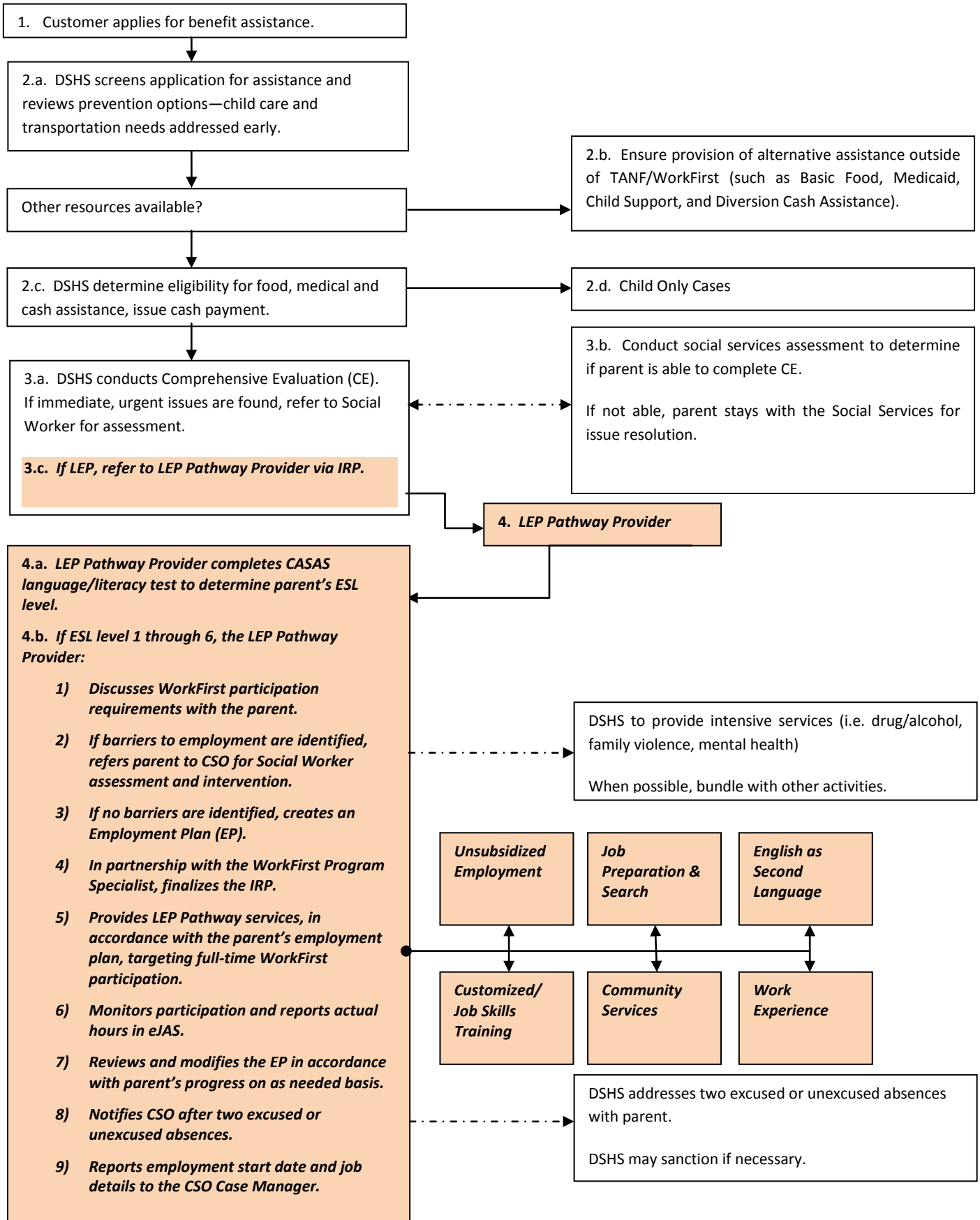


TANF/WorkFirst Application and LEP Pathway Program

July 2011



TANF/WorkFirst Application and LEP Pathway Program Flow Chart Description

1. The customer submits an application for benefits.
- 2.a. The parents' child care needs will be addressed early in the process, so that issues can be resolved before a referral is made to the comprehensive evaluation.
- 2.b. DSHS staff in the Community Services Office (CSO) will offer parents positive prevention services. These services focus on linking families to other services that can meet their needs. These services include Child Support, Basic Food, Medical Assistance, Unemployment Benefits, Diversion Cash Assistance, and Child Care. The best outcome for parents is to eliminate the need for TANF/WorkFirst when possible. Offering and connecting applicants to positive prevention services is designed for this purpose.
- 2.c. The CSO staff will determine eligibility and approve assistance to include:
 1. TANF Cash assistance and/or
 2. Medical and Basic Food assistance.
- 2.d. Those applicants who fit into the child-only definition will not be referred to the LEP Pathway.
- 3.a. A WorkFirst Program Specialist will conduct the comprehensive evaluation (CE) in the CSO. When there are urgent and immediate needs found, the parent is referred to the Social Worker for an assessment and services.
- 3.b. Parents who have urgent and immediate needs are referred for a social services assessment to determine if they can complete the CE. If not able to complete, the parents may stay with the Social Services to work on issue(s) resolution.
- 3.c. Employable parents who are determined to be limited English proficient (LEP) are referred to the LEP Pathway service provider via an Individual Responsibility Plan (IRP).
- 4.a. The LEP Pathway Provider completes the CASAS language/literacy test to determine the parent's ESL Level.
- 4.b. If the parent is ESL level 1 through 6, the LEP Pathway Provider works with the parent to develop an Employment Plan (EP) and explains WorkFirst Participation requirements.

If barriers to participate are discovered or arise, the parent can be referred to the CSO for a Social Worker assessment and barrier removal. If there's no barrier, the Provider creates an EP with the parent. The Provider will work in partnership with the WorkFirst Case Manager and the parent to finalize the parent's IRP.

The Provider provides LEP Pathway services that can include job preparation, job search, job placement assistance, job skills training, English as a Second Language, Work Experience and Community Services activities, work support and job retention services.

The Provider monitors WorkFirst participation and reports actual hours via eJAS. The Provider reports employment start date and job details to the CSO Case Manager. The Provider reviews and modifies the EP in accordance with parent's progress on as needed basis. The Provider notifies the CSO after two excused or unexcused absences. CSO will address absences with the parent to determine if sanction may be necessary.