Iowa Department of Human Services
**PROMISE JOBS PROGRAM LETTER**

Date: 07/27/07 Worker Name: XXXXXXX XXXXXXXXXXX

*XXXX XXXX*

*PO BOX 000*
*DALLAS IA 50000*

**To keep getting Family Investment Program (FIP) benefits, you must call or stop by the PROMISE JOBS office listed below by 08/06/07.**

Phone: 999/999-9999 Address: IOWA WORKFORCE DEVELOPMENT CENTER
3014 EAST MAIN ST
KNOXVILLE IA 50138

You must contact PROMISE JOBS to make an appointment to set up a Family Investment Agreement (FIA). You must work with PROMISE JOBS even if you have a job, have worked with PROMISE JOBS before, or only want FIP for a short time.

**It is very important that you contact the PROMISE JOBS office. If you do not set up a Family Investment Agreement, you will go into a Limited Benefit Plan (LBP) and lose your FIP benefits.**

You got a booklet called "The Family Investment Program" from the county Department of Human Services. The booklet gives you more information about FIP, PROMISE JOBS, child care, medical benefits, the Family Investment Agreement, and the Limited Benefit Plan.

If you have questions about FIP, call your county Department of Human Services office. If you have questions about PROMISE JOBS, call the PROMISE JOBS office.

If you believe that you shouldn't have to go to PROMISE JOBS, contact your Department of Human Services FIP worker. You also have the right to file an appeal. Your county Department of Human Services office can help you with this. You must appeal in writing, either by using the Department of Human Services appeal form or by sending a letter. The appeal can be mailed or taken to the county Department of Human Services office. If you need more help with an appeal you can call Legal Services Corporation of Iowa at 1-800-532-1275 or, if you live in Polk County, at 243-1193.