

Department of Public Health and Human Services WoRC GUIDELINES MANUAL	SECTION: PARTICIPATION REQUIREMENTS SUBJECT: FIA/EP Process
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References: 45 CFR 261.30 - .36 & .70; ARM 37.78.206, .216, .801, .806, .807, .810, .811, and .826
TANF 701-3

GENERAL RULE--Certain individuals who are included in the assistance unit or considered work-eligible must negotiate, sign, and comply with a Family Investment Agreement (FIA) as a condition of eligibility for TANF cash assistance. See TANF 701-1 for the policy on who must have a FIA. The FIA is the method of referral to the WoRC program or Tribal NEW for on going case management.

BLOCKING OF HOURS□:

A first partial month referral to WoRC must be “blocked” (i.e., the Start date is the date of referral and the End date is the last day of the referral month). Starting with the first full month of participation, the Start date is the first day of the month and the End date is 999999.

EXAMPLE: WRC 10/13/08 10/31/08 (Initial Partial Month)
WRC 11/01/08 99/99/99 (Full Month Enrollment)

► The WoRC Employability Plan must be updated as changes occur on a weekly or monthly basis. **By the 15th of the current month activities for the first future month must be populated with specific activities and specific details. The second future month must be populated with specific activities and general details that will need to be updated by the 15th of the next month.** The activities on the EMPL screen must be authorized on the EMPS screen for the current month and two future months. In order to facilitate the monthly reconciliation process, EMPL components are blocked by benefit month.

TEAMS does not allow future end dates greater than the last day of the benefit month. If the worker does not enter an end date, TEAMS automatically puts in the last day of the benefit month being worked.

TEAMS PROCESSING:

A TANF application that comes into the OPA office mid month has the potential to be problematic and takes extra effort between the WoRC staff and the eligibility worker.

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► Below outlines the correct process:

- When an application is turned into the OPA office it is date stamped. That is the official date registered on TEAMS. The applicant has 30 days to complete all tasks necessary to complete eligibility (for example; CSE papers, birth certificates, etc). When the application is approved, benefits are awarded back to that date. Participation needs to be documented as far back as the TANF application date.
- When the **Social Service Specialist** enters the WRC component on the FIA/EP (TEAMS' EMPL screen) in **the initial application month**, they must set the date to the date the FIA was negotiated, "ENTER" and TEAMS automatically end dates that month's WRC component.
- The **Social Service Specialist** exits the EMPL screen by pressing F5 to return to the EMPS screen. Hit the 'Home' key and the cursor goes to the month field. Type in the next month, e.g. 0208 and hit the enter key. At that time select the participant you want and hit enter. This takes you to the full benefit month's FIA/EP. Enter the WRC code for the new month with a 1st of the month start date; "ENTER" and TEAMS will automatically end date it with 999999.
 - EXAMPLE: TANF Application date and referral to WoRC11/8/08.
 - OPA enters on Nov EMPL: WRC = 11/8/08 – 11/30/08.
 - Use F5 to return to EMPS. Change date to 1208, enter, and select participant.
 - OPA enters on Dec EMPL: WRC 12/1/08, 'enters', and TEAMS puts in end date of 99999.
- The **WoRC Case Manager** then meets with the participant and completes the bottom section of the FIA/EP (TEAMS' EMPL screen) and authorizes negotiated activities on EMPS for the initial, partial month and two future months.

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- WoRC's authorization on each month's EMPS screen generates a 'real time' alert to the **Social Service Specialist** for each authorized month. The **Social Service Specialist** then authorizes benefits on EXPD for all appropriate months.

EMPLOYMENT AND TRAINING ACTIVITIES:

The focus of employment and training activities is to assist the family in becoming self-supporting through immediate employment opportunities or finding alternatives to public assistance.