



## **TANF 704-1 Employability/Service Plan**

**Supersedes:** TANF 704-1 04/01/20)

**Reference:** ARM 37.78.206, .216 and .806

**Overview:** The Employability/Service Plan (E/SP) is a written plan, individualized to each client's needs based on the Family Bridge Model assessment, which outlines mutually agreed upon activities to help lead the client to self-sufficiency.

A current signed E/SP is a condition of eligibility for all 'work-eligible' clients included in the TANF Cash Assistance filing unit and all clients receiving TANF non-cash services and supports.

### **EMPLOYABILITY/ SERVICE PLAN:**

Employability/Service Plans may be negotiated for the current month and two future months. Post-Employment Program E/SP will be negotiated for 6 months and reviewed monthly. The E/SP must be negotiated and signed by the 15th of the month for the following month.

Failure to have a current E/SP by the 15th will result in case closure effective the end of the current month.

If the E/SP is negotiated/signed by the last day of the month, the case may be reopened, and benefits issued.

### **TELEPHONIC SIGNATURE:**

The following provisions apply to telephonic E/SP signatures:

1. The telephonic signature system must make an audio recording of each Work Eligible applicant's verbal assent and a summary of the Employability Plan information to which the household assents. The telephonic signature needs to include a recording of "Yes" or "I agree", or a statement clearly indicating agreement of the Employability Plan made over the telephone.

2. The telephonic signature system must provide for a linkage from the audio file of the recorded verbal assent to the Employability Plan so that access to the household's case can easily be accessed.
3. The Pathways staff member shall provide to the household member a written copy of the completed Employability Plan with instructions for correcting any errors or omissions.

#### **CLIENTS REQUIRED TO NEGOTIATE AN E/SP:**

The following TANF clients must negotiate, sign and comply with an E/SP:

1. Parents (natural or adoptive) included in the filing unit;
2. Adult spouse of a parent of a minor child in the household;
3. Adult caretaker relative, other than the parent, who has requested to be included in the assistance unit;
4. Minor children aged 16-17 not attending school full time;
5. Teen Parents not living independently and not attending school full time;
6. Teen Parents approved by the committee to live independently;
7. Minor Parents; and
8. Individuals receiving TANF non-cash services.

#### **CLIENTS NOT REQUIRED TO NEGOTIATE AN E/SP:**

The following individuals are not required to negotiate and comply with an Employability/Service Plan:

1. Spouse (who is not a parent of a minor child in the household) who is disqualified for any reason;
2. Adult caretaker relatives (other than parent) not included in the assistance unit;
3. Minor child/teen attending school full-time;
4. Disqualified minor child;
5. Deemed individual;
6. Ineligible alien parent;
7. SSI recipient parent; and
8. Individuals not included in the filing unit.

#### **DISQUALIFIED CLIENTS REQUIRED TO NEGOTIATE AN E/SP:**

Parents who are disqualified for:

1. First sanction;
2. Intentional program violation;
3. Fleeing felon;
4. Probation/parole violator;
5. Conviction in Federal or State court of having made a fraudulent statement or representation with respect to the place of residency in order to receive benefits simultaneously in two or more states; and

6. Other reasons such as Program Compliance.

**EMPLOYABILITY/SERVICE PLAN REVIEWS:**

The E/SP must be reviewed at least monthly (more frequently if necessary) to provide updates in short-term progress and planning, and when changes occur.

**Reference:** TANF 706-1 Employment and Training Activities

**Effective Date:** October 1, 2024