

and Work Keys (if completed). The release of information provided by the WV Department of Education Assessment Specialists at the time of the assessment testing (and filed in the WV WORKS record) authorizes the release of this information to the Workforce WV Centers. Release of assessment testing results to other agencies when appropriate requires completion of the OFS-Release-1.

**8. Assessment Testing Participation/Support Service Payments**

**Assessment testing (Learning Needs Screening, Mental Health Screening – EHI, TABE, and Work Keys) administered by the Assessment Specialist in the local office or other designated testing location does not count as participation hours. However, transportation support service payments may be made for assessment testing attendance/completion. For purposes of processing transportation payments for assessment testing, individuals must be placed in component Personal Development (PD). Refer to Section 24.14,C,8 for transportation payment limitations.**

**9. Substance Abuse**

If the client indicates substance abuse problems, referral for evaluation and counseling should be made prior to scheduling assessment testing. Any determination of substance abuse problems is based on statements made by the client, not on the feelings or perceptions of the Worker.

**D. DEVELOPMENT OF THE PRC SELF-SUFFICIENCY PLAN**

**NOTE:** See Chapter 1 for information about the PRC as an eligibility requirement and about completion of an initial SSP and the first full SSP.

RAPIDS screens WPJS and WPAS allow for the recording and printing of Part 2 of the PRC.

The PRC is a document that consists of 2 parts. Part I contains information and requirements applicable to all individuals who are required to sign it. Part II is the Self-Sufficiency Plan which is the result of negotiations between the client and the Worker. The Self-Sufficiency Plan (SSP) is subject to renegotiation throughout the client's receipt of cash assistance. Initial and ongoing assessment produces information that allows the Worker to provide reasonable guidance to the client to attain his goals and forms the basis of the Plan.

The promotion of self-sufficiency is accomplished primarily through the use of the SSP. The SSP is completed during a negotiation between the Worker and the adult(s) and/or emancipated minor(s) in each AG. During the negotiation, the client must be encouraged to provide information about his goals for becoming self-sufficient and the means by which his goals may be achieved. If the client

does not have defined self-sufficiency goals, the Worker must encourage him to consider such goals in consultation with his family before the PRC is updated. The Worker must explore all of the desires and work goals presented by the client to determine which are possible, which can be accomplished with the resources available to the client and to the Department, which can be accomplished in an appropriate time and, ultimately, which is most likely to result in self-sufficiency for the client. In addition, the Worker must explore other possibilities not presented by the client and offer these to the client as alternatives. At all times, the Worker is expected to balance the client's wishes with his need to achieve self-sufficiency and the Department's goal of meeting federally-established participation rates.

All requirements listed on the SSP must be reasonable and appropriate for the individual client.

The SSP must be specific enough to provide direction for the client and must reflect careful analysis of the client's needs and potential. It must also 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 SSP. Each time the SSP is revised on a paper form, the client and the Worker must initial and date the changes. When a new SSP is completed, both must sign and date the form.

The client must be provided with a copy of the SSP each time a new one is completed or a revision is made to an existing one.

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

It may be possible for the client to achieve self-sufficiency without a document defining specific activities. However, clarifying goals and actions to reach the goals helps the client and Worker to focus on the most appropriate actions. This makes their efforts more productive. Although the primary concern should be the development of a meaningful SSP, the form itself is helpful to the client in understanding the expectations. Committing the plan to writing also helps the Worker be more specific about his responsibilities. By signing the PRC, each party agrees to fulfill his respective responsibilities.

#### E. JOB DEVELOPMENT

Job development and the subsequent placement of individuals in employment are the primary focus of WV WORKS. The WV WORKS staff is expected to be visible in the community and participate in various employment-related activities and initiatives. The WV WORKS staff is expected to relate to private employers and related organizations professionally, honestly and with integrity.

vocational evaluations within ten business days following receipt of the written referral. A written report with the results of the vocational evaluation will be provided to the Department within 30 days following completion of the testing. The Worker and DRS Vocational Evaluator must maintain close contact throughout this process.