

**DEPARTMENTAL
PHILOSOPHY**

The Family Independence Program (FIP) and Refugee Assistance Program Cash (RAPC) are temporary cash assistance programs to support a family's movement to self-sufficiency. The Family Self-Sufficiency Plan (FSSP) was created to allow DHS and other DHS client service providers to share information about our mutual clients for optimal case management. The department's goal of assisting families to achieve self-sufficiency whenever possible can only be achieved if barriers are properly identified and overcome.

Use the Family Automated Screening Tool (FAST) and the FSSP described below to serve the cash assistance recipients and Prevention Services for Families (PSF) program participants.

Federal and state laws require each family receiving FIP or RAP to develop a plan and participate in activities that will strengthen the family and/or help them reach self sufficiency. Initial users of the FSSP include DHS and JET/MWA workers.

Michigan's success in meeting federal work participation requirements is measured by the client's actual hours of participation in work related activities as entered on the FSSP.

The Family Automated Screening Tool (FAST) is a Web-based initial screening to identify the strengths and needs of FIP/RAP families. Completing a FAST is the FIP/RAP client's first required work related activity and establishes a foundation for the development of a successful FSSP.

All Work Eligible Individuals (WEIs) and non WEI's as defined below are required to complete the FAST within 30 days and participate in the development of the FSSP within 90 days of the FAST/FSSP notice.

Compliance with the FSSP is a required activity for all WEIs. These requirements apply to FIP and RAP clients who are referred to JET as well as those who are deferred. Non-compliance with the FSSP without good cause will result in penalties outlined in PEM 233A, 233B and 233C.

**WHEN TO
COMPLETE**

Explain the purpose of the FAST and FSSP at the initial interview and determine whether the client needs a paper copy of the FAST or additional help to complete the FAST. A FAST/FSSP notice, DHS-1535 or 1536 is automatically sent to applicants the night of the FIP and RAP Initial Interview done in ASSIST. All clients listed on the notice are required to complete the FAST within 30 days and the FSSP within 90 days of the notice. The DHS-1535 is for deferred WEIs and the DHS-1536 is for referred WEIs.

Exception: Ineligible grantees and the grantees who are disqualified due to alien status are NOT sent the DHS-1535 automatically. Complete and give the notice to the ineligible grantees and disqualified aliens at the initial interview.

In addition, provide the DHS-1535 or 1536 before the redetermination of FIP and RAP families not previously required to complete a FAST or FSSP.

The completion of the FAST is required once for each episode of cash assistance. The FSSP is complete when the client, department and other service providers have agreed to the activities and this date is entered in the Contract Agreement under the Personal Contract tab of the FSSP.

The FAST is required for the determination of good cause when a client is noncompliant with work related activities and a FAST has not been completed during the same episode of assistance.

Send a DHS-2442, Notice of Employment-Related Appointment/Assignment or Home call to the client after the submission of the FAST and before the 90th day from the date the FAST/FSSP notice to arrange for the development of an FSSP for those not served by JET.

WHO MUST COMPLETE

All FIP/RAP WEIs and non-WEIs must complete a FAST and develop a FSSP.

Exception: The EFIP group is not required to complete the FAST or FSSP.

Work Eligible Individuals (WEIs)

Work Eligible Individuals (WEIs) are FIP/RAP clients who count in the state and/or federal work participation rate. All WEIs are required to participate in work related activities (core or non-core) for a minimum number of hours based on case circumstances unless reasonable accommodations are required and other activities are planned. ([See PEM 230A.](#)) WEIs include all FIP/RAP clients, except those listed under Non-Work Eligible Individuals, below. For more information about the work participation role see [Exhibit I](#).

Non-Work Eligible Individuals

Non-WEIs are FIP/RAP clients who do not count in the state and/or federal work participation rate. Non-WEIs are not required to participate in work related activities for a minimum number of hours but may volunteer for core or non-core activities. Instead, non-WEIs engage in other activities to strengthen the family or improve self-sufficiency skills. For more information about the work participation role see [Exhibit I](#).

Non-WEIs include all the following:

- An adult FIP/RAP client who is disqualified due to alien status.

Note: All other disqualified adults are WEIs.

- Ineligible caretakers.
- An adult FIP/RAP client providing care for a spouse who is disabled and living in the home.

Note: Verification of the disability and that the care is needed must be supported by medical documentation. See PEM 230A, “Care of a Disabled Spouse or Disabled Child” for further clarification.

- An adult FIP/RAP client providing care for a child who is disabled and living in the home when the child does not attend school full-time.

Note: Verification of the disability and that the care is needed must be supported by medical documentation. See PEM 230A, [“Care of a Disabled Spouse or Disabled Child”](#) for further clarification.

The following types of dependent children are not WEIs and are the **only** individuals who do not have to complete a FAST or FSSP.

- Dependent children who are:
 - Age birth to 16, or
 - Age 16 or 17 who are full-time students in elementary or high school, or
 - Age 18 or 19 who are full-time high school students and expected to graduate by age 20.

FAMILY AUTOMATED SCREENING TOOL

The Family Automated Screening Tool (FAST) is a 50-question, Web-based survey designed to identify an individual's strengths, needs and barriers to family functioning and/or successful employment. The framework of information about the family that is gathered from the FAST will pre-fill various sections of the FSSP.

Clients complete the FAST from any computer with Internet access. This could occur in the client's home, through public Internet access, at the local JET office, or from a PC available in the local DHS office. The address to the FAST is www.michigan.gov/fast. The client recipient ID, the name of the service county and the last four digits of the client's Social Security number are entered to complete a FAST.

Completion of the FAST will take approximately 30 minutes depending on the individual's reading and computer skills. The client must select an answer to every question even if it is skip. When the client submits final answers to complete the FAST, the client will be given a confirmation number to print or write down as verification that the FAST was completed.

Individuals with disabilities, no internet access or literacy skills that prevent successful completion of the FAST may complete the Family Screening Tool, DHS-595. DHS specialists and JET workers must assist.

The client's answers from the paper FAST must be entered on the electronic FAST to pre-fill information on the client's FSSP. DHS staff enter this information for deferred clients. JET staff enter this information for referred clients.

FAMILY SELF-SUFFICIENCY PLAN

The Family Self-Sufficiency Plan (FSSP) is a Web-based service plan developed by the department, employment service provider and most importantly the client. It allows agencies to share information about mutual clients to eliminate the client's need to comply with multiple plans. It is used to collect, document, and report client activities that promote self sufficiency and meet federal reporting requirements. Information is entered on the FSSP from the following sources:

- As a result of FAST completion.
- Directly by DHS specialist.
- Directly by JET case manager.
- Activities documented in MIS by the JET case manager.
- Other agency staff/systems in the future.

DHS specialists access the FSSP from the LOA2 menu choice 25. JET workers access the FSSP from MIS.

FSSP Main Menu

The menu includes seven (7) choices:

1. **Create or Update FSSP:** Use this option to access a client's FSSP for development and to update. This option is available after the cash application is registered until case closure.
2. **Fill out a FAST Survey:** Use this option to enter a client's answers from a paper version of the FAST when s/he was not able to complete the web-based FAST.
3. **Review rejected FAST (Fallout):** Clients who entered identifying information when they completed the FAST that did not match the data in CIMS will be listed here. Use this option to locate the cli-

ent's completed FAST using various search criteria. The confirmation number assigned at the FAST completion is the most efficient way to locate the client's FAST. Check the gray box to the left of the client's name and enter the information that does not match data in CIMS. When matching information is saved, the "FAST Completed" date will appear on the FSSP Home Page and collected information will appear on the FSSP.

4. **Noncompliance Maintenance:** Use this option to record a client's noncompliance with required activities when the case has closed and the former FSSP is ended. This option is not available for cases converted to Bridges.
5. **Reports:** Use this option to view Pending FAST, Pending FSSP, FSSP Target Dates, Records of Noncompliance and Historic Noncompliance for a case load, unit or district/county office.
 - **Pending FAST** report lists FIP or RAP applicants and recipients who were provided a FAST notice (DSH-1535 or DHS-1536). Clients are listed in the order of FAST completion due dates.
 - **Pending FSSP** report lists clients who were sent a FAST notice and completed a FAST that successfully mapped to an FSSP, but no "Contract Agreement Date" was entered on the FSSP. Clients are listed in the order of FSSP completion due dates.
 - **FSSP Target Dates** report lists the Target Date based on the earliest target date entered on a client's plan.
 - **Records of Noncompliance** lists noncompliances that are recorded in the FSSP but are incomplete. Use this report to track actions needed in the determination of good cause for noncompliances recorded prior to 10/15/07. Episodes of noncompliance are visible on this report up to 90 days after the date of determination.
 - **Historic Noncompliance** lists episodes of determined noncompliances recorded for the period of time that is selected.
6. **Actual Hours Summary** is a summary of a client's participation for a specified time frame when actual hours have been entered on the FSSP. It will display the client's compliance with planned activities which may or may not meet the federal participation requirements.

7. **Countable Hours** is a report that will display an individual or two parent combined required participation in the federally required activities.

8. **DLEG/MIS**: This is a shortcut to MIS for quick access.

Create or Update FSSP

Open the FSSP at the initial interview to enter strengths and/or barriers that are identified during the interview. Enter the case number of a pending or active FIP/RAP case to view the FSSP.

FSSP Home Page

FIP/RAP/PSF case member and program information is displayed on the home page. Once the client has completed a FAST that has successfully connected to the FSSP, the FAST completed date will be displayed. Click the "Open" or "Edit" button to the right of a specific member to access that individual's FSSP and view the six tabs under which the individual's information is entered and displayed.

GENERAL INFORMATION ABOUT THE FSSP

Each tab in the FSSP displays a header that includes identifying information about the specific client for quick reference: Name, client ID, case number, date of birth (DOB), gender and contact number when one is entered in the client information tab. Required and planned hours are displayed for the benefit of serving FIP/RAP recipients.

The date and source of information are automatically entered on the FSSP. The "source" may be the FAST (client), FSSP, or MIS. The sources may include systems from other agencies in the future.

Access comments for various sections of the FSSP by clicking the small gray box to the far left of a goal, activity, strength, etc. Enter comments and click "save" prior to leaving a section to save your entry. click "cancel" to prevent currently entered comments from being saved. Previously saved comments cannot be deleted without deleting the entire strength, barrier, referral, goal or activity. Items entered and comments saved for those items from the FAST cannot be deleted.

CLIENT INFORMATION TAB

Information in these sections are either pre filled by systems or are saved by case managers. Information saved by the case managers will remain on this FSSP despite the status of cash assistance. There are three sections under this tab:

- **Contact Information** is the address for the client as it appears on CIMS. Enter the contact phone numbers and edit at any time. Comments may include dates of home call, directions to the home, safety precautions and/or other information that would assist a service provider in serving the client.

- **Personal Characteristics** include demographic information from CIMS and is required for JET and DHS reporting purposes. This information is viewed as “Update Client Characteristics” on MIS.
- **Vocational History** includes work history, education history, and test results usually administered by the JET/MWA. DHS specialists may enter any known information in these fields. Training completed and certificates obtained as reported on the FAST appear here. In the future, some of these fields may be populated with information from MIS.

PARTICIPATION & COMPLIANCE TAB

Participation

These fields are automatically filled and are “read only.”

“**Countable Months**” is the number of months the family has received Temporary Assistance for Needy Families (TANF) funded benefits from any state.

“**Planned Hours**” are the hours per week, on average, that a client will participate in work-related or other activities which are documented under the “Goals and Activities” tab. Activities assigned by JET in the MIS system are included in this calculation. The total is displayed in the header as well.

“**FAST Notice Date Entry**” appears when a client was not sent a FAST notice. When sending a manually generated FAST notice, enter and save the date the FAST notice is sent. This field will not appear when a date is saved or the client is sent a notice automatically at case opening. The manually entered date is overwritten by the automated notice date if/when one is sent.

Example: In the conversion from the use of the Personal Responsibility Plan and Family Contract (PRPFC) to the FSSP, FIS will send the DHS 1535 or 1536 at the time of redetermination. The date the FAST notice is sent is entered here.

Records of Non- Compliance

This section is for the documentation of non-compliances with the FAST completion, FSSP development or other employment related activities required of the client. Information must be entered at one time and the episode saved for automatic calculation of penalties.

- Date of noncompliance.
- Type (completion of the FAST, development of the FSSP or other noncompliance).
- Date of triage, if there is one.

- Client attended (by phone or in person).
 - Outcome.
 - Excuse (accepted or refused) for the first noncompliance with no good cause recorded for a group member that occurred on or after 04/01/07.
- Note:** See PEM 233A for the process to “Excuse” the first episode of noncompliance.
- Date of determination.

When the date of determination is entered, the episode of noncompliance can no longer be edited. Comments may be entered by clicking the gray box that appears to the far left of the recorded episode. This record contains noncompliance episodes that occur on or after April 1, 2007.

STRENGTHS AND ABILITIES TAB

Start with this section when you interview the client to complete the FSSP. Compliment the client on strengths identified at application, interviews or by completion of the FAST. A confident client will be a more active participant in developing the FSSP.

Strengths are identified by type: employment, education and training or family strengthening for quick reference by the worker assigned from each agency. Some strengths will be pre-filled based on how the client answered the FAST questions. Comments may be entered for items collected from the FAST, however, the item cannot be deleted. Enter comments for each strength as you discuss them with the client.

Help the client identify resources the client already has available to move toward success without DHS. The following technique is recommended:

“Tell me about a success you have had in the past. Which of your qualities contributed to your success? Have you always had this quality or did you have to learn it?”

Often concerns can translate to strengths. For instance:

Have four children/All children are in school.

Had problem with drugs/Completed rehab. program.

Dropped out of JTPA/Went to JTPA.

Age 30 & never worked/Life experience, maturity, bonded with children.

**BARRIERS &
REFERRALS TAB****Barriers**

Identify, document, and address barriers to self-sufficiency in this section as in the “Strengths and Abilities” section.

Based on how the client answered the FAST, you will explore the need to address specific potential barriers. Discuss these items with the individual and document results of your discussion in the associated comments section when necessary. When the FAST results suggest a barrier that the client has already addressed or does not recognize, document this in the comments and focus on addressing barriers which the client recognizes and is ready to work on. Consider activities that could be planned that will address the barriers the client is willing and able to address.

Referrals

After discussing strengths and abilities with your client, go to the referral section. FAST results in this section will report needs for which the client specifically requested help or services. Clients are more likely to be successful in activities related to these items because they are client identified. Help the client choose activities related to these items.

Add potential referrals to this section when you identify a need but cannot currently enter an activity to address that need, or the client does not yet recognize the need.

**GOALS &
ACTIVITIES TAB**

There are four sections under this tab:

- Goals.
- Core activities.
- Non-core activities.
- Other activities.

Enter goal and activity information agreed upon with the client in these sections. Remember to ask about and enter activities in which the client is already participating.

Goal

Help the client identify family goals. Use the “Miracle Question”, to allow him/her to dream or create an alternative future. If the client’s goals are too vague, broad, or far in the future, assist by asking for more detail so the client will be motivated toward shorter term goals and a plan can be developed. To be meaningful, the goals must be achievable, clear, simple, and measurable.

Client complaints about their current situation can be rephrased as goals to change something in their lives. For example, if the client complains that s/he does not have enough money, the goal could be to get more money. Get details on what s/he would buy with the money to

make the goal more concrete. Compliment the client as s/he works through this process.

Activities

Activities are specific actions the client will take to reach the goal(s) and meet work participation requirements. Activities are divided into three categories: core, non-core, and other.

Note: JET workers enter activities in MIS when the WEI is referred there. Activities entered in MIS are displayed in the FSSP and are included in the calculation of planned hours. Necessary comments that pertain to JET entered activities must be entered in MIS.

Core Activities

Core activities are usually recorded by JET for the WEI referred to JET. They include the following activities:

- Unsubsidized employment.
- Subsidized private and public sector employment.
- Work experience.
- On-the-job training.
- Job search/job readiness.
- Community service programs.
- Vocational educational training including condensed vocational training.
- Providing child care for a community service participant.

Unless a WEI is planning to participate in a minimum of 20-hour core activities and the remaining required hours in non-core activities, none of the hours will meet federal participation requirements and thereby reduce the state's participation rate.

Fair Labor Standards Act (FLSA)

When a client is assigned to or participating in unpaid work activity that includes community service or work experience, the total number of required hours of participation in the unpaid work cannot exceed the FIP grant amount divided by state minimum wage per month. In order to meet federal requirements, a client must participate in another core activity if the maximum unpaid work hours are not enough to meet the minimum federal participation requirements.

Example: FIP grant amount for a family of 2 is \$401. Divide \$401 by state minimum wage (\$7.40). The total of 54.19 hours per month is rounded to the lower whole number. 54 hours per month is the maximum number of unpaid work hours that may be required of the client. This client has a 20 hour per week minimum federal requirement, times

4 weeks, totals 80 hours per month. The shortfall in required hours is 26 hours per month the client would need to make up in other core activities.

Example: FIP grant amount for a family of 4 is \$593. Divide \$593 by state minimum wage (\$7.40). The total of 80.14 hours per month is rounded to the lower whole number. 80 hours per month is the maximum number of unpaid work hours that may be required of the client. This client has a 20 hour per week minimum federal requirement, times 4 weeks, totals 80 hours per month. There is no shortfall for this client. This client would meet federal work participation at 80 hours. No further hours should be assigned for this client to meet federal requirements.

Non-Core Activities

Non-core activities are only countable when the minimum number of core activities have been planned. Non-core activities include the following:

- Job skills training directly related to employment.
- Education directly related to employment.
- High school completion/GED.

Other Activities

Other Activities are family strengthening activities that may support efforts made toward self-sufficiency and are not counted toward federal participation requirements. These include self-improvement or other activities that will assist the client to overcome barriers so s/he may participate in employment related activities or otherwise strengthen the family. Other activities include, but are not limited to the following:

- Parenting programs or classes.
- Counseling (including mental health, substance abuse, marital, family).
- Life skills programs or classes (often offered by MSU Extension).
- Conflict resolution programs or classes.
- Arranging child care or home care for a family member with disabilities.
- Attendance in a support group.
- Other activity that would assist the client in achieving self-sufficiency.

Any of these activities that are made part of the FSSP must be appropriate to the individual's and family's needs and circumstances including disability-related needs or limitations.

Note: Counseling contractors are paid directly from the DSS allocation. Contractors that serve your county are listed in the DHS-Net by selecting the Resource Library, Directories/Contact Info./Maps. Scroll to the bottom to select the [Counseling Contractors](#).

REQUIRED HOURS OF PARTICIPATION FOR WEIS

Required hours are the minimum number of hours per week on average the WEI is to participate in work-related activities to meet the federal work participation requirement. Required hours will appear in the “Required Hours” field on the FSSP for every WEI. Required hours are automatically determined by the group composition every time the FSSP is opened as follows:

Single Parent Households

20-Hour Requirement

A FIP/RAP group containing only one WEI when the youngest child in the group is **less than** six years old.

Exception: A WEI with an employment code of “CA”, (caregiver of a child less than three months old) or “DC”, (caretaker of a child less than six years old when appropriate, adequate or affordable child care is not available and unavailability is verified in writing by the 4-C contractor) are temporarily disregarded from participation. (**Required hours are zero.**)

Note: Use WF-PRG code 6 on the DHS-2439, Michigan Works! referral, for all individuals with a 20-hour requirement.

30-Hour Requirement

A FIP/RAP group containing only one WEI parent when the youngest child in the group is 6 years old or **greater**.

A dependent child with employment code WF.

Note: Use WF-PRG code 1 on the DHS-2439, Michigan Works! referral, for all individuals with a 30-hour requirement.

Two-Parent Households

In a two-parent family, the required hours apply to the couple as opposed to the individual however the entire required hours appear only on the grantee’s FSSP. The second adult will show zero required hours.

Exception: A two-parent household is considered a single-parent household when one parent:

- Receives SSI; or
- Has employment code “NC” or “NS”, (needed in the home to care for a child/spouse who is disabled); or

- Has DQ code equal to “A” (alien).

Combined 35-
Hour
Requirement

A FIP/RAP group containing two WEIs when the group is not active for the Child Development and Care (CDC) Program.

Combined 55-
Hour
Requirement

A FIP/RAP group containing two WEIs when the group is active for the CDC Program.

Note: Use WF-PRG code 2 on the DHS-2439, Michigan Works! referral, for all groups with a 35 or 55-hour requirement.

REQUIRED HOURS OF PARTICIPATION FOR NON-WEIS

Non-WEIs are not required to participate in work related activities for a minimum number of hours. Instead, they may engage in activities to strengthen the family or improve self-sufficiency skills. Notice the difference in verification requirements for the WEI compared to the Non-WEI.

DRAWING ACTIVITIES FROM YOUR CLIENT

Employment service providers take the lead in planning activities when the client is referred for employment services.

DHS must plan and monitor other activities appropriate to the needs, strengths and circumstances of a family when the client is referred to the employment service provider for a reduced number of hours, due to a partial deferral, accommodation for disabilities or special needs, etc.

DHS takes the lead in planning activities when the client is not referred to an employment service provider.

Ask, “How can you change or eliminate these needs now? What plans do you have to eliminate these needs? Who would be a good person to talk to about that?”

Explore situations from the client’s past to find success. Ask, “Was there ever a time in the past when you were in a similar situation? Do you know of anyone who has been in a similar situation? How was that handled?” Get details.

Allow the client time to think. Compliment the client as s/he thinks of solutions. Write down all options the client comes up with, then discuss the possible consequences after a few options have been listed. Do not offer your solutions. Let the client suggest his/her own ideas.

Help the client identify the activities s/he needs to take, the date to start the activities, and the expected result. Ask the client, “What is the very first small step? Before that? Before that? What else?” until the client identifies specific activities s/he can begin now. Ask, “How will you do

that?” “How will you know when you achieve it?” and “What would you like to see happen as a result?”

Consider the client’s circumstances and local resources in helping the client choose the best activity. Keep these suggestions in mind as you help the client identify options the client can choose to meet goals.

Avoid using phrases such as “you should,” “why don’t you?” or “you must.”

Ineligible grantees are more likely to engage in activities that promote family strengthening (i.e. volunteering at their childrens’ school, visiting the library on a regular basis, etc.).

Entering Goals/ Activities on the FSSP

Click “Add” to enter the client’s long and/or short-term goal statements or an activity. Select the type from education & training, employment, or family strengthening for a goal. The activity selected determines the fields used to describe specifics about the activity. You may enter other details about the activity in the “Description” area.

Statuses include

- **Planned:** The client has agreed to participate in the goal/activity.
- **In Progress:** The client is currently participating in the goal/activity.
- **Complete:** The client completed the goal/activity. Enter an end date. This goal/activity will be stored in the “History” section of the activities screen. A completed goal will also appear as a strength.
- **Abandoned:** The client is no longer participating in this goal/activity. This activity will automatically move to the “History” section of that screen for future consideration.

Other Fields

Other fields that may appear in a goal/activity are as follows:

- **Begin Date:** Enter the expected begin date or actual begin date. There are time limits on some activities so it is most advantageous to begin an activity early in the week that starts with Sunday.
- **Target Date:** The target date for a GOAL is the anticipated date of completion. **The target date for an ACTIVITY is the next date the actual hours must be entered on the FSSP.**
- **End Date:** Enter the last date the client participated in the goal or activity.
- **Planned Hours/wk:** Enter the average number of hours per week the client expects to participate in the activity. This must be a whole number.

- **Actual Hours/wk:** The “Status” of an activity must be saved as “In Progress” to enter “Actual Hours/wk”. Enter the number of hours per “Verifications” later in this item. **Actual hours must be entered for all WEIs for their participation in work related activities to be counted in the federal participation rate.**

Verification of wage earning activities must be entered in the “Actual Hours” at least every six months. Project the actual hours by taking the average from at least two consecutive pay stubs that represent hours worked. Actual hours may be projected for up to 6 months or one week at a time.

Verification of unpaid activities must be entered in the “Actual Hours” of that activity at least biweekly for the WEI. The DHS-630, Weekly Activity Log is completed and submitted by the WEI client weekly to the worker who is monitoring that activity. The worker must enter the actual hours within two weeks of receipt.

Note: Set the activity target date to the next date actual hours must be entered for each activity.

JET workers continue to enter activities and actual hours on the MIS system. Activities documented in MIS will appear in the FSSP fields the day after they are entered on MIS.

For any of a client’s hours of work related activity to count towards the federal requirements, the client must participate in at least 20 hours of core activities in addition to the remaining number of required hours in non-core activities per week.

In a two-parent home that has a 35 hour/week work related participation requirement, the group must participate in at least 30 hours of core activities in addition to the remaining number of required hours in non-core activities per week for the client’s participation to count toward the federal requirement.

In a two-parent home that has a 55 hour/week work related participation requirement, the group must participate in at least 50 hours of core activities in addition to the remaining number of required hours in non-core activities per week for the client’s participation to count toward the federal requirement.

PERSONAL CONTRACT TAB

The Personal Contract section of the FSSP is used to display activities agreed to and changes made to the FSSP, and document the client’s agreement to the plan.

There are four sections under this tab:

- **Workers Tasks:** Enter the specific tasks for a specific worker that will support the client's success with the FSSP. These tasks may include and are not limited to recording actual hours, contacting other agencies, making referrals or advocating for the client.
- **All Sections & Comments:** This includes all planned goals and activities along with all of the comments made that relate to each activity. Recommended for office use only.
- **All Sections:** All planned goals and activities for the client and tasks assigned to a worker are listed here. **Print from this section for triage and for distribution to the client.**
- **Contract Agreements:** Enter the date and comments that include the client and workers who agreed to the plan when the activities or tasks have been planned or changed as documentation the client has agreed to the current plan.

Initial development of the FSSP is considered complete when a date is entered on the "Contract Agreements" section for the first time of the current episode of cash assistance. This is documentation of the client's agreement to the goals and activities entered. Complete the Personal Contract when the FSSP is initially developed, and each time changes are made to the activities within the FSSP. Give or send a printed copy of the contract to the client each time it is completed. The printed version of the Personal Contract includes a notification to the client that s/he must contact the DHS/JET worker if anything interferes with the completion of an agreed upon activity.

A clear and accurate Personal Contract is particularly important when it is developed as part of the triage or good cause determination. When the client is available and willing, obtain the client's signature on the printed version of the Personal Contract. However, the client's signature is NOT required.

FOLLOW-UP

The client's participation in an activity entered on the FSSP is monitored by the agency that entered the activity. The target date entered for an activity is either the next time actual hours are to be entered for WEI's activities or follow-up to non-WEI's activities.

The next target date entered for each completed FSSP appears on the "FSSP Target Dates" report for DHS to view the dates to follow-up. (Systems are being developed to identify DHS entered activities separate from activities entered by other service providers.)

Example: The JET worker assigned the client to spend 20 hours per week developing a resume and seeking employment and the DHS worker referred the client to engage in parenting classes 10 hours per

week. JET monitors compliance with the 20 hours of activity, while DHS monitors the 10 hours of activity.

The FSSP is a work in progress while the FIP/RAP case is active. Review the goals and activities frequently in the process of case management.

- Ask the client how s/he is coming along with the activities. The previous contact's narrative may assist in this process. Ask the client, "What's better?"
- Using strength-based interviewing, address concerns related to meeting participation requirement if the client is not participating.
- Update the dates activities were accomplished, comments and outcomes. Add new activities as appropriate.
- Document new individual and family abilities and skills as they are developed or identified.

FAILURE TO COMPLY

The client's failure to submit the FAST within 30 days or participate in the development of the FSSP within 90 days from the notice is failure to meet eligibility requirements. Deny the pending application for FIP or RAP using code 529 in ASSIST. PEM233A, Failure to Meet Employment Requirements applies to the active WEI. Pend the non-WEI's FIP or RAP to close using negative action N088 and send DHS -176, Benefit Notice that informs client of reason for closure.

Policy Questions

Questions regarding this policy may be submitted by authorized users to the FIP policy email box at: Mailbox Policy-FIP-SDA-RAP@Michigan.gov.

VERIFICATION REQUIREMENTS

Wage Earning Activity

Document actual hours of participation in wage earning activities that are not monitored by JET when earnings start and every six months thereafter. Take the average of verified hours from one of the following sources:

- DHS-38, Verification of Employment.
- Minimum of two consecutive pay stubs that represent expected hours of participation.
- Collateral contact with employer or other person who has knowledge of the position and wages earned.

Non-Wage Earning Activity Verification of the WEIs participation in core, non-core, and other activities that do not pay wages must be documented in the Actual Hours section of that activity at least biweekly. The only acceptable source of verification is the DHS-630, Weekly Activity Log.

Monitor the non-WEIs participation in activities when you have contact with the family. Verification is not required.

VERIFICATION SOURCES

Wage Earning Activity

- DHS-38, Verification of Employment.
- Minimum of two consecutive pay stubs that represent expected hours of participation.
- Collateral contact with employer or other person who has knowledge of the position and wages earned.

Non-Wage Earning Activity Monitor the non-WEIs participation in activities when you have contact with the family. Verification is not required.

LEGAL BASE

FIP
MCL 400.57e
RAP Cash
45 CFR 400.75(a)

EXHIBIT I - WORK PARTICIPATION ROLE

WORK PARTICIPATION ROLE				
Employment Code	Required Hours	In Federal WPR	In State WPR	3 & 12-month Sanction Eligible
Work Eligible Individual (WEI): FIP/RAP member required to participate in employment-related activities. S/he counts in either the Federal or State WPR. They complete the FAST and participate in the development of an FSSP in conjunction with an employment service provider and DHS.				
WF (single)	Y	Y	Y	Y
WF (two-parent)	Y	N	Y	Y
VV	Y	Y	Y	Y
RC	Y	Y	Y	Y
TC	Y	Y	Y	Y
* New with Bridges.				

WORK PARTICIPATION ROLE				
Employment Code	Required Hours	In Federal WPR	In State WPR	3 & 12-month Sanction Eligible
WU (FIP)	Y	Y	Y	Y
WU (EFIP)	Y	Y	Y	N except for job quit
OL	Y	Y	Y	Y
LO	Y	Y	Y	Y
SE (grantee)	Y	Y	Y	Y
SE (not grantee)	N	Y	N	N
VN	Y	Y	Y	Y
IN	Y	N	Y	Y
DV	Y	Y	Y	Y
DC	Y	Y	Y	N
TE	Y	Y	Y	Y
CA (3-month limit)	N	N	Y	Y
PG	Y	Y	Y	Y
SA (not = A)	Y	Y	Y	Y
EO* (LO)	Y	Y	Y	Y
CW* (LO)	Y	Y	Y	Y
CM* (IN)	Y	Y	Y	Y
LI* (IN)	Y	Y	Y	Y
PL* (IN)	Y	Y	Y	Y
OM* (WF)	Y	Y	Y	Y
Non-WEI: FIP/RAP member and/or grantee not required to participate in employment-related activities but is required to complete a FAST and assist in the development of an FSSP in conjunction with DHS that may include family strengthening activities (e.g., Other in FSSP).				
00	N	N	N	N
NC	N	N	N	Y
NS	N	N	N	Y
SA = A	N	N	N	N
* New with Bridges.				