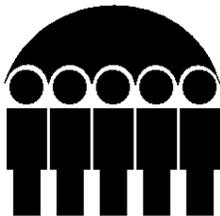


Revised October 22, 2004

Employees' Manual
Title 4
Chapter J

PROMISE JOBS



Iowa
Department
of
Human Services

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OVERVIEW

The Department of Human Services (DHS) administers an employment and training program known as “PROMISE JOBS.” The purpose of the PROMISE JOBS program is to:

- ◆ Increase educational and employment opportunities for FIP clients, and
- ◆ Encourage clients to become self-sufficient.

The legal basis for the PROMISE JOBS program is found in Title IV-A of the Social Security Act, Iowa Code Chapter 239B, and 441 Iowa Administrative Code, Chapters 41 and 93.

DHS assigns responsibility for the provision of PROMISE JOBS services to the Department of Iowa Workforce Development (IWD). In addition, the DHS Bureau of Refugee Services (BRS) is assigned responsibility for providing PROMISE JOBS services to refugees.

Only people applying for or receiving Family Investment Program (FIP) assistance are eligible for PROMISE JOBS services. PROMISE JOBS services are terminated when FIP assistance is terminated for any reason, including when FIP is terminated at the end of the 60-month lifetime limit. See 4-C, **LIMIT ON FIP ASSISTANCE**, for additional information.

See 4-C, **HARDSHIP EXEMPTION**, for PROMISE JOBS requirements for families that have exhausted their 60-month FIP period but are determined eligible for a six-month hardship exemption.

This chapter describes:

- ◆ Income maintenance responsibilities for determining eligibility for the program,
- ◆ Who is exempt from participation,
- ◆ Who must participate, and
- ◆ What to do if the client fails to cooperate.

See 4-Appendix for the *PROMISE JOBS Provider Manual*, which contains policies and procedures used by PROMISE JOBS providers and examples of system-issued letters to participants.

PROMISE JOBS Components and Services

Legal reference: 441 IAC 93.103(239B)

PROMISE JOBS components include:

- ◆ Orientation and assessment
- ◆ Job-seeking skills training
- ◆ Group and individual job search
- ◆ Work experience
- ◆ Unpaid community service
- ◆ On-the-job training
- ◆ Classroom training programs from basic education to postsecondary education
- ◆ Parenting skills training

Support services include the Family Development and Self-Sufficiency (FaDSS) Program, which targets FIP participants who are at risk for long-term welfare dependency. The FaDSS program is run under contract with the Department of Human Rights, which selects local public and private agencies, referred to as “FaDSS grantees.” These grantees work with families as part of a comprehensive long-term plan toward family stability and self-sufficiency.

Confidentiality

Legal reference: 441 IAC 93.143(239B)

All state and local agencies participating in the PROMISE JOBS program must follow the confidentiality requirements of 1-C. If the PROMISE JOBS or FaDSS worker requests information in order to provide services to the participant, a release of information is not required. You can give the information.

DHS and PROMISE JOBS staff can give participants’ names, addresses, and telephone numbers without a release to other agencies providing services to participants. However, a release of information is required to share any additional information.

Informing Clients About PROMISE JOBS

Legal reference: 441 IAC 41.24(239B)

Inform FIP applicants and participants about:

- ◆ Benefits, rights, and responsibilities under the PROMISE JOBS program.
- ◆ The family investment agreement (FIA) and the advantages of employment under FIP. (See **FAMILY INVESTMENT AGREEMENT** later in this chapter.)
- ◆ The requirement to meet with PROMISE JOBS and to write and sign a family investment agreement before FIP can be approved.
- ◆ Employment, education, and training opportunities and support services for which they are entitled.
- ◆ Child Care Assistance and transitional Medicaid.
- ◆ Requirements for families that have received FIP for 60 months and are requesting a hardship exemption. (See 4-C, **HARDSHIP EXEMPTION**, for details.)
- ◆ Reasons for which they may be exempt from participating in PROMISE JOBS.
- ◆ The limited benefit plan (LBP), what actions result in choosing it, and the consequences of choosing it. Inform applicants who are in a limited benefit plan of the actions they must take with PROMISE JOBS before they can get FIP.

See 4-B, **EFFECTIVE DATE OF ASSISTANCE**, and 4-G, **CHANGES IN HOUSEHOLD CIRCUMSTANCES: Adding a New Member to an Active Case**, for more information.

- ◆ Their responsibility to report any change that might affect their exempt status within ten days of the change.
- ◆ The requirement to cooperate in establishing paternity and enforcing child support obligations. (Federal regulations for the PROMISE JOBS program specifically state that all FIP applicants and participants must be informed of this requirement.)

Use the InfoShare presentation and Comm. 108, *The Family Investment Program*, to assist in presenting this information.

REFERRING CLIENTS TO PROMISE JOBS

Legal reference: 441 IAC 41.24(1), 41.24(3), 41.24(4)

Refer the following people to the PROMISE JOBS program, unless they are exempt from participation:

- ◆ All FIP applicants who appear eligible for FIP.
- ◆ Each person in the eligible group.
- ◆ Any parent living in the home of a child receiving a grant.

Determine whether each household member must participate in PROMISE JOBS or meets one of the exemption criteria described under **Who Is Exempt From JOBS Participation**.

The Bureau of Refugee Services (BRS) provides PROMISE JOBS services for FIP refugees. Entry of the applicable refugee referral code ensures that the correct office receives the referral. See 14-B-Appendix, **TD03: JOBS**, for referral coding instructions.

The determining factor for making the appropriate PROMISE JOBS referral to BRS is the alien status at the time the person enters the U.S. If the person enters the U.S. as a refugee, BRS will provide the PROMISE JOBS services until the refugee attains U.S. citizenship. Once the person becomes a U.S. citizen, IWD will provide the PROMISE JOBS services.

People Who Must Be Referred to PROMISE JOBS (Unless Exempt)

All applicants who appear eligible for FIP and all people included in the FIP grant, including:

- ◆ Any parent on the grant
- ◆ Any needy specified relative on the grant
- ◆ Any child 16 or older who is not in school
- ◆ Any minor parent, whether or not in school

Any excluded parent living with a child included in the FIP grant, such as:

- ◆ Parents excluded for failure to provide a social security number
- ◆ Parents excluded for failure to apply for all benefits
- ◆ Alien parents ineligible under 8 USC Section 1641

The following sections give more information on:

- ◆ Referring applicants
- ◆ Referring participants
- ◆ Referring battered aliens
- ◆ Referring hardship exemption families
- ◆ Referring people in a limited benefit plan (LBP)
- ◆ Referring disabled people
- ◆ Who is exempt from PROMISE JOBS participation
- ◆ Case maintenance for referrals

Referring Applicants

Legal reference: 441 IAC 41.24(1), 41.24(3), 41.24(4), 93.104(239B)

Applicants who are not exempt must meet with PROMISE JOBS to write and sign a family investment agreement before FIP approval. To refer applicants who are mandatory referrals to PROMISE JOBS:

- ◆ Pend the case on the Automated Benefit Calculation (ABC) system no later than at the time of the face-to-face interview.
- ◆ Enter the system referral code on ABC after the face-to-face interview. For codes, see 14-B-Appendix, **TD03 JOBS**.

Note: If a person does not have a social security number, ABC will not be able to transmit the referral information to PROMISE JOBS. Enter the applicable PROMISE JOBS referral code in ABC, but also note this in the comments section of form 470-3897, *FIA Appointment*. (See below.)

- ◆ Use the PJCase system Calendar to schedule an appointment for the applicant to meet with PROMISE JOBS to write and sign the family investment agreement. Schedule the appointment for the earliest time available that the applicant can attend. The appointment date offered must be within ten days after the FIP application interview.

PROMISE JOBS will handle any rescheduling after the initial appointment is scheduled.

- ◆ Complete form 470-3897, *FIA Appointment*. Provide a copy to the applicant and forward a copy to PROMISE JOBS. (If the person does not yet have a social security number, note this in the comments section. Include the person's address and date of birth, and the names and ages of the children in the home, regardless of the child's FIP status.)

PROMISE JOBS staff will distribute the referral appointments to the appropriate PROMISE JOBS worker within one working day. Use your local communication plan to determine when it is necessary for you to contact the PROMISE JOBS office directly to notify them of a PROMISE JOBS appointment that is being scheduled very soon.

- ◆ Provide a copy of form 470-0806, *Self-Assessment*, to the applicant with instructions to complete the form to the best of the applicant's ability and take it to the PROMISE JOBS appointment.
- ◆ Provide an overview of the PROMISE JOBS program by use of the InfoShare presentation.

When a participant family requests to add to the FIP eligible group a new person who is not exempt from PROMISE JOBS referral, the new person must sign a family investment agreement before being added. Follow the same steps described above to schedule the family investment agreement appointment and to refer the new mandatory person to PROMISE JOBS by entering the applicable "applicant" referral code in ABC.

However, applications to add a person to an active FIP case are not pended. Also, since there is no face-to-face FIP application interview in this situation, PROMISE JOBS will provide the InfoShare orientation information to the applicant.

When scheduling the PROMISE JOBS family investment agreement appointment, if form 470-3897, *FIA Appointment*, must be mailed to the client, allow five mailing days unless the client agrees to an earlier appointment.

See 4-C, **FAMILY INVESTMENT AGREEMENT**, for the affect on FIP eligibility if an applicant fails to sign the family investment agreement.

Referring Participants

Legal reference: 441 IAC 41.24(4), 93.104(4)

When a FIP participant loses exempt referral status while receiving FIP, refer the person to PROMISE JOBS through ABC. If a FIP participant who loses exempt status and is referred to PROMISE JOBS fails to sign a family investment agreement, that person is considered to have chosen a limited benefit plan.

To refer FIP participants who become mandatory referrals to PROMISE JOBS, enter the system referral code in ABC. See 14-B-Appendix, **TD03 JOBS**, for codes.

The system will send the participant a letter telling the participant to contact PROMISE JOBS within ten days to schedule an appointment. The letter will also inform the participant about the participant's responsibilities under PROMISE JOBS and the family investment agreement.

PROMISE JOBS will schedule the appointment and provide the orientation information to the FIP participant.

The only time an exempt person would become mandatory while on FIP would be when:

- ◆ A person age 16 to 18 who is not a parent drops out of school, or
- ◆ A minor becomes a parent.

Referring Battered Aliens

Legal reference: 441 IAC 41.23(5), 41.24(1), 41.24(3), 41.24(4), 93.104(239B)

Battered aliens are subject to the same PROMISE JOBS and family investment agreement requirements as other FIP applicants and participants. See 4-L, **Battered Aliens**. Make the referral to PROMISE JOBS in the same way as for any other FIP applicant or participant.

Note: If the person does not yet have a social security number, ABC will not be able to transmit the referral information to PROMISE JOBS. Enter the PROMISE JOBS referral code in ABC, but also note in the comments section of form 470-3897, *FIA Appointment*, that the person is a battered alien who does not yet have a social security number. Include the person's address and date of birth and the names and ages of the children in the home (regardless of their FIP status).

Referring Hardship Exemption Families

Legal reference: 441 IAC 41.30(3), 93.104(239B)

Families that are subject to the 60-month FIP limit can receive FIP beyond that limit only if they request and are determined eligible for a hardship exemption. The hardship determination is a two-step process:

- ◆ First, you are responsible for determining whether the family has a hardship condition that affects its ability to be self-supporting.
- ◆ Second, the “adults” in the family must work with PROMISE JOBS and complete a family investment agreement.

The family must meet the requirements of both steps before the hardship exemption request can be approved. When you have decided that the family has a hardship condition, the adults in the family must then work with PROMISE JOBS to develop and sign a six-month family investment agreement before the hardship exemption request can be approved.

To refer families who are requesting FIP beyond 60 months,

- ◆ Complete section 1 of form 470-3876, *Hardship Exemption Determination*, and provide a copy to PROMISE JOBS.
- ◆ If the FIP case is closed and a *Public Assistance Application*, forms 470-0462 and 470-0466 (Spanish), has been received, pend the case on ABC.
- ◆ Enter the system referral code on ABC. See 14-B-Appendix, **TD03 JOBS**, for appropriate codes.
- ◆ Use the PCase system Calendar to schedule an appointment for the applicant to meet with PROMISE JOBS to write and sign the family investment agreement. Schedule the appointment for the earliest time available with the applicant’s agreement. The appointment date offered must be within ten days. PROMISE JOBS will handle any rescheduling after the initial appointment is scheduled.
- ◆ Complete form 470-3897, *FIA Appointment*. Provide a copy to the applicant and forward a copy to PROMISE JOBS. If form 470-3897 must be mailed to the client, allow five mailing days, unless the client agrees to an earlier appointment.

- ◆ Provide a copy of form 470-0806, *Self-Assessment*, to the applicant with instructions to complete the form to the best of their ability and take it to the PROMISE JOBS appointment.
- ◆ Provide an overview of the PROMISE JOBS program by use of InfoShare, if the FIP case is closed and a *Public Assistance Application* was required.

After the adults have signed the six-month family investment agreement and the family's hardship exemption is subsequently approved, the adults are mandatory PROMISE JOBS participants. They cannot be exempt from PROMISE JOBS. Adults with disabilities will have the disabilities addressed in their six-month family investment agreement.

When a parent in the family receives SSI, the affect of the 60-month FIP limit is as follows:

- ◆ When the only parent or both parents in the home receive SSI, the 60-month FIP limit does **not** apply. Therefore, either type family does not need a hardship exemption to qualify for FIP beyond 60 months.
- ◆ However, the 60-month limit **does** apply when both parents are in the home but only one parent receives SSI. As a result, the family can receive FIP beyond the 60-month limit only if it requests and is granted a hardship exemption.

To be granted the hardship exemption, both parents must work with PROMISE JOBS and complete the six-month family investment agreement. After the hardship exemption request is approved, both the SSI parent and the non-SSI parent are mandatory PROMISE JOBS referrals.

Note: Families that are approved for a hardship exemption must meet all other FIP requirements. Therefore, in addition to the adults, other members of the family may be required to participate in PROMISE JOBS and sign the six-month family investment agreement, e.g., a minor parent who is a child on the adult's FIP case, or a 16- to 18-year-old who is not in school.

See 4-C, **HARDSHIP EXEMPTION**, for a definition of "adult" and other pertinent information.

Referring People in a Limited Benefit Plan

Legal reference: 441 IAC 41.24(1)“d,” 41.24(4)“a”

A person who chooses a **first** limited benefit plan may begin the reconsideration process any time from the date of the *Notice of Decision* imposing the limited benefit plan. When the person contacts you before the effective date of the limited benefit plan, use the PJCase system Calendar to determine whether there is an available family investment agreement appointment before the effective date. If there is an available appointment:

- ◆ Use the PJCase system Calendar to schedule the person to sign the family investment agreement before the effective date.
- ◆ Complete form 470-3897, *FIA Appointment*. Provide a copy to the person and forward a copy to PROMISE JOBS.
- ◆ Enter the system referral code on ABC. See 14-B-Appendix, **TD03 JOBS**, for codes.
- ◆ Inform the household of the need to reapply for assistance if the family investment agreement is not signed before the effective date.

If the client contacts PROMISE JOBS to reconsider before the effective date of the limited benefit plan, PROMISE JOBS will schedule the family investment agreement appointment, if there is an appointment available before the effective date.

When there is no family investment agreement appointment available before the effective date, or when a person contacts you after the effective date of a **first** limited benefit plan, inform the household of the need to reapply for assistance. No further action is necessary if the household does not file an application.

When a person reapplies after the effective date of a first limited benefit plan, make the referral as described in **Referring Applicants**.

When a person chooses a **subsequent** limited benefit plan, the FIP household is ineligible for FIP for a minimum of six months. If a household in a subsequent limited benefit plan files an application for FIP within the six-month period of ineligibility, deny the application and do not refer the person to PROMISE JOBS unless:

- ◆ The household files the application in the last month of the period of ineligibility, and
- ◆ There is an available family investment agreement appointment after the six-month period and within the 30-day period for processing the application.

When the six-month ineligibility period of a **subsequent** limited benefit plan ends and the person who chose the limited benefit plan contacts you or PROMISE JOBS to reconsider the limited benefit plan, explain that the household must file an application to receive FIP again. No further action is needed if the household does not file an application. If the household files an application, make the referral as described at **Referring Applicants**.

Ineligibility continues thereafter until the person who chose the limited benefit plan reconsiders by signing a family investment agreement. However, the limited benefit plan will not be lifted until the person has completed 20 hours of work or other approvable PROMISE JOBS activity. The 20 hours of activity must be completed in the 30 days after the date the family investment agreement is signed.

Referring Disabled People

Legal reference: 441 IAC 41.24(1)

Refer people who claim a disability to PROMISE JOBS unless they are exempt because they are receiving Supplemental Security Income (SSI) benefits due to their own disability or blindness. Refer disabled people who are not receiving SSI even when they claim that they are not able to participate.

When a person on FIP claims to be unable to engage in substantial activity due to a disability that is expected to last for 12 months or expected to result in death, require the person to apply for and accept Social Security Disability (SSD) and SSI benefits. For more information, see 4-C, **BENEFITS FROM OTHER SOURCES**.

Use your local communication process to inform PROMISE JOBS when a referred person:

- ◆ Claims a disability, or
- ◆ Applies for SSD or SSI benefits.

PROMISE JOBS staff will help referred people with a disability to develop a family investment agreement that meets their individual needs and abilities. If a person claims a limitation due to a disability, PROMISE JOBS will ask the person to provide medical evidence of the limitation. This allows PROMISE JOBS to consider the limitation and any other problems or barriers resulting from the disability when determining the person's level of participation.

Refer people who have a substantial employment limitation resulting from a physical or mental impairment to the Department of Education, Division of Vocational Rehabilitation Services. (The person's acceptance of vocational rehabilitation services is optional.) See **Sharing Disability Information with PROMISE JOBS** for more information.

Who Is Exempt From JOBS Participation

Legal reference: 441 IAC 41.24(2)

Exempt from PROMISE JOBS people who are under age 16 and are not parents. People may also be exempt due to their alien status or receipt of SSI or due to school attendance. The following sections explain requirements under each exemption.

Document in the case record the basis for referring or exempting the person. Enter the referral status of each person into the ABC system (or make a manual referral, if necessary).

Note: No exemptions are allowed for "adults" in families approved for a six-month hardship exemption, including adults that receive SSI due to disability or blindness. The adult's disability will be addressed in the family investment agreement. Refer to 4-C, **HARDSHIP EXEMPTION**, for a definition of "adult" and other pertinent PROMISE JOBS information.

Alien Exemption

Legal reference: 441 IAC 41.24(1)"c," 41.24(2)"f"

Exempt from PROMISE JOBS people who are not U.S. citizens and whose alien classification is not listed at 8 USC Section 1641. They are exempt from the family investment agreement and are not subject to the limited benefit plan. Refer to 4-L, **Alien Status**, for more information on alien statuses and their effect on FIP eligibility and PROMISE JOBS participation.

School Attendance Exemption

Exempt from PROMISE JOBS people who are ages 16 to 19, are not parents, **and** are attending elementary or secondary school or the equivalent level of vocational or technical school on a full-time basis except when:

- ◆ The person is receiving FIP, and
- ◆ The person was referred to PROMISE JOBS on or after November 1, 2005, and returned to school after signing a family investment agreement that remains in effect.

To determine exemption based on school attendance, consider the child's attendance full time even when the child is not present during school vacations or because of illness, convalescence, or family emergencies.

A child meets the definition of regular school attendance until the child has been officially dropped from the school rolls. Accept the school's statement regarding full-time status. Participating in a correspondence school does not exempt a child from PROMISE JOBS.

A person on FIP aged 16 to 19 who is referred to PROMISE JOBS remains obligated to a signed family investment agreement as long as the person remains eligible for FIP, regardless of school attendance. Do not exempt a person aged 16 to 19 who has signed a family investment agreement if the person returns to school.

FIP applicants aged 16 to 19 who are not parents and who have chosen an active limited benefit plan must take action to reconsider the limited benefit to become FIP eligible, regardless of their school attendance status. See **Referring People in a Limited Benefit Plan** for more information.

Receiving SSI

Except for "adults" in families that you have determined to meet hardship exemption criteria, exempt people who are receiving SSI benefits due to their own disability or blindness from PROMISE JOBS referral.

Refer all disabled people who are not receiving SSI to PROMISE JOBS. This includes people who:

- ◆ Have a pending application for SSI or Social Security Disability (SSD),
- ◆ Have filed an appeal of a denial of SSI or SSD, and
- ◆ Are receiving other disability benefits, such as VA or worker's compensation.

When a person in the eligible group or a parent living in the home of a FIP child claims to be unable to engage in substantial activity due to a disability that is expected to last for 12 months or to result in death, require the person to apply for and accept Social Security Disability and SSI benefits.

Case Maintenance

PROMISE JOBS case maintenance policies include:

- ◆ Reviewing exempt referral status
- ◆ Circumstances when a mandatory participant may become exempt
- ◆ Sharing disability information with PROMISE JOBS
- ◆ Informing the PROMISE JOBS worker about changes in a participant's earnings

Reviewing Exempt Referral Status

Legal reference: 441 IAC 41.24(239B)

Review the referral status at six-month and annual reviews, and when changes occur. Reevaluate the status of exempt people when changes affecting the exemption occur. Review a client's referral status when:

- ◆ A person aged 16 to 19 who is not a parent is officially dropped from school rolls.
- ◆ A participant turns 16.
- ◆ A child is born to a minor child.
- ◆ A person's alien status changes.
- ◆ A person is no longer eligible for SSI.

Reexamine the referral status of all people who reapply for FIP after a case is canceled.

Remember, all "adults" as defined in families that are approved for a hardship exemption are mandatory PROMISE JOBS participants. No exemptions are allowed, including for disabled adults who receive SSI. See 4-C, **HARDSHIP EXEMPTION**, for additional information.

When a Mandatory Participant Can Become Exempt

Legal reference: 441 IAC 41.24(2)

Exempt people who become eligible for SSI as described at **Receiving SSI** unless:

- ◆ The six-month ineligibility period of a subsequent limited benefit plan is in effect, and
- ◆ The person was not eligible for SSI on the date that the notice is issued to start the limited benefit plan.

Stop a first limited benefit plan when the person who chose the limited benefit plan becomes eligible for SSI.

Stop a subsequent limited benefit plan if the six-month ineligibility period has expired, and the person who chose the limited benefit plan becomes eligible for SSI. Stop a subsequent limited benefit plan when you learn that the person who chose it is eligible for SSI on the date that the notice is issued to start the limited benefit plan.

See **Stopping a Limited Benefit Plan**.

When the six-month ineligibility period of a subsequent limited benefit plan is in effect, and the person becomes eligible for SSI after the notice is issued imposing a limited benefit plan, the limited benefit plan continues through the end of the six months.

Exempt people age 16 to 19 who are not parents and who were referred on or after November 1, 2005, and who return to school before signing a family investment agreement. Stop an individual limited benefit plan chosen by a person aged 16 to 19 when you learn that the person returned to school before signing a family investment agreement. See **Stopping a Limited Benefit Plan** for more information.

Do not exempt people ages 16 to 19 who are not parents and who were referred on or after November 1, 2005, and who return to school after signing a family investment agreement that remains in effect.

See **School Attendance Exemption** for a definition of acceptable school attendance and for more information.

Sharing Disability Information with PROMISE JOBS

Refer a person who claims a disability to PROMISE JOBS, unless the person is receiving SSI or is exempt due to alien status or age.

Inform PROMISE JOBS when a referred person claims a disability as indicated on their application form, their review form, during an interview, etc. Provide PROMISE JOBS with any information regarding the claimed disability that is pertinent to the person's ability to participate in PROMISE JOBS activities.

Inform PROMISE JOBS when you are aware that a person in the eligible group or a parent living in the home has applied for SSD or SSI benefits for disability. Keep PROMISE JOBS informed of any changes in the SSD or SSI application status that you become aware of, such as an approval or denial.

Establish and use local communication procedures, such as e-mail, memo, or phone call, to inform PROMISE JOBS staff of these situations. PROMISE JOBS staff will help referred clients with a disability to develop a family investment agreement that meets their individual needs and abilities.

If the person claims a limitation due to a disability, PROMISE JOBS will ask the person to provide medical evidence of the limitation. This allows PROMISE JOBS to consider the limitation, and any other problems or barriers resulting from the disability, when determining the person's level of participation.

PROMISE JOBS will contact you when a participant is being referred to the Division of Vocational Rehabilitation Services. You need to make the referral entry in the ABC system of "V" in the OHP field of the TD03 screen.

PROMISE JOBS will also contact you when a referred person claims a disability that is expected to last for 12 months or that is expected to result in death, and the person claims to be unable to engage in substantial activity due to the disability. In this situation, require the person to apply for SSD and SSI as a condition of continued eligibility.

Use your local communication procedures to inform PROMISE JOBS staff that a referred person has applied for SSD or SSI. See 4-C, **BENEFITS FROM OTHER SOURCES**, for more information on the requirement to apply for and to accept SSD or SSI benefits.

Informing PROMISE JOBS About Changes in Earnings

Legal reference: 441 IAC 41.24(239B)

When you become aware of a PROMISE JOBS participant who has begun, ended, or changed employment, send a copy of form 470-2844, *Employer's Statement of Earnings*, or equivalent verification, to the PROMISE JOBS worker.

If the PROMISE JOBS worker is unknown, send the form to the PROMISE JOBS office designated under the coordination arrangements of the PROMISE JOBS local service plan.

When a PROMISE JOBS worker becomes aware of a participant's change in employment, the PROMISE JOBS worker will send form 470-0820, *Notice of Employment*, to notify the IM worker of the change.

Return the form to the PROMISE JOBS worker and attach a copy of the completed form 470-2844, *Employer's Statement of Earnings*. You do not need to complete Part B of the *Notice of Employment* if the *Employer's Statement* is attached.

FAMILY INVESTMENT AGREEMENT

Legal reference: 441 IAC 93.109(2)

Any person referred to PROMISE JOBS must enter into a family investment agreement (FIA). The family investment agreement is an individualized agreement with the state that is developed during the PROMISE JOBS assessment. FIP applicants must sign a family investment agreement before FIP approval. See 4-C, **FAMILY INVESTMENT AGREEMENT**.

This agreement addresses a particular family's needs, the services to be provided by the state, the actions the family will take, and the timetables to be met by the family so that the family can attain self-sufficiency. Families who do not reach self-sufficiency at that point, even though they are making a good faith effort to do so, must work with PROMISE JOBS to renegotiate and amend their family investment agreement.

The family investment agreement requires each mandatory PROMISE JOBS participant to take part in one or more of the following components after orientation and assessment are completed:

- ◆ Full-time or part-time employment
- ◆ Job-seeking skills training and group or individual job search
- ◆ High school completion
- ◆ GED
- ◆ Adult basic education
- ◆ Training in English as a second language
- ◆ Postsecondary education
- ◆ Family development and self-sufficiency (FaDSS) or other family development program
- ◆ Work experience placement
- ◆ On-the-job training
- ◆ Unpaid community service
- ◆ Parenting-skills training
- ◆ Life skills training

Referral for family planning and domestic violence counseling can also be included as an option in the family investment agreement. PROMISE JOBS will not impose a limited benefit plan for a failure to choose or carry out either of these activities. Refer to 4-Appendix, **PROMISE JOBS Provider Manual**, for additional information on domestic violence provisions.

| Teenaged parents are subject to special requirements, discussed in **Persons Aged 19 or Under**.

Once the family investment agreement is negotiated, PROMISE JOBS participants are required to carry out the activities in it. Employment must be the primary activity of the family investment agreement whenever it is compatible with the participant's self-sufficiency goal.

People who do not carry out the terms of their family investment agreement may have barriers to participation that must be addressed in the family investment agreement. See **Barriers to Participation**. If this is not the case, the PROMISE JOBS worker may excuse the action for one of the reasons listed under **Excusing Clients From PJ Activities or for Refusing Employment**. Otherwise, failure to carry out family investment agreement responsibilities constitutes a choice of the limited benefit plan.

The responsibility for carrying out the steps of the family investment agreement ends when FIP assistance ends for the household.

PROMISE JOBS will reinstate the existing family investment agreement when FIP eligibility is reestablished if:

- ◆ FIP eligibility is reinstated without a new application, or a new application is required but eligibility is reestablished with a break of one month or less, **and**
- ◆ The participant has not become exempt from PROMISE JOBS participation.

If an application is required and FIP eligibility is reestablished with a break of more than one month, a new family investment agreement must be signed or the old family investment agreement must be resigned.

The following sections give more information on family investment agreement development when:

- ◆ Six-month hardship exemption family investment agreement
- | ◆ Persons are aged 19 or under
- ◆ There are barriers to participation
- ◆ Circumstances justify excusing a client from PROMISE JOBS activity

Six-Month Hardship Exemption Family Investment Agreement

Families with adults (as defined) that have exhausted their 60-month FIP limit may receive FIP beyond 60 months if they request and are granted a hardship exemption and meet all other FIP requirements.

The hardship exemption eligibility determination is a two-step process:

- ◆ Based on supporting evidence, the local IM worker determines whether the family has a hardship condition that prevents the family from being self-supporting.
- ◆ If the IM worker determines the family meets hardship criteria, the adults in the family must meet with PROMISE JOBS to develop and sign a six-month family investment agreement that addresses the family's documented hardship condition.

The family must meet both steps before the hardship exemption request can be granted.

The family investment agreement must:

- ◆ Address the circumstances that are creating the family's barrier to self-sufficiency.
- ◆ Contain specific steps that can reasonably be expected to enable the family to make incremental progress toward overcoming the barrier.

The family must participate to its maximum potential in activities expected to lead to self-sufficiency. However, the family investment agreement activities must not conflict with the family's service case plan.

Failure to meet with PROMISE JOBS or to develop and sign the required family investment agreement results in denial of the family's hardship exemption request.

After the adults have signed the six-month family investment agreement and the family's hardship exemption request is approved, the adults are mandatory participants. Adults with disabilities will have their disabilities addressed in the six-month family investment agreement.

Families approved for a hardship exemption that have difficulty fulfilling the terms in their six-month family investment agreement must work with PROMISE JOBS and amend the family investment agreement. Families must also amend their family investment agreement when their six-month hardship exemption period is revised, e.g., as a result of a final appeal decision.

Families that have been granted a hardship exemption and do not follow the terms of their six-month family investment agreement or that fail to amend the family investment agreement when necessary will have chosen a limited benefit plan, the same as families that are in their 60-month FIP period.

Each subsequent hardship exemption requires a new six-month family investment agreement. PROMISE JOBS provides supportive services and monitors the family investment agreement. For additional information, refer to 4-C, **HARDSHIP EXEMPTION**.

Persons Aged 19 or Under

Legal reference: 441 IAC 41.24(3)“a” and “b”

As part of the family investment agreement, persons who are ages 18 or 19 must:

- ◆ Attend educational activities to obtain a high school diploma or its equivalent.
- ◆ Participate in work and training activities if PROMISE JOBS staff determine that:
 - The person is not making good progress in completing educational activities.
 - Participation in educational activities is not appropriate.
- ◆ Participate in parenting skills training if they have a child of their own.

Persons aged 17 or younger must:

- ◆ Participate in educational activities to obtain a high school diploma or its equivalent, or
- ◆ Participate in other family invest agreement options if the school considers them unable to participate in educational activities.

In addition, parents aged 17 or younger must:

- ◆ Participate in parenting skills training.
- ◆ Participate even if emancipated by court action or marriage.
- ◆ Participate even if considered a child on the case of the minor parent's parent.

Minor parents determined to have good cause for not living with their parent or legal guardian must attend FaDSS or other family development.

Alien status is the only exemption criteria that applies to parents aged 19 or under.

Barriers to Participation

Legal reference: 441 IAC 93.134(239B)

Barriers to participation may be identified during assessment or during participation in the family investment agreement. If barriers are identified during assessment, PROMISE JOBS staff will consider these issues in the development of the family investment agreement. If barriers become apparent after participation has begun, the family investment agreement may be renegotiated to address the barriers.

Even if barriers to participation exist, the person remains a mandatory participant. Examples of barriers are:

- ◆ Lack of transportation.
- ◆ Substance addiction.
- ◆ Sexual or domestic abuse history.
- ◆ Overwhelming family stress.
- ◆ Lack of needed child or adult care. (PROMISE JOBS will not require participation until care has been arranged. Where special needs care is not available, the client's family investment agreement activity may be the provision of this care.)
- ◆ Physical or mental disability.

If a person chooses not to cooperate in removing identified barriers to participation, the person is choosing the limited benefit plan, unless the person is refusing to apply for or to accept social security or SSI benefits.

When a person in the eligible group or a parent in the home claims a disability that is expected to last for more than 12 consecutive months, require the person to apply for and to accept SSD and SSI as a condition of eligibility for the entire family. If the person in this situation refuses, FIP is canceled. See 4-C, **BENEFITS FROM OTHER SOURCES**, for more information on the requirement to apply for and to accept SSD or SSI benefits.

Excusing Clients From PJ Activities or for Refusing Employment

Legal reference: 441 IAC 93.133(1), 93.133(4)

The table that follows lists reasons why a client can be excused from PROMISE JOBS activities and reasons for excusing a client who reduces, refuses, or ends employment, including discharges due to the client’s misconduct.

Regardless of the reason, a client who has been excused by PROMISE JOBS still retains mandatory participant status.

If Column 1 (labeled “PJ”) is checked, the circumstance is an acceptable reason for excusing a client from PROMISE JOBS activity other than work. If Column 2 (labeled “Work”) is checked, the circumstance is an acceptable reason for excusing a client who refuses, reduces, or ends employment. (Some circumstances are reasons for both excusing a client from PJ activities **and** excusing a client for reducing, refusing, or ending employment.)

There may be other circumstances not listed in the table in which forcing clients to participate would prevent them from becoming self-sufficient. Ask the area income maintenance supervisor 2 to refer these cases to the administrator of the Division of Financial, Health, and Work Supports through a memo.

PJ	Work	Circumstance
✓	✓	The travel required from home to the work assignment, job, or unpaid community service site takes over one hour each way, including time needed to take a child to day care.

PJ	Work	Circumstance
	✓	The work offered is at a site subject to a strike or lockout. See 4-C for how to handle a person involved in a strike. If the strike has been enjoined under Section 208 of the Labor-Management Relations Act (commonly known as the Taft-Hartley Act), or if an injunction has been issued under Section 10 of the Railway Labor Act, the client may not refuse employment.
✓	✓	The job violates state or federal health and safety standards.
✓	✓	Workers' compensation is not provided.
✓	✓	The job is contrary to the participant's religious or ethical beliefs.
✓	✓	The participant is required to join, resign, or refrain from joining a legitimate labor organization.
✓	✓	The work requirements are beyond the mental or physical capabilities of the participant, as documented by reliable evidence.
✓	✓	There is discrimination by an employer based on age, race, sex, color, handicap, religion, national origin, or political beliefs.
✓	✓	Work demands or conditions make employment unreasonable, such as working without being paid on schedule.
✓	✓	There are circumstances beyond the control of the participant, such as disruption of regular mail delivery.
	✓	The change or termination is part of the family investment agreement.
	✓	The job does not pay at least the minimum amount that is customary for the same work in the community.

PJ	Work	Circumstance
	✓	The client takes a job that provides better pay, even though the hours of employment may be less than the current job.
	✓	<p>Accepting employment would result in a net loss of cash income to the participant's family. "Net loss of cash income" means the family's gross income, less necessary work-related expenses, is less than the cash assistance the client was receiving at the time the offer of employment is made.</p> <p>"Gross income" may include earnings, unearned income, cash assistance, etc. It does not include food stamp benefits and in-kind income. Use the family's actual work-related expenses rather than the standard deductions.</p> <p>In the absence of gasoline receipts, use the current mileage rate allowed for state employees when determining the client's mileage expenses. (See the example at the end of this table.)</p>
	✓	The employment changes substantially from the terms of hire, such as a change in work hours, work shift, job duties, or decrease in pay rate.
✓		The participant needs to stay in the home because of illness of another family member. PROMISE JOBS staff may request medical documentation of the illness.
✓		The participant is ill. If a participant is ill more than three consecutive days or habitually ill, PROMISE JOBS staff may request medical documentation of the illness.
✓		The participant has a family emergency, using the reasonable standards of an employer.
✓		The participant is absent or late due to bad weather, using the reasonable standards of an employer.

PJ	Work	Circumstance
✓		<p>The client is absent or late because the participant or the participant's spouse has a job interview. The participant must provide notice 24 hours before the interview, if possible. The notice must include the name and address of the prospective employer.</p> <p>If 24-hour advance notice is not possible, the participant must provide the information as soon as possible. It must be provided before the interview.</p>
✓		<p>The participant has a newborn child. Absence is determined using the standards of the Family Leave Act of 1993.</p>

1. Ms. A receives a FIP grant of \$361 each month for herself and her four-year-old daughter. She is offered a job that would give her gross pay of \$1,000 a month.

If she accepts the job, her FIP grant will be reduced to \$48. Because of her high actual work expenses (due to high mileage, uniforms, meals, and high child care costs due to her daughter's disability), only \$300 of the \$1,000 gross wages represents net profit.

Since Ms. A's current income of \$361 is more than her cash income if she takes the job (\$48 FIP plus \$300 net earnings equal \$348), Ms. A has good cause for refusing the job.
2. Ms. B receives a FIP grant of \$361 each month for herself and her 12-year-old daughter. She is offered a job that would give her gross pay of \$600 a month.

If she accepts the job, her FIP grant will be reduced to \$208. Because of her high actual work expenses (due to high mileage, uniforms, meals, and high child care costs due to a night shift), only \$200 of the \$600 gross wages represents net profit.

However, since her current income of \$361 is less than her cash income if she takes the job (\$208 FIP plus \$200 net earnings equal \$408), Ms. B does not have good cause for refusing the job.

LIMITED BENEFIT PLAN

Legal reference: 441 IAC 41.24(8)

A FIP household that fails to sign or follow the terms of the family investment agreement will be subject to a limited benefit plan (LBP). The basic **first** limited benefit plan:

- ◆ Creates ineligibility for the entire family, and
- ◆ Continues until the person who chose the limited benefit plan reconsiders by signing a family investment agreement.

A **basic subsequent** limited benefit plan chosen by the same person or by either parent on a two-parent case:

- ◆ Creates ineligibility for the entire family for a minimum of six months, and
- ◆ Continues after six months until the person who chose the limited benefit plan reconsiders by:
 - Signing a family investment agreement, and
 - Completing 20 hours of work or other approvable PROMISE JOBS activity within 30 days after signing the family investment agreement.

Any valid limited benefit plan imposed since January 1994 (when the Department began using family investment agreements) counts when determining whether a household is subject to a subsequent limited benefit plan.

A limited benefit plan that is stopped because it was imposed in error is not counted as a valid limited benefit plan. However, a limited benefit plan that is stopped because the client reconsidered and signed a family investment agreement does count as a valid limited benefit plan, even if the client reconsiders before the effective date of the limited benefit plan.

The basic limited benefit plan applies when the limited benefit plan is chosen by:

- ◆ The parent on a one-parent case.
- ◆ Either parent on a two-parent case.
- ◆ A needy specified relative on a nonparental case.

The PJCase system identifies such a limited benefit plan as a **normal**. The limited benefit plan is modified for other case situations.

The same limited benefit plan provisions are also applicable when the “adults” in families approved for a hardship exemption fail to carry out the terms of their six-month hardship exemption family investment agreement or fail to amend their hardship exemption family investment agreement when so required. See 4-C, **HARDSHIP EXEMPTION**, for additional information.

The following sections give more information on:

- ◆ When the limited benefit plan is chosen
- ◆ To whom the limited benefit plan is applied
- ◆ Variations on the limited benefit plan in certain case situations
- ◆ Reconsidering a limited benefit plan
- ◆ Stopping a limited benefit plan

When the Limited Benefit Plan Is Chosen

Legal reference: 441 IAC 41.24(8), 93.138(2), 93.138(3)

A FIP participant who is a mandatory PROMISE JOBS referral “chooses a limited benefit plan” when the participant does not carry out family investment agreement responsibilities after signing a family investment agreement.

A FIP participant whose referral status changes from exempt to mandatory also “chooses a limited benefit plan” when the participant:

- ◆ Does not establish or does not keep an orientation appointment.
- ◆ Does not sign the family investment agreement (FIA) after attending orientation.

When a FIP participant is referred to PROMISE JOBS, the ABC system automatically issues a letter instructing the client to contact PROMISE JOBS to schedule an appointment within ten days.

If the FIP participant does not schedule an appointment or fails to attend or reschedule the appointment, PROMISE JOBS staff send one reminder letter giving the client an additional ten days to comply.

After the client attends orientation, PROMISE JOBS must assess the individual and family circumstances before the client is ready to negotiate and sign the family investment agreement. PROMISE JOBS may need to schedule additional appointments with the client to accomplish this. A client who does not participate in this process or who does not sign a family investment agreement chooses a limited benefit plan.

Note: FIP applicants must sign a family investment agreement before FIP approval. Families that have received FIP for 60 months and are requesting a hardship exemption must develop and sign a six-month family investment agreement as a condition for being granted the exemption.

Failure to develop or sign a family investment agreement in these circumstances results in ineligibility for FIP rather than a limited benefit plan. See 4-C, **HARDSHIP EXEMPTION**, and 4-C, **FAMILY INVESTMENT AGREEMENT**, for additional information.

When a client who has signed a family investment agreement fails to carry out the family investment agreement responsibilities, the PROMISE JOBS worker will attempt to resolve the participation issue. If there are problems or barriers to participation, PROMISE JOBS will work with the client to find solutions to the problems before determining the client has chosen the limited benefit plan.

Specifically, when a participation issue first occurs, the PROMISE JOBS worker will:

- ◆ Send the participant a written reminder, request, or letter to:
 - Identify the participation issue,
 - Clarify expectations,
 - Attempt to identify problems and barriers to participation, and
 - Offer supervisory intervention.
- ◆ Involve an impartial third party, if necessary, to help resolve participation issues.

If the client does not resume participation, the client is considered to have chosen the limited benefit plan.

Before PROMISE JOBS imposes a limited benefit plan, an administrative or local review of the case must agree that the participant has chosen the limited benefit plan and that there is no further action PROMISE JOBS can take to encourage participation. IWD administrative staff determine the review procedures that occur before imposing a limited benefit plan.

When PROMISE JOBS efforts do not result in participation in the family investment agreement, and the review agrees that the participant has chosen a limited benefit plan, PROMISE JOBS makes a system entry to impose the limited benefit plan. When the system can determine the persons who become ineligible due to the limited benefit plan, the system:

- ◆ Cancels FIP for these persons.
- ◆ Recalculates Food Assistance.
- ◆ Sends a timely *Notice of Decision* to the household.
- ◆ Assigns the individual sanction status at ABC system cutoff in the month before the effective date of the limited benefit plan.

The *Notice of Decision* explains the actions the client needs to take to end the limited benefit plan. For a subsequent limited benefit plan, the notice also states the minimum six-month ineligibility period.

Even though PROMISE JOBS has imposed the limited benefit plan, continue to act on changes and reports that occur on the case.

1. Ms. A, her 16-year-old son and her ten-year-old daughter apply for FIP. Ms. A is referred to PROMISE JOBS and a family investment agreement is written and signed before approval for FIP. Ms. A meets all FIP eligibility requirements and FIP is approved.

The 16-year-old drops out of high school. The IM worker changes his PROMISE JOBS referral status from exempt to a mandatory participant. On January 15, the system sends a letter instructing him to contact PROMISE JOBS within ten days to schedule his orientation. He fails to do so.

PROMISE JOBS sends a reminder letter giving him a second ten days to respond. He fails to do so. A review agrees that the 16-year-old has chosen a limited benefit plan. PROMISE JOBS makes an entry in PJCase to impose the limited benefit plan. The system sends a *Notice of Decision* notifying Ms. A that her son has chosen a first limited benefit plan effective March 1. Ineligibility for the son continues until he reconsiders and signs a family investment agreement.

2. Mr. B and his child receive FIP. Mr. B signed a family investment agreement when he applied for FIP as part of the application process and to reconsider the limited benefit plan that he chose in the previous year. The PROMISE JOBS worker determines that Mr. B once again is not following the steps of his family investment agreement and sends a written reminder letter.

After Mr. B does not respond to the reminder letter, PROMISE JOBS determines that Mr. B abandoned his family investment agreement and refers the case for an administrative review. The case review agrees that Mr. B has abandoned his family investment agreement.

On June 7, local PROMISE JOBS staff receive approval and make an entry in PJCase to impose the second limited benefit plan. The system cancels FIP and sends a *Notice of Decision* informing Mr. B that he has chosen a second limited benefit plan effective July 1, and that his six-month ineligibility period lasts through December 31.

Once a subsequent limited benefit plan is chosen, the six-month ineligibility period remains unchanged, even if the case is canceled for other reasons.

Ms. C chooses a subsequent limited benefit plan that makes her family ineligible for FIP effective November 1 through April 30. The worker also cancels FIP effective November 1, as Ms. C's income exceeds FIP limits. In March, Ms. C's income goes down and she reapplies for FIP.

The worker denies the application because the six-month period of ineligibility is in effect through the month of April. Ms. C reapplies on June 2. She reconsiders the limited benefit plan by signing a family investment agreement on June 10 and completing 20 hours of approvable PROMISE JOBS activity. The worker approves FIP effective June 10, the date the family investment agreement was signed.

To Whom the Limited Benefit Plan Is Applied

Legal reference: 441 IAC 41.24(8)

The conditions of the limited benefit plan apply to all members of the household except those indicated in the section **Limited Benefit Plan Variations**.

New members who enter the household during the limited benefit plan period are also subject to the conditions of the limited benefit plan. When new members enter the household after the limited benefit plan is imposed, immediately add the new household members to the limited benefit plan in PJCase. Issue FIP benefits for the new members when eligibility exists in any month before the effective date of the limited benefit plan.

If children in a case under a limited benefit plan chosen by a parent move to another household and meet all other eligibility factors, the children are eligible for FIP in the new household. Use PJCase to stop the limited benefit plan for the children who no longer live with the parent who chose the limited benefit plan.

If a parent on a parental FIP case subject to a limited benefit plan applies for a separate nonparental caretaker case, the limited benefit plan is not in effect for the children on the nonparental caretaker case.

1. Ms. A chooses a first limited benefit plan. On June 2, the system sends a *Notice of Decision* to explain that FIP will end July 1 for Ms. A and her children. On June 7, Ms. A reports her 12-year-old son has moved into the home. The IM worker adds him to Ms. A's limited benefit plan.

On June 20, the worker determines the son meets all eligibility requirements and adds him to FIP effective June 14. The system issues an adjustive FIP payment for his June needs, cancels him for July 1 due to Ms. A's limited benefit plan, and sends one *Notice of Decision* to explain the action.

2. Ms. B chooses a subsequent limited benefit plan and is in the six-month period of ineligibility when her nephew moves into the home. She applies for a nonparental caretaker case for his needs only. He meets all eligibility requirements and is approved with Ms. B as payee. Her limited benefit plan does not affect her nephew's assistance.

3. Ms. C chooses a limited benefit plan for herself and her son. During the period of ineligibility, her son leaves her home and moves in with his grandparents. The grandparents apply for FIP assistance for the child. The IM worker uses PJCase to stop Ms. C's limited benefit plan for the child. The worker determines eligibility and approves FIP for the child.

Limited Benefit Plan Variations

Legal reference: 441 IAC 41.24(8)

The limited benefit plan is applied differently in certain households that include:

- ◆ Children who are mandatory PROMISE JOBS participants
- ◆ Both a minor parent and an adult parent
- ◆ Stepparents or needy specified relatives
- ◆ A needy specified relative who chooses a limited benefit plan effective October 1, 2005, or earlier
- ◆ Two parents
- ◆ Families that are granted a hardship exemption

Children Who Are Mandatory PROMISE JOBS Participants

Legal reference: 441 IAC 41.24(8)“b”

Children who are mandatory PROMISE JOBS participants are asked to sign and carry out the activities of the family's family investment agreement. They do not have a separate family investment agreement unless they have children or their parents are exempt from participation.

If a child who is a mandatory PROMISE JOBS participant chooses a limited benefit plan, the **individual** limited benefit plan makes the child ineligible. Exempt the income and resources of the ineligible child in determining continued FIP benefits.

For a **first** limited benefit plan, the child is not eligible until the child reconsiders the limited benefit plan by signing a family investment agreement.

For a **subsequent** limited benefit plan, the child is ineligible for the next six months and thereafter until the child reconsiders the limited benefit plan by signing a family investment agreement and completing 20 hours of work or other approvable PROMISE JOBS activity.

If the mandatory PROMISE JOBS participant who chooses the limited benefit plan is the only child in the home, the parent's or needy specified relative's FIP eligibility also ends on the date the child's limited benefit plan goes into effect. This is because there is no longer an eligible child in the household. Cancel the FIP case effective the date the child's limited benefit plan goes into effect.

1. Ms. A and her 16-year-old son, who is not in school, apply for FIP. The worker refers both of them to PROMISE JOBS as mandatory participants and they sign a joint family investment agreement. If Ms. A chooses a limited benefit plan after signing the family investment agreement, the limited benefit plan applies to the entire household.
2. Ms. A from Example 1 cooperates with the terms of the family investment agreement, but her son chooses the limited benefit plan. The individual limited benefit plan makes the son ineligible. The worker cancels FIP for Ms. A effective the first month of the son's limited benefit plan, because there is no longer an eligible child in the home.
3. The worker approves FIP for Ms. B for her two daughters, a 16-year-old who is not in school and a 17-year-old who is in school. Ms. B is exempt from PROMISE JOBS participation as she receives SSI. The worker refers the 16-year-old to PROMISE JOBS as a mandatory participant because she is not enrolled in school, and she signs a family investment agreement.

If the 16-year-old chooses a limited benefit plan, the individual limited benefit plan makes her ineligible. Ms. B will continue to receive FIP for the 17-year-old, as long as they meet all other eligibility requirements.

Minor Parents Living With FIP Parent

Legal reference: 441 IAC 41.24(8)“b”

When a minor parent is living with a FIP parent or needy specified relative, each is responsible for a separate family investment agreement. Both the minor parent and the FIP parent or needy specified relative must meet with PROMISE JOBS to write and sign a family investment agreement before FIP approval.

If the adult parent chooses the limited benefit plan, the limited benefit plan applies to the entire eligible group. When FIP is canceled, the minor parent can reapply for FIP independently or as a minor parent living with self-supporting parents and then continue the family investment agreement process. See **Stopping a Limited Benefit Plan** for more information.

If the needy specified relative who is not a parent chooses the limited benefit plan, the limited benefit plan applies only to the nonparental relative except when the limited benefit plan is effective October 1, 2005, or earlier. See **Stepparent or Needy Specified Relative and Needy Specified Relative Chooses Effective October 1, 2005, or Earlier** for more information.

When the minor parent chooses the limited benefit plan, the **partial** limited benefit plan applies only to the minor parent and the minor parent's children.

When a minor parent is the only eligible child in the home and chooses the limited benefit plan, the adult parent's or needy specified relative's FIP eligibility ends on the date the limited benefit plan goes into effect. This is because the parent or needy specified relative no longer has an eligible child. Cancel the entire FIP case effective the date the minor parent's limited benefit plan takes effect.

1. The FIP case consists of Mrs. A, her 17-year-old daughter Ms. Z, and Ms. Z's child. Both Mrs. A and Ms. Z are mandatory PROMISE JOBS participants. Each has signed her own family investment agreement.

If Mrs. A chooses a limited benefit plan, the limited benefit plan makes the entire household ineligible, even though Ms. Z has signed her own family investment agreement. Ms. Z has the option of applying for her own FIP case for herself and her child, as a minor parent living with a self-supporting parent.

2. Mrs. A from Example 1 signs and cooperates in her family investment agreement, but Ms. Z chooses a first limited benefit plan effective December 1. The limited benefit plan makes Ms. Z and her child ineligible.

Although the limited benefit plan does not apply to Mrs. A, the worker cancels FIP effective December 1, because Mrs. A no longer has an eligible child. The entire case is canceled effective December 1.

Stepparent or Needy Specified Relative

Legal reference: 441 IAC 41.24(8)“b”

A person included in the eligible group as one of the following is responsible for a family investment agreement unless exempt:

- ◆ An incapacitated stepparent.
- ◆ A needy specified relative who is not a parent.

If one of these people chooses a limited benefit plan, the **individual** limited benefit plan applies only to the responsible person ineligible for FIP. For a first limited benefit plan, the responsible person remains ineligible until the person reconsiders the limited benefit plan by signing a family investment agreement.

For a second or subsequent limited benefit plan, the person remains ineligible for the next six months, and thereafter until the person signs a family investment agreement and completes 20 hours of work or other approvable PROMISE JOBS activity.

Note: A limited benefit plan effective October 1, 2005, or earlier, applies to the entire eligible group when chosen by a needy specified relative who assumed the role of parent as there is no parent in the home. See the **Needy Specified Relative Chooses Effective October 1, 2005, or Earlier** for procedures on this situation.

1. The FIP household consists of Ms. B, and her two grandchildren. Ms. B is included in the grant as a needy specified relative who has assumed the role of parent as the childrens' parents are not in the home.

Ms. B is a mandatory PROMISE JOBS participant. Ms. B has chosen a limited benefit plan before. She chooses a subsequent limited benefit plan effective November 1, 2005.

Ms. B's needs are removed from the grant effective November 1. Ms. B is ineligible for FIP for a minimum 6-month period. When the 6-month period ends, Ms. B remains ineligible until she reconsiders by signing a family investment agreement and completing 20 hours of PROMISE JOBS activity. The grandchildren remain eligible as long as other eligibility requirements are met.

2. The FIP household consists of Ms. A, her children, and her mother, Mrs. Z. Ms. A is disabled to such an extent as to be unable to act as payee for her own case. Her mother has been included in the grant as a needy specified relative acting as payee when the parent is unable to do so.

Mrs. Z is a mandatory PROMISE JOBS participant. She chooses a first limited benefit plan and receives a notice that the effective date of her limited benefit plan will be June 1.

Mrs. Z's needs are removed from the grant effective June 1, and she remains ineligible until she reconsiders and signs a family invest agreement. The rest of the household remains eligible, as long as all other eligibility requirements are met.

Needy Specified Relative Chooses Effective October 1, 2005, or Earlier

Legal reference: 441 IAC 41.24(8)“b,” 93.109(1)“b”

This section applies to a needy specified relative who assumes the role of parent as there is no parent in the home and who chose an active limited benefit plan effective October 1, 2005, or earlier. See **Stepparent or Needy Specified Relative** for the effect of a limited benefit plan in other needy specified relative situations.

A limited benefit plan applies to the entire eligible group when it:

- ◆ Is chosen by a needy specified relative who assumes the role of parent as there is no parent in the home, and
- ◆ Is effective October 1, 2005, or earlier.

If the needy specified relative who assumes the role of parent has chosen a **first** limited benefit plan effective October 1, 2005, or earlier, FIP remains canceled until the relative either:

- ◆ Reconsiders the limited benefit plan by signing a family investment agreement, or
- ◆ Reapplies for the needs of the children only.

If the needy specified relative who assumes the role of parent has chosen a **subsequent** limited benefit plan effective October 1, 2005, or earlier, FIP remains canceled for a minimum of six months. When the six-month period of ineligibility ends, FIP remains canceled until the needy specified relative either:

- ◆ Reconsiders the limited benefit plan by signing a family investment agreement and completing 20 hours of PROMISE JOBS activity, or
- ◆ Reapplies for the needs of the children only.

See **Reconsidering a Limited Benefit Plan** for procedures to use if the relative reappplies as a needy specified relative.

Use the following procedures if the needy specified relative reappplies for the children only:

- ◆ When the limited benefit plan is a first limited benefit plan, or is a subsequent limited benefit plan beyond the six-month period of ineligibility:
 - The IM worker temporarily stops the limited benefit plan by entering reason “W” in PJCase and determines FIP eligibility for the children. See **Stopping a Limited Benefit Plan** for more information.

If the limited benefit plan is not temporarily stopped while the relative receives FIP for the children, the ETS system will incorrectly count the months of FIP towards the relative’s 60-month limit.
 - If the needy specified relative later reappplies to be included in the eligible group, the relative must take the needed action to reconsider the limited benefit plan. The IM worker reactivates the limited benefit plan in PJCase, takes the steps to schedule a family investment agreement appointment, and refers the relative to PROMISE JOBS.
 - If the relative reconsiders the limited benefit plan PROMISE JOBS stops the limited benefit plan by entering reason “R” in PJCase.
 - If the relative fails to complete the reconsideration process, the IM worker denies the application to include the relative in the FIP household and temporarily stops the limited benefit plan again by entering reason “W” in PJCase.
- ◆ When the limited benefit plan is a subsequent limited benefit plan within the six-month period of ineligibility, deny the application unless:
 - The application is filed in month six, and
 - There is an available family investment agreement appointment after the six-month period and within the 30-day period for processing the application.

Two-Parent Households

Legal reference: 441 IAC 41.24(8)“b”

In two-parent households where both parents on the grant are mandatory PROMISE JOBS participants, both must sign the family investment agreement. When one parent is exempt, only the mandatory parent must sign the family investment agreement. Every mandatory parent must meet with PROMISE JOBS to write and sign the family investment agreement before FIP approval.

If one parent chooses a limited benefit plan, the limited benefit plan makes the entire household ineligible, even when the other parent is exempt. The other parent cannot end the limited benefit plan by participating.

For a first limited benefit plan when both parents are mandatory PROMISE JOBS participants, ineligibility continues until both parents reconsider and sign a family investment agreement. If one parent is exempt, only the mandatory parent must sign a family investment agreement to end the limited benefit plan.

A subsequent limited benefit plan applies when one parent chooses a limited benefit plan and either that parent OR the other parent in the home previously chose a limited benefit plan that is no longer in effect.

For a subsequent limited benefit plan when both parents are mandatory PROMISE JOBS participants, ineligibility continues for a minimum of six months and thereafter until both parents reconsider the limited benefit plan. To reconsider, each parent must sign a family investment agreement and complete 20 hours of work or other approvable PROMISE JOBS activity. If one parent is exempt, only the mandatory parent must complete the reconsideration actions to end the limited benefit plan.

If a household consists of two parents and at least one common child on FIP, a limited benefit plan chosen by either parent makes the entire household ineligible.

If the parents separate and only one parent chose the **normal** limited benefit plan, the limited benefit plan follows the parent who chose it and applies to any children in the home of that parent. The IM worker makes entry in the PJCase system to stop the limited benefit plan for the parent and children who no longer live with the parent who chose. See **Stopping a Limited Benefit Plan** for more information.

If a parent of children on FIP enters the home, and the parent chose a limited benefit plan that is still in effect, the existing FIP household becomes ineligible for FIP effective the first of the next month. The IM worker uses PJCCase to add the parent and children on FIP to the limited benefit plan of the parent entering the home, or to reactivate the returning parent's limited benefit plan for the parent and children on FIP.

If a household consists of two parents but the only common child is not eligible for FIP, and one parent chooses a limited benefit plan, the **partial** limited benefit plan applies only to that parent and that parent's children.

If a household consists of a husband and wife who each have children but have no common children in the eligible group, and one parent chooses a limited benefit plan, the **partial** limited benefit plan applies only to that parent and that parent's children.

1. Mr. and Mrs. A apply for FIP on March 15. The worker refers both Mr. and Mrs. A to PROMISE JOBS as mandatory participants. Both must sign a joint family investment agreement.

Mrs. A signs the family investment agreement, but Mr. A does not sign. Deny the application for the entire household.

If both Mr. and Mrs. A sign the family investment agreement, but one of them later fails to carry out the terms of the family investment agreement, a limited benefit plan is imposed. The limited benefit plan makes the entire family ineligible.

2. Same as Example 1, except that Mrs. A is exempt from participation. Mr. A, the only mandatory participant, chooses a first limited benefit plan beginning June 1. The limited benefit plan makes the entire family ineligible effective June 1. Ineligibility continues until Mr. A reconsiders by signing a family investment agreement.
3. Same as Example 1, except that Mrs. A had chosen a limited benefit plan the previous year that ended before this application. Therefore, Mr. A's limited benefit plan is the second limited benefit plan chosen by a parent in this household.

The limited benefit plan makes the entire family ineligible effective June 1. The family remains ineligible for the months of June through November. After the six-month period ends, ineligibility continues until Mr. and Mrs. A each reconsider by signing a family investment agreement and completing 20 hours of work or other approvable PROMISE JOBS activity.

4. Mr. F and Ms. G receive FIP for three children: his child, her child, and a common child. They have a joint family family investment agreement. Mr. F abandons his family investment agreement steps and chooses a first limited benefit plan effective December 1.

Although Ms. G is meeting the steps of her family investment agreement, the limited benefit plan makes the entire family ineligible, including Ms. G's child, effective December 1. Ineligibility continues until Mr. F and Ms. G each reconsider by signing a family investment agreement.

5. Mr. and Mrs. E receive FIP for his child and her child. They have a common child who receives SSI and therefore is not in the FIP eligible group. Mr. E is meeting the steps of their family investment agreement. Mrs. E abandons her steps and chooses a first limited benefit plan beginning November 1.

The limited benefit plan makes Mrs. E and her child ineligible effective November 1. Ineligibility continues until Mrs. E reconsiders and signs another family investment agreement. Mr. E and his child remain eligible, as long as all other eligibility requirements are met.

6. Mrs. B, her child, her husband Mr. B, and his child apply for FIP on one application. (There are no common children.) Both parents are mandatory PROMISE JOBS participants and must sign a joint family investment agreement.

Mrs. B signs the family investment agreement, but Mr. B refuses to sign. Deny the application for Mr. B and his child. If both parents sign the family investment agreement, but Mr. B later chose a limited benefit plan, the limited benefit plan applies to Mr. B and his child.

7. Mr. and Mrs. C and their two children are ineligible for FIP, as Mr. C chose a first limited benefit plan effective August 1. On September 20, Mr. C and one child leave the home.

The worker makes entry in the PJCase system to stop Mr. C's limited benefit plan for Mrs. C and the child who lives with her. Ineligibility continues for Mr. C and the child who lives with him until he reconsiders by signing a family investment agreement.

8. Mrs. D receives FIP for her three children and has a family investment agreement. On August 15, Mr. D, the children's father, moves into the home. Mr. D chose a first limited benefit plan effective June 1 before he left the home.

Mrs. D and her children become ineligible for FIP beginning September 1. Ineligibility continues until Mr. and Mrs. D each reconsider the limited benefit plan by signing a family investment agreement. (PROMISE JOBS may determine that Mrs. D only needs to resign her existing family investment agreement if her action steps still apply.)

Families Granted a Hardship Exemption

Families that have received FIP for 60 months and are requesting a hardship exemption must develop and sign a six-month family investment agreement as a condition for being granted the exemption. Failure to develop or sign the special six-month family investment agreement results in denial of the family's hardship exemption request rather than a limited benefit plan.

However, a family that has been granted a hardship exemption and does not follow the terms of its six-month family investment agreement or that fails to amend the family investment agreement when so required will have chosen a limited benefit plan.

When families choose a first limited benefit plan during the hardship exemption period and take appropriate reconsideration action before the effective date of the FIP cancellation, FIP must be reinstated for the remainder of the exemption period.

Family A's six-month hardship exemption period is from July through December. Mr. A fails to follow the terms of the family investment agreement, and a limited benefit plan results. A *Notice of Decision* is sent canceling FIP effective August 1 because of the limited benefit plan.

This is Mr. A's first limited benefit plan. If Mr. A takes necessary reconsideration action before August 1, his FIP case is reinstated and may continue for the remainder of the six-month hardship exemption period.

If Mr. A does not reconsider the limited benefit plan before August 1, FIP remains canceled. A new application is required for the family to regain FIP eligibility. If the family's FIP eligibility continues to depend on receiving a hardship exemption, the family must submit a new form 470-3826, *Request for FIP Beyond 60 Months*. A new hardship exemption determination is required before FIP approval.

The same as in other FIP case situations, families that choose a subsequent limited benefit plan during the hardship exemption period are ineligible for FIP for a minimum of six months. They are not allowed to reconsider before the end of the six-month period of ineligibility. Therefore, FIP must be canceled for the remainder of the hardship exemption period.

FIP eligibility cannot be regained until the limited benefit plan period of ineligibility has ended and the family meets all other requirements. A new application is required. In addition, families whose FIP eligibility depends on receiving a hardship exemption must submit a new form 470-3826, *Request for FIP Beyond 60 Months*. A new hardship determination is required before FIP approval.

Family B's six-month hardship exemption period is from July through December. Mrs. B fails to follow the terms of the family investment agreement, and a limited benefit plan results. This is Mrs. B's second limited benefit plan. A *Notice of Decision* is sent canceling FIP effective August 1, because of the limited benefit plan.

The family cannot regain FIP eligibility until the six-month ineligibility period is over and the family meets all other requirements. A new application is required. If the family's FIP eligibility continues to depend on receiving a hardship exemption, the family must also submit a new form 470-3826, *Request for FIP Beyond 60 Months*. A new hardship exemption determination is required before FIP approval.

See 4-C, **HARDSHIP EXEMPTION**, for more information.

Reconsidering a Limited Benefit Plan

Legal reference: 441 IAC 41.24(8), 93.138(2), 93.138(3)

A person who chooses a first limited benefit plan may reconsider by signing a family investment agreement. The person may begin the reconsideration process any time from the date of the *Notice of Decision* imposing the limited benefit plan.

Once the *Notice of Decision* imposing a subsequent limited benefit plan is issued, the person who chose the limited benefit plan cannot reconsider it until the six-month period of ineligibility has expired.

When the six-month period ends, the person may reconsider by signing a family investment agreement and completing 20 hours of work or other approvable PROMISE JOBS activity (other than work experience or unpaid community service).

Due to the Fair Labor Standards Act, PROMISE JOBS cannot ask people to participate in work experience or unpaid community service activities unless the person is on FIP. The person must complete the work or other activity in the 30 days after the date the family investment agreement is signed.

If a household in a subsequent limited benefit plan files an application for FIP within the six-month period of ineligibility, deny the application, unless:

- ◆ The household files the application in the last month of the period, **and**
- ◆ There is an available family investment agreement appointment after the six-month period within the 30-day period for processing the application.

To reconsider, the person may contact either you or the PROMISE JOBS worker. The person is able to reconsider the limited benefit plan when:

- ◆ The person chose a first limited benefit plan, or
- ◆ The person chose a subsequent limited benefit plan and the six-month ineligibility period has ended.

When a person contacts you to reconsider a first limited benefit plan before the effective date of the limited benefit plan, use the PJCase system Calendar to determine if there is an available family investment agreement appointment before the effective date. If there is, rerefer the person and schedule an appointment for the person with PROMISE JOBS.

If there is not enough time for the person to sign a family investment agreement before the effective date of the limited benefit plan, inform the household of the need to reapply for assistance. No further action is needed if the household does not file an application.

When a person contacts you or PROMISE JOBS after the effective date of a **first** limited benefit plan, explain that the household must file an application to receive FIP again. If the household files an application, refer the person who chose the limited benefit plan to PROMISE JOBS using the procedures described in **REFERRING CLIENTS TO PROMISE JOBS**.

When the six-month ineligibility period of a **subsequent** limited benefit plan ends, and the person who chose the limited benefit plan contacts you or PROMISE JOBS to reconsider the limited benefit plan, explain that the household must file an application to receive FIP again. No further action is needed if the household does not file an application.

If the household files an application, refer the person who chose the limited benefit plan to PROMISE JOBS using the procedures described in **REFERRING CLIENTS TO PROMISE JOBS**.

PROMISE JOBS

Consider a filed FIP application a contact to reconsider the limited benefit plan, even when the person who chose the limited benefit plan makes no other contact.

For reconsideration of a **subsequent** limited benefit plan, PROMISE JOBS determines when the person satisfactorily completes the 20 hours of work or other approvable PROMISE JOBS activity and tracks whether the hours are being completed in the 30 days after date the family investment agreement was signed. The activity and time frame are stated in the person's family investment agreement.

When a person has problems or barriers to participation, PROMISE JOBS may reduce or eliminate the number of required hours, or extend the period for completion beyond the 30 days.

If a person completes the reconsideration process, PROMISE JOBS makes an entry into PJCase to stop the limited benefit plan. Processing of this entry:

- ◆ Removes limited benefit plan coding from ABC,
- ◆ Issues a *Notice of Decision* to inform the family that the limited benefit plan has ended, and
- ◆ Sends an e-mail to the IM worker.

When the limited benefit plan is stopped, determine eligibility and issue a *Notice of Decision* to the family.

Processing Applications

Consider the application pending so long as PROMISE JOBS considers the person to be continuing in the reconsideration process, even if the time necessary to complete the process extends beyond the normal 30-day application processing period.

Determine the effective date of eligibility following a **first** limited benefit plan (effective June 1, 1999, or later), as follows when the family or individual is otherwise eligible:

- ◆ If the family investment agreement is signed before the effective date of the limited benefit plan, reinstate FIP for the family or the individual.
- ◆ If the family investment agreement is signed on or after the effective date of the limited benefit plan, and FIP was canceled for the entire family, approve FIP effective the date the family investment agreement is signed, or seven days from the application date, whichever date is later.
- ◆ When adding a person who is excluded due to a limited benefit plan, to an active FIP case, the effective date is seven days from the date the family investment agreement is signed.

When a family or individual is otherwise eligible following a **first** limited benefit plan, do not process the approval until PROMISE JOBS stops the limited benefit plan after all persons who are required to sign a family investment agreement have done so.

When a family is otherwise eligible following a **subsequent** limited benefit plan (effective June 1, 1999, or later), approve FIP effective with the latest of the following dates:

- ◆ The date the family investment agreement is signed, or
- ◆ Seven days from the application date, or
- ◆ The first day after the six-month period of ineligibility expires.

When adding a person who is excluded due to a **subsequent** limited benefit plan to an active FIP case, the effective date is seven days from the date the family investment agreement is signed, or the first day after the six-month period of ineligibility expires, whichever date is later.

When a family or individual is otherwise eligible following a subsequent limited benefit plan, do not process the approval until PROMISE JOBS stops the limited benefit plan. This will happen after all persons who are required to sign a family investment agreement and complete 20 hours of work or other approvable PROMISE JOBS activity have done so.

If PROMISE JOBS determines that an applicant has abandoned the reconsideration attempt, deny the application. The limited benefit plan remains in effect. If the person or family reapplies, the person who chose the limited benefit plan must begin the reconsideration process again.

When PROMISE JOBS determines that a person has abandoned the reconsideration attempt before the effective date of a **first** limited benefit plan, issue an adequate *Notice of Decision* to notify the family that assistance will remain canceled. The person who chose the limited benefit plan must make another contact to reconsider and file an application to receive FIP assistance.

When a person makes the contact to reconsider before the effective date of a **first** limited benefit plan, issue an adequate *Notice of Decision* to notify the family that assistance will remain canceled if the person does not sign a family investment agreement before the effective date of the limited benefit plan. Inform the household that they must now file an application to receive FIP assistance.

1. Ms. A and one child are approved for FIP. Ms. A does not follow through on the steps of her family investment agreement. PROMISE JOBS imposes a limited benefit plan. On February 2, the system sends a *Notice of Decision* to notify Ms. A that she has chosen a **first** limited benefit plan effective March 1.

On February 10 (before the effective date of the limited benefit plan), she contacts PROMISE JOBS to reconsider. She signs the family investment agreement on February 20. PROMISE JOBS makes an entry to stop the limited benefit plan. The IM worker reinstates FIP effective March 1.

2. Same as Example 1, except Ms. A contacts IM to reconsider on March 5 when she files an application. Ms. A. signs the family investment agreement on March 25. PROMISE JOBS stops the limited benefit plan. The IM worker approves FIP effective March 25, the date the family investment agreement is signed.
3. Same as Example 1, except Ms. A does not contact IM to reconsider until May 15. She reapplies for FIP on May 19 and signs the family investment agreement on May 24. The PROMISE JOBS worker stops the limited benefit plan. The IM worker approves FIP effective May 26, seven days from the application date.
4. Ms. B receives FIP for two children, ages 16 and 17. The IM worker refers the 17-year-old to PROMISE JOBS, as the child is not in school. The child chooses a limited benefit plan after signing a family investment agreement. The system removes the child's needs from the FIP grant and sends a *Notice of Decision* notifying Ms. B that FIP is decreased effective January 1 because the child chose a limited benefit plan.

On February 12, the 17-year-old contacts PROMISE JOBS to reconsider. The child signs a family investment agreement on February 15. The PROMISE JOBS worker stops the limited benefit plan. The IM worker approves the application to add the child to the eligible group effective February 22, seven days from the date the family investment agreement is signed.

5. Mr. B and his children are ineligible for FIP for the months of March through August, as Mr. B chose a **subsequent** limited benefit plan. Mr. B reapplies for FIP on May 11. The worker denies the application due to the limited benefit plan.

Mr. B applies again on October 17. The IM worker refers Mr. B to PROMISE JOBS to begin the family investment agreement process. Mr. B. signs the family investment agreement on October 27 and agrees to complete 20 hours of job search to get FIP again.

On November 2, PROMISE JOBS notifies IM that Mr. B completed his job search. The IM worker approves FIP effective October 27, the date the family investment agreement was signed.

6. Same as Example 5, except Mr. B signs his family investment agreement on October 20. The IM worker approves FIP effective October 24, which is seven days from the application date.

Stopping a Limited Benefit Plan

Legal reference: 441 IAC 41.24(239B)

Any limited benefit plan can be ended when it was imposed in error. When a limited benefit plan is stopped because it was imposed in error, it is not considered a valid limited benefit plan. A limited benefit plan can also end when the client reconsiders. See **Reconsidering a Limited Benefit Plan**.

Stopping a limited benefit plan is the responsibility of either the income maintenance worker or the PROMISE JOBS worker, depending upon the situation.

The PROMISE JOBS worker is responsible for stopping the limited benefit plan when:

- ◆ The client reconsiders and signs the family investment agreement, or
- ◆ PROMISE JOBS discovers they have imposed the limited benefit plan in error.

See **Reconsidering a Limited Benefit Plan** for information on actions required of the IM worker when PROMISE JOBS ends a limited benefit plan because the client reconsiders.

The IM worker is responsible for stopping the limited benefit plan in the following situations, and for taking the corresponding action.

Situation:	IM worker action:
<p>A timely appeal is filed.</p>	<p>Stop the limited benefit plan and issue a <i>Notice of Decision</i> by entering an “A” in PJCase. Reinstate FIP in ABC. See Appealing a Limited Benefit Plan.</p> <p>If the final appeal decision affirms the Department’s action, reactivate the limited benefit plan in PJCase.</p>
<p>A child in a limited benefit plan chosen by a parent leaves the household. Or, a child leaves the household of a needy specified relative who chose a limited benefit plan effective October 1, 2005, or earlier.</p> <p>Variations:</p> <ul style="list-style-type: none"> ◆ A minor parent and child leave the adult parent’s or needy specified relative’s home and become eligible on another case. ◆ A minor parent turns 18 (or completes high school if between the ages of 18 and 19) and applies for a separate case. ◆ A minor parent and child are canceled effective month one of the adult’s limited benefit plan, and the minor parent applies for a separate FIP case as a minor parent living in the home of a self-supporting parent. 	<p>Stop the limited benefit plan for that child by entering a “B” in PJCase. (The limited benefit plan remains in place for the parent or needy specified relative who chose it and any members of the eligible group who remain with that parent or needy specified relative.) See To Whom the Limited Benefit Plan Is Applied.</p> <p>Stop the limited benefit plan for the minor parent and the minor parent’s child by entering a “B” in PJCase. See Minor Parents Living With FIP Parent.</p> <p>Stop the limited benefit plan for the minor parent and the minor parent’s child by entering a “B” in PJCase. (The minor parent is no longer considered a child, so the adult parent’s or needy specified relative’s limited benefit plan no longer applies.) See Minor Parents Living With FIP Parent.</p> <p>Stop the limited benefit plan for the minor parent and the minor parent’s or relative’s child by entering a “B” in PJCase. See Minor Parents Living With FIP Parent.</p>

Situation:	IM worker action:
<p>The person was referred to PROMISE JOBS in error for one of the following reasons:</p> <ul style="list-style-type: none"> ◆ Exempt due to alien status. ◆ Exempt due to the receipt of SSI or school attendance at the time the <i>Notice of Decision</i> was issued imposing the limited benefit plan and the person timely reported and verified the receipt of SSI or change in school attendance. ◆ Exempt due to the receipt of SSI or school attendance at the time the <i>Notice of Decision</i> was issued imposing the limited benefit plan but the person had not reported or had not verified the receipt of SSI or change in school attendance. 	<p>See Who Is Exempt From JOBS Participation.</p> <p>Stop the limited benefit plan and issue a <i>Notice of Decision</i> by entering reason “C” in PJCase. Redetermine eligibility.</p> <p>Stop the limited benefit plan and issue a <i>Notice of Decision</i> by entering reason “C” in PJCase. Redetermine eligibility.</p> <p>Stop the limited benefit plan and issue a <i>Notice of Decision</i> by entering reason “C” in PJCase. Redetermine eligibility. If the receipt of SSI or change in school attendance is not reported and verified until after the effective date of the limited benefit plan, do not issue corrective benefits.</p>
<p>The parent in a two-parent household who chose the limited benefit plan leaves the household, and the other parent did not choose the limited benefit plan.</p>	<p>Stop the limited benefit plan for the remaining parent and any children living with the parent and issue a <i>Notice of Decision</i> by entering reason “D” in PJCase. See Two-Parent Households.</p> <p>When the parent who chose the limited benefit plan leaves before the effective date of the limited benefit plan, reinstate FIP for the remaining household members, if otherwise eligible.</p> <p>When the parent who chose the limited benefit plan leaves on or after the effective date of the limited benefit plan, the remaining household members must reapply to receive FIP.</p> <p>The limited benefit plan remains on the parent who chose it and any children living with that parent. If the parent choosing the limited benefit plan rejoins the household and the limited benefit plan is still in effect, restart the limited benefit plan for rest of the household using PJCase.</p>

Situation:	IM worker action:
<p>The limited benefit plan must be stopped but no other stop reason applies, such as:</p> <ul style="list-style-type: none"> ◆ The person who chose the limited benefit plan became exempt due to the receipt of SSI after the <i>Notice of Decision</i> imposing it was issued and remains exempt. ◆ A needy specified relative who chose a limited benefit plan effective October 1, 2005, or earlier applies for the needs of the children only. ◆ A person is incorrectly included in the LBP. 	<p>For a <u>first</u> limited benefit plan or a <u>subsequent</u> limited benefit plan that is beyond the six-month period of ineligibility, stop the limited benefit plan by entering reason “W” in PJCase. Redetermine eligibility. Do not issue corrective benefits.</p> <p>Continue a <u>subsequent</u> limited benefit plan when the six-month period is in effect.</p> <p>For a <u>first</u> limited benefit plan, or a <u>subsequent</u> limited benefit plan that is beyond the six-month period of ineligibility, stop the limited benefit plan by entering reason “W” in PJCase. Determine eligibility for the children only.</p> <p>Consider the limited benefit plan as temporarily stopped. Reactivate it if the relative is needy and reapplies for the specified relative’s own needs.</p> <p>Do not stop the limited benefit plan for the children with reasons “B,” “D,” or “I” unless they no longer live with the relative as ETS will not properly count the relative’s use of the 60-month limit.</p> <p>Continue a <u>subsequent</u> limited benefit plan when the six-month period is in effect.</p> <p>See Needy Specified Relative Chooses a Limited Benefit Plan Effective October 1, 2005, or Earlier for more information.</p> <p>Stop the limited benefit plan for the person by entering reason “I” in PJCase. The limited benefit plan remains active for the person who chose it and other members of the eligible group who live with the person and who are subject to the limited benefit plan. Redetermine eligibility. Issue corrective benefits.</p>

<p>◆ Household appeals FIP cancellation after being added to the limited benefit plan of a person who entered the home after the plan is in effect for the person who chose it. In this situation, the limited benefit plan must remain active for the person who chose it and stopped for the recently canceled persons.</p>	<p>Stop the limited benefit plan for the recently canceled persons by entering an “I” in PJCase. The limited benefit plan remains active for the person who chose it. Reinstate FIP pending the appeal if otherwise eligible.</p>
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PROMISE JOBS APPEAL PROCEDURES

Legal reference: 441 IAC 7, 93.140(239B)

Each FIP applicant and participant has the right to a hearing about services being received or services that have been requested and denied, reduced, canceled, or inadequately provided. Clients also have the right to appeal any acts of discrimination on the basis of race, creed, color, sex, national origin, religion, age, physical or mental disability or political belief.

A PROMISE JOBS participant has the right to appeal the content of the family investment agreement if the disagreement between the participant and the PROMISE JOBS worker cannot be worked out through the informal resolution process.

When the appeal involves actions that affect PROMISE JOBS only, the PROMISE JOBS worker is responsible for preparing the appeal summary and attending the hearing. When the appeal involves a limited benefit plan, both IM and PROMISE JOBS workers have joint responsibility to prepare the appeal summary. Whenever possible, both should be at the appeal hearing in person or by phone.

Appealing a Limited Benefit Plan

Legal reference: 441 IAC 7, 93.140(239B)

A person has the right to appeal the establishment of a limited benefit plan at the time of the issuance of the *Notice of Decision* to establish the limited benefit plan. A person can appeal the establishment of a particular limited benefit plan **only once**.

If another appeal is filed after the limited benefit plan appeal, a hearing may be granted only if the appeal involves worker error, such as an incorrect grant computation or an error in determining the eligible group.

When a Timely Appeal of a Limited Benefit Plan Is Filed

Legal reference: 441 IAC 7, 93.140(239B)

If a participant files an appeal of the limited benefit plan, decide whether the appeal was filed timely. If so, stop the limited benefit plan until the final appeal decision is received. The system issues a *Notice of Decision* telling the participant the limited benefit plan has been delayed because of the appeal. See **Stopping a Limited Benefit Plan**.

If the final appeal decision affirms the limited benefit plan, reimpose the limited benefit plan in PJCase. The system establishes a limited benefit plan with a new effective date, recalculates benefits, and sends a *Notice of Decision*. The system assigns the individual sanction status on the last day of the month before the effective date of the limited benefit plan.

When the Final Appeal Decision Reverses the Limited Benefit Plan

Legal reference: 441 IAC 7, 93.140(239B)

If the final appeal decision reverses the decision to impose the limited benefit plan, change PJCase to show that the limited benefit plan is considered to be in error (stop reason “C”). This action keeps the system from considering the limited benefit plan as a “valid” limited benefit plan if another limited benefit plan is imposed at a later date.

If the final appeal decision reverses the decision to impose the limited benefit plan and assistance was not issued while the appeal was pending, determine eligibility for corrective benefits.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

August 29, 1995

GENERAL LETTER NO. 4-J-1

ISSUED BY: Bureau of Family Investment
Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Title page, new;
Contents, pages 1 and 2, new; pages 1 through 34, new.

Summary

This general letter transmits the new 4-J, **PROMISE JOBS**. All the policies from the existing PROMISE JOBS Welfare Reform chapter, IV-B(5), have been moved into this new chapter. The policies have been rewritten and reorganized to incorporate the Department's updated manual format and writing style, but the policy content has not changed.

A comparison chart is not included, because 4-J does not replace an existing chapter with the same letter.

Effective Date

September 1, 1995

Material Superseded

None.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



January 2, 1996

GENERAL LETTER NO. 4-J-2

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, pages 2, 5, 6, 10, 11, 12, 14, 15, and 17 through 34, revised.

Summary

Page 9 is revised to specify that welfare reform clients with mandatory PROMISE JOBS referral status do not become exempt when a child is born or enters the home after you entered the referral onto the system. This is without regard to whether a Family Investment Agreement has been signed.

Pages 19 through 34 are revised to include changes in the limited benefit plan policy. These policies apply to any LBP imposed effective February 1, 1996, or after. Additional minor changes have been made throughout the chapter to clarify language.

New LBP Period

A basic *first* LBP, chosen by a parent or a needy caretaker on a nonparental case, is a nine-month period consisting of:

- ◆ Three months of reduced benefits, during which the needs of the person who did not participate and the other parent in the home are removed (unless that parent is participating in the FIP Unemployed Parent Work Program).
- ◆ Followed by six months of FIP ineligibility for the family.

A *second or subsequent* LBP chosen by the same person or by either parent on a two-parent case is a six-month period of FIP ineligibility for the family.

An LBP will be imposed as a *second or subsequent* LBP if an LBP had been chosen previously by the same person or by either parent on a two-parent case, unless the previous LBP was stopped because it had been imposed in error. This is without regard to whether the first LBP was imposed before or on or after February 1, 1996.

When a *first* LBP is chosen by a mandatory PROMISE JOBS participant who is a child, a stepparent who is included in the grant, or a needy relative who acts as payee when the FIP parent is in the home but unable to act as payee, only the needs of the person choosing the LBP are removed. That person remains ineligible for nine months. When a *second or subsequent* LBP is chosen by such a person, that person's needs will be removed for six months.

When a minor mandatory PROMISE JOBS participant who chooses an LBP is the only child on the case, the (adult) parent's or needy relative's FIP eligibility ends as well. (Children are mandatory PJ participants when they are between 16 and 18 years of age and not in school. They are minor parents on the adult parent's or needy relative's FIP case.)

The policy applies whether the child or minor parent chooses a first or subsequent LBP. The (adult) parent's or needy relative's ineligibility begins effective the same date the child or minor parent becomes ineligible for FIP, because there is no longer an eligible child on the case. Consequently, cancel FIP assistance for the (adult) parent or needy relative because the household no longer contains an eligible child.

Reconsideration

A client who chooses a *first* LBP instead of signing an FIA can reconsider, sign an FIA, and end the LBP. The reconsideration request can be made any time from the date of the *Notice of Decision* imposing the LBP through the first three months of the LBP.

A client *cannot* reconsider:

- ◆ If the client chooses an LBP after signing an FIA.
- ◆ If the client chooses a *second or subsequent* LBP.

Well-Being Visits

Well-being visits are offered to all families in the LBP, at the following times:

- ◆ For families who chose a first LBP *before* signing an FIA:
 - The first visit is made in month two of the LBP, and
 - The second visit is made in month four of the LBP.
- ◆ For families who chose an LBP *after* signing an FIA, a visit is made in month four of the LBP.
- ◆ For families who chose a *second or subsequent* LBP, a visit is made in month two of the LBP.

LBP Appeals

A participant can appeal a *first* LBP at *one* of the following times:

- ◆ When a *Notice of Decision* establishes the beginning date of the LBP.
- ◆ When a *Notice of Decision* establishes the six-month period of ineligibility.

A *second or subsequent* LBP can be appealed only when a *Notice of Decision* establishes the beginning date of the LBP.

Implementation Instructions

LBP Effective On or After February 1, 1996

Apply the new LBP policies to any LBP imposed effective February 1, 1996, or later.

Apply the new policy to cases where the only eligible child on the case as described above has chosen an LBP that is effective *on or after* February 1, 1996. Cancel the (adult) parent's or needy relative's FIP assistance effective the same date the child's or minor parent's LBP goes into effect.

When the minor parent is on the adult parent's or needy relative's FIP case, FIP cancellation includes the minor's child. The minor parent may reapply for the child only as described in 4-C, **Minor Parents**.

LBP Effective Before February 1, 1996

Any LBP imposed with an effective date before February 1, 1996, will continue according to the policies in effect at the time it was imposed. Therefore, for any LBP imposed with an effective date before February 1, 1996, the LBP period, reconsideration periods, if appropriate, appeal opportunities, and schedule for well-being visits will continue as originally determined, until the LBP period ends or the LBP is stopped for some other reason

(Adult) parents or needy relatives on cases where the child's or the minor parent's LBP is effective *before* February 1, 1996, may continue to receive assistance through month 12 of the LBP, if otherwise eligible.

However, provided the child or minor parent who chose the LBP is still the only child, eligibility for the child or minor parent must be reestablished for the (adult) parent or needy relative to remain FIP-eligible after the LBP has ended.

Desk reviews are required to identify affected cases. Central Office is providing a printout listing active FIP cases with this type of existing LBPs that became effective before February 1, 1996. Complete necessary desk reviews in month 11 of a child's or minor parent's LBP to allow sufficient time to redetermine eligibility for the month *after* the LBP has ended.

Contact the (adult) parent or needy relative in writing. Explain that the child's or minor parent's LBP is ending (list the specific date), and that FIP assistance for the (adult) parent or needy relative beyond that date depends on the child's or minor parent's eligibility. Ask the (adult) parent or needy relative to let you know within five working days whether or not FIP is requested for the child or minor parent. Document the response (or lack of it) in the case record.

Cancel the FIP case at the end of month 12 of the LBP if the (adult) parent or needy relative:

- ◆ Does not respond by the due date.
- ◆ Does respond but wishes no assistance for the child or minor parent.

In either case, issue *timely* notice to cancel assistance because the household does not contain an eligible child.

If the (adult) parent or needy relative requests assistance for the child or minor parent, the date of request is the date of application to add the child or minor parent (and the minor's child). However, do not add the child or minor parent (and the minor's child) any earlier than *effective* the first day of the month after the LBP has ended. Be sure and obtain any necessary information on the child or minor parent. (If they are receiving food stamps on the (adult) parent's or needy relative's case, most likely all needed information is in the case record.)

If you receive the request to add the child or minor parent *after issuing notice* to cancel FIP (because the household does not have an eligible child) but at least seven days before the end of month 12 of the LBP, add the child or minor parent (and the minor's child) effective the first day of the month following the LBP. Do not reinstate FIP for the (adult) parent or needy relative until you have established eligibility for the child or minor parent.

If you receive the request so late in month 12 of the LBP that the earliest possible effective date of assistance for the child or minor parent (and the minor's child) is after the first day of the month following the LBP, approve assistance for the child or minor parent (and the minor's child) no earlier than seven days from the date of request. Reinstate the (adult) parent or needy relative effective the first of the month following the cancellation.

Remember to examine the child's and minor parent's PROMISE JOBS status and ensure that the correct referral code is on the system when reapproving them for FIP.

If you receive the request to add the child or minor parent *after* the effective date of cancellation, forward an application to the household with an explanation that an application must be completed to determine if the household is eligible for FIP.

Effective Date

February 1, 1996

Material Superseded

Remove pages 2, 5, 6, 10-12, 14, 15, and 17-34, dated August 29, 1995, from Title 4, Chapter J, and destroy them.

Additional Information

Comparison of Current and Revised LBP Provisions

	<u>LBP Before 2/1/96</u>	<u>LBP As of 2/1/96</u>
Length of First LBP	12-month period: 3 mos. full benefits 3 mos. reduced benefits 6 mos. ineligibility	9-month period: 3 mos. reduced benefits 6 mos. ineligibility
Length of Second and subsequent LBP	12-month period--same as for first LBP	6-month period of ineligibility
Reconsideration - First LBP		
• If do not sign FIA	First 45 days and months 5 & 6 of LBP	Entire 3-month period of reduced benefits
• If fail to meet FIA terms	Not allowed	Not allowed
Reconsideration - Second and subsequent LBP		
• If do not sign FIA	Same as first LBP	Not allowed
• If fail to meet FIA terms	Not allowed	Not allowed
Well-Being Visits - First LBP		
• If can reconsider	Months 5 or 6, and 7	Months 2 and 4
• If cannot reconsider	Month 7 only	Month 4 only

Well-Being Visits - Second and subsequent LBP

- If can reconsider Months 5 or 6, and 7 N/A *
- If cannot reconsider Month 7 only Month 2 only

* Under the revised LBP provisions, clients in a second or subsequent LBP are not allowed the reconsideration. But they do receive well-being visits in month 2.

There is no change in determining the persons who are responsible for signing an FIA or which household members are affected by a Limited Benefit Plan when the FIA-responsible person fails to sign or carry out the terms of an FIA. However, when the only child in the family becomes ineligible for FIP due to choosing an LBP, there is no longer FIP eligibility for the child's parent(s).

Note that in two-parent households, the family is subject to a second LBP when the first LBP was chosen by *either* parent.

Contact your regional benefit payment administrator if you need additional information.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

October 1, 1996

GENERAL LETTER NO. 4-J-3

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; pages 4 through 13, 18 through 26, 29, 31, and 32, revised; and page 26a, new.

Summary

Manual has been revised to include welfare reform changes.

A parent or other relative caring for a child under three months of age at the time of FIP approval is exempt from PROMISE JOBS participation. This exemption does **not** apply to parents aged 19 or under or to persons who begin caring for a child after the FIP application is approved.

The exemption from PROMISE JOBS participation of persons employed 129 hours or more a month in unsubsidized employment at the time of FIP approval does **not** apply to parents aged 19 or under.

Referral for family planning counseling services can be included as an optional FIA component. However, PROMISE JOBS will not impose an LBP for a failure to choose or carry out this component.

Parents aged 19 or under are required to participate in parenting skills training.

Minor parents determined to have good cause for not living with their parent or legal guardian must attend FaDSS or other family development.

Other changes have been made throughout the chapter to clarify language and to clarify PROMISE JOBS policy related to the Family Investment Agreement and the limited benefit plan.

Implementation Instructions

◆ Child Care Exemption

For applications received or processed on or after November 1, 1996, exempt from PROMISE JOBS parents or other persons caring for a child under three months of age.

For ongoing cases, at next redetermination, but no later than the next review, complete a referral to PROMISE JOBS for any person who had been exempt as caring for a child under six months of age, who is not caring for a child under three months of age.

◆ Employment Exemption

For applications received or processed on or after November 1, 1996, do not exempt parents aged 19 or under from PROMISE JOBS participation because of employment of 129 hours or more a month.

For ongoing cases, at next redetermination, but no later than the next review, complete a referral to PROMISE JOBS for any parent aged 19 or under who had been exempt because of employment of 129 hours or more a month.

Effective Date

November 1, 1996

Material Superseded

Remove the following pages from Employees' Manual Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 29, 1995
4	August 29, 1995
5, 6	January 2, 1996
7-9	August 29, 1995
10-12	January 2, 1996
13	August 29, 1995
18-26, 29, 31, 32	January 2, 1996

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



July 8, 1997

GENERAL LETTER NO. 4-J-4

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; and pages 4 through 15, 18, 29, and 30, revised.

Summary

Chapter 4-J is revised to include the following welfare reform changes.

- ◆ A parent or needy caretaker relative is exempt from PROMISE JOBS participation when the parent is disabled **and** unable to participate. Disability is the only exemption criteria for parents or caretaker relatives.
- ◆ The exemption from PROMISE JOBS participation of a parent or other relative caring for a child under three months of age at the time of FIP approval **no longer** applies.
- ◆ The exemption from PROMISE JOBS participation of persons employed 129 hours or more a month in unsubsidized employment at the time of FIP approval **no longer** applies.
- ◆ The need to change the referral status when a mandatory PROMISE JOBS person who is a member of a target group begins employment of 30 hours a week or more **no longer** exists.

Other changes have been made throughout the chapter to remove references to Regular FIP policy.

Implementation Instructions

- ◆ Child Care Exemption

For applications received or processed on or after July 1, 1997, do not exempt parents or other relatives caring for a child under three months of age who are not disabled.

For ongoing cases, complete a referral to PROMISE JOBS for any person who had been exempt as caring for a child under three months of age, who is not disabled. Do this at next redetermination or review, but no later than the month the child turns three months of age.

◆ Employment Exemption

For applications received or processed on or after July 1, 1997, do not exempt persons who are employed 129 hours or more a month from PROMISE JOBS participation.

For ongoing cases, at next redetermination, but no later than the next review, complete a referral to PROMISE JOBS for any person who had been exempt because of employment of 129 hours or more a month.

◆ Target Groups

Beginning July 1, 1997, when a mandatory PROMISE JOBS participant who is a member of a target group begins employment of 30 hours a week or more, do not change the referral code to a "T" to indicate mandatory target group employed status.

Effective Date

July 1, 1997

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 1, 1996
Contents (page 2)	August 29, 1995
4-13	October 1, 1996
14, 15	January 2, 1996
18, 29	October 1, 1996
30	January 2, 1996

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



January 12, 1999

GENERAL LETTER NO. 4-J-5

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; and pages 1, 2, 7, and 8, revised.

Summary

This general letter transmits the following changes:

- ◆ Federal law no longer requires target group identification. Therefore the section on target groups is eliminated. **PROMISE JOBS** will continue to provide priority services to best fit the needs of the participant.

Since target groups are no longer tracked, IM workers no longer need to use target group codes when entering a **PROMISE JOBS** referral onto the system. Instead, the FIP client's **PROMISE JOB** status is identified by entry of one of the following five referral codes:

- 1 Exempt (either refugee or non-refugee)
- 8 Mandatory (non-refugee)
- L Mandatory (refugee)
- 2 Volunteer (non-refugee)
- E Volunteer (refugee)

- ◆ Legal references are updated.
- ◆ Reference to the Department of Economic Development is deleted, and "Department of Employment Services (DES)" is changed to "Iowa Workforce Development (IWD)."

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 8, 1997
1	August 29, 1995
2	January 2, 1996
7, 8	July 8, 1997

Additional Information

Although the target group codes remain in the system and in 14-B-Appendix, the codes must no longer be used.

When processing FIP applications on or after receipt of this general letter, use one of the five valid codes that is applicable when entering the PROMISE JOBS referral onto the system. No desk reviews are required to change existing referral codes on ongoing FIP cases.

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 18, 1999

GENERAL LETTER NO. 4-J-6

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Title page, revised; Contents (page 1), revised; Contents (page 2), new; pages 1 through 34, revised; and pages 35 through 40, new.

Summary

This chapter is revised to include changes to the limited benefit plan (LBP) as a result of legislation passed in the 1998 session. These policies apply to any LBP imposed effective June 1, 1999, or after, and are further described below.

The Department proposed the changes to the limited benefit plan based on a combination of recommendations made by the Welfare Reform Advisory Group, a limited benefit plan work group, and income maintenance and PROMISE JOBS field staff.

The Department believes the redesign:

- ◆ Simplifies and consolidates the LBP.
- ◆ Provides immediate consequence for a first LBP to encourage participation.
- ◆ Protects participants in a first LBP by expanding reconsideration options to all first LBPs.
- ◆ Discourages subsequent LBPs by requiring significant action before FIP eligibility can be reestablished.

Other revisions change the language that describes reasons for excusing clients from PROMISE JOBS activities or for refusing employment. The revisions expand "refusing employment" to include when a person is discharged from employment due to misconduct.

For participants who are discharged from employment due to misconduct that occurred on June 1, 1999, or later, PROMISE JOBS will consider the person to have chosen an LBP, unless the person has an acceptable reason for the action. Previously, only persons who reduced, refused, or quit employment without an acceptable reason were considered to be choosing an LBP.

Quitting a job when the terms of employment change from the terms of hire is added as an acceptable reason for ending employment.

Additional changes are made throughout the chapter to clarify current policy.

New Limited Benefit Plan

The basic **first** LBP, chosen by a parent or a needy caretaker on a nonparental case:

- ◆ Creates ineligibility for the entire family.
- ◆ Continues until the person who chose the LBP reconsiders by signing an FIA.

The three-month reduced benefit period no longer exists. A **first** LBP continues indefinitely for the entire household until the person who chose the LBP signs an FIA.

A **subsequent** LBP chosen by the same person or by either parent in a two-parent household:

- ◆ Creates ineligibility for the entire family for a minimum of six months.
- ◆ Continues until the person who chose the LBP reconsiders by signing an FIA and completing 20 hours of work or other approvable PROMISE JOBS activity.

Under current policy, a household can reestablish FIP eligibility after the six-month ineligibility period ends without any contact or action with PROMISE JOBS. With this policy change, the household of a person who chooses a subsequent LBP cannot receive FIP after the six months of ineligibility until the person reconsiders by signing an FIA and completing 20 hours of work or other approvable PROMISE JOBS activity.

LBP Variations

As under current policy, the LBP varies as follows for some specific household situations:

- ◆ When one of the following persons chooses an LBP, only that person's needs are removed from the grant:
 - A child who is not a parent.
 - A stepparent who is included in the grant.
 - A needy relative who acts as payee when the FIP parent is in the home but unable to act as payee.
- ◆ When the household includes a child who is a minor parent, and that child chooses an LBP, only the needs of the minor parent and the minor parent's children are removed. If the minor parent is the only eligible child in the home, the adult parent's or needy relative's FIP eligibility ends on the date the minor parent's LBP goes into effect.
- ◆ If one parent in a two-parent household chooses an LBP, benefits for the entire household are canceled, even when the other parent is exempt from PROMISE JOBS. When both parents are mandatory PROMISE JOBS participants, each must complete the necessary reconsideration actions to end the LBP, even when only one parent chose the LBP. If one parent is exempt, only the mandatory parent must reconsider.

Reconsideration

A person who chooses a **first** LBP may reconsider by signing an FIA. The person may begin the reconsideration process at any time from the date of the *Notice of Decision* imposing the LBP.

Currently, only persons who choose a **first** LBP by not signing an FIA can reconsider and can only do so in the first three months of the LBP. Under the new policy, a person can reconsider a **first** LBP that begins June 1, 1999, or later, whether or not the person signed an FIA before choosing the LBP.

A person who chooses a subsequent LBP cannot reconsider the LBP during the six-month period of ineligibility. When the six-month period ends, the person may reconsider by signing an FIA and completing 20 hours of work or other approvable PROMISE JOBS activity. The person must complete the 20 hours in the 30 days after the date the FIA is signed.

Currently, when a family reapplies after the six-month ineligibility period of a subsequent LBP ends, eligibility is established in the same manner as for any other new applicant.

To reconsider, the person may contact either you or the PROMISE JOBS worker. The person is able to reconsider the LBP when:

- ◆ The person chose a **first** LBP, or
- ◆ The person chose a **subsequent** LBP and the six-month ineligibility period has ended.

When a person contacts you to reconsider an LBP before the effective date of a **first** LBP, refer the person to PROMISE JOBS as soon as possible when it is reasonable for the person to sign an FIA before the effective date. When it is not reasonable for the person to sign an FIA before the effective date of the LBP, inform the household of the need to reapply for assistance.

When a person contacts you or PROMISE JOBS after the effective date of a **first** LBP, explain that the household must file an application to receive FIP again. If the household files an application, refer the person who chose the LBP to PROMISE JOBS no later than the date of the interview. No further action is needed if the household does not file an application.

When the six-month ineligibility period of a **subsequent** LBP ends, and the person who chose the LBP contacts you or PROMISE JOBS to reconsider the LBP, explain that the household must file an application to receive FIP again. No further action is needed if the household does not file an application.

If the household files an application, refer the person who chose the LBP to PROMISE JOBS no later than the date of the application interview. Explain the actions the person who chose the LBP must take with PROMISE JOBS before the person and the person's family can receive FIP again.

Refer such persons to PROMISE JOBS by entering one of the following codes in the JOBS field of the person's TD03:

- U Refers the person to IWD (Iowa Workforce Development)
- V Refers the person to BRS (Bureau of Refugee Services)

The system referral:

- ◆ Sends the person a letter that explains the actions the person must take with PROMISE JOBS before FIP can be approved.
- ◆ Informs PROMISE JOBS that the person wants to participate in PROMISE JOBS and end the LBP.
- ◆ Alerts PROMISE JOBS to schedule the person to begin development of a family investment agreement.

The system will allow an entry of "U" or "V" in a person's JOBS field regardless of the FIP status. However, the system will accept a "U" or "V" JOBS code only on a person with an active LBP imposed on or after June 1, 1999. IM staff need to use the current local communication procedures to refer persons wanting to reconsider an LBP imposed with an effective date that is before June 1, 1999.

If such a person contacts PROMISE JOBS to reconsider, PROMISE JOBS will inform you either through your current local communication procedures or through entry in PJCASE.

When a person completes the reconsideration process, PROMISE JOBS makes a system entry to stop the LBP. Processing of this entry removes LBP coding from IABC, issues a *Notice of Decision*, and sends an e-mail or tickler to the IM worker and supervisor.

Effective Date of Eligibility Following an LBP

When a first or subsequent LBP ends as the person who chose the LBP completes the required reconsideration actions, and the household is otherwise eligible, approve FIP effective the date the FIA is signed, or seven days from the application date, whichever date is later.

Do not approve FIP assistance until the person who chose the LBP completes the reconsideration actions previously noted under **Reconsideration**. In no case can the effective date of FIP eligibility be within the six-month ineligibility period of a **subsequent** LBP.

Well-Being Visits

Local agencies contracting with the Department of Public Health will offer visits to all families in a subsequent LBP in the second month of the LBP, or within four weeks of the second month.

A well-being visit will no longer be offered to families in a first LBP.

LBP Appeals

Establish an LBP with a new effective date when the final decision affirms the LBP and the LBP was delayed pending the appeal decision.

Under current policy in this situation, the original LBP period is assigned when the household appeals the *Notice of Decision* establishing the six-month period of ineligibility of a first LBP. This situation will no longer occur due to the elimination of the reduced benefit period of a first LBP.

Interim Instructions Until Implementation of New PJCASE System

Development of a new system called PJCASE is in progress. However, this system will not be operational upon issuance of this general letter. Therefore, until notified otherwise, IM staff need to continue to use the Limited Benefit Plan Display (LBDP) system or ETS to:

- ◆ Determine if an LBP exists for a household,
- ◆ View the status of an LBP, and
- ◆ Lift an LBP when:
 - A timely appeal is filed.
 - A child in the LBP leaves the household.
 - The person who chose the LBP was referred to PROMISE JOBS in error.
 - The parent who chose the LBP leaves the household.

IM staff need to continue to contact central office for assistance with the following LBP case situations:

- ◆ Reactivating an LBP when final appeal decision affirms the LBP.
- ◆ Designating an LBP to be in error when final appeal decision reverses the LBP.
- ◆ Adding persons to an LBP.
- ◆ Reactivation of an LBP when the person who chose the LBP returns to the home.
- ◆ Assignment and removal of "I" FIP status when the LBDP and ABC systems do not do so.
- ◆ Stopping an LBP when the LBDP and ABC systems do not do so.

Until the PJCASE system is operational, PROMISE JOBS will continue to use the same local communication procedures in place today to inform you when a person contacts PROMISE JOBS to reconsider an LBP.

When the PJCASE system is operational, it will replace the LBDP system. PJCASE will either perform the above actions or allow IM staff to do so. The system will also enable automated communication between IM and PROMISE JOBS staff regarding reconsideration contacts and LBP transactions. PJCASE system enhancements should reduce the need for IM staff to contact central office for assistance with system-related LBP situations.

PROMISE JOBS staff will use the PJCASE system to:

- ◆ Impose a limited benefit plan.
- ◆ Stop an LBP when the person who chose the LBP reconsiders.
- ◆ Stop an LBP that PROMISE JOBS entered in error.
- ◆ Inform IM that a person contacted PROMISE JOBS to reconsider.

Central office will notify IM and PROMISE JOBS staff of the effective date of implementation of PJCASE. Central office will also schedule and provide training on the PJCASE system before implementation.

Effective Date

Apply the new LBP policies to any LBP imposed effective June 1, 1999, or later.

Any LBP imposed with an effective date before June 1, 1999, continues according to the policies in effect at the time it was imposed. This includes, reconsideration periods (if appropriate), appeal opportunities, and schedule for well-being visits.

Material Superseded

Remove the entire Chapter J, from Employees' Manual, Title 4. This includes:

<u>Page</u>	<u>Date</u>
Title page	August 29, 1995
Contents (page 1)	January 12, 1999
1, 2	January 12, 1999
3	August 29, 1995
4-6	July 8, 1997
7, 8	January 12, 1999
9, 11-15	July 8, 1997
16	August 29, 1995
17	January 2, 1996
18	July 8, 1997
19-26, 26a,	October 1, 1996
27, 28	January 2, 1996
29, 30	July 8, 1997
31, 32	October 1, 1996
33, 34	January 2, 1996

Save superseded manual pages for reference until February 2000, the latest month for which an LBP imposed with an effective date before June 1, 1999, will end.

Additional Information

Refer to the LBP comparison chart on the following page. Refer questions about this general letter to your regional benefit payment administrator.

**COMPARISON OF CURRENT AND REVISED
LIMITED BENEFIT PLAN (LBP) PROVISIONS**

	LBP Before 6/1/99	LBP as of 6/1/99
<p>Length of LBP</p> <p>First LBP</p> <ul style="list-style-type: none"> ◆ 3 mos. reduced benefits ◆ 6 mos. ineligibility <p>Second and subsequent LBP</p>	<p>9-month period:</p> <ul style="list-style-type: none"> ◆ 3 mos. reduced benefits ◆ 6 mos. ineligibility <p>6-month period of ineligibility.</p>	<p>Indefinite period of ineligibility until family investment agreement (FIA) signed *</p> <p>A minimum 6-month period of ineligibility. Ineligibility continues until FIA is signed, and applicant shows intent to comply by completing 20 hours of activity. Then FIP is reauthorized back to date FIA is signed.</p> <p>*</p>
<p>Reconsideration</p> <p>First LBP:</p> <ul style="list-style-type: none"> ◆ If no family investment agreement ◆ If fail to meet family investment agreement terms <p>Second and subsequent LBP</p>	<p>Entire 3-month reduced benefit period. Not allowed in 6-month ineligibility period.</p> <p>Not allowed.</p> <p>Not allowed.</p>	<p>At any time following issuance of LBP <i>Notice of Decision</i>.</p> <p>At any time following issuance of LBP <i>Notice of Decision</i>.</p> <p>At any time following 6-month ineligibility period.</p>
<p>Well-Being Visits</p> <p>First LBP</p> <ul style="list-style-type: none"> ◆ If can reconsider ◆ If cannot reconsider <p>Second and subsequent LBP</p>	<p>Months 2 and 4.</p> <p>Month 4 only.</p> <p>Month 2 only.</p>	<p>None.</p> <p>N/A.</p> <p>Month 2 or within 4 weeks of month 2.</p>
<p>Administrative Review Process</p> <p>First LBP</p> <ul style="list-style-type: none"> ◆ If no FIA ◆ If fail to meet FIA terms <p>Second LBP</p> <ul style="list-style-type: none"> ◆ If no FIA ◆ If fail to meet FIA terms <p>Third or subsequent LBP</p>	<p>No review.</p> <p>DHS Division of Economic Assistance staff review.</p> <p>No review.</p> <p>DHS Division of Economic Assistance staff review.</p> <p>Same as second LBP.</p>	<p>In both instances, 100% review at state or local level with procedure approved by Iowa Workforce Development and DHS.</p> <p>In both instances, 100% review by state-level staff at Iowa Workforce Development.</p> <p>No review required.</p>

* If otherwise eligible, the effective date of FIP is the date the FIA is signed, or seven days from the application date, whichever is later.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 3, 1999

GENERAL LETTER NO. 4-J-7

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, *PROMISE JOBS*, pages 18 and 27 revised.

Summary

Revisions to this chapter:

- ◆ Remove the reference to the former standard child care deduction in the example on page 18.
- ◆ Remove the reference to a nonincapacitated stepparent as an optional member of the FIP eligible group. The recent elimination of the FIP child care deduction also eliminated the circumstance under which a nonincapacitated stepparent could previously be included in the eligible group.

Effective Date

September 1, 1999.

Material Superseded

Remove from Employees' Manual, Title 4, Chapter J, pages 18 and 27, dated May 18, 1999, and destroy them.

Additional Information

For specific information, see General Letters 4-C-23 and 4-E-23, dated August 3, 1999.

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

November 14, 2000

GENERAL LETTER NO. 4-J-8

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; and pages 3 through 6, 7 through 10, 13, 14, 16, 17, 18, 20, 32, and 37, revised; and page 6a, new.

Summary

Revisions to this chapter:

- ◆ Include travel time to and from the child care provider to determine reasonable distance to and from the work or training site when determining if a FIP parent may be excused from PROMISE JOBS activities. This revision updates existing language to reflect current practice.
- ◆ Exempt people who are not U.S. citizens and are not aliens under 8 United States Code (USC) Section 1641 from PROMISE JOBS participation and the family investment agreement and, therefore, the limited benefit plan (LBP). The change is required by 2000 Iowa Acts, Senate File 2368, section 3.

Federal law prohibits use of PROMISE JOBS funds for certain alien classifications. As a result, PROMISE JOBS may serve only parents with the following alien classifications, as listed at 8 USC Section 1641:

- Lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- Amerasian immigrant.
- Cuban or Haitian entrant.
- Battered alien under 8 USC 1641(c).
- Asylee admitted under section 208 of the INA.
- Refugee admitted under section 207 of the INA.
- Deportation withheld under section 243(h) or section 241(b)(3) of the INA.
- Paroled into the U.S. under section 212(d)(5) of the INA for at least one year.
- Granted conditional entry under section 203(a)(7) of the INA as in effect before April 1, 1980.

Unless exempt due to disability, alien parents with a classification listed on page 1 who live with the FIP child continue to be mandatory PROMISE JOBS participants and subject to the family investment agreement and limited benefit plan provisions. This is true even if the parent is excluded from the FIP grant because of the prohibition on accessing FIP for the first five years the alien is in the country.

However, excluded parents whose alien classification is not listed on page 1 cannot be served by PROMISE JOBS. These aliens are therefore exempt from mandatory referral.

- ◆ Prohibit parents who are not U.S. citizens and whose alien classification is not listed at 8 USC Section 1641 from voluntary participation in PROMISE JOBS. The change is required by 2000 Iowa Acts, Senate File 2368, section 8.

Examples of immigration statuses held by aliens who are not eligible for PROMISE JOBS services either as a mandatory or voluntary referral include:

- Illegal aliens.
 - Aliens in deferred status.
 - Nonimmigrants under the INA.
 - Temporary residents under the Immigration and Control Act.
 - Aliens paroled into the U.S. under section 212(d)(5) of the INA for less than one year.
 - Aliens with protected status, such as PRUCOLS (permanently residing in the U.S. under color of law).
- ◆ Add information on when a manual PROMISE JOBS referral is necessary.
 - ◆ Clarify that FIP refugees must be referred to the Bureau of Refugee Services instead of PROMISE JOBS.
 - ◆ Update language in the example on page 18.

Effective Date

December 1, 2000

Implementation Instructions

When processing FIP applications on or after December 1, do not make mandatory or voluntary referrals of parents whose alien classification is not listed on page 1, even if the application was received before December 1.

Refer to General Letter 4-L-3 for instructions on existing mandatory or voluntary referrals of excluded parents whose alien classification is not listed on page 1 and can no longer participate in PROMISE JOBS. PROMISE JOBS staff are being notified simultaneously of the changes described in this General Letter and given necessary instructions for informing affected households of their prohibition from PROMISE JOBS participation.

When contacted, please assist PROMISE JOBS staff in determining the alien status of a currently referred excluded alien parent so that PROMISE JOBS staff may determine if the alien is eligible for services. Forward questions on an excluded parent's alien classification through the usual channels.

The new exemption from mandatory PROMISE JOBS participation and the prohibition on voluntary participation applies only to parents who are excluded from the FIP grant and whose alien classification is not listed on page 1. Until pending TANF data system enhancements are in place, do not enter the exempt referral code of excluded alien parents who are not eligible for PROMISE JOBS services.

Void any LBP with an effective date of December 1, 2000, or later that is chosen by a parent whose alien classification exempts the person as described in this General Letter. Use the procedures for lifting an LBP that was imposed in error as described in 4-J, **Stopping a Limited Benefit Plan**.

Also, void any LBP with an effective date before December 1, 2000, that was chosen by a parent whose alien classification now exempts the person, when this comes to your attention. Contact Mark Adams in the Division of Economic Assistance (by calling 515/281-6866, or via e-mail to MADAMS4) to initiate procedures for lifting and voiding the LBP.

Note that a request for an exception to policy is needed to issue corrective underpayments to families who lost FIP benefits based on an LBP that was chosen by a parent whose alien classification exempts the person from PROMISE JOBS, as described in this General Letter. (It is expected that very few, if any, LBPs were ever imposed on families with excluded alien parents that would require the corrective actions described here.)

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 18, 1999
3-10, 13, 14, 16, 17	May 18, 1999
18	August 3, 1999
20, 32, and 37	May 18, 1999

Additional Information

Refer to the implementation instructions in General Letter 4-L-3, dated November 14, 2000, for:

- ◆ Additional instructions on treatment of aliens who are currently included in the FIP grant but whose alien classification is not listed on page 1, and
- ◆ Other changes related to aliens' eligibility for FIP and PROMISE JOBS.

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

December 12, 2000

GENERAL LETTER NO. 4-J-9

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; and pages 1, 5, 11 through 14, 19, 23 through 27, 29, and 37, revised.

Summary

Revisions to this chapter:

- ◆ Remove information on the FIP-UP work program. The FIP-UP work program is eliminated effective January 1, 2001. Each parent in a two-parent household will continue to be subject to the same PROMISE JOBS and FIA requirements as a parent in a one-parent household.
- ◆ Remove references to the FIP Unemployed Parent program.
- ◆ Remove references to FIP adjustment periods.
- ◆ Update language.

Effective Date

January 1, 2001

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 18, 1999
1	May 18, 1999
5	November 14, 2000
11, 12	May 18, 1999
13, 14	November 14, 2000
19, 23-26	May 18, 1999
27	August 3, 1999
29	May 18, 1999
37	November 14, 2000

Additional Information

See General Letter No. 4-I-5 for information on elimination of the FIP-UP program. See General Letter No. 4-C-26 for information on the elimination of adjustment periods.

Refer questions about this general letter to your regional benefit payment administrator.



November 6, 2001

GENERAL LETTER NO. 4-J-10

ISSUED BY: Bureau of Family Investment, Division of Economic Assistance

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (page 1), revised; pages 1 through 6, 6a, 7 through 14, 20, 24, and 30, revised; and pages 6b, 6c, 14a, 14b, 20a, 30a, and 30b, new.

Summary

Revisions to this chapter:

- ◆ Update the overview section.
- ◆ Add information on referring hardship exemption families.
- ◆ Add information that the “adults” in families that request and are granted a hardship exemption are mandatory **PROMISE JOBS** referrals. They are not allowed to volunteer. Also, they are not allowed an exemption from **PROMISE JOBS**. Disabled adults will have the disability addressed in their Family Investment Agreement (FIA).
- ◆ Remove an obsolete reference to the Volunteer Mentor Program.
- ◆ Remove an obsolete reference to Intentional Program Violation.
- ◆ Add that domestic violence counseling may be included as an option in the FIA. A limited benefit plan does not result for failing to choose or carry out the option.
- ◆ Add information about the six-month FIA.
- ◆ Specify that families that have received FIP for 60 months and are requesting a hardship exemption must develop and sign a six-month FIA as a condition for being granted the exemption. Failure to do so results in denial of the hardship exemption request rather than a limited benefit plan.
- ◆ Add an example on the impact of a limited benefit plan during a six-month hardship exemption.
- ◆ Add references to “hardship exemption” where applicable throughout the chapter.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 12, 2000
1	December 12, 2000
2	May 18, 1999
3, 4	November 14, 2000
5	December 12, 2000
6, 6a, 7-10	November 14, 2000
11-14	December 12, 2000
20	November 14, 2000
24	December 12, 2000
30	May 18, 1999

Additional Information

Refer to General Letter 4-C-28, dated October 30, 2001, for information about the hardship exemption provisions.

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 19, 2002

GENERAL LETTER NO. 4-J-11

ISSUED BY: Bureau of Financial and Work Supports, Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS** pages 20, 21, and 22, revised.

Summary

This chapter is revised to reflect changes in the procedures PROMISE JOBS staff use to attempt to resolve participation issues when a FIP person is choosing a Limited Benefit Plan (LBP). Specifically:

- ◆ The PROMISE JOBS supervisor will no longer send a letter to attempt to resolve the participation issue and to give the participant another opportunity to resume participation when:
 - A participant chooses an LBP by abandoning the activities of the FIA, or
 - A participant chooses a subsequent LBP by not scheduling or attending orientation.
- ◆ When a participant appears to be choosing an LBP as previously described, PROMISE JOBS workers will attempt to resolve the participation issue at the time the issue first occurs by sending a written reminder, request, or letter to the participant. This will serve the same purpose as the former "supervisory letter."
- ◆ The PROMISE JOBS supervisor is no longer required to provide input and review the case of each person who is choosing an LBP by abandoning the activities of the FIA. The choice of the LBP no longer needs to be approved by the supervisor.
- ◆ The PROMISE JOBS supervisor will continue to be available to participants who want to discuss problems or questions, and to PROMISE JOBS workers who need input and support on specific cases.

Effective Date

April 1, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
20	November 6, 2001
21, 22	May 18, 1999

Additional Information

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

April 16, 2002

GENERAL LETTER NO. 4-J-12

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (pages 1 and 2), revised, and pages 20, 21, 22, 39, and 40, revised.

Summary

Revisions to this chapter remove references to well-being visits. Previously, DHS contracted with the Iowa Department of Public Health to make well-being visits to families choosing a subsequent limited benefit plan. These visits ended April 1, 2002, as directed by 2002 Iowa Acts, House File 2350..

Effective Date

April 1, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 6, 2001
Contents (page 2)	May 18, 1999
20	March 19, 2002
20a	November 6, 2001
21, 22	March 19, 2002
39, 40	May 18, 1999

Additional Information

Refer questions about this general letter to your service area income maintenance supervisor II.



June 25, 2002

GENERAL LETTER NO. 4-J-13

ISSUED BY: Bureau of Financial and Work Supports,
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (pages 1 and 2), revised; pages 6, 7, 8, 9, 10, 15, 16, 22, 25, 29, 33, 36, 37, and 38, revised; and pages 6d, 10a, and 16a, new.

Summary

Revisions to this chapter:

- ◆ Eliminate the exemption of disabled people from referral to the PROMISE JOBS program except when the person is receiving SSI due to disability or blindness.
- ◆ Add procedures for sharing disability information with PROMISE JOBS staff.
- ◆ Clarify existing policy and procedures.

Implementation

Desk reviews are not required to implement the elimination of the exemption of disabled persons who do not receive SSI due to disability or blindness from referral to the PROMISE JOBS program.

Refer people who are currently exempt from PROMISE JOBS participation due to disability and who do not receive SSI to PROMISE JOBS as follows:

- ◆ At the time of the next semiannual or annual review, or
- ◆ When a change affecting the current referral status occurs, but
- ◆ No later than June 30, 2003.

When making the entry to refer people who are no longer exempt from PROMISE JOBS participation due to disability, consider if the case aid type must also be changed. The aid type (AID field of TD01) should be "35-0" or "33-8," whichever applies, when:

- ◆ There are two parents in the home,
- ◆ Both parents are on FIP, and,
- ◆ Both parents are referred to PROMISE JOBS as mandatory.

Effective Date

July 1, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	April 16, 2002
6, 7-10	November 6, 2001
15	May 18, 1999
16	November 14, 2000
22	April 16, 2002
25, 29	December 12, 2000
33, 36	May 18, 1999
37	December 12, 2000
38	May 18, 1999

Additional Information

Note: This chapter contains references to the "PJCASE" system, which has not yet been implemented. Since implementation is expected to occur in the next few months, these references remain. Until PJCASE is implemented, continue to use the Limited Benefit Plan Display (LBPDP) system to:

- ◆ Determine if an LBP exists for a household,
- ◆ View the status of an LBP, and to
- ◆ Stop an LBP.

Continue to contact the Bureau of Financial and Work Supports for assistance with the following situations:

- ◆ Reactivating an LBP when the final appeal decision affirms the LBP.
- ◆ Designating an LBP to be in error when the final appeal decision reverses the LBP.
- ◆ Adding persons to an LBP.
- ◆ Reactivation of an LBP when the person who chose the LBP returns to the home.
- ◆ Assignment and removal of "I" FIP status when the ABC system has not updated correctly.
- ◆ Stopping an LBP when the LBPDP system has not accepted the worker entry.

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

February 25, 2003

GENERAL LETTER NO. 4-J-14

ISSUED BY: Bureau of Financial Support,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, page 6, revised.

Summary

Revisions to this chapter add instructions for referring battered aliens to PROMISE JOBS. Battered aliens who are approved for FIP before receiving a social security number must be manually referred to PROMISE JOBS. Further explanation is included in 4-L, **Battered Aliens**.

Effective Date

January 1, 2003

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them:

<u>Page</u>	<u>Date</u>
6	June 25, 2002

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 22, 2004

GENERAL LETTER NO. 4-J-15

ISSUED BY: Bureau of Financial Support Programs
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Title page, revised;
Contents (pages 1 and 2), revised; pages 1 through 40, revised; and pages 41
through 51, new.

Summary

Revisions to this chapter:

- ◆ Implement a new nonfinancial eligibility requirement, requiring FIP applicants to meet with PROMISE JOBS to write and sign a family investment agreement (FIA) before FIP can be approved.
- ◆ Specify procedures for referring applicants and participants to PROMISE JOBS.
- ◆ Specify that the Bureau of Refugee Services provides PROMISE JOBS services to persons who enter the U.S. as refugees, until they attain U.S. citizenship.
- ◆ Remove references to PROMISE JOBS volunteers. Persons who are exempt from PROMISE JOBS participation no longer have the option of volunteering to participate.
- ◆ Clarify language and update examples.

Effective Date

November 1, 2004

The requirement to sign an FIA before FIP is approved applies to applications received November 1, 2004, and after. Applications received before November 1, 2004, are not subject to the new requirements. Follow the former procedures for applications received before November 1, 2004. There will be a transition period during which PROMISE JOBS will be receiving both referrals subject to the former requirements and referrals subject to the new requirements.

Material Superseded

Remove the entire Chapter J from Employees' Manual, Title 4, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	May 18, 1999
Contents (pages 1 and 2)	June 25, 2002
1-5	November 6, 2001
6	February 23, 2003
6a, 6b, 6c	November 6, 2001
6d, 7-10, 10a	June 25, 2002
11-14, 14a, 14b	November 6, 2001
15, 16, 16a	June 25, 2002
17, 18	November 14, 2000
19	December 12, 2000
20, 21	April 16, 2002
22	June 25, 2002
23	December 12, 2000
24	November 6, 2001
25	June 25, 2002
26, 27	December 12, 2000
28	May 18, 1999
29	June 25, 2002
30, 30a, 30b	November 6, 2001
31	May 18, 1999
32	November 14, 2000
33	June 25, 2002
34, 35	May 18, 1999
36-38	June 25, 2002
39, 40	April 16, 2002

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 28, 2005

GENERAL LETTER NO. 4-J-16

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 4, Chapter J, **PROMISE JOBS**, Contents (pages 1 and 2), revised; pages 6, 10, 12 through 18, 20, 21, 29 through 34, 35, 37, 43, and 47 through 51, revised; and pages 34a, and 34b, new.

Summary

Revisions to this chapter:

- ◆ Remove PROMISE JOBS exemption criteria for a child aged 16-19 who is not a parent and who is referred to PROMISE JOBS for not attending school and signs a family investment agreement.

Currently, a child aged 16-19 who is not a parent and who is not enrolled in school is referred to PROMISE JOBS to sign a family investment agreement. If the child signs a family investment agreement and returns to school, the child becomes exempt from PROMISE JOBS and the family investment agreement is void.

Under new policy, once a child is referred to PROMISE JOBS for not attending school, and signs a family investment agreement, the child remains referred to the PROMISE JOBS program and obligated to the family investment agreement even if the child returns to school.

- ◆ Change the impact of a limited benefit plan chosen by a needy specified relative.

Currently, the entire FIP grant is canceled when a needy specified relative chooses a limited benefit plan.

Under new policy, the limited benefit plan applies only to the needy specified relative when the relative chooses a limited benefit plan.

- ◆ Clarify existing policy.

Effective Date

November 1, 2005

Implementation Instructions

PROMISE JOBS Participation for Children 16 to 19:

For a child aged 16 to 19 who is not a parent and who is referred to PROMISE JOBS on November 1, 2005, or after for not attending school:

- ◆ Do not exempt the child if the child has signed a family investment agreement and the child returns to school. If the child does not follow the steps of the family investment agreement, the child will enter an individual limited benefit plan.
- ◆ Exempt the child if the child returns to school before signing a family investment agreement.
- ◆ Consider the date that the mandatory JOBS code processes in ABC as the date of referral. Use the HISTORY option in the child's PJCase Person screen to determine the date of referral.

Examples:

1. Child A, age 17, is referred to PROMISE JOBS on October 31, 2005, for not attending school. Child A signs a family investment agreement on November 8, 2005, and begins a GED program on November 15, 2005. Since Child A was referred to PROMISE JOBS before November 1, 2005, Child A becomes exempt under former policy. Change Child A's JOBS code on TD03 of ABC to the exempt code of "1."
2. Child B, age 16, is referred to PROMISE JOBS on November 2, 2005, for not attending school. Child B returns to school on November 9, 2005, before signing a family investment agreement. Child B is exempt from PROMISE JOBS participation for returning to school. Change Child B's JOBS code on TD03 of ABC to the exempt code of "1."
3. Child C, age 17, is referred to PROMISE JOBS on November 1, 2005, for not attending school. Child C signs a family investment agreement on November 10, 2005. On November 20, 2005, Child C returns to school. Child C remains referred to PROMISE JOBS and obligated to the family investment agreement.

Limited Benefit Plan Chosen by a Needy Specified Relative:

When a needy specified relative who is not a parent chooses a limited benefit plan effective **November 1, 2005, or later**, the limited benefit plan will apply only to the needy specified relative. PROMISE JOBS will enter the limited benefit plan as an "individual" limited benefit plan in this situation. The children continue to receive FIP if other eligibility criteria are met.

When a needy specified relative who is not a parent has chosen a limited benefit plan effective October 1, 2005, or earlier, the limited benefit plan continues to apply to the entire FIP household so long as the household lives together except when:

- ◆ The limited benefit plan is a first or a subsequent beyond the six-month period of ineligibility, and the relative takes action to reconsider the limited benefit plan.

- ◆ The limited benefit plan is a first or a subsequent beyond the six-month period of ineligibility, and the relative applies for the needs of the children only.
- ◆ PROMISE JOBS or IM determines the limited benefit plan to be in error.

Material Superseded

Remove the following pages from Employees' Manual, Title 4, Chapter J, and destroy them.

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	October 22, 2004
6, 10, 12-18, 20, 21, 29-35, 37, 43, 47-51	October 22, 2004

Additional Information

Refer questions about this general letter to your area income maintenance administrator.