

<p>Department of Public Health and Human Services</p> <p>WoRC GUIDELINES MANUAL</p>	<p><b>SECTION:</b></p> <p>PARTICIPATION REQUIREMENTS</p> <hr/> <p><b>SUBJECT:</b></p> <p>Enrollment and Intake</p>
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**References:** ARM 37.78.206 and .216; 45 CFR 261.30 - .36; TANF 701-1

**GENERAL RULE**-- Certain individuals who are included in the assistance unit and determined work eligible must negotiate, sign, and comply with a Family Investment Agreement /WoRC Employability Plan (FIA/EP) as a condition of eligibility for TANF cash assistance.

The FIA/EP is a document divided into three sections. Section one contains the required component; Accept and Maintain Employment (MAE).

Section two is for OPA Case Management. This section is where the referral to WoRC (WRC) or Tribal NEW is made. If the participant is referred to the WoRC program, he or she must negotiate an Employability Plan with WoRC before he or she is eligible to receive benefits.

Section one and two of the FIA/EP are completed and signed by the participant AND the Social Service Specialist on behalf of the State.

The third section of the Employability Plan is negotiated and signed by the WoRC Case Manager and the participant. The participant receives a signed copy of the document completed with the Social Service Specialist and a copy of the document completed with the WoRC Case Manager listing detailed monthly activities. A copy is also kept in the case file as well as the working screen displayed on the TEAMS Employability Plan (EMPL) screen. The specific requirement applicable to all participants is to Accept and Maintain Employment. (TEAMS Component Code: MAE). MAE is discussed more in section 3.1.

**FIA/EP RENEWAL:**

The FIA is renewed at least every twelve months in conjunction with the redetermination. Engagement with the WoRC program is a condition of eligibility. If the participant fails to attend the FIA renewal and redetermination appointment (with OPA), the case closes at the end of the month.

**UPDATED ►**

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**FAILURE TO SHOW FOR INITIAL APPOINTMENT:**

In instances where an applicant fails to show for the initial WoRC appointment, the household is NOT eligible for TANF and the case may be denied following a 30-day waiting period. WoRC receives notice of the referral on RELI. WoRC pursues outreach to engage a new applicant by sending a letter weekly until either they show for an employability planning session or the 30-day period elapses. Copies of letters must be maintained in the participant's case file to show outreach has been done. The WoRC Case Manager contacts the Social Service Specialist by e-mail and/or phone when an applicant fails to attend a scheduled appointment by the end of the 30-day period. The WoRC Case Manager enters a TEAMS case note indicating the failure to initially engage.

**TRANSFER-IN CASE FAILURE TO SHOW FOR INITIAL APPOINTMENT:**

When an ongoing TANF recipient transfers to a new county but fails to engage with the WoRC program in the receiving county by the 15<sup>th</sup> of the month, the WoRC case manager should send an e-mail to the OPA Social Service Specialist requesting case closure due to no FIA/EP for the following month. The WoRC operator in the county receiving the transfer case should attempt outreach with the participant upon notice of the case transfer through the RELI screen and/or alerts. (See TANF manual 1508)

**FAILURE TO SHOW, NEGOTIATE, AND SIGN ONGOING FIA/EP BY THE 15<sup>TH</sup> OF THE MONTH:**

When a participant fails to negotiate and sign a FIA/EP by the 15<sup>th</sup> of the current month for the next month (or following Monday if the 15<sup>th</sup> is on a weekend):

- 1) Send email to OPA Social Service Specialist for closure.
  - Check ETAL for OPA Social Service Specialist information
  - Cc monitor ,WoRC supervisor and OPA supervisor (Viewed on WOSS screen)
- 2) OPA needs to take action within 24 hours.
  - De-authorize case (do not close on TEAMS), and
  - Send timely closure notice A607 TANF Close No FIA closing the end of that month.
- 3) Participant responds to WoRC by the 25<sup>th</sup> of the month.
  - Negotiate a FIA/EP,
  - Have the participant sign,
  - Update EMPL, authorize on EMPS and Notify OPA immediately.

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- 4) Participant does not respond by effective date of case closure (see above); notify OPA to close the case on TEAMS. OPA should close case on TEAMS using FIA closure code. No further notice is required as long as timely notice of closure was sent previously.

EXAMPLE: By October 15, 2009, WoRC enters November and December 2009 activities on EMPL and authorizes each month on EMPS so ongoing cases will appropriately rollover and remain authorized at end of month. In the file a hard copy of the signed November FIA/EP is required by October 15, 2009.