OKLAHOMA
CareerTech

TANF Training Navigator Essential Best Practices

- Attend all OKDHS Staffings & partnership meetings.
- TN/CTN will ensure there are completed documents on file for each client before starting services (TANF cover sheet, TW3, TW2).
- Complete TW-3 pages 2-3.
- Make certain that client submits completed time sheet (TW-13). Fill out all questions on pages 3 & 6 before signing and submitting.
- When requests are $250 or more, send current TW-2 & TW-3 with funding request. Collaboration with DHS on this request may be necessary.
- Connect with OKDHS Family Coach on a weekly basis via phone, text, email, or video call.
- Email communication should only center around one client. Adding multiple clients to one email chain may lead to miscommunication and missed opportunities for the client.
- TN/CTN may create a three-way text with OKDHS Family Coach, TANF Training Navigator and the client. Important, TANF TN/CTN should use agency phone for all work communication.

NOTES: