
WORKING TOWARD JOBS

*The Washington State
Opportunities and Family Independence (FIP) Programs*



OFFICE OF INSPECTOR GENERAL
OFFICE OF EVALUATION AND INSPECTIONS

MAY 1990

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This technical report was prepared to describe the operation of the Washington State Opportunities and Family Independence (FIP) Programs. This technical report is part of a larger study which was conducted to describe the operation of a sample of mature, well-regarded and comprehensive work programs for AFDC recipients and the insights of the administrators of those programs.

This report was prepared under the direction of Emilie Baebel, Chief, Public Health and Human Services Branch. This project was led by Suzanne Murrin of that branch.

WORKING TOWARD JOBS

The Washington Opportunities and Family Independence (FIP) Programs

**Richard P. Kusserow
INSPECTOR GENERAL**

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INTRODUCTION

This technical report is part of a series of profiles on the Aid to Families with Dependent Children (AFDC) work programs participating in the *Working Toward JOBS* project.

Each profile begins with a categorized description of the subject AFDC work program, which is based on mail guides submitted by the program. Appendix A includes an overview statement written by the program manager. It describes the program, its goals, philosophy and lessons learned. Appendix B is a sample of documents used to conduct the program. Each program administrator was asked to submit sample documents which they felt would be useful to States and counties developing JOBS programs.

Data collection for this study was done from April to September of 1989. The information in the overview and technical reports is based on pre-JOBS work programs for AFDC recipients. As these programs have converted to JOBS, they may have made some changes to meet JOBS legal and regulatory requirements. Where possible, we have noted the changes the program administrators anticipated at the time of our data collection.

PROGRAM PROFILE

THE STATE OF WASHINGTON

Population: 4,684,000

Main industries: manufacturing, wholesale/retail trade, services

First quarter 1989 unemployment rate: 6.7 percent

Median income for a family of four: \$38,667

Number living below poverty line: 481,000

THE WASHINGTON AFDC PROGRAM

For Fiscal Year (FY) 1989:

Total: \$370,374,000

Federal share: \$203,683,000; State share: \$166,691,000

Average monthly caseload: 74,935

Client descriptors:

Slightly over 10 percent are under 21

45 percent are 21-29

Approximately 34 percent are 30-39

Slightly over 11 percent are 40 and over

42 percent do not have a high school diploma or equivalent
average number of children in grant: 1.7

average length of spell on AFDC: approx 24 months

THE WASHINGTON AFDC WORK PROGRAM

Washington is currently operating two work programs for welfare recipients. The State has replaced the AFDC program, in some counties, with the Family Independence Program (FIP). The FIP includes the cash out of food stamp benefits and monetary incentives for participation in work and training activities.

Those recipients who are still in the AFDC program are served by the Washington Employment Opportunities Program. Because, at the time of data collection, there was more information available about the outcomes of Opportunities, this profile will begin with Opportunities, but conclude with a section on FIP's innovations.

The comments on the Washington work program in the overview report and the conference summary are based on the Washington program in transition, and reflect the innovations used at the FIP sites.

General Background

Name: The Washington Employment Opportunities Program, commonly called Opportunities.

Operating Since: April 1, 1986

Program Philosophy: Based upon an integrated service delivery philosophy, the program's goal is to offer employment/self-sufficiency assistance to as many AFDC applicants and recipients as can be served given the limited program resources.

Program Administrator:

Cheri Gonyaw
Chief, Policy and Program Development
Department of Health and Human Services
OB 31-C
Olympia, Washington 98504
(206) 586-2506

Administrative Issues

Structure: Opportunities is a joint effort between the Department of Social and Health Services (DSHS) and the Employment Security Department (ESD). The program is centrally administered in collaboration with six geographic service regions.

Funding: For FY 1988, program activities funding was \$6,920,536 and supportive services totaled \$145,207. The total cost of the Opportunities program in FY 1988 was: \$7,068,149, which was equally divided between Federal and State sources.

Staff: The DSHS has assigned the following full-time equivalent positions to Opportunities: 27.3 social workers, 2.5 supervisors, and 2.8 clerical, for a total of 32.6. The ESD has assigned 7 administrative assistants, 4 managers and supervisors, 103 job service specialists, and 6 clerical, for a total of 120.

Measurements: The DSHS measures the success of Opportunities by tracking the number served, placements, grant savings, retention rate, and average wage.

Recordkeeping: Reports are submitted by the ESD on all aspects of their services, as well as detailed expenditure data. The DSHS maintains the Social Service Payment System (SSPS) which provides data concerning services, authorizations and payments. Fiscal reports are also generated by DSHS showing staff and administrative costs for Opportunities.

Provision of Services: The DSHS contracts direct employment services to ESD. There are no sub-contractors. The decision to contract employment services to the ESD was based on ESD's traditional role and employment resources.

Outside Resources: The DSHS houses a broad range of human services. Opportunities program staff commonly refer clients to these services as needed.

Evaluations: None to date.

Participation Issues

Participant Descriptors: 48,265 are registered, 19,306 participated beyond registration in FY 1988.

Target Groups: Priorities are established as follows: (1) AFDC Unemployed Parent recipients, (2) volunteers, (3) long-term recipients, and (4) all others. However, all clients are eligible for equal services.

Mandatory Activities/Sanctions: Clients must participate in sequential or joint assessment by DSHS and ESD. In FY 1988, 646 sanctions were taken against clients who did not comply with the mandatory activities.

Volunteers: Washington encourages volunteers by requiring AFDC eligibility staff to present information about Opportunities to exempt AFDC recipients.

Employment Placements: There were 5,704 placements in calendar year 1988. The average starting wage was \$5.35 per hour. The 30 day retention rate was 85.7 percent.

Program Activities

Models: The Washington program administrator considers group job search and community work experience the most effective activities in helping recipients enter unsubsidized employment. The program administrator names group job search and individual job search as the most cost-effective components.

Sequencing: Information on the usual sequence of services is included in the listing of program activities.

Program Activities Listing: What follows is a listing of the program components of Opportunities. Cost, participation and placement figures are for FY 1988.

Orientation

Activity: In orientation, the program components are explained and clients are encouraged to participate and set up meetings with social workers to plan further services. In some cases, an employability and/or social services assessment immediately follows the orientation.

How Provided: Provided by DSHS social workers and (in some instances) ESD personnel. Done in group meetings.

Participants: Participants are new AFDC applicants, and AFDC recipients who have lost their exemption from work program requirements. The next step is personalized assistance in explaining and assistance in accessing services. After that, clients participate in assessment of employment related skills and needs, including testing (where appropriate) and evaluation of employability.

Assessment

Activity: The participant's job history is taken. Basic literacy and math skills are explored, but no formal testing process is in place at this time.

How Provided: Provided by DSHS or ESD staff in individual interviews.

Participants: Appropriate for all applicants/recipients. Participants are likely to have completed orientation; their next step is employability planning.

Employability Planning

Activity: Each employability plan includes an employment goal and assignment to program components that will help the participant achieve their goal.

How Provided: Provided by DSHS workers in individual meetings with participants.

Participants: This service is appropriate for new AFDC applicants and recipients. Participants are likely to have completed orientation and assessment.

Supportive Services

Activity: Child care, counseling, supplemental medical, social and support services.

How Provided: Arrangements are made during one-on-one meetings between participants and DSHS staff. Child care is provided through licensed providers or in-home care.

Participants: In FY 1988, 1,020 participants received child care.

Costs: \$145,207; \$142.36 per participant.

Anticipated Changes: Extended child care and medical for recipients exiting AFDC due to increased earnings.

Job Placement

Activity: Referral to employers.

How Provided: Provided through individual meetings with participants. Services are performed by the ESD staff.

Participants: This component is most appropriate for job ready clients. Participants are likely to have completed individual and or group job search.

Anticipated Changes: Increased utilization of employment resources.

Group Job Search

Activity: Group job search (job club) in some sites. Group job seeking activities vary according to local resources. A minimal program usually includes an orientation to the world of work, job search techniques and resume development. Other sites add self-image enhancement exercises, interview techniques using video tape feed-back, phone banks, and peer group support structures.

How Provided: Provided by ESD staff in a classroom setting, emphasizing the group process.

Participants: 2,233. Appropriate for job ready applicants/recipients. Participants are likely to have completed orientation and assessment. Some may have been in individual job search.

Costs: Included with individual job search costs.

Individual Job Search

Activity: Participant-directed job search. Local policy provides that individuals in job search make regular reports of their employment seeking activities, with a minimum of two in-person contacts per month.

How Provided: Provided by ESD under a contract with DSHS. Provided through one-on-one meetings between ESD staff and participants.

Participants: 16,892. Recommended for job ready applicants and recipients. Participants are likely to have completed orientation and assessment.

Costs: Costs for both individual and group job search were \$6,814,719; which is \$405 per participant.

Community Work Experience

Activity: Non paid work in public and non-profit agencies for a period of up to 6 months. The community work experience program (CWEP) is designed to provide participants with a recent reference and work experience.

How Provided: Arrangements for CWEP are made through individual meetings between ESD staff and participants.

Participants: 186. Recommended for recipients with marginal or outdated work skills. Some CWEP participants may do limited job search while in the CWEP component. Further group or individual job search is recommended for those who are still unemployed at the end of their CWEP placement.

Costs: \$123,445, \$796 per participant.

Placements: 70.

Work Supplementation

Activity: On-the-job training for AFDC recipients most in need or hardest-to-find employment. While working in training positions, participants earn a wage of at least \$5.00 per hour and receive regular paychecks directly from employers. Some or all of the participant's AFDC check is diverted to the employer in order to subsidize the wage. Participation is voluntary.

How Provided: Provided by ESD. In Pierce County (4 of 5 sites) work supplementation participants attend a 4 day employment workshop that focuses on job search. Staff match job placement opportunities with workshop participants whenever possible. In the fifth site ESD works with clients individually to develop on-the-job training plans as appropriate. The DSHS must approve the decision and assign the client.

Participants: 110. Work supplementation is recommended for hard to place recipients who have received AFDC for at least a year, and who have children age 12 or older. Participants will have already completed an appraisal interview with the DSHS social worker and an employability plan approved by DSHS and ESD.

Placements: This is an on-the-job assignment which requires the employer to retain the client for 6 months in unsubsidized employment, after the end of the training period. Specific numbers are not available.

Costs: Administrative costs were \$290,352; that is \$2,639.56 per participant.

THE FAMILY INDEPENDENCE PROGRAM

Background

The Family Independence Program (FIP), which began in July of 1988, combines the AFDC, Medicaid and Food Stamps programs into one coordinated welfare system. The program seeks to help participants reach self-sufficiency through education and training, and provide incentives which help motivate participants.

The FIP is a 5 year demonstration project being conducted in 20 welfare office sites. The Urban Institute is performing a 3 year evaluation of FIP.

The State of Washington reports that in FIP's first 11 months:

- 22,057 families, or about 30 percent of the public assistance caseload, enrolled in FIP;
- 7,525 enrollees completed self sufficiency plans;
- 3,240 participants received some type of education and training in basic vocational skills;
- 2,564 clients participated in organized job search efforts;
- 264 enrollees were placed in on-the-job training or work experience programs; and
- 2,024 pregnant and parenting teens received customized services.

In FIP's first year, 2,635 participants entered employment at an average wage of \$5.45 per hour.

Innovations

Administration: The FIP administrative plan is designed to allow for maximum input and coordination among those involved with the program. The program is administered by committees of DSHS and ESD officials and members of the community, including former and current welfare recipients. The committees responsible for administering FIP are:

The FIP Executive Committee: This committee sets FIP policy, oversees operation of the program, and directs DSHS and ESD management of the program. The committee is chaired by the DSHS Secretary, co-chaired by the ESD Commissioner, and includes the Director of the Office of Financial Management and two executives from DSHS and ESD. In addition, there are two non-voting members who received public assistance in the past and later achieved economic independence.

The Executive Committee appoints a FIP Executive Director to coordinate program management and policy development with the two lead agencies. The DSHS and ESD are responsible for field operations and ongoing administration of the program.

FIP State Advisory Committee: Meets monthly to provide the Executive Committee with advice and recommendations on major policy issues. The committee has broad representation, with members from business, labor, education and community agencies, as well as four legislators and six Family Opportunity Council representatives.

Family Opportunity Councils: These councils, one in each of the six FIP geographic regions, reach out to enrollees and actively engage them in building community self-help systems. The councils also provide suggestions to local management on FIP operations. Council members are FIP enrollees, former AFDC recipients and representatives of non-profit organizations.

Regional Management Committees: The management committees are responsible for developing annual business plans for each region and day-to-day management of the program. The committees consist of the DSHS Regional Administrator for Economic and Medical Field Services and the ESD Regional Director.

Regional Policy Committees: The policy committees are designed to strengthen interagency coordination, particularly in the areas of child support, child care and job training. In addition to the two regional management committee members, each policy committee is composed of the DSHS Children and Family Services Regional Administrator, the DSHS Support Enforcement Regional Administrator, and at least one representative from the local Private Industry Council.

Technical Advisory Groups: Each region has at least one Technical Advisory Group (TAG) to advise management on how to connect families with the local resources necessary to achieve self-sufficiency. Membership varies in each region, but typically consists of representatives from community agencies, educational and training institutions, employers, labor organizations, local government, child care leaders in the community, and Family Opportunity Council members.

Case Coordination: The FIP case management system employs a team approach in which the enrollee can work with a DSHS case coordinator, an ESD job service specialist, and a DSHS social worker to plan and achieve self-sufficiency goals. The JTPA service providers and Family Opportunity Councils may also be a part of this team.

The DSHS case coordinator meets with applicants to determine financial eligibility and to complete a self-sufficiency assessment. This assessment is done to: (1) identify barriers to self-sufficiency; (2) develop an action plan to address those barriers; and (3) connect the family with employment and training services, other key specialists and community support systems.

Enrollees choosing employment and training services meet with an ESD job service specialist to develop an employability plan. The job service specialist will help participants choose appropriate employment and training activities. Job service specialists may approve the use of FIP funds for tuition and supportive services essential to the success of the employability plan.

All enrollees may receive social services designed to meet critical family needs and to address barriers to self-sufficiency, such as money management problems or substance abuse.

Throughout the time that a participant is in FIP, staff continue to work as a team to provide ongoing case coordination services.

Volunteers: FIP is a mandatory program in the sites in which it has been implemented. However, FIP's work program activities are voluntary.

Food Stamp Cash Out: FIP participants receive their food stamp benefits in the form of cash rather than coupons.

Shortened Application Procedure: FIP uses a shortened financial application procedure and offers pre-application services to meet emergency needs and help clients prepare for the application process.

Incentives for Work and Training: FIP pays 5 percent over the standard benefit level to clients participating in education or training. For clients working

half-time, the incentive goes up to 15 percent. Participants working full-time receive support that guarantees that their total income will be at least 35 percent above the standard benefit level.

Greater Emphasis on Education and Training: FIP stresses the importance of education and training for successful employment. The program offers a wider variety of education and training activities than does Opportunities. As noted earlier, over 3,200 clients received education or training services in the first 11 months of FIP.

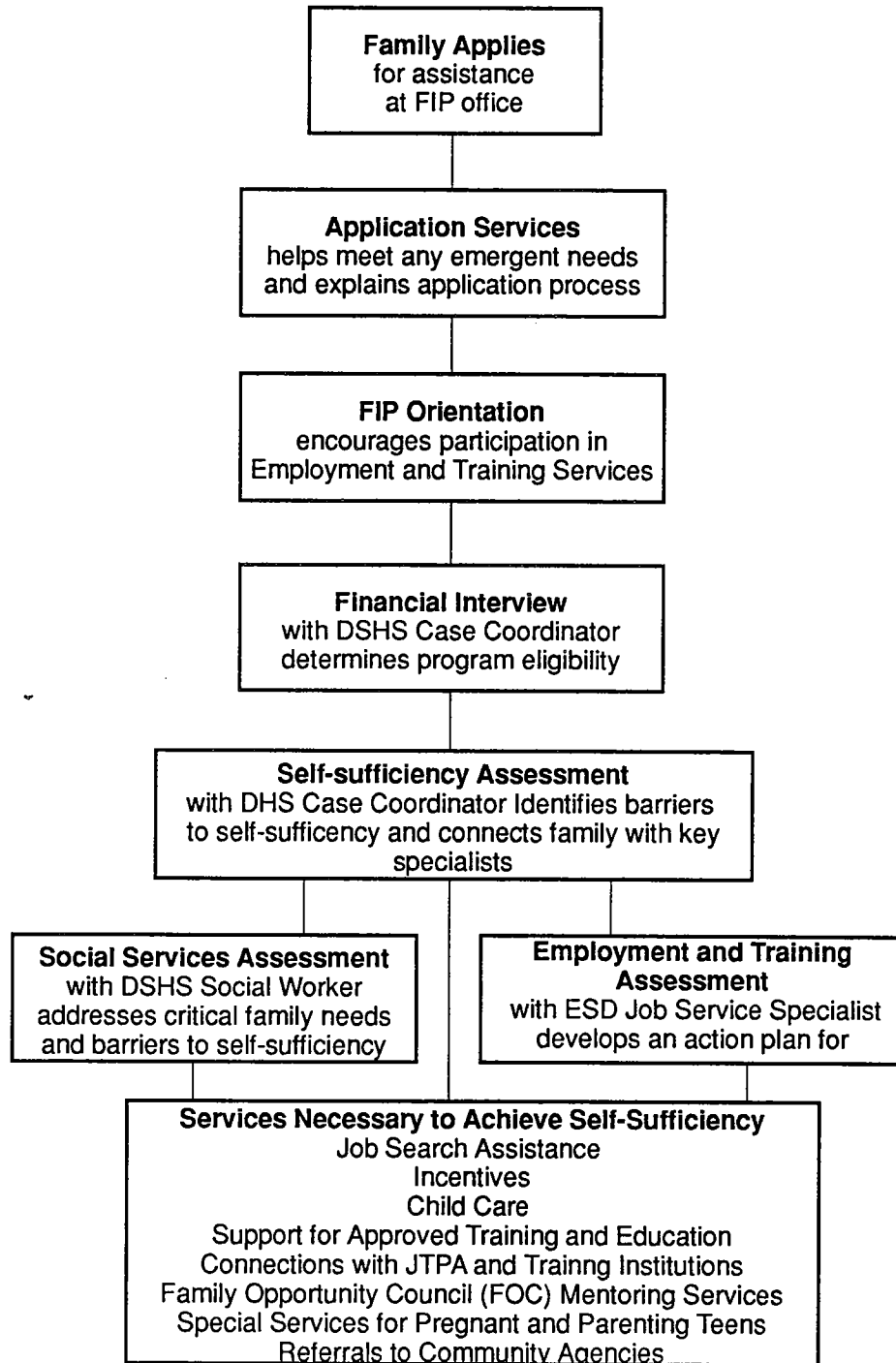
Transition Services: Once an enrollee earns enough money to be able to leave assistance, FIP continues to provide the family with transitional child care and medical benefits for a period of 12 months.

Specialized Pregnant and Parenting Teens Activities: Pregnant and parenting teens are assisted by specially trained staff. They are given special assistance to complete their high school education, participate in special parenting programs and obtain social services.

Service Model: Figure 1 is the FIP service model, which shows the sequence of services available to FIP participants.

Figure 1

Family Independence Program's Service Model



OVERVIEW STATEMENT**STATE OF WASHINGTON DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PROGRAM OVERVIEW STATEMENT****Aid To Families With Dependent Children**

Like many other States, the State of Washington's employment programs for recipients of Aid to Families with Dependent Children (AFDC) are both in a state of transition and going through an evolutionary process.

The State initiated individual job search and related social and supportive services for AFDC recipients in 1981. The purpose of implementing these title IV-A funded activities was to expand services to those not being served by the Work Incentive (WIN) program. The goal was twofold: 1) to move recipients off the public assistance roles; and 2) to provide the necessary supports to prevent recidivism. Over time statewide applicant job search and limited community work experience and grant diversion components were added to the program, as was group job search in the larger local offices. Initially, all title IV-A employment program activities were administered by the Department of Social and Health Services. Since the mid-1980's, the employment services portion of the program has been contracted out to the Employment Security Department.

Although the States's program performed well in terms of placing people in employment, there were a number of areas of concern. Procedures for getting recipients from the public assistance office to the employment service were cumbersome to the extent that some recipients never made it. Communication between the staff of the two agencies, in terms of changes in client status, were inadequate. Social work staff were often relegated to the role of authorizing child care. Recipients needing social work services were not uniformly referred for these services. Finally, the emphasis on job search and immediate employment combined with the lack of WIN and other funds for training militated against sound planning for many recipients in terms of their achieving long-term self-sufficiency.

A thorough review of employment programs led to the conclusion that the problems being experienced could not be attributed to the staff of the two agencies but rather were the logical outgrowth of a maladaptive system. It was this review combined with a growing concern about the complexities of the AFDC program which led Governor Gardner to request Jule Sugarman, Secretary,

Department of Social and Health Services, and Isiah Turner, Commissioner, Employment Security Department to develop a proposal which would both modify and appropriately link public assistance and employment and training activities for the AFDC client population. The end result was the Family Independence Program (FIP).

Philosophy

FIP embodies the philosophy that, in part, the well-being of children is enhanced by family self-sufficiency and that the achieving of true self-sufficiency for low-income families is often contingent upon more than motivation. It is dependent upon both incentives and supports being built into the system.

Goals

FIP has multiple sets of goals. The goal of the legislature in passing the enabling legislation was to reduce the number of children living in poverty; thereby, enhancing their opportunities for physical and intellectual development. The goals of the administration have been previously stated in this document.

Within the context of legislative and administrative intent, the goals of the staff who developed and implemented the program are as follow:

1. To make eligibility ancillary to the provision of services;
2. To maintain and strengthen the integrity of the family by removing disincentives to self-sufficiency;
3. To provide enrollees with the opportunity to take responsibility for making and following through on decisions regarding their futures;
4. To eliminate systems and activities which are not cost-effective; and
5. To maintain accountability for the expenditure of public funds.

Program Operation

FIP began operation in the State on July 1, 1988 on a phased-in basis. Participation in the employment and training portion of FIP is voluntary. However, orientation and an initial assessment are required. All new applicants automatically go into FIP for eligibility purposes. This includes food stamp cash out and a somewhat simplified eligibility determination process. Recipients have the option of converting to FIP at the time of the annual eligibility redetermination.

All enrollees are followed throughout the process by a case coordinator (manager) who is responsible not only for eligibility but also for assisting enrollees in accessing any needed services. Case coordinators work closely with job service counselors and in most FIP sites are or shortly will be co-located.

There is no specific track which all FIP enrollees follow with the exception that pregnant and parenting teens are assigned to case coordinators specializing in that area with the initial emphasis being upon high school or GED completion. Some enrollees go immediately into employment placement. Others go through a sequence of activities subsequent to an intensive self-sufficiency appraisal. The significant element is not that enrollees flow through the system but that there are a variety of options available and that enrollees are involved in selecting those activities in which they participate. The availability of other supports in the system is also important. For example, child care is paid at 90 percent of the market rate. There are certain incentives available for participation. 105 percent of the payment standard for those in training; 110 percent for those employed half-time (over 75 hours per month). Transitional child care and medical care are available for 1 year subsequent to grant termination.

Essential Elements

In addition to administrative and legislative commitment to and support for the program and the previously mentioned incentives and supports for enrollees, there have been a number of essential elements to both the development and implementation of FIP. Following are two of the major elements:

1. Involvement

The process for developing FIP subsequent to passage of the legislation was based on maximum involvement of the private sector, service providers, advocacy groups, including legal services, federal staff and staff from the two State agencies. This was done by establishing fourteen work groups, each of which was responsible for making recommendations for one major element of FIP, e.g., eligibility, child care, training. Prior to the making of decisions on the work group recommendations, they were presented at public hearings around the State with opportunity to comment. A second round of hearings was held after the recommendations had been finalized and the system designed.

Not only did this process serve to strengthen relationships between staff of the Department of Social and Health Services and the Employment Security Department, it gave the interested "public" a sense of ownership and a clear understanding of the decision-making process involved in designing the program.

2. Phased-In Implementation

FIP represents a radical change in the way in which the local offices of both agencies deal with clients. Phasing-in offices has given sufficient time for needed, in depth training and follow-up. Staff have been able to identify and correct problems in the system, and offices in the process of implementation are able to benefit from the experiences of offices which have implemented.

3. Challenges

The major challenge which FIP faces is one which is often encountered when an attempt is made to effect social policy within a political framework. Because the program is designed to lead to true self-sufficiency, which often involves training, the pay-offs are not immediately visible. Approval rates for *new* applicants, especially two parent families, have increased. In the short term, costs have exceeded projections. Therefore, the task will be to get continued legislative support until FIP has been in operation long enough to allow for a true assessment of results.

SAMPLE DOCUMENTS



SELF-SUFFICIENCY PLAN

Authorization Number 354702		Case Number	
Case Coordinator's Name		RU No.	SSPS ID
Enrollee's Name (Last-First-Middle Initial)			
Date of Birth	Social Security Number	Affirm-Action	
Case Name (if different)			

Part 1: Self-sufficiency Assessment

Check one: New Plan Revised Plan

Check as appropriate:
PPT Yes No

SI

LEP Primary language spoken if not English _____

The following section should be completed by the Case Coordinator and Enrollee together

EMPLOYMENT AND TRAINING

Current Situation: _____

Goal: Short-term _____
Long-term _____
Barriers: _____

FAMILY SUPPORT

Current Situation: _____

Goal: Short-term _____
Long-term _____
Barriers: _____

HEALTH CARE

Current Situation: _____

Goal: Short-term _____
Long-term _____
Barriers: _____

ALTERNATIVE RESOURCES

Current Situation: _____

Goal: Short-term _____
Long-term _____
Barriers: _____

SELF-SUFFICIENCY STEPS

- A FIP Employment & Training Services _____
- B Social Services _____
- C Family Opportunity Council _____
- D Child Care Services _____
- E Refugee Services _____

- F Outside Agency Services (specify) _____
- G No Services Requested At This Time
- H Parenting Teen Services _____

COMMENTS _____

Enrollee's Signature	Case-Coordinator's Signature	Phone Number	Date Completed	Review Date
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SELF-SUFFICIENCY PLAN

Part 2: Employability Plan

SOCIAL SECURITY NUMBER
CASE NUMBER

ENROLLEE'S NAME (Last, First, MI)	CASE NAME (if different)	PHONE
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ENROLLEE'S OCCUPATIONAL GOALS

SHORT TERM	DOT CODE	WAGE RANGE
LONG TERM	DOT CODE	WAGE RANGE

PREVIOUS TRAINING OR WORK EXPERIENCE IN THE ABOVE OCCUPATIONS

LABOR MARKET ANALYSIS Hourly wage needed after 1 year at 135% to maintain self sufficiency \$ _____

Demand for Occupation(s) in the local labor market Good Fair Poor

Wage expectation sufficient to support family size at: Entry level Yes No 1 Year Yes No 2 Years Yes No

PLAN OF ACTION

INCENTIVE % OR \$	ACTIVITY	DATES	PROVIDER	INITIALS
		to		
		to		
		to		
		to		
		to		

Explain the answers to the following questions in the COMMENT Section below

- A. Is the plan appropriate based on enrollee's current aptitude and occupational goals? Yes No
- B. Does the Enrollee concur? Yes No
- C. The enrollee requests the following support services:
 - Child care Transportation Tuition, books, and supplies Clothing, tools None
- D. Funding is approved for the following requested services:
 - Child care Transportation Tuition, books, and supplies Clothing, tools None
- E. Funding is available for the following requested services:
 - Child care Transportation Tuition, books, and supplies Clothing, tools None
- F. If funding is not approved, does the enrollee concur? Yes No
Describe the reasons why funding is not approved.
- G. Does the enrollee request Administrative Review/Fair Hearing? Yes No
- H. If funding is approved, describe any limitations on funding.

COMMENTS

I agree to participate in the above described plan. If I fail to participate by not attending classes or conducting a work search as I have agreed to, I understand that loss of incentives and support services such as child care and transportation allowances and training costs may result. I further understand that any support services are provided to me based on the availability of funds and the existence of the Family Independence Program.

ENROLLEE'S SIGNATURE	DATE
----------------------	------

On behalf of the Employment Security Department, I commit support services listed in the above plan to the extent that funds are available and the Family Independence Program exists. This plan is subject to annual review. If funds become unavailable to support this plan, the above enrollee will not be required to follow through with the described plan.

JOB SERVICE SPECIALIST'S SIGNATURE	LOCAL OFFICE NUMBER	DATE	JSS ID#
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INCOME COMPUTATION ONGOING CASES

STEP ONE AFDC HOLD HARMLESS COMPUTATION

1. Gross Earned Income	_____	
2. \$75 Deduction	-	
3. Dependent Care (Compute at conversion only)	-	
4. \$30 + 1/3 Deduction (if eligible)	-	
5. \$30 Deduction (if eligible)	-	
6. Net Nonexempt Earned Income	=	
7. AFDC Payment Standard	=	
8. Unearned Income	-	
9. Net Nonexempt Earned Income (line 6)	-	
10. AFDC Grant Payment	=	

ENROLLEE'S NAME	
PAYMENT MONTH	NUMBER IN HOUSEHOLD
CASE NUMBER	
COMPLETED BY	

STEP TWO FIP HOLD HARMLESS COMPUTATION

11. Gross Earned Income	_____	
12. 10% Deduction	-	
13. Net Nonexempt Earned Income	=	
14. Unearned Income	+	
15. Total Nonexempt Income	=	
16. AFDC Payment Standard	=	
17. Incentive Payment _____ %	+	
18. Total FIP Payment Standard	=	
19. Total Nonexempt Income (line 15)	-	
20. FIP Grant	=	

STEP THREE

PART A

21. AFDC Eligible Grant Amount (line 10)	=	
22. FIP Eligible Grant Amount (line 20)	-	
23. Holdharmless Payment (A/C Code JJ DSHS 7-01 (X))	=	

PART B

24. FIP Eligible Grant Amount * (line 22)	-	
25. Holdharmless Payment * A/C Code JJ (line 23)	+	
26. Overpayment Deduction (if applicable)	-	
27. Total IV-A Cash Grant Amount Authorized	=	

STEP FOUR

If the Total FIP IV-A cash grant (line 27) authorized in Step Three is zero or a negative number, compare the following:

FIP BENCHMARK STANDARD PLUS INCENTIVES

FIP TOTAL - NON-EXEMPT INCOME (line 19) _____

- If the FIP Total Non-exempt Income (line 19) is less than the Benchmark Standard plus Incentives, authorize Medical and Child Care.
- If the FIP Total Non-exempt income (line 19) is more than the Benchmark Standard plus Incentives, determine eligibility for Transitional Benefits.

EMS 10003 (Rev. 11/86), EMPLOYABILITY PLAN

STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT
EMPLOYABILITY PLAN

Cost Center Code _____
Date _____
BMS No. _____
SS No. _____

PARTICIPANT'S NAME _____

I. Barriers to Employment (This participant is assessed not to be job ready for the following reasons.):

II. Skills and Training Presently Possessed (When and how acquired. Level of education, training, etc.):

Previous Enrollment in WIN: If any, give dates; or indicate None: _____

III. Plan of Action:

ACTIVITY OR ACTION TO BE USED	DATE OF ANTICIPATED COMPLETION	STAFF MEMBER RESPONSIBLE
A—Enrolled in OPPORTUNITIES	/ / to / /	
B	/ / to / /	
C	/ / to / /	
D	/ / to / /	
E	/ / to / /	
F	/ / to / /	
G	/ / to / /	

Comments:

IV. Occupational Goal _____ Projected Final Completion Date: _____

Alternate _____ Revised Final Completion Date: _____

Job Market Analysis: _____

V. Social Services Required: _____

VI. I accept the employability plan and services outlined above. I have been advised that various supportive services are available, that it is my responsibility to notify my OPPORTUNITIES worker when I need them, and that any changes or additions must be approved in advance. I have been informed of my OPPORTUNITIES program rights and responsibilities and have received a copy of the grievance procedures. I am aware that I may file complaints orally or in writing.

"Payments or obligations under this agreement are subject to continued availability of federal funds. The recipient understands that in the event of federal fund reductions, any payments or obligations may, at the sole option of the Department, be reduced, cancelled, or eliminated without prior notice."

(BMS Staff Member's Signature) Date _____ Participant's Signature Date _____

(BMS Staff Member's Signature) Date _____

Intensive Service Record
Part A



FIP CHILD CARE CO-PAYMENT CALCULATION

CASE NUMBER	DATE

You are eligible for 12 months of Family Independence Program child care benefits with a co-payment. A co-payment is your share of your child care cost. You are responsible for paying the monthly co-payment directly to your child care provider.

Your 12 month period of eligibility is _____ to _____.

INCOME COMPUTATION	CHILD CARE CALCULATION
Gross income (average) \$ _____	Child care cost (average) \$ _____
Less 135% of benchmark _____	X .25
X .25	= _____ (B)
= _____ (A)	
Compare item A and item B. The lesser amount is the co-payment.	

Your monthly co-payment for the period _____ to _____ will be \$ _____.

Your co-payment is calculated based on a six-month projection of your gross income and child care costs. Any changes in your family's income, child care cost, or provider must be reported immediately to your Case Coordinator.

If there is a change in your monthly co-payment amount, you will receive a written advance notice.

_____ WORKER'S SIGNATURE

