

5.3 THE WORKER'S RESPONSIBILITIES

The responsibilities of the Worker in the resource development process include the following:

A. IDENTIFICATION OF POTENTIAL BENEFITS

The Worker will make this determination of potential eligibility as appropriate, but at least at application and redetermination.

B. PROCEDURES AFTER IDENTIFICATION:

The Worker must:

- Explain to the client how to apply for the benefit.
- Explain to the client the consequences of failure to develop the resource.
- Initiate the referrals to potential resources when appropriate.
- Record in the case record all action taken in the process of developing potential resources.
- Aid the client who needs help with the referral.
- Enter the proper code in the Case Action Block of the data systems. See Chapter 23.
- Monitor the client's progress and take any indicated action.
- Apply the penalty shown in Section 5.4 when the client fails, without good cause, to pursue the resource.