

## 25.4 FSE&T RESPONSIBILITIES IN THE WORK PROGRAM ASPECT

The FSE&T Worker must assist the client to achieve self-sufficiency and to meet the ABAWD work requirement. To accomplish this, the FSE&T Worker must assess the client's knowledge and skills, work with the client and make informed recommendations about courses of action appropriate for each individual to develop a plan that is expected to lead to self-sufficiency. **The FSE&T Worker** must enter into a **mutual** agreement with the client **detailing the process to achieving** self-sufficiency, **monitoring** the client's progress, **determining** changing needs, need for supportive services, and appropriate follow-up action based on the client's **performance**. The following **items** are devoted to work activities, follow-up actions, and contain information necessary for the Worker to assist the client in becoming self-sufficient and in developing opportunities for him.

### A. CASE MANAGEMENT

The Work Programs (WP) sub-system in RAPIDS is used by the FSE&T Worker in managing FSE&T.

To meet the goals of the FSE&T Program, a Worker performs the following activities:

- Completes the **Personal Responsibility Plan** (PRP) with the client after the case is referred by an IM Worker.
- Negotiates the PRP with the client to determine the best means to achieve self-sufficiency, accept personal responsibility, and to meet the work obligation. The initial PRP, including Part II, must be manually completed by the FSE&T Worker. Once this is completed and all other eligibility requirements are met, the case is confirmed in RAPIDS and the referral to the WP sub-system is accomplished. Changes to Part II of the initial PRP are made using WP screens WPJS and WPAS. These changes must be attached to the initial PRP.
- Establishes for the client reasonable and appropriate requirements related to the client's capability to perform the tasks on a regular basis, including physical capacity, skills, experience, family responsibilities and residence. Reasonable and appropriate requirements **must be based on the client's proficiencies and skills as assessed**.
- Monitors compliance with the PRP

- Provides continuous assessment of the client's needs, goals, and negotiates adjustments to the PRP as necessary.
- Develops employment and other work activity opportunities for the client within the community.
- Makes referrals to other community services.
- Provides payment for supportive services, i.e transportation, as appropriate.
- Identifies potential resources and makes appropriate referrals to **access** them.

This case management process provides for substantial flexibility in administration of the work component of FSE&T, but the **program requires** each ABAWD to meet the work requirements.

Self-sufficiency is defined as being able to provide for one's basic needs without relying on Food Stamp assistance. **In the event that an individual is** not able to become completely self-sufficient, the goal **must at a minimum be to** reduce reliance on Food Stamp benefits as much as possible or maintain eligibility for Food Stamp **benefits for certain recipients.**

## B. ASSESSMENT

Assessment is the ongoing process of determining each **client's** goals, skills, needs and challenges. Assessment begins at registration and **continues** until case management stops.

An in-depth assessment is necessary to discover the client's **abilities** to meet goals and to develop **an ongoing** plan to overcome them.

The assessment **must focus on** information useful to both the client and the FSE&T Worker in evaluating the client's **abilities.**

Assessment is an ongoing activity. As the client's circumstances change, **it will be necessary to change the terms of the PRP to assist the recipient to become successful.**

The assessment process **must include** a series of interviews and conversations with the client. It may also include educational and/or aptitude or interest testing and interpretation of this information; identification of the client's skills, abilities and interests; use of community resources; and research into possible employment opportunities.

The following RAPIDS screens record the appropriate assessment result. Their use is mandatory.

WPED (Education)  
WPAW (Employment)  
WPJR (Participation Readiness)

The PRP specifies the steps and actions necessary to achieve goals. Failure without good cause to keep appointments to initiate or continue the assessment process is a failure to cooperate and **the recipient may be subject to a penalty.**

The FSE&T Worker must develop a PRP to schedule educational, aptitude and interest testing as appropriate and available. The test administrator is responsible for completing a release of information for each client.

**Upon receipt of** test results, the FSE&T Worker records the information on the appropriate RAPIDS screen. An interview is scheduled with the client, as soon as possible, to discuss the test results.

Clients who indicate substance abuse problems **should be** referred for evaluation and counseling prior to scheduling vocational testing. Determination of a substance abuse problem is based on statements made by the client, not by the FSE&T Worker.

In **developing** the PRP, the FSE&T Worker must explore family situations, education, work history, skills, aptitudes, attitude toward work, employment potential, possible social services or other support systems. Individual circumstances may require more or less exploration.

#### C. DEVELOPMENT OF THE **PERSONAL RESPONSIBILITY PLAN (PRP)**

RAPIDS screens WPJS and WPAS are used for the recording of Part 2 of the PRP. It is not appropriate to print part 2 for Food Stamp purposes. The paper form must be used.

The PRP consists of two parts. Part I contains information and requirements applicable to all individuals, who **must complete that section.** Part II is the Self-Sufficiency Plan which is the **product** of negotiations between the client and the **FSE&T** Worker. The Self-Sufficiency Plan is subject to renegotiation throughout the client's receipt of Food Stamp benefits. Initial and ongoing assessments produce information that allows the Worker to provide reasonable guidance to the client to attain his goals as part of the Plan.

The achievement of self-sufficiency is accomplished through **the successful execution** of the Personal Responsibility Plan (PRP). The PRP is completed during negotiations between the FSE&T Worker and the **client(s)** in each case. During the negotiation, the client must provide information about **personal** goals leading to self-sufficiency and the steps necessary to reach that goal.

**NOTE:** Failure to sign the PRP is a sanctionable issue. At the time of enrollment the PRP may not include all goals and all plans necessary to achieve the goals. The PRP may be revised to adjust to the client's changing needs.

The FSE&T Worker must explore all of the aptitudes, interests and work goals presented by the client to determine which are **pertinent**. **The FSE&T Worker must determine what** resources are available to the client and to the Department. **Steps must be outlined and benchmarks established leading to** self-sufficiency for the client. In addition, the FSE&T Worker must explore other possibilities not presented by the client and offer these to the client as alternatives. At all times, the FSE&T Worker is expected to **facilitate** the client's wishes **provided that they are reasonable and will lead to** self-sufficiency.

The PRP must be specific enough to provide direction for the client and must **incorporate both** the client's needs and potential. It must be flexible enough to change as opportunities and situations warrant. Changes in occupational goals or activities to meet the client's work requirement require revisions to the PRP or a new PRP signed by the client and the **FSE&T Worker**. Each time the **Personal Responsibility Plan** is revised the client and the FSE&T Worker must initial and date the changes. When a new PRP is completed, both must sign and date the form. The client must be provided with a copy of the PRP each time a revision is made or a new one is completed.

The PRP outlines the objectives and the steps needed to achieve self-sufficiency, as well as a time frame for the completion of program requirements.

Clarifying goals and actions to reach the goals helps the client and FSE&T Worker to focus on the most appropriate actions. The development of a meaningful **PRP** helps the client understand the expectations. The plan also **identifies the FSE&T Worker's** responsibilities. By signing the PRP, each party agrees to fulfill his respective responsibilities.

#### D. JOB DEVELOPMENT

Job Development and the subsequent placement of individuals in employment is the focus of FSE&T Program. The FSE&T **Worker must have knowledge of the local economic base and develop and maintain a job openings base and** participate in various employment related activities and initiatives. The FSE&T **Worker must communicate with** private employers and related organizations **and maintain a good working relationship within this group.**

Job Development and Placement efforts must be coordinated closely with the local Job Service Office and with WV WORKS staff. Clients **must** register with the Job Service office and to keep applications current. The results of career-oriented testing are shared with the Job Service Office as needed. A Release of Information form, **OFS-Release-1**, must be signed by the client prior to the sharing of information. The completed form must be placed in the case record. To increase the resources available to the client, contacts are established and maintained with DRS, Department of Education, Community Action agencies and other public and private organizations that could offer activities or support.