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**DEPARTMENT  
PHILOSOPHY****FIP, RAP Cash**

Clients must be made aware that public assistance is limited to 48 months to meet their family's needs and they must take personal responsibility to achieve self-sufficiency. This message, along with information on ways to achieve independence, direct support services, non-compliance penalties, and good cause reasons, is initially shared by DHS when the client applies for cash assistance. Jobs, Education and Training (JET) program requirements, education and training opportunities, and assessments will be covered by the JET case manager when a mandatory JET participant is referred at application.

**DEPARTMENT  
POLICY****Jobs and Self-  
Sufficiency Survey**

At application, the registration support staff must provide clients with a DHS-619, Jobs and Self-Sufficiency Survey. Family Independence Specialists (FIS) must do all of the following:

- Review the survey during the intake interview to make a preliminary barrier assessment determination regarding readiness to refer to JET.  
  
**Note:** Be alert to indicators that the client or family members suffer from undisclosed or undiagnosed disabilities. Some disabilities diminish the individual's ability to recognize or articulate their needs or limitations.
- Identify and provide direct support services as appropriate.
- Open/edit the Family Self-Sufficiency Plan (FSSP) and enter strength and barrier information identified and addressed during the intake process.
- Temporarily Defer an applicant with identified barriers until the barrier is removed.

**Work and Self-  
Sufficiency Rules**

Use the DHS-1538, Work and Self-Sufficiency Rules to explain all of the following to clients at FIP application:

Provide a brief overview of the Work and Self-Sufficiency Rules, once, for each episode of assistance. At a minimum, explain direct support services opportunities, work requirements, self-sufficiency requirements, penalties for non-compliance, transportation, child care, earnings or activity reporting and verification requirements, and domestic violence. Ensure the client understands their responsibility to participate in employment-related activities including, but not limited to, calling **before** they are unable to attend a meeting or appointment and **before** they become noncompliant. The Family Independence Specialist (FIS)

should coordinate with the client an agreed upon date for attendance at orientation. This will eliminate the need for multiple assignment dates or appointment changes.

Clients should not be referred for Orientation and JET participation until it is certain that barriers to participation such as lack of child care, or transportation have been removed and disabilities have been accommodated.

The DHS-1538 must be reviewed and signed by all adult applicants and member adds including:

- Minor parent grantees.
- Adult member adds.
- Deferred and potentially deferred adults.
- Dependent children age 16 or 17 who are not attending elementary or secondary school full time.
- Ineligible grantees.

**Note:** Mail the DHS-1538 to 16 and 17 year old dependent children for completion rather than requiring a signature in person. The grantee is ultimately responsible for the child's compliance.

File the original signed copy of the DHS-1538, Work and Self-Sufficiency Rules in the case record; a photocopy is given to the client.

### Timing of JET Referral

Mandatory JET clients must be referred to JET upon application for FIP. Do not send any others to JET at application, unless a deferred client volunteers to participate. All JET referrals must be sent through ASSIST. ASSIST will generate an automated DHS-2439, Michigan Works Referral to the Michigan Works! Agency's (MWAs) Management Information System (MIS) upon completion of the initial interview in ASSIST. Clients can reapply for FIP at any time after their application is denied for failing to appear or participate with JET.

**Note:** Only one DHS-2439, Michigan Works Referral, can be generated by ASSIST every 5 days per client. If multiple referrals are generated within the 5-day period, they are not sent in the nightly file to MIS.

### FAST and FSSP Notice

All clients, except ineligible grantees, will receive an automated notice upon completion of the initial interview in ASSIST.

You must manually provide ineligible grantees a DHS-1535, FAST/FSSP Notice, at intake or at review, if not provided during the intake process. Enter the FAST notice date on the Family Self-Sufficiently Plan (FSSP) for tracking purposes.

**JET Appointment Notice and JET Attendance Requirements**

Use the DHS 4785, JET Appointment Notice at **application** to schedule an appointment for each mandatory JET participant. Include the date, time and location to appear for their JET assignment. When assigned, clients must engage in and comply with all JET assignments while the FIP application is pending. JET engagement is a condition of FIP eligibility. This includes attending orientation and continued participation in JET activities up to and including the Family Independence Program (FIP) case processing date.

Deny FIP when a mandatory JET participant:

- Fails to attend JET as a condition of eligibility.
- Is not in compliance on the FIP case processing date.

Use ASSIST denial code 463 and CIMS denial code 210 for clients denied FIP benefits for noncompliance while the application is pending. Retain a copy of the appointment notice in the case record. Do not penalize Food Assistance when a client fails to attend JET as a condition of eligibility when the noncompliant person is not active FIP on the date of the noncompliance. Clients must be active FIP to apply a FIP penalty to the FAP case.

**MIS Report**

Run the WF-320, No Show First Appointment report on MIS daily to review a list of participants that did not appear at JET for their first scheduled appointment. Deny FIP benefits if the client appears on this report.

**Fall Out Report**

Review the Fall Out Report daily. The report identifies clients whose DHS-2439, Michigan Works Referral, was rejected by MIS. You must reconcile any mismatched data that caused the referral to be rejected, correct the problem between the two systems, and generate a new referral. If you need to generate a new referral within five business days of the original referral, you must contact the help desk for assistance. Following are a couple of the most common reasons for MIS to reject your referral:

- Already active on MIS:
  - Contact the MWA that shows the client as active.
  - Request closure of the open record from the MWA.
  - Re-refer and engage the client as soon as possible.
- Social security number/client ID mismatch:
  - Obtain both the CIMS and MIS social security number/client ID of record.
  - Determine which number is correct and correct the error.
  - Re-refer and engage the client as soon as possible.

**LEGAL BASE**

**FIP**

MCL 400.57 et seq.

**RAP Cash**

45 CFR 400.75(a)