to furnish reports, including monthly reports, necessary verifications, or a failure or delay in attending meetings or interviews intended to secure information necessary for official action.

7. A statement of fact, made by an individual with something to gain if that statement is regarded as true, is less believable than a similar statement made by an individual with little or nothing to gain.
8. An individual's explanations or reasons for claiming good cause must be judged by a prudent person concept. A prudent person is one who exercises those qualities of attention, knowledge, intelligence, and judgment that society requires of its members for protection of their own interests and the interests of others.
9. Statements of fact made by the individual claiming good cause, or by other individuals who support or oppose the claim of good cause, are not presumed to be either truthful or untruthful. Rather, statements of fact must be evaluated to determine if they are more likely than not or less likely than not to be true.

History: Effective December 9, 1996; amended effective January 1, 2003; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 5. Section 75-02-01.2-35.1 is amended as follows:

75-02-01.2-35.1. Time limit on certain benefits - Exceptions. Except as otherwise provided in this section, no household may be provided assistance if that household includes an adult who has received assistance under a temporary assistance for needy families program provided by any state or Indian tribe for sixty months, whether or not consecutive, after the date that program commenced.

1. In determining the number of months an adult received temporary assistance for needy families, the department shall disregard any month in which:
 - a. The adult was a minor child and not, at the same time, a head of household or married to a head of household; or
 - b. No adult member of the household was included in the benefit for the federal lifetime count under title 45, Code of Federal Regulations, part 264.1.
2. In determining the number of months an adult received temporary assistance for needy families, the department shall disregard any month in which the adult lived in Indian country if, during the month, at least fifty percent of the adults living in that Indian country were unemployed. The department shall determine the percentage of unemployed adults living in Indian country by any means the department determines to be appropriate and reliable, provided that the means chosen are consistent with requirements imposed under federal law.
3. This section may not be applied to preclude eligibility for members of a household if:
 - a. The eligible adult caretaker in the filing unit temporary assistance for needy families household reaches the age of sixty-five years on or before the sixty-first month in which that individual receives temporary assistance for needy families benefits;
 - b. The eligible adult caretaker is determined to be incapacitated or has been determined to be disabled by the social security administration;
 - c. The household includes an individual who is a victim of domestic violence. Domestic violence includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent

- physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense, on the complaining family or household members; or
- d. The condition of a child or a spouse precludes care by a child care provider, in-home care, or outside of home care and prevents the caretaker from employment.
4. For purposes of this section:
 - a. An adult caretaker may be treated as "incapacitated" if the individual is incapacitated or treated as incapacitated under section 75-02-01.2-18; and
 - b. "Indian country" means:
 - (1) All lands within the limits of any Indian reservation under the jurisdiction of the United States government, notwithstanding the issuance of any patent, and, including rights of way running through the reservation;
 - (2) All dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state; and
 - (3) All Indian allotments, the Indian titles to which have not been extinguished, including rights of way running through the same.
 5. The number of households that may be exempted from the temporary assistance for needy families lifetime limit may not exceed twenty percent of the average monthly number of households receiving temporary assistance for needy families assistance.
 6. If a household must submit a written request to the county social service agency requesting to be exempt from the sixty-month lifetime limit, the written request must explain the reason for the exemption and must include clear and convincing documentation from a professional service provider.
 7. During the exemption period from the lifetime limit, all temporary assistance for needy families, job opportunities, and basic skills program policies apply.
 8. Applicants and recipients that appeal the denial for an exemption from the lifetime limit may request in writing a fair hearing within the thirty days from the date of the denial or closure notice. Assistance is not continued pending the fair hearing.
 9. ~~All months in which a disqualified adult caretaker is part of the family count toward the lifetime limit. For purposes of this subsection, an individual is a disqualified adult caretaker if that individual is a disqualified alien, or is disqualified because of a sanction, a drug felony conviction, status as a fleeing felon, or an intentional program violation.~~

History: Effective July 1, 1997; amended effective January 1, 2003; June 1, 2005; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 6. Subdivision a of subsection 2 of section 75-02-01.2-51 is amended as follows:

- a. The greater of one hundred eighty dollars or twenty-seven percent of the household's monthly gross earned income, except earnings of any child who is a full-time elementary or high school student, is disregarded as a standard work employment expense allowance. The amount remaining is net earned income.

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; January 1, 2009.

SECTION 7. Section 75-02-01.2-52 is amended as follows:

75-02-01.2-52. Voluntary quit or refusal of employment. No household member, except a dependent child, may refuse a bona fide offer of employment or training for employment, or terminate employment, without good cause, within thirty days before the date of application.

1. If an offer of employment or training was made through job service North Dakota, job service North Dakota shall determine if a bona fide offer was made and if there was good cause for refusing it.
2. If an offer of employment or training was made other than through job service North Dakota, the county agency shall determine if a bona fide offer was made and if there was good cause for refusing it, considering the following factors:
 - a. Whether there was a definite offer of employment at wages meeting any applicable minimum wage requirements and that are customary for such work in the community;
 - b. Whether there were any questions as to the physical or mental ability of the household member to engage in the offered employment or training for employment;
 - c. Whether there were any questions of the working conditions such as risks to health, safety, or lack of workers' compensation protection;
 - d. Whether the household member had a way to get to or from the particular job, including evidence the household member reasonably attempted to arrange for transportation;
 - e. Whether, as a condition of being employed, the household member would be required to join a company union, or to resign or refrain from any bona fide labor organization, or would be denied the right to retain membership in and observe the lawful rules of any such organization;
 - f. Whether the position offered is vacant directly due to a strike, lockout, or other labor dispute;
 - g. Whether the work is at an unreasonable distance from the household member's residence, provided one-way travel time of one hour or less may not be treated as an unreasonable distance;
 - h. Whether gross wages are less than the allowable employment expense and child care or adult dependent care;
 - i. Whether an individual's substantially continuous presence in the household is necessary to care for another individual in the household to whom the

- individual owes a legal duty to provide care, who has a condition, verified by reliable medical evidence, which does not permit self-care or care by another household member; and
- j. Whether the individual is a victim of domestic violence.
3. If it is determined that a household member voluntarily quit employment or a bona fide offer of employment or training was refused by a household member, without good cause:
 - a. In the case of a recipient household, the member who voluntarily quits a job or refuses a bona fide offer of employment or training for employment is ineligible for the benefit month in which the refusal occurred; and
 - b. In the case of an applicant household, the entire household is ineligible for the thirty days following the actual date of refusal or termination of employment.
 4. If it is determined that a recipient household member voluntarily quits employment without good cause, without prior approval from the household member's ~~JOBS coordinator~~ job opportunities and basic skills employment contractor, that household member is ineligible in the benefit month in which the job quit occurred, and may not receive the standard employment expense allowance described in section 75-02-01.2-51, any employment incentive disregard, or any child or adult dependent care deduction, in the month the job quit occurred, and in the month the income is budgeted.

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 8. Section 75-02-01.2-60 is amended as follows:

75-02-01.2-60. Computing payment if stepparent or alien parent income is deemed.

1. The amount of a household's cash grant must be reduced by the deemed income of a stepparent or an alien parent who lives in the home, but who is not a member of the household.
2. To encourage marriage among single-parent families and assist those families when the primary individual in a household marries, the income of the stepparent ~~whose needs were not previously included in the household~~ must be disregarded in determining the cash grant for the first six months, effective the month of the marriage. This subsection applies to recipients only, but not to applicants. No six-month disregard of stepparent income is allowed in situations when a primary individual marries before receiving benefits.

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 9. Section 75-02-01.2-73 is amended as follows:

75-02-01.2-73. Health tracks.

1. All members of a household, under age twenty-one, must participate in health tracks screening services at the time of application and at least annually thereafter, unless excepted under subsection 2. Failure to participate results in a seven percent reduction in the net cash grant after recoupments have been calculated. This reduction is effective the first month after the month the failure to participate is determined and remains in effect until health tracks requirements in the contract are met. All household members required to receive a health tracks screening who complete the a health tracks screening are eligible for a twenty-five dollar payment.
2. An eligible member need not participate in the health tracks requirements if the member:
 - a. Is a caretaker under age twenty-one who is at least age twenty years, ten months; or
 - b. Is an individual who has received a complete screening within the last twelve months performed by an enrolled health tracks provider; or
 - c. Establishes good cause for not participating in health tracks.
3. Good cause for failure or refusal to participate in health tracks exists if:
 - a. The child and the child's caretaker are believers in a faith with a clergy-verified doctrinal opposition to participation in health tracks; or
 - b. The child or the child's caretaker suffers from a medically verified acute illness.
4. Good cause for not participating in health tracks screening must be the responsibility of the health tracks program service manager. The health tracks program service manager must be responsible to determine good cause, must set the end dates for good cause, and must be responsible for conciliation.

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 10. Section 75-02-01.2-80 is amended as follows:

75-02-01.2-80. Good cause determination.

1. Except with respect to a sanction imposed for failure to obtain child support, or establish paternity, an individual shall be provided an opportunity to present the good cause reason for a failure or refusal to cooperate prior to the imposition of a sanction.
2. The eligibility worker or the individual's job opportunities and basic skills coordinator employment contractor may oversee the good cause determination process.
 - a. If the individual refuses to complete the social contract, refuses to sign the social contract, or refuses to comply with a referral to a service agency, the eligibility worker is responsible to oversee the good cause determination process.

- b. If the individual is not cooperating with the job opportunities and basic skills program, the ~~coordinator or case manager~~ employment contractor is responsible to oversee the good cause determination process and must inform both the individual and the eligibility worker of the outcome of the good cause determination process.
3. Within ~~ten~~ two days following the date of a failure or a refusal to comply, the eligibility worker or ~~coordinator~~ employment contractor, as appropriate, shall send written notice to the individual to offer an opportunity to show good cause. A good cause determination must state that:
 - a. The individual is responsible to call or meet with the ~~coordinator or case manager~~ employment contractor within ~~seven~~ five days, from the print date of the notice, to show good cause; and
 - b. A sanction will be imposed if the individual does not contact the ~~coordinator~~ employment contractor or eligibility worker, as appropriate, within the required time or does not show good cause for the individual's failure or refusal to comply.
4. If an individual fails or refuses to participate in the good cause determination process, or if it is determined that the individual did not show good cause for the initial failure or refusal to participate as required in the temporary assistance for needy families program, the eligibility worker shall notify the individual of the sanction.
5. Claims of good cause must be evaluated using the decisionmaking principles described in section 75-02-01.2-12.

History: Effective December 9, 1996; amended effective January 1, 2003; June 1, 2005; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 11. Section 75-02-01.2-82 is amended as follows:

75-02-01.2-82. Job opportunities and basic skills program - Definitions. For purposes of the job opportunities and basic skills program:

1. "Eligible individual" means an adult or minor child head-of-household receiving assistance or a non-recipient parent living with a child receiving assistance.
2. ~~"Coordinator"~~ "Employment contractor" means the job opportunities and basic skills program staff person responsible for directing and monitoring a participant's planning and activities that relate to the job opportunities and basic skills program. The ~~coordinator~~ employment contractor assists the participant in the development and execution of an employability plan and oversees the participant's involvement in the job opportunities and basic skills program.
2. ~~3.~~ 3. "Minimum required hours" means the number of hours per week during which a participant must be engaged in approved work activity.
3. ~~4.~~ 4. "Participant" means a member of a household who is not exempt from participating in the job opportunities and basic skills program or who, if exempt, has volunteered to participate in that program.

4. 5. "Satisfactory progress" in any postsecondary education or training program means the participant is maintaining progress minimally sufficient to allow continuation of the course of study or training under the standards of the education or training facility.
6. "Work-eligible individual" includes anyone listed in subdivision a, but does not include anyone listed in subdivision b:
- a. Included individuals are:
- (1) Any adult receiving assistance under TANF;
 - (2) Any minor child head of household receiving assistance under TANF;
 - (3) Any minor parent head of household receiving assistance under TANF;
 - (4) Any non-recipient parent living with a child receiving assistance, including any parent:
 - (a) Sanctioned due to non-compliance with work requirements; or
 - (b) Disqualified due to an intentional program violation, status as a fleeing felon, a drug felony conviction, parole or probation violation, or non-compliance with child support enforcement.
- b. Individuals not included are:
- (1) A minor parent who is not the head-of-household;
 - (2) A non-citizen who is ineligible to receive assistance due to his or her immigration status;
 - (3) A parent providing care for a disabled family member living in the home;
 - (4) A dependent child who is under age sixteen;
 - (5) Unless the child is a single head of household, a dependent child who is age sixteen or over, enrolled as a full-time student, who will graduate by the child's nineteenth birthday;
 - (6) Those receiving supplemental security income; or
 - (7) Those receiving social security disability income.

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 12. Section 75-02-01.2-83 is repealed:

75-02-01.2-83. Job opportunities and basic skills program – Basic requirements. ~~To the extent resources permit, all nonexempt adults, and all children age sixteen or older, who have completed high school or received a general equivalency diploma, or who have neither completed high school nor received a general equivalency diploma and are not attending school shall participate in the job opportunities and basic skills program. The program combines education, training, and employment components. Its purpose is to enable participants to become self-sufficient. The eligibility worker shall:~~

- ~~1. Determine eligibility for assistance and determine whether each person is a member of the household;~~
- ~~2. Determine whether each recipient is exempt from participating in the job opportunities and basic skills program; and~~

~~3. Refer nonexempt members of the household to the job opportunities and basic skills program. Repealed effective January 1, 2009.~~

~~History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; June 1, 2005.
General Authority: NDCC 50-09-02, 50-09-25
Law Implemented: NDCC 50-09-02~~

SECTION 13. Section 75-02-01.2-84 is amended as follows:

75-02-01.2-84. Job opportunities and basic skills program - Satisfactory participation.

1. Except as otherwise provided in this section, all ~~eligible nonexempt adults~~ work eligible individuals and all eligible children, age sixteen or older, who have completed high school or received a general equivalency diploma, or who have neither completed high school nor received a general equivalency diploma and are not currently attending school, shall comply with work requirements no fewer than the minimum required hours each week. Work activity may be required in addition to the minimum required hours in an approved work activity.
2. A parent or other eligible caretaker relative of a child under age six, who is personally caring for that child full time, is deemed to comply with subsection 1 if engaged in an allowable work activity an average of at least the minimum required hours per week during each month.
3. A single head of household, under twenty years of age, who has not earned a high school diploma or its equivalent, but who maintains satisfactory attendance in school, is deemed to comply with subsection 1.

~~History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; January 1, 2009.
General Authority: NDCC 50-09-02, 50-09-25
Law Implemented: NDCC 50-06-05.1, 50-09~~

SECTION 14. Section 75-02-01.2-86 is amended as follows:

75-02-01.2-86. Job opportunities and basic skills program – Tribal native employment works program. Tribal native employment works programs are available to enrolled or enrollable members of tribes who live in that tribe's service area, who receive a temporary assistance for needy families cash grant, and who reside in a county within which there is a tribal native employment works program. An individual who participates in a tribal native employment works program shall meet all work requirements described in this chapter. The county agency shall:

1. Refer ~~nonexempt-eligible~~ work eligible individuals to the tribal native employment works program based on referral criteria established by a memorandum of understanding between the tribe and the department;
2. Provide child care payments to authorized tribal native employment works program participants, for activities which may be approved under the state child care and development fund plan submitted under the Child Care and Development Block Grant Act of 1996 [42 U.S.C. 9858], based on information furnished by the tribal program; and

3. Upon notification from the tribal program, consider sanctioning individuals for failure or refusal to participate in the program without good cause.

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 15. Section 75-02-01.2-87 is amended as follows:

75-02-01.2-87. Job opportunities and basic skills program - Exemptions from participation. An individual is exempt from participation in the job opportunities and basic skills program if the individual is:

1. A parent or other eligible caretaker relative age sixty-five or older;
2. A dependent child who is under age sixteen or a dependent child who is age sixteen or over and who is enrolled or has been accepted for enrollment as a full-time student for the next school term in an elementary or secondary school or in a vocational or technical school that is equivalent to secondary school and will graduate by the child's nineteenth birthday, unless the child is a single head of household; or
3. A parent or other eligible caretaker relative of a child under age four months who is personally caring for the child full time; or
4. A parent providing care for a disabled family member living in the home, provided that the need for such care is supported by documentation.

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02

SECTION 16. Section 75-02-01.2-89 is repealed:

~~**75-02-01.2-89. Job opportunities and basic skills program -Orientation, assessment, and employability planning.** The coordinator shall complete a general program orientation. The coordinator shall, in consultation with the participant, make an initial assessment of work skills, work experience, and potential barriers to employment and, on the basis of that assessment, develop a plan that, to the greatest extent possible, is designed to move the participant into allowable work activities that match the individual's capabilities and will help move the individual toward self-sufficiency. The cooperation, assistance, and consultation of the participant is important to the accuracy of the assessment and the appropriateness of the plan, but is not required if the participant seeks to use participation as a means of blocking or delaying entry into the workforce.~~

- ~~1. The initial assessment of employability is based on:
 - a. The participant's work skills;
 - b. The participant's prior work experience;
 - c. The participant's mental and physical limitations affecting employability; and
 - d. Other factors that may affect the participant's potential for employment.~~
- ~~2. The employability plan must:~~

- a. ~~Contain an employment goal to move the participant immediately into approved work activities that match the participant's capabilities;~~
 - b. ~~Describe any reasonable accommodations needed to enable the participant to comply with program requirements;~~
 - c. ~~Describe the supportive services to be provided to enable the participant to comply with program requirements; and~~
 - d. ~~Describe the steps to be taken by the participant to achieve self-sufficiency.~~
3. ~~The employability plan is not a contract and may not be so interpreted, considered, or applied. Repealed effective January 1, 2009.~~

History: ~~Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003.~~

General Authority: ~~NDCC 50-09-02, 50-09-25~~

Law Implemented: ~~NDCC 50-09-02~~

SECTION 17. Section 75-02-01.2-90 is amended as follows:

75-02-01.2-90. Job opportunities and basic skills program - Supportive services and transitional supportive services.

1. Within the limits described in this section, supportive services may be made available to a participant who, but for supportive service, would be unable to enter into or remain in an allowable work activity. No supportive service may be provided without approval from the ~~coordinator or program case manager~~ employment contractor or eligibility worker.
2. Transitional supportive services may be provided to assist employed former temporary assistance for needy families recipients to succeed in the workforce and avoid the need to receive further temporary assistance for needy families benefits.
3. Supportive services may include:
 - a. Relocation assistance provided to a job opportunities and basic skills participant if:
 - (1) The individual has a bona fide offer of employment, verified by the ~~coordinator~~ employment contractor, which will increase the individual's potential for increased earnings, job advancement, or permanent employment; or
 - (2) The individual requests and receives approval from the ~~coordinator~~ employment contractor to move from an area of the state with few employment opportunities to another area of the state with greater employment opportunities, or to an area out of state with greater employment opportunities.
 - b. A monthly Monthly transportation allowance assistance provided to participants in an approved work activity, if necessary for continued participation.
 - c. Child care expense reimbursement in amounts consistent with the provisions of the state child care and development fund plan submitted under the Child Care and Development Block Grant Act of 1990 [42 U.S.C. 9858].

- d. Assistance in the purchase of care for an incapacitated or disabled adult member of the participant's household, to whom the participant owes a legal duty to provide care, provided:
 - (1) There is no other person in the household who can provide the care; and
 - (2) The incapacitated or disabled adult household member cannot provide self-care.
 - e. Assistance in the purchase of employment-related clothing or personal needs determined by the ~~coordinator~~ employment contractor to be reasonable and necessary for the participant to enter employment.
 - f. Assistance in the purchase of tools or equipment determined by the ~~coordinator~~ employment contractor to be required for the participant to accept employment.
 - g. Assistance in the cost of repairs determined by the ~~coordinator~~ employment contractor to be reasonable and necessary to return a participant's vehicle to operable condition, provided:
 - (1) The vehicle is registered to a member of the household;
 - (2) The vehicle is needed by the participant to get to work or another approved work activity; and
 - (3) The general condition and value of the vehicle justifies repairs.
 - h. Assistance for defraying the cost of books, tuition, and fees associated with an allowable work activity, provided:
 - (1) Other educational fund sources have been explored and are exhausted; and
 - (2) The participant is a member of a household and eligible for assistance at the time funds are paid or obligated.
 - i. Assistance with payment for professional license fees and professional examination fees, if there is no other available source of funding, including fee waivers, and the professional license or examination is necessary to achieve an employment-related goal.
 - j. Assistance with expenses determined by the ~~coordinator~~ employment contractor to be reasonable and necessary for employment interviews, including transportation, lodging, grooming, and clothing.
4. The maximum expenditures permitted for supportive services and transitional supportive services are limited to amounts and availability as the department may by order determine.

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; January 1, 2009.
General Authority: NDCC 50-09-02, 50-09-25
Law Implemented: NDCC 50-09-02

SECTION 18. Section 75-02-01.2-91 is repealed:

75-02-01.2-91. Job opportunities and basic skills program - Educational activities related to secondary education, basic and remedial education, or education in English proficiency.

- ~~1. If a participant, irrespective of the participant's age, has not earned a high school diploma or its equivalent, the employability plan must include activities under this~~

~~section unless, based on assessment, it is determined that the participant does not have the functional capability to complete high school or receive a general equivalency diploma within a reasonable time, the participant does not have access to such activities within a reasonable distance from the participant's home, or completion of such activities may not be reasonably expected to substantially increase the participant's marketability or earnings potential.~~

~~2. For purposes of this section:~~

- ~~a. "Activities under this section" include high school, alternative high school, adult learning center programs, general equivalency diploma programs, education in English proficiency, and basic or remedial education programs;~~
- ~~b. "Reasonable distance" means a distance that requires less than a one-hour commute from the individual's home to the educational institution; and~~
- ~~c. A "reasonable length of time" means a time determined by the coordinator, based on recommendations of an individual's instructors, for completion of education activities while consistently participating in those activities on a regular basis as a full-time student in a high school program or as a part-time student in a high school program if the coordinator determines that circumstances beyond the individual's control limits attendance to less than full time. Repealed effective January 1, 2009.~~

~~History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003.~~

~~General Authority: NDCC 50-09-02, 50-09-25~~

~~Law Implemented: NDCC 50-09-02~~

SECTION 19. Section 75-02-01.2-92 is repealed:

~~**75-02-01.2-92. Job opportunities and basic skills program - Job skills training directly related to employment.** Job skills training includes paid or unpaid activities that enhance skills for employment or training. Job skills training directly related to employment includes apprenticeships and the development of basic job skills through adult basic education in English proficiency, basic computer skills, communication and computational skills, or vocational preparation. An individual who participates in job skills training directly related to employment may be required, in addition to this activity, to participate in another approved work activity for the minimum number of hours required under section 75-02-01.2-84. Repealed effective January 1, 2009.~~

~~History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003.~~

~~General Authority: NDCC 50-09-02, 50-09-25~~

~~Law Implemented: NDCC 50-09-02~~

SECTION 20. Section 75-02-01.2-93 is repealed:

~~**75-02-01.2-93. Job opportunities and basic skills program - Unsubsidized employment.** Unsubsidized employment means work in the private or public sector for which wages, or wages and tips, are paid that equal or exceed the federal hourly minimum wage. Unsubsidized employment includes self-employment. For purposes of determining the number of countable hours a participant is self-employed in~~

~~unsubsidized employment, the participant's net monthly income is divided by the federal minimum wage. For purposes of this section, net monthly income is gross revenue less the costs of doing business. Repealed effective January 1, 2009.~~

~~History: Effective December 9, 1996; amended effective July 1, 1997.~~

~~General Authority: NDCC 50-09-02, 50-09-25~~

~~Law Implemented: NDCC 50-09-02~~

SECTION 21. Section 75-02-01.2-94 is repealed:

75-02-01.2-94. Job opportunities and basic skills program - Job search and job readiness.

- ~~1. Participants engaged in job search are required to make, and verify, a predetermined number of job contacts per week as prescribed by the coordinator. The number of job search contacts required will be consistent with the available job opportunities in that area of the state.~~
- ~~2. Job readiness activities are intended to prepare a participant for work. Job readiness activities may include alcohol and other drug evaluation and treatment, psychological assessment and counseling, vocational rehabilitation assessment and counseling, or work preparation workshops.~~
- ~~3. Participants may be required by the coordinator to participate in job search or job readiness activities for up to four consecutive weeks or six nonconsecutive weeks in each twelve months of continuous eligibility for a temporary assistance for needy families cash grant.~~
- ~~4. In periods after a participant has engaged in job search and job readiness activities for the maximum time permitted under subsection 3, the coordinator may require the participant to engage in extended job search or job readiness activities in addition to engaging in the minimum required hours in other approved work activities. Repealed effective January 1, 2009.~~

~~History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003.~~

~~General Authority: NDCC 50-09-02, 50-09-25~~

~~Law Implemented: NDCC 50-09-02~~

SECTION 22. Section 75-02-01.2-95 is repealed:

75-02-01.2-95. Job opportunities and basic skills program – Job development and job placement activities. ~~The coordinator may create or discover job openings on behalf of participants. The coordinator may market participants for job openings and may secure job interviews. Repealed effective January 1, 2009.~~

~~History: Effective December 9, 1996.~~

~~General Authority: NDCC 50-09-02, 50-09-25~~

~~Law Implemented: NDCC 50-09-02~~

SECTION 23. Section 75-02-01.2-96 is repealed:

75-02-01.2-96. Job opportunities and basic skills program – Vocational education. Vocational education offers an organized sequence of coursework directly related to preparation of the participant for employment in a current or emerging occupation.

1. Vocational education may be approved as an allowable work activity only if the participant demonstrates:
 - a. A lack of marketable job skills that may reasonably be expected to enable the participant to become employed in a current or emerging occupation that has the potential to provide a wage great enough to enable the participant and the participant's family to become self-sufficient;
 - b. That the training will result in a marketable skill that may reasonably be expected to enable the participant to become employed in a current or emerging occupation that has the potential to provide a wage great enough to enable the participant and the participant's family to become self-sufficient;
 - c. The functional capacity and ability to complete the vocational education and become employed in a job applying that vocational education; and
 - d. An understanding of the requirements of the job for which the vocational training is intended to prepare the participant and a willingness to meet those requirements, including, if applicable:
 - (1) Shift work;
 - (2) Relocation;
 - (3) Work-related travel;
 - (4) Licensure or certification; and
 - (5) Prevailing wage rates.
2. A participant in the job opportunities and basic skills program, who has made the demonstration required under subsection 1, may undertake vocational education as an exclusive approved work activity if:
 - a. The employability plan outlines a clearly identified goal of employment in a specific occupation that may reasonably be expected to enable the participant to become employed in a current or emerging occupation that has the potential to provide a wage great enough to enable the participant and the participant's family to become self-sufficient;
 - b. The curriculum is recognized by a statutorily sanctioned education authority as leading to qualification for employment in the specific occupation identified in the employability plan;
 - c. The participant does not already possess a bachelor's degree or has not previously completed a course in vocational education, unless:
 - (1) The participant, by reason of incapacity or substantiated lack of employment in the field for which the participant was prepared, cannot be employed in North Dakota; and
 - (2) The department, exercising its reasonable discretion, approves the employability plan;
 - d. The selection of a course of study is guided by demand in specific occupations or, upon approval by the coordinator, a course of study in another occupation for which the participant provides substantial justification of demand;

- e. ~~The participant applies for a Pell grant and all other reasonably available sources of grants and scholarships, which become the first source of payments for books, tuition, and fees;~~
- f. ~~The participant verifies that the participant is maintaining satisfactory progress, and taking classes required by the employability plan, through class schedules and grade reports;~~
- g. ~~During any participant's lifetime, no employability plan beginning on or after July 1, 1997, and no combination of such plans, may include more than twenty-four months, which need not be consecutive months, during which vocational education may be the participant's exclusive, approved work activity unless:
 - (1) ~~The participant, by reason of incapacity or substantiated lack of employment in the field for which the participant was prepared, cannot be employed in North Dakota; and~~
 - (2) ~~The department, exercising its reasonable discretion, approves the employability plan; and~~~~
- h. ~~The participant who engages in vocational education as an exclusive, approved work activity attends vocational education on a full-time basis.~~
- 3. ~~A participant approved for vocational education may receive any supportive service for which a need can be demonstrated.~~
- 4. ~~Applicants for or recipients of temporary assistance for needy families enrolled as full-time students in any course of vocational education study at the time they become participants may seek approval of an employability plan which continues that course of study if the course of study can reasonably be expected to increase the participant's employability or earnings potential. Approval beyond the current school term may not be granted if the participant is presently qualified for available full-time employment with the potential to provide a wage great enough to allow the participant and the participant's family to become self-sufficient.~~
- 5. ~~A participant who, in addition to meeting the minimum required hours in another approved work activity, is enrolled in a self-initiated course of vocational education may receive any supportive service for which a need can be demonstrated, if the vocational education course may reasonably be expected to increase the participant's employability or earnings potential. A participant's approved work activities must take priority over self-initiated vocational education activities. A participant who refuses to seek employment or reduces involvement in approved work activities to accommodate self-initiated vocational education may be sanctioned.~~
- 6. ~~When determining whether to approve or support a participant's proposed plan for vocational education, whether the vocational education may be completed as an exclusive work activity or as a self-initiated activity, the coordinator shall also consider:
 - a. ~~The graduation and job placement rates of the education or training facility;~~
 - b. ~~The cost of the education or training facility services, combined with the cost of necessary supportive services, as compared to other education or training facilities offering a similar course of study; and~~~~

- ~~c. The anticipated length of time to complete training as compared to other education or training facilities offering a similar course of study.~~
- ~~7. Employed participants who are approved for vocational education as their exclusive, approved work activity shall not be subjected to the job-quit penalty described in section 75-02-01.2-52, if the coordinator or tribal native employment works program coordinator provides prior approval for the individual to quit or reduce the individual's hours of employment to focus on vocational education. Prior approval must be documented in the individual's employability plan. Repealed effective January 1, 2009.~~

~~History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; June 1, 2005.~~

~~General Authority: NDCC 50-09-02, 50-09-25~~

~~Law Implemented: NDCC 50-06-05.1, 50-09~~

SECTION 24. Section 75-02-01.2-97 is repealed:

~~**75-02-01.2-97. Job opportunities and basic skills program – Provision of child care services to another participant engaged in a community service program.** A participant may provide child care services to another participant to allow that other participant to engage in a community service program if the participant providing child care is licensed or registered as an early childhood services provider, as required or permitted by North Dakota Century Code chapter 50-11.1, and rules adopted thereunder. Repealed effective January 1, 2009.~~

~~History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003.~~

~~General Authority: NDCC 50-09-02, 50-09-25~~

~~Law Implemented: NDCC 50-09-02~~

SECTION 25. Section 75-02-01.2-98 is repealed:

~~**75-02-01.2-98. Job opportunities and basic skills program – Work experience and community service program.**~~

- ~~1. The goal of work experience and community service is to improve a participant's employability through supervised work in order to enable the participant to obtain permanent, unsubsidized employment. A participant does not receive a wage for participating in work experience or community service.~~
- ~~2. Work experience and community service worksites are usually those provided by public or private, nonprofit public service organizations, tribal governments, nursing homes, and hospitals, or at projects that serve a useful public purpose and provide appropriate working conditions.~~
- ~~3. A worksite placement must be designed to provide a participant with a basic understanding of work and productive work habits, establish positive work references, provide training to a work experience participant, and otherwise encourage the participant to become economically self-sufficient.~~
- ~~4. Workers' compensation coverage must be provided for community work experience and community service program participants. Repealed effective January 1, 2009.~~

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003.
General Authority: NDCC 50-09-02, 50-09-25
Law Implemented: NDCC 50-09-02

SECTION 26. Section 75-02-01.2-100 is repealed:

75-02-01.2-100. Job opportunities and basic skills program - On-the-job training. ~~On-the-job training provides, through a negotiated agreement, payment to an employer for the costs of training and lower productivity normally associated with a new employee. The agreement is intended to place a participant in an occupational position that requires training. The training is intended to lead to permanent employment with that employer or one that is similar in its training requirements.~~

- ~~1. The agreement must be for a fixed price that does not exceed fifty percent of the average wage paid by the employer to the participant during the training period.~~
- ~~2. The starting wage of an on-the-job training participant must be at least equal to the federal minimum wage rate.~~
- ~~3. On-the-job training participants must be compensated at the same rates, and receive the same benefits, as other individuals similarly employed by the employer.~~
- ~~4. Wages paid to an on-the-job training participant must be treated as earned income. Repealed effective January 1, 2009.~~

History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003.
General Authority: NDCC 50-09-02, 50-09-25
Law Implemented: NDCC 50-09-02

SECTION 27. Section 75-02-01.2-101 is repealed:

75-02-01.2-101. Job opportunities and basic skills program - Subsidized public or private sector employment. ~~Subsidized public or private sector employment provides a cash subsidy for a portion of the wages paid to a participant. The cash subsidy is provided for a specified period of time for the purpose of assisting the participant to obtain employment. Subsidized employment may include work supplementation.~~

- ~~1. Under work supplementation the cash subsidy is diverted from the participant's temporary assistance for needy families cash grant and is limited to a negotiated amount that cannot exceed the lesser of three hundred dollars or fifty percent of the temporary assistance for needy families cash grant. A work supplementation program participant must be considered a regular employee, and receive benefits and enjoy working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.~~
- ~~2. Work supplementation program payments may be made only pursuant to a contract signed by the employer, the work supplementation program participant, the eligibility worker, and the coordinator.~~
- ~~3. The length of the contract is limited to the training time required for the recipient to learn the necessary job skills and may not exceed six months. Repealed effective January 1, 2009.~~

~~History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; June 1, 2005.~~
~~General Authority: NDCC 50-09-02, 50-09-25~~
~~Law Implemented: NDCC 50-09-02~~

SECTION 28. Section 75-02-01.2-102 is amended as follows:

75-02-01.2-102. Job opportunities and basic skills program - Failure or refusal to participate. A failure or refusal to participate in the job opportunities and basic skills program occurs any time the participant:

1. Misses a scheduled appointment for any program or approved work activity;
2. Is absent from a program or approved work activity when scheduled to be there;
3. States an unwillingness to participate in any program or approved work activity;
4. Fails to contact the ~~coordinator~~ employment contractor, within seven calendar days from the print date of the referral, to set up an appointment to begin involvement in the program;
5. Refuses, despite apparent ability, to maintain satisfactory progress in any program or approved work activity; or
6. Fails to comply with the requirements of the participant's employability plan.

~~History: Effective December 9, 1996; amended effective July 1, 1997; January 1, 2003; June 1, 2005; January 1, 2009.~~

~~General Authority: NDCC 50-09-02, 50-09-25~~
~~Law Implemented: NDCC 50-09-02~~

SECTION 17. Section 75-02-01.2-103 is amended as follows:

75-02-01.2-103. Job opportunities and basic skills program – Good cause for failure or refusal to comply with a referral to, or participate in, the job opportunities and basic skills program.

1. All ~~nonexempt household members~~ work eligible individuals must participate in the job opportunities and basic skills program unless good cause is granted by the eligibility worker. Good cause for failure or refusal to participate in the job opportunities and basic skills program exists when:
 - a. The household member is incapacitated with a physical or mental impairment verified by reliable medical evidence which, by itself or in conjunction with age, prevents the individual from working or participating in any job opportunities and basic skills program or work activity;
 - b. An individual whose substantially continuous presence in the household is necessary to care for another member of the household, to whom the individual seeking good cause for nonparticipation owes a legal duty to provide care, who has a condition, verified by reliable medical evidence, which does not permit self-care, care by another household member, or care provided as supportive services;
 - c. An individual has an illness or injury, verified by reliable medical evidence and reviewed every thirty days, which is serious enough to temporarily prevent entry into employment or participation in any job opportunities and basic skills program activity; or

- d. In the case of a parent or other eligible caretaker relative of a child under age six, who is personally caring for the child full time and who demonstrates an inability to obtain needed child care for one or more of the following reasons:
- (1) Child care is unobtainable at a location such that the usual commuting time from the parent's home to the location at which child care is provided, and on to the parent's worksite, is one hour or less;
 - (2) Suitable child care is unobtainable from a relative, from an approved child care provider licensed or registered under North Dakota Century Code chapter 50-11.1, or from a child care provider not required to be licensed or registered under North Dakota Century Code chapter 50-11.1; or
 - (3) Child care is unobtainable, from a child care provider licensed or registered under North Dakota Century Code chapter 50-11.1, at a rate equal to or less than 1.1 times the maximum allowable amount as determined by the child care assistance program.
2. ~~The department may also authorize temporary assistance for needy families case managers to grant good cause for nonparticipation to individuals whenever it becomes necessary to administratively limit the number of individuals being referred to, or participating in, the job opportunities and basic skills program.~~
3. Claims of good cause must be evaluated using the decisionmaking principles described in section 75-02-01.2-12.

History: Effective December 9, 1996; amended effective July 1, 1997; June 1, 2002; June 1, 2005; January 1, 2009.

General Authority: NDCC 50-09-02, 50-09-25

Law Implemented: NDCC 50-09-02



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John Hoeven, Governor
Carol K. Olson, Executive Director

August 14, 2008

RE: Proposed Amendments to N.D. Admin. Code Chapter 75-02-01.2
Temporary Assistance for Needy Families Program

TO WHOM IT MAY CONCERN:

The Department of Human Services is proposing amendments to N.D. Admin. Code Chapter 75-02-01.2, Temporary Assistance for Needy Families Program. The department has adopted procedures to assure public input into the formulation of such rules prior to adoption.

In conformity with those procedures, we are providing you with a copy of the proposed rules and are requesting that you provide any written data, views, or arguments no later than 5:00 p.m. on October 2, 2008.

The department has scheduled an oral hearing on September 22, 2008. Further information concerning the public hearing is included in the attached notice of proposed rulemaking and public hearing.

Your participation is welcomed, as are your suggestions. Please send all written data, views, or arguments to: Rules Administrator, Department of Human Services, State Capitol - Judicial Wing, 600 E. Boulevard Ave., Bismarck, ND 58505-0250.

Sincerely,

A handwritten signature in black ink that reads "Carol K. Olson". The signature is written in a cursive, flowing style.

Carol K. Olson,
Executive Director

CKO/ca

Attachments

Cc: John Walstad, Legislative Council
Carol Cartledge, Public Assistance
Susan Van Asperen, Public Assistance