



DATE: June 9, 2026

OPERATIONS MEMORANDUM # 26-06-01

SUBJECT: Family Works Initiative Expansion

TO: Executive Directors

FROM: Robert Hixson, Director
 Bureau of Operations

PURPOSE

To provide County Assistance Offices (CAOs) with guidance on how to review parents for Family Works (FW) eligibility and process referrals to Employment Advancement and Retention Network (EARN) and Keystone Education Yields Success (KEYS) using updated Project Codes effective July 1, 2026.

BACKGROUND

Family Works (FW) is a non-assistance category to help low-income pregnant and parenting individuals who are not receiving Temporary Assistance for Needy Families (TANF) cash benefits connect to non-assistance programs such as Employment & Training (E&T).

Participants who do not receive TANF are considered eligible for FW if their gross household income is below 235% of the Federal Poverty Income Guideline (FPIG) and they meet non-financial criteria.

Family Works Eligibility Criteria	
Non-Financial	Financial
<ul style="list-style-type: none"> • Pregnant*; or • Custodial or noncustodial parent of a child under 18 * 	<ul style="list-style-type: none"> • Not receiving TANF cash assistance; and • Under 235% FPIG based on household size. **

*Pregnancy and parental status do not need to be verified unless questionable.

** SNAP recipients meeting non-financial FW criteria are eligible under this standard.

DISCUSSION

Effective July 1, 2026, individuals who meet FW eligibility criteria can voluntarily be referred to one of the following DHS employment and training programs:

- Employment Advancement and Retention Network (EARN) – seeking employment support, training, and career development.
- Keystone Education Yields Success (KEYS) – interested or already studying at a community college.

All referrals will be made in eCIS using the updated Project Codes according to program type.

PROJECT CODE UPDATES

Program	TANF	FW (FS)	SNAP	FW (SC)
EARN	D	BD	SD	FD
EARN Center (Philadelphia & Delaware only)	NC	BN	SN	FN
KEYS	KY	BK	SK	FK
NOTE: There will be no change to Project IDs.				

Family Works for SNAP Recipients (FW FS)

When a SNAP parent meets FW eligibility criteria, they can be referred to EARN or KEYS using an FW SNAP project code. Because they already have a SNAP (FS) budget open, an FW application is not required. The CAO must:

- Ensure the parent meets non-financial FW eligibility.
- Complete an Employment Development Plan ([PA 1531](#)) with the FW SNAP parent.
- Refer the FW SNAP parent to EARN or KEYS using the new FW (FS) project codes.

Family Works (FW SC)

When a parent receives Medical Assistance (MA) that has an income guideline of under 235% FPIG, an FW application is not necessary. For a parent that has no benefit a completed FW Application ([PA 1720](#)) is required. Once the CAO determines FW eligibility, the CAO must:

- Open an SC budget per [Family Works Processing Instructions](#).
- Refer FW (SC) parents to EARN, or KEYS using the new FW (SC) Project Codes.

NOTE: For FW (SC) participants the EARN and KEYS programs will create an Individualized Engagement Plan (IEP) and track their participation in CWDS in allowable activities.

If a parent is already engaged with the EARN, or KEYS, and the program is not certain whether someone is a financially eligible recipient, they will submit the FW Application ([PA 1720](#)) along with a reverse referral form ([PA 1951](#)).

NOTE: The ELECT eligibility and referral process are not changed in any way.

Special Allowances

FW (SC) participants who are not recipients of SNAP or TANF are not eligible for special allowances. FW (FS) participants are eligible for SNAP SPALs as they are considered SNAP E&T participants.

Budget	Codes	SPAL Type
FW (FS)	BD, BN, BK	SNAP
SNAP (FS)	SD, SN, SK	
FW (SC)*	FD, FN, FK, Y	Not available

*For individuals who are not receiving any benefit or have only MA open.
FW participants who later qualify for TANF must be transitioned to regular TANF program coding.

NEXT STEPS

1. Share this memorandum with appropriate staff.
2. Questions about this Memo or the Family Works Initiative program can be directed at the Bureau of Employment programs:
 - a. RA-PWBEP.SNAP@pa.gov for Family Works SNAP or
 - b. RA-PWBEP.TANF@pa.gov for Family Works Expansion

ATTACHMENTS

Attachment 1: [Application for Family Works Services](#)

Attachment 2: [Family Works Processing Instructions](#)