

FaDSS Policy 2.0 – Eligibility

Policy Statement

It is the policy of the FaDSS program that a family is eligible for FaDSS services when the following conditions are met: 1) a household member is eligible and participating in the Family Investment Program (FIP), 2) the family meets one or more of the criteria for being at-risk identified by the FaDSS Council in Iowa Administrative Code 427—15.4. Eligibility for FaDSS is effective when the Department of Human Services has issued a Notice of Decision indicating that a family is approved for FIP (note: a family may be enrolled in FaDSS prior to receipt of FIP assistance if a Notice of Decision has been issued). Eligibility for FaDSS is valid for the time period in which the family receives FIP benefits and up to seven months after the last month in which the family was approved to receive a FIP.

Definitions – FaDSS Eligible Families

PROMISE JOBS Participant: An individual required to participate in PROMISE JOBS activities as a condition of FIP participation.

Supplemental Security Income (SSI) and Social Security Disability (SSDI): One or more adults in the home receive SSI or SSDI and have one or more children participating in FIP and are not required to participate in PROMISE JOBS.

Caretaker: A non-parental relative who is a payee for one or more children participating in FIP and not required to participate in PROMISE JOBS.

Protocol - Verifying FaDSS Eligibility

Eligibility for the FaDSS program must be verified prior to enrollment. Methods to verify FaDSS eligibility include the following:

- 1) The family provides verification via a Notice of Decision, bank information or other means.
- 2) The specialist obtains verification via the following:
 - a. The monthly FIP List
 - b. PROMISE JOBS staff
 - c. Income Maintenance staff
 - d. DCAA staff (via the DHS system)
- 3) The specialist must document verification of eligibility in the family file via the referral form, contact record, or other method determined by the grantee. Note: it is not necessary to maintain copies of documentation provided by the family.

Protocol – Special Circumstances: FIA before FIP

PROMISE JOBS may refer a family to the FaDSS program prior to final determination of FIP eligibility (this may occur during the process of writing the Family Investment Agreement). When this occurs, FaDSS programs will:

- 1) Accept the referral and initiate recruitment according to the grantee's recruitment policy.
- 2) Enroll the referred family upon notice from the Department of Human Services that the family is approved for FIP (via a Notice of Decision).
 - a) If the family is determined ineligible for FIP, FaDSS may not enroll the family.
 - b) If the length of time for determining FIP eligibility is greater than 30 days, a grantee may continue to recruit the family.
 - i) Grantees must document justification for the extended recruitment period (see FaDSS Policy 1.0 – Referrals).

- ii) Grantees must ensure that program standard requirements regarding non-enrolled families are met if applicable.

Protocol – Special Circumstances: Reinstatement from a Subsequent LBP

Families experiencing a subsequent LBP are barred from participating in the FIP program for a minimum of six months and until the family 1) signs a Family Investment Agreement, and 2) completes up to 20 hours of work or other approvable PROMISE JOBS activity within 30 days after signing the Family Investment Agreement. The PROMISE JOBS Manual states that FaDSS can be used as an approved activity to assist a family in meeting the required hours either in whole or in part. When a family is referred to FaDSS and has an FIA to address the required hours for reinstatement from a subsequent LBP, FaDSS programs will:

- 1) Verify that FaDSS is listed as an activity on the FIA.
- 2) Accept the referral and initiate recruitment according to the grantee's recruitment policy.

Note: The family may be enrolled in FaDSS prior to reinstatement of FIP. If the family completes the required hours and is informed by DHS that they are approved for FIP, the family may continue to receive FaDSS services as would any other FaDSS eligible family.

Note: If the family does not complete the required hours and is denied for FIP, FaDSS may continue to serve the family. However, upon the first of the month following enrollment in FaDSS, the seven month transition period begins. During this time, the specialist and the family will develop an aftercare plan as outlined in the FaDSS program standards.

Protocol – Special Circumstances: FIP Hardship Exemption

Families may be approved by DHS Income Maintenance for a FIP hardship exemption. The purpose of the exemption is to allow families further opportunity to address the hardship barriers that have prevented them from becoming self-sufficient during their 60-month FIP period. When a family receives FIP as a result of a hardship exemption and subsequently leaves FIP for any reason, FaDSS programs will initiate transition services after the last month in which the family was approved for FIP. .

Protocol – Special Circumstances: Referral from PROMISE JOBS for persons age 16 -18 who are not a parent or qualified alien.

PROMISE JOBS may refer a family to the FaDSS program:

- a) That is not approved for FIP for self; and is a qualified alien subject to five-year bar for receiving FIP.
- b) A person who is 16 to 18 who is not a parent and dropped out of school and is required to participate in PROMISE JOBS.
- c) When this occurs, FaDSS programs will:
 - 1) Accept the referral and initiate recruitment according to the grantee's referral process.
 - a) For the qualified alien, the head of the household name at enrollment is the name on the referral.
 - b) For the non-parent age 16 to 18 that drops out of school, it is a best practice to enroll the parent(s) in services provided they have an FIA. In this instance, the parent would be the head of household at enrollment.

- c) If the parent chooses not to participate in FaDSS or is otherwise not approved for FIP the head of the household name at enrollment is the non-parent age 16 to 18 that drops out of school.

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