**Policy Clarifications –
EPP – 18548-135**

**Submitted: Agency: CAOs**

**Subject: ETP Code 61**

**Question**:

Can the CAOs return to using the ETP Code 61 for E&T volunteers now that the Code has been re-introduced for use as an ELECT code?

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| **Response By: Pat Whalen** | **Date: 6/20/17** |

Yes. The ETP Code 61 should be used when a TANF client who has documentation to establish a disability, caregiver exemption or good cause issue **chooses** to volunteer and attend a contracted program.

On the Individual Attributes screen, the client would be coded as a 61.

Under “Other Information” on the ETP Project Enrollment screen:

* Please enter the appropriate GC Code for “IndTrk/CompRv/Appea/GC Status”
* The Good Cause Hours: Enter the number of hours the client would maintain as Good Cause. This number could be adjusted as the client continues in the program.
* Enter the review date based on the Good Cause code.