

## 25.2 AREAS OF RESPONSIBILITY

To operate the FSE&T Program, the Income Maintenance Worker and the contract staff (Contract FSE&T Worker) are responsible for duties as outlined in this section. Referrals are made on a daily basis via RAPIDS. The focus of the Contract FSE&T Worker is on providing non-exempt ABAWDS with opportunities to meet the work requirement. However, They may work with other mandatory and volunteer Food Stamp recipients who request to participate and who are referred to them by an Income Maintenance Worker.

### A. INCOME MAINTENANCE WORKER RESPONSIBILITIES

The Income maintenance worker is responsible for:

- Processing Food Stamp applications and determining eligibility
- Management of the Food Stamp case.
- Determining work registration exemptions.
- Making decision on determination of exemption from participation after recommendation from the Contract FSE&T Staff.
- Informing those exempt from registration that it is possible to volunteer for FSE&T..
- Data system coding to initiate the referral to the Contract FSE&T Staff.
- Referring exempt ABAWDS and other mandatory BEP registrants to BEP.
- Determination of failure to comply with FSE&T requirements and good cause, if applicable, and all required notifications.
- Representing the Department in Hearings, documentation, Pre-hearing Conferences and providing testimony.

B. CONTRACTED AGENCY RESPONSIBILITIES

- Acceptance of FSE&T referrals for non-exempt mandatory ABAWDS and volunteers who request FSE&T services.
- Notification of appointments for orientation/enrollment and initial assessment and development of an employability plan (or the development of the Personal Responsibility Plan (PRP)).
- Screen and schedule clients for FSE&T activities
- Support and follow-up of FSE&T activities, including reviews of contact reports or participation documentation.
- Data entry into RAPIDS of appropriate reporting for all FSE&T cases after approval.
- Preparing information for the Department for Hearings and Pre-hearing conferences and providing testimony as appropriate.
- Applies sanctions as appropriate.

Non-exempt ABAWDS, other mandatory registrants, and volunteers may all be served. Individuals who meet the definition of a non-exempt ABAWD must be given priority. The Income Maintenance Worker will carry the case as assigned by DHHR supervisory staff. The Contractor's FSE&T Staff will be the case manager for the FSE&T activities section of the case.

For ABAWDS, a placement must be offered during the first full month of eligibility.

Some individuals, who are exempt from the ABAWD time limits but who are mandatory registrants, must meet the FS work requirement. This will be the responsibility of the IM Worker unless the individual volunteers for FSE&T services. When an individual volunteers, the Contracted FSE&T Worker will serve the training needs of that individual in the same manner as an ABAWD referral.