



# TANF Training Navigator Essential Best Practices



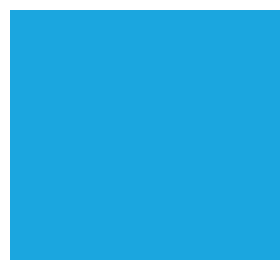
Attend all OKDHS Staffings & partnership meetings.

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TN/CTN will ensure there are completed documents on file for each client before starting services (TANF cover sheet, TW3, TW2).

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Complete TW-3 pages 2-3.

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Make certain that client submits completed time sheet (TW-13). Fill out all questions on pages 3 & 6 before signing and submitting.

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When requests are \$250 or more, send current TW-2 & TW-3 with funding request. Collaboration with DHS on this request may be necessary.

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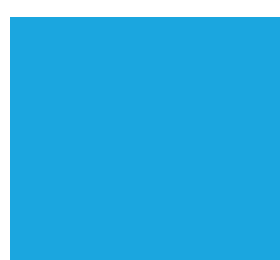
Connect with OKDHS Family Coach on a weekly basis via phone, text, email, or video call.

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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.

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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.

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**NOTES:**

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