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| 2 | <u>Reasons Why You may be here</u> | <p><u>Reasons WHY you might be here...</u></p> <ul style="list-style-type: none">• <u>You're afraid that there's no work out there that will pay you enough</u>• <u>You're alone and there's no one really that can help you in your particular situation</u>• <u>You're feeling overwhelmed by some tough circumstances and not sure what to do</u> <p><u>AND...</u></p> <ul style="list-style-type: none">• <u>You want to provide a stable income for you and your kids</u>• <u>You want to feel a sense of pride and satisfaction every day that you've contributed</u>• <u>You really want the peace and calm that comes with knowing your needs are taken care of and that you worked hard to make it happen</u> <p><u>You've already taken the first step to achieving these things and the WorkFirst program can provide opportunities toward reaching your goals.</u></p> <p><u><i>Now we're going to take a look at a short video to showcase some of our WorkFirst partners and the variety of opportunities that they offer.</i></u></p> <p>There are many options available to you while you are in the WorkFirst program. DSHS works with other partner agencies that specialize in specific services and programs. Some of our partners include:</p> |
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| | <p><u>Read this section if showing video</u></p> <p>*WorkFirst Partners</p> | <p>The Washington Department of Early Learning The Department of Early Learning partners with us to help you pay for childcare so you can focus on your WorkFirst activities. We'll talk more about this in a little bit <u>in another slide.</u></p> <p>Employment Security Employment Security can help you with job search—this includes helping you with your resume, filling out applications, getting ready for interviews, and matching you up with jobs <u>that fit your skillset.</u> Employment Security offers resources for anyone looking for work—not just for people on assistance.</p> <p>Question: Does everyone know where your the local Employment Security office is?? <u>It's if you don't know where it is, your local ESD office is located at: (Insert location of your local Employment Security Office)</u> If you've have been there, then you <u>may</u> know that WorkSource has a <u>lots</u> of information that can help you prepare for and look for work. <u>This is also where you would meet with your WorkFirst Career Coach as well as be introduced to WorkSource.WA.com, the on-line job matching system powered by Monster.com.</u></p> <p>The Department of Commerce The Department of Commerce provides <u>real-life work job experience work experience opportunities, skills enhancement enhancement, tailored job readiness and job hunting hunting, obtain references, support services and help to resolve resolve or self-manage issues that make it difficult to get or keep a job.</u> Our office <u>DSHS</u> partners with (insert specific Commerce Contractor here). You may be interested in this option if you want to build upon your existing skills or gain recent work history. This is a great way to brush up on your skills to make you more competitive in the job market.</p> |
| <p>3</p> | <p>WorkFirst Partners (cont.)</p> | <p>The State Board of Community and Technical Colleges Community and Technical Colleges provide education and training. There are a variety of choices for to help you to develop your skills or gain training at one of the local Community colleges. <u>We WorkFirst can help you focus on short-short-term education and training programs that can help you obtain a degree or certificate so that you can may allow you to pursue a career in the field of your interest by getting a degree or certificate.</u> Also, the eCommunity colleges can <u>also</u> help you get your high school diploma or High School Equivalency <u>if that is something you need.</u></p> |

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| | | <p>Question: Can anyone tell me of a Community College in our area? (Right! They're one of our partners).</p> <p>DSHS also works with other agencies such as Limited English Proficiency (LEP) providers, and Life Skills contractors. <u>If you are working with a housing agency, we may be able to partner with that agency to include them in reaching your family's goal.</u></p> |
| <p>34</p> | <p><u>Read this section if showing video</u></p> <p>*Child Support</p> | <p><u>We want to share information about another one of our really important partners that can benefit your family, which is The Division of Child Support. Here's a clip of our partnership and the supports they can provide.</u></p> <p>We DSHS work <u>We works</u> closely with the Division of Child Support (DCS). The Division of Child Support can help <u>helps</u> collect child support for everyone <u>who is eligible</u> in Washington State, whether they receive a TANF grant or not. <u>Having money from employment plus child support can help you become independent faster. If one parent is not in the home and</u></p> <p><u>When you get a TANF grant through DSHS, you must help DCS the Division of Child Support collect any support due to you from a parent not in your home: this is called "cooperation". Cooperation with DCS means giving information, attending interviews and hearings, or taking actions to help DCS establish and collect child support. Also, it means letting DCS know if you get any child support payments while you are receiving TANF- such payments are called "retained support", and you either have to send the money to DCS or sign an agreement to repay that amount.</u></p> <p><u>If you don't cooperate with DCS while you are on TANF, your benefits may be reduced by 25%. However- Although you will be required to cooperate with the Division of Child Support to establish and collect child support, if you believe that cooperating with DCS this could put you or your child in child in danger at risk, you can ask your case manager to assist you in applying for for "Good Cause not to cooperate with DCS". You can claim Good Cause now or at any time while you are on TANF to protect your family. not to do this. If you do not cooperate with the Division of Child Support without good cause reason, your benefits will be reduced by twenty five percent.</u></p> |

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| | | <p>While you receive TANF, any <u>current support payments that's collected will be kept by go to the by the state_ but, in most cases, as soon as</u> <u>When you exit go off TANF, DCS, DCS sends current child support payments will be sent directly to you.</u></p> |
| <p><u>45</u></p> | <p>60 month time limit (5 Years)</p> | <p>Federal law states that adults can only receive a total of 5 years of TANF or SFA in their lifetime. That includes cash assistance that you receive in <u>any state. That's why it's so important that we help you get connected with WorkFirst services as soon as possible. The fewer months of assistance you use now, the more you'll have available in case something happens and you need help again in the future.</u></p> <p>After 60 months on TANF, your entire family becomes ineligible for cash assistance. Sometimes you can be granted an extension, such <u>extension, such as if you have a serious, long term disability or family violence-violence, but for the most families families part, after a the total of 5 years on TANF_ or SFA is the maximum amount., you and your family are no longer eligible.</u></p> |
| <p><u>56</u></p> | <p>Employment (Work Pays)</p> | <p><u>In addition to the personal benefits of working, Work also pays!</u></p> <p>One of the principles of the WorkFirst program is that <u>when you are working, you can better provide for your family better than when you are being on public assistance. Work provides the best chance for you to raise your income_ and_ WorkFirst is here to help you prepare for work, so that you can reach the goals that you have set for your family.</u></p> <p>When you're working—even part time—you'll earn more money than your TANF grant-. For example, the most a family of 3 can receive from a TANF grant is \$521 a month. <u>If you work just 25 hours a week at minimum wage, you'll earn more than almost twice that amount! you would receive from a TANF grant.</u> -If you're working 40 hours a week, even at a minimum wage job, you'll earn more than 3 times the amount of a TANF grant. <u>Also, you'll usually could still be eligible to get food and child care assistance to help with your transition into the workforce.</u></p> <p>Maybe you've thought that working at a part time minimum wage job just isn't worth <u>the time it.</u> We've found that even p <u>However, part time jobs can it helps you build a work history and references that can lead to help you get a better job. Employers prefer to hire people who have some work experience and have done well at other jobs in the past.</u></p> |

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| 67 | <u>Expectations & Requirements</u> | <p>The WorkFirst program can help you get off assistance <u>by creating an individual plan designed to meet you where you are.</u> Y<u>our plan is individualized to you, and you have to do your part.</u> If you receive a cash grant, you will be expected to participate in work or work-related activities, such as retraining or looking for work. You'll be expected to participate in WorkFirst activities as close to fulltime as possible. w<u>e'll</u> possible, <u>as determined by you and a case manager.</u> <u>We'll</u> keep track of the hours you participate <u>in.</u> so that you can get credit for what you're doing. It is important for you to attend all WorkFirst appointments. Whenever you can't do something that you're scheduled to do, you must call in – just like you would do if you were working. For those people with barriers <u>obstacles</u> or issues that prevent them from participating, we will <u>we'll</u> talk about what your options are later on <u>in upcoming slides.</u></p> |
| 8 | <u>Requirements Continued...</u> | <p>If you are approved for TANF benefits and haven't completed a Comprehensive Evaluation, you will be required to complete a <u>the Comprehensive Evaluation</u> with your worker. A Comprehensive Evaluation is a one-on-one assessment to evaluate your strengths, goals, education, employment, your family's situation, and any barriers <u>obstacles</u> that could get in the way of your ability to participate <u>and find work.</u></p> <p>After your Comprehensive Evaluation is completed, you'll be able to develop an Individual Responsibility Plan, also known as your IRP, with your c<u>Case m</u>anager/Social Worker. We talked a few moments ago about an individual plan. <u>This is called A</u> <u>an Individual Responsibility Plan (IRP)</u> and <u>This individual plan is</u> <u>plan is</u> a document that outlines what WorkFirst activities you <u>agree to participate in.</u> will be participating in and that you agree to do these activities. You may see t <u>This is</u> a contract between you and us (DSHS). It's very important that you go to any <u>all scheduled</u> WorkFirst appointments you are scheduled for and communicate with your case manager to resolve work <u>through</u> any issues to ensure that your plan meets your goals and abilities. <u>Once you're assigned a case manager, your IRP will have contact information in it, or you can walk-in to your local office.</u></p> |

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| <p>79</p> | <p><u>Read this section if video will be shown</u></p> <p>*WorkFirst Sanction</p> <p><u>Add to video</u></p> <p><u>Read this after video is shown</u></p> | <p><u>Here's a short clip explaining the Sanction process</u></p> <p><u>Because WorkFirst is a requirement, there are penalties WorkFirst Sanction is a penalty that reduces or terminates your TANF benefits when if you don't follow your WorkFirst plan or attend your scheduled WorkFirst appointments, and if you don't participate and don't have a good reason, you may be placed in WorkFirst sanction. WorkFirst Sanction is a penalty when you choose not to follow your WorkFirst plan or attend scheduled appointments. This penalty reduces your grant by 40 percent or terminates your TANF grant. A sanction may be avoided by communicating with us if you are unable to participate.</u></p> <p><u>Let's take a look at what a sanction may mean to your family. A household of three, receives a TANF grant of \$521 each month. A sanctioned grant would be reduced by \$209 a month, making the grant \$312 per month. A WorkFirst sanction may also reduce your basic food benefits.</u></p> <p><u>If you don't communicate with us during the sanction process, we may visit you at your home and your TANF grant may be closed.</u></p> <p><u>If you left in WorkFirst sanction and need a TANF grant in the future, you may need to follow the requirements in your IRP for 28 consecutive days before receiving TANF again.</u></p> <p><u>Your entire household will be permanently disqualified if anyone within your household has had their TANF grant closed 3 times due to WorkFirst sanction. In addition, you've heard a little bit about child support sanction and it's important for you to know that both WorkFirst and DCS sanctions can happen at the same time.</u></p> <p><u>You can see that the sanction penalty is very severe. Our goal is to work with you and your family. To avoid sanction, the best thing to do is to communicate with us so we can work together.</u></p> <p><u>An example that may lead to WorkFirst Sanction is when of how one can enter sanction is; if you're rescheduled for a WorkFirst engagement appointment and you don't attend or call to re-schedule, your case manager will then schedule what is called a Good Cause appointment. If you again do not show or call for that appointment, then your case manager will schedule a Home Visit at your home or an alternate location in your area, at that time if you do not answer the door and did not call to reschedule your Home Visit appointment, your case manager will then apply a Sanction case closure penalty, which means that your TANF cash benefits will be terminated at the end of that month. Within this example if you happen to attend your Good Cause appointment but do not have a good reason for missing your appointment, your case manager will then apply a Sanction reduction penalty:</u></p> |
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| | | <p>Causing your TANF cash benefits to be reduced by 40%. However, if your TANF is terminated, we may be able to reopen your case in sanction status. This is if you reapply and complete an interview by the end of the month after your case was closed.</p> <p>To end a sanction grant reduction penalty <u>if you left TANF in sanction, you may need to</u> must follow the requirements in your IRP for 28 consecutive days <u>before receiving TANF</u> We F. If you stay <u>are in sanction</u> for two months in a row, your grant will be closed for not participating in WorkFirst activities. If your grant is closed due to sanction, you may have to follow your IRP for 28 days consecutively before you can receive cash again.</p> <p><i>Anyone who has had their TANF grant closed 3 times for not following their plan that was previously agreed upon with their case manager is permanently disqualified from TANF—no exceptions. That includes your entire household.</i></p> <p><u>don't want families to have reduced cash grants as that only makes it harder to reach your goals. We can work with you through obstacles and make adjustments to your WorkFirst plan if needed.</u></p> |
| 810 | <u>ObstaclesBarriers</u> | <p>Some of you might be here because something is going on in your life that's keeping you from working right now. Maybe you've got <u>If you are experiencing hardship due to physical or mental health obstaclesissues, or other issuesmatters involving substance abuse, housing, legal, or Family Violence your family issues.</u> We understand that there are <u>a lots of things that make it hard to work, therefore we will work with you to ensure that.</u> Even so, you receive accommodations to <u>do will have to</u> participate in WorkFirst, which may include assistance working with Division of Vocational Rehabilitation or even applying for Social Security benefits. <u>to continue getting a cash grant.</u> During the Comprehensive Evaluation, you'll talk with your <u>cCase mManager or Social Worker</u> about any <u>concernsissues</u> you have and what you need to do to work through them, <u>so you can participate as much as possible with WorkFirst.</u> Sometimes you'll <u>work on issues</u> do that in addition to other WorkFirst activities. We may give you a short amount of time to resolve <u>issuesmatters</u> before looking for work. Remember, in most cases, you can only get a cash grant for 5 years so the goal is to have you participating as close to fulltime as soon as possible.</p> <p>When you meet with your <u>cCase mManager</u>, be honest about what's going on in your family <u>life</u> so you can develop the best plan <u>for working toward getting off and staying off of assistance in the shortest amount of time.</u> <u>meet your family's goals.</u></p> |

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| <p>911</p> | <p>Family Violence <u>Pull out Open The Door brochure</u></p> | <p>One of our missions at DSHS is to help individuals live in a safe environment. Family violence can include emotional or physical abuse to you or your children. We know that dealing with family violence can make it harder to look for work or keep a job.</p> <p>If you-r partner is hurting you or you fear what your partner will do when you make your own choices in life have family violence issues, like finding work or spending time with your friends and family, please let your cCase mManager know about it during your interview. <u>They can connect you with a local advocate and create an IRP that works for you.</u> Also, there is a 1-800 number for the Statewide Domestic Violence Hotline in the brochure you pulled out earlier, and -a brochure in your folder called “Open the Door” that gives more information about family violence services. <u>Our goal is to empower families, reduce isolation and increase opportunities.</u></p> <p>** I realize we have given you a lot of information so far. I hope you’re not feeling too-overwhelmed. Remember; feel free to speak up if you have any questions. **</p> <p>Now, let’s talk about some of the things we can do to help you participate in WorkFirst.</p> |
| <p>102</p> | <p>Child Care</p> | <p>Many of you may need child care if you are going to participate in WorkFirst-activities. It is really important that you have child care you can depend on so you can concentrate on your WorkFirst activities. You will also need to have some kind of backup plan for those times when your child care provider is out of town, <u>not working on a holiday</u> or won’t take your child because they’re sick. have the sniffles!</p> <p>You may be able to get help paying for child care through the Working Connections Child Care program for the time that you’re participating in WorkFirst. -This not only includes the time you’re working or looking for work, but also going work, going to training or work experience, and or going to other appointments. Who you choose to care for your child is up to you – you’ll decide if you want to use a</p> |

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| | | <p>licensed child care center or home, or if using family, friends, or neighbors to watch your child. is better for you. You'll be responsible for paying a copayment each month—usually \$15 while you're on TANF. When you get a job and go off assistance your copayment will be based on the amount of money you're earning.</p> <p>You can apply for WCCC online at www.washingtonconnection.org or apply by phone Monday-Friday, 8am-5pm at 1(877)501-2233. You can find this information in your WF folder.</p> |
| <p>113</p> | <p><u>Read this section if showing video</u></p> <p>Support Services</p> | <p><u>Here's another video to give you a description of what Support Services are available to you, when you're participating in WF activities.</u></p> <p>We may be able to help you pay for things that you need to participate in WorkFirst if you don't have a way to pay for them yourself. This might be <u>money for gas or public transportation to look for work, clothes to interview for or start a job, or tools or licenses required to work. A full listing of the available support services are in the Workfirst brochure in your packet, please be sure to talk with your case manager about any support services you may need, remember to tell us when you do find a job so we can help you with support services before your TANF grant closes.</u> †</p> |
| <p>124</p> | <p>Life After TANF</p> | <p>All assistance doesn't end when you go off of TANF. If you leave TANF and aren't in sanction with DSHS or Division of Child Support, you'll usually get 5 months of stable Transitional Food Assistance. You will continue to receive food benefits for the next 5 months, <u>for a family of 3 you and may receive up to \$511 in food benefits, sometimes your food benefits may increase.</u></p> <p>After 5 months, depending on how much income you have, you could still be eligible for Basic Food. For example, a family of 3 with one parent working full time at minimum wage (\$19051628.84) would receive a minimum of \$124 in food benefits each month, and the that amount <u>the amount</u> could increase if you pay rent or utilities.</p> <p><u>And once your TANF has ended you could now access education and employment services through Basic Food Employment & Training (BFET), you'll learn more about this program in the next slide.</u></p> <p>You could also still receive child care assistance after you leave TANF, if you are working and your income is less than \$3300 a month for a family of 3. The amount you would pay yourself as a <u>copayment</u> depends on your income. Using the example of a household with one parent working full</p> |

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| | | <p>time at minimum wage, your copay would be around \$65 per month. <u>Your copayment will not change during your 12-month certification period, even if your pay increases, as long as you remain eligible.</u></p> <p>You also can still receive medical coverage when you get a job and go off TANF. Depending on how much you earn, you may eventually be required to pay an insurance premium.</p> <p>Even after you stop getting TANF, the Division of Child Support will continue to collect and send you any child support you are eligible to receive.</p> <p>Finally, if you're working you could be eligible for an Earned Income Tax Credit. This is extra money from the federal government in addition to any tax refund you get when you file your taxes.</p> |
| 135 | Other Options | <p>After hearing all this, you might decide that WorkFirst isn't the program for you. If you decide not to apply for TANF, there are other programs that can help you.</p> <p>Diversion Cash Assistance Diversion Cash Assistance (DCA) is an emergency cash program, limited to one 30-day period every 12 months. Diversion can help you pay your bills until your income starts. For example, you may have a new job but need help paying your bills until you get your first paycheck. To be eligible for Diversion cash you must be able to support yourself and your family for the next 12 months. If you are eligible for Diversion, you could receive up to \$1250 in a 12-month period, but you may not receive both cash assistance and Diversion cash at the same time. <u>However</u>, if you receive Diversion cash and then go back on TANF any time within the next 12 months, you'll have to pay back all or part of the cash you received.</p> <p>Basic Food Employment and Training There's a brochure about Basic Food Employment and Training (BFET) in your folder. If you're not receiving TANF, but are receiving food assistance, BFET can help you go to school at a Community College. Basic Food Employment and Training <u>There's a brochure about Basic Food Employment and Training (BFET) in your folder. If you're not receiving TANF, but are receiving food assistance, BFET can assist you with job readiness through</u></p> <ul style="list-style-type: none"> • <u>Job search</u> |

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| | | <ul style="list-style-type: none"> • <u>Job search training (mock interviews, strategies, etc.)</u> • <u>Basic education (computer training, LEP, etc.)</u> • <u>Vocational training, or</u> • <u>Assist with some school programs at any Washington Community or Technical College (tuition).</u> • <u>Support services (transportation help, child care, housing, clothing, etc.)</u> <p><u>Each BFET provider has their own unique program focusing on one or more of the above services. You can find out more about these programs by contacting a provider by phone (using the brochure) or by visiting www.dshs.wa.gov/bfet.</u></p> <p><u>How is BFET different from TANF?</u></p> <ul style="list-style-type: none"> • <u>Voluntary</u> • <u>No minimum hourly requirement</u> • <u>Can do job search and/or training</u> • <u>No time limit</u> • <u>No monetary grant</u> <p>Health Care As you may know, DSHS no longer handles most medical assistance programs. If you don't have health care coverage, you will need to apply through the Health Plan Finder. We can help you apply, if you need assistance. You can apply online, over the phone or by filling out an application. We have computers and phones in the lobby that you can use to apply for medical coverage.</p> <p>There is more information about applying for health care coverage in your brochure.</p> <p>Others You could also be eligible for <u>low cost housing and energy assistance</u> other community resources. You can find a list of local resources in your folder, as well as call 211 for resources available to you.</p> |
| 146 | <u>Read this section if video will be shown</u> | <u>Lastly, here's a short video of Success Stories from past TANF recipients.</u> |

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| | Questions | <p><u>Any Questions?</u></p> <p>So, what's next?</p> <p>Have If you have already completed your TANF interview, have a seat in the lobby and a <u>c</u>Case <u>m</u>anager will call you to complete your application. They may also complete your CE and IRP if needed.</p> <p>If you have not been interviewed for cash assistance yet, have a seat in the lobby and you will be called by a <u>c</u>Case <u>m</u>anager who will complete the TANF interview, and may begin your Comprehensive Evaluation and development of your IRP.</p> <p>Thank you all for coming <u>to this orientation today</u> and giving me your attention today.</p> |
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