

**U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS**

OMB NO. 1076-0017
EXP: 05/31/2014
BIA 5-6602

Redetermination Date (3 months: ISP)/ (6 months: Case Plan) _____ Date GA Recipient met ALL goals (mm/dd/yyyy)
(mm/dd/yyyy)/ Initials: ____/____/____ / _____ (mm/dd/yyyy)/ Initials: ____/____/____ / _____

INDIVIDUAL SELF-SUFFICIENCY (ISP)/ CASE PLAN (25 CFR Part 20)

ISP / Case Plan [Check all that Apply]

Name of Client: (Last, First, Middle): _____ **Date of Plan:** ____/____/____

What is/are your goals to achieve self-sufficiency?

Short-Term Goals:

Long-Term Goals:

| BARRIERS TO CLIENT | | | STRENGTHS OF CLIENT |
|---|--|--|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Lack of/ Limited Transportation | <input type="checkbox"/> No Driver's License | <i>Identify strengths the client possesses:</i> |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Lack of/ Limited Education | <input type="checkbox"/> Social Isolation | |
| <input type="checkbox"/> Substance Abuse Dependency | <input type="checkbox"/> Criminal History | <input type="checkbox"/> Limited/No Jobs Available | |
| <input type="checkbox"/> Age Factors | <input type="checkbox"/> Limited/ No Work History | <input type="checkbox"/> Homeless | |
| <input type="checkbox"/> Disabilities | <input type="checkbox"/> No Job Skills | <input type="checkbox"/> Other: _____ | |
| | | | |

STEPS NEEDED TO ACHIEVE SELF-SUFFICIENCY

| WORK ACTIVITIES | EDUCATION/ TRAINING | OTHER ACTIVITIES | CASE PLAN |
|--|--|---|---|
| <input type="checkbox"/> Job Search | <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Life Skills Activities | <input type="checkbox"/> SSA Application |
| <input type="checkbox"/> Volunteer Work Experience | <input type="checkbox"/> GED | <input type="checkbox"/> Parenting Skills | <input type="checkbox"/> Medical Report |
| <input type="checkbox"/> Job Sampling or Job Shadow | <input type="checkbox"/> ESL (English as 2 nd Language) | <input type="checkbox"/> Childcare Assistance | <input type="checkbox"/> Decision Letters |
| <input type="checkbox"/> On-the-Job Training | <input type="checkbox"/> Adult Vocational Training | <input type="checkbox"/> Child Support | <input type="checkbox"/> Legal Assistance |
| <input type="checkbox"/> Employment Counseling | <input type="checkbox"/> Literacy Improvement | <input type="checkbox"/> Substance Abuse Treatment | <input type="checkbox"/> Care for Child Under Age 6 |
| <input type="checkbox"/> Registration with Local Job Service | <input type="checkbox"/> Higher Education | <input type="checkbox"/> Counseling | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Job Readiness | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Driver's License Reinstatement | |
| <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> Dental/Health Care | |
| | | <input type="checkbox"/> Other: _____ | |

SELF SUFFICIENCY ACTION PLAN & GOALS

| GOAL #1 | | |
|--|---------------------|----------------|
| | | |
| Goal #1 Revised | | |
| ACTION STEPS FOR GOAL #1 | DATE TO BE ACHIEVED | DATE COMPLETED |
| 1. | | |
| 2. | | |
| GOAL #2 | | |
| | | |
| Goal #2 Revised | | |
| ACTION STEPS FOR GOAL #2 | DATE TO BE ACHIEVED | DATE COMPLETED |
| 1. | | |
| 2. | | |
| SOCIAL SERVICES WORKER'S ACTIVITY WITH TIMEFRAME (25 CFR 20.318) | DATE TO BE ACHIEVED | DATE COMPLETED |
| 1. | | |
| 2. | | |

____ I understand that the purpose of the Individual Self-Sufficiency Plan (ISP) is to meet the goal of employment through specific action steps and I am required to follow the steps developed in the ISP. I understand that I must participate in work activities and/or other activities and referrals developed in this plan that will promote my self-sufficiency. Failure to follow through with the ISP may constitute suspension from the General Assistance Program for a period of at least 60 days but not more than 90 days. I also understand that if there are any changes to be made that I will contact my Case Worker in a timely manner to ensure my success in the General Assistance Program.

____ I understand that the purpose of the Case Plan is to follow through with goals listed: (i.e.) Accessing other resource programs, keeping medical appt, etc. Failure to follow through with the steps identified in the Case Plan may constitute suspension from the General Assistance Program.

GA Recipient Signature

Date Signed

Social Services Worker Signature

Date Signed

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Privacy Act Statement

25 CFR Part 20 and 25 U.S.C. 13 authorize the collection of this information. The information is confidential and is never disclosed without written clearance and consent of the applicant. The primary use of this information is to determine eligibility for financial assistance and services from the Bureau of Indian Affairs (BIA) Child Welfare, Burial, and Disaster programs. Additional disclosures of the information may be to other BIA or tribal officials in the conduct of their official duties pertaining to the application for financial assistance or services, or in the conduct of program review and to the Office of the Inspector General or the General Accounting Office when conducting an audit of BIA programs, or local law enforcement agency when the Agency becomes aware of violation or possible violation of civil or criminal law, and to the General Services Administration in connection with its responsibility for records management. This information will be entered into the BIA, Social Services system of records which can be obtained upon request from Chief, Division of Social Services, 1849 C Street, NW, MS-4513-MIB, Washington, DC 20240. No record contained therein may be disclosed by any means of communication to any person, or to another agency, except pursuant to a written request by, or with prior written consent of the individual to whom the record pertains. Executive Order 9397 authorizes the collection of your Social Security number. Furnishing the information is voluntary but failure to do so may result in disapproval of your application. If the BIA uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Paperwork Reduction Act Statement

The information is being collected to determine applicant eligibility for financial assistance and services and to provide Bureau of Indian Affairs (BIA) managers with information for program planning, reporting and utilization. Response to this collection is required to obtain a benefit(s) required in 25 CFR 20. A Federal Agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Public reporting for this form is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining data, and completing the form. Direct comments regarding the burden estimate or any other aspect of this form to: Office of Regulatory Affairs & Collaborative Action - Indian Affairs, Information Collection Clearance Officer, 1849 C Street, NW, MS-4141, Washington, DC 20240.