

Quick Reference Sheet for Trackers #15 – July 6, 2006

Subject: Completing Information Transmittal forms

Background:

Workforce Solutions staff faxes or mails information transmittal forms to HHSC to report information about customers that may have an affect on the customer's work requirements. HHSC mails a response back to Workforce Solutions office to the address printed on the information transmittal form.

Members of the TANF Production Workgroup reported they were not receiving responses to the information transmittals. Therefore, staff didn't know if the information was transmitted correctly or if HHSC had conflicting information. We began reporting the outstanding or unresolved requests to HHSC. (See QRST #14- Reporting Outstanding or Unresolved Requests for Code Changes)

In May, HHSC increased efforts to track and respond to all information transmittals sent to them by Workforce Solutions staff.

Current Situation:

HHSC received several transmittal forms without office addresses causing delays in their response to Workforce Solutions office.

Action Required:

Effective immediately, all information transmittal forms sent to HHSC must have the address of Workforce Solutions office entered in the space provided on the form.

The most recent Information Transmittal Form 1817 (Food Stamp) and Form 2583 (TANF/Choices) are attached.

Attachments:

- Food Stamp E & T Information Transmittal – form 1817
- Choices Information Transmittal – form 2583