

FYI

Work Program Sanction Desk Guide

The Work Program Sanction Desk Guide is a resource document used as a quick reference tool by AU Managers and Supervisors to help manage the work program sanction process. The guide is available on an 11 x 17 blue card stock to be distributed to the local TAOs. It is also in BEACON Online Guides in Policy Online.

The work program sanction process is printed on both sides of the Desk Guide in two different formats: a flowchart and an information detail chart. Both formats show the workflows that occur for:

- “Noncompliance” sanctions when individuals are not fulfilling the work requirements; and
- “Nonparticipation” sanctions when individuals are not meeting their participation requirements.

The guide details the work program sanction workflow for eligible grantees who are at the end of their 60-day work search period. It should be used along with the procedures found in *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XIX-D, which has been updated.

AU Managers should continue to use the *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XIII, Sections C, G, K, and L, and *A User's Guide: Transitional Assistance Programs and BEACON*, Chapter XVI, Section C, for details on how to process all other types of sanctions (teen parent sanctions, and grantees with multiple or other types of sanctions).

