

## 3.6.1 Entering Sanction

# Non-Compliance Sanction (NCS) Policy

Revised ~~6/30/2016~~6/10/2017

### 3.6.1.5 What is the good cause 10-day period?

In counting the 10 days, day 1 begins when we mail or give the "good cause" letter ~~is mailed or given~~ to the ~~parent~~participant. This is the same as how we count the 10-day period for adverse action notices. ~~You must allow~~allow for an additional business day when the letter ~~is not~~isn't mailed out the same day that it ~~is~~generateds (either locally or centrally printed in Olympia). If the 10th day falls on a weekend or holiday, the ~~parent~~participant has until the following business day to provide the information requested.

Document in eJAS ~~if how you sent the letter to the participant (in-person delivery, locally mailed, or centrally printed/mailed)~~you handed the parent participant the good cause letter or printed it locally and placed it in outgoing CSO mail before the afternoon local mail cutoff.

The following scenarios are examples of how to count the 10-day good cause period. Examples: All ~~examples-scenarios~~ assume that today's date is 8/4/2010:

~~Day 1 is 8/4/10 and Day 10 is 8/13/10.~~

- ~~• A WFPS~~You locally prints and hands the good cause letter to the ~~parent~~participant in the office. The date on the letter is 8/4/10. Document in eJAS that you handed the ~~parent participant~~ the letter on 8/4/10.
- ~~• Day 1 is 8/4/10 and Day 10 is 8/13/10.~~
- ~~• A WFPS~~You locally prints and places the good cause letter in outgoing CSO mail before the afternoon local mail cutoff. The date on the letter is 8/4/10. Document in eJAS that you locally mailed the letter on 8/4/10 before the afternoon cutoff~~the letter was mailed out locally on 8/4/10.~~

Day 1 is 8/4/10 and Day 10 is 8/163/10

- ~~• A WFPS~~You locally prints and places the good cause letter in outgoing CSO mail after the afternoon local mail cutoff. ~~Therefore, t~~The letter is presumed to be mailedwill go out the next business day. The date on the letter is 8/4/10. Since 8/14/10 falls on a weekend, the ~~parent participant~~ has until the end of the next business day (8/16/10) to provide good cause.
- ~~•~~

~~• Day 1 is 8/4/10 and Day 10 is 8/16/10.~~

- A WFPS You chooses central print to mail the good cause letter to the parent participant. The letter will be mailed go out the next business day. The date on the letter is 8/4/10. Since 8/14/10 falls on a weekend, the parent participant has until the end of the next business day (8/16/10) to provide good cause.

### 3.6.1.6 How do I set up the good cause/NCS case staffing?

The first step is to set up a good cause appointment/NCS case staffing with the person participant to find out if there is a good reason for not participating. Mail a good cause (*WorkFirst Non-Participation* 085-01) appointment letter to the person participant, allowing 10-day notice with the appointment date as close to the 10<sup>th</sup> day as possible while allowing for 10-day notice. The appointment date must be within the 10-day good cause period. Provide 10-day good cause notice when scheduling the appointment. Also schedule the participant's home visit (or alternative meeting) in case the participant doesn't attend the scheduled non-compliance case staffing in the space provided in this letter, you will also include an appointment time for the home visit (or alternative meeting) that will be attempted if the parent participant does not attend the scheduled office non-compliance case staffing.

~~The next step is to make arrangements. Arrange~~ for the good cause/NCS case staffing in compliance. ~~As you do this, make sure you to comply~~ with any limited-English proficiency (LEP) and Equal Access (EA) plans so you will be able in order to communicate effectively with the non-participating person parent/caregiver.

~~You will e~~ Conduct an NCS case staffing during the good cause appointment to decide whether to initiate a sanction for refusal to participate without good cause. Follow the procedures in section 3.5 Case Staffing to set up the staffing. ~~You must also d~~ Document any information the person participant gives you provides about the non-participation (phone calls or documents) before the case staffing occurs.

Include the following people in the case staffing:

- The non-participating person parent/caregiver (if they person shows up for the good cause appointment).
- Anyone the non-participating person parent/caregiver decides to brings with them.
- Invite at least t Two other relevant professionals, such as a Ssocial Sservice Sspecialist or applicable persons from other agencies that have worked with the person involved with the participant, which may include (such as tribal representatives, WorkFirst partners, family violence advocates, or LEP pathway providers).
- Children's Administration (CA) staff if they are working currently work/recently worked -with the family. Families involved with CA may be required to do activities like counseling or treatment to help keep their family together. Incorporate Tthese supported activities CA may require the families to do like counseling or treatment ~~must be supported and incorporated~~ into

the IRP. CA staff can help re-engage the parent participant into moving towards a more positive direction. ~~Be sure to Document~~ that you checked to see whether there was Children's Administration CA involvement and ~~that~~, if so, they received an invitation.

Make sure that a minimum of two professionals ~~will~~ attend the case staffing. Remember that the assigned worker (WFPS or WFSSS) counts as one professional. In no case can a case manager be the only one making a decision to sanction.