



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
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MEMO

TO: Tony Dietsch, Marilyn Rowe, Paula Freeman, Jane Schockemoehl, Iowa Workforce Development
Wayne Johnson and John Wiedemeier, Bureau of Refugee Services
DHS Service Area Managers and Income Maintenance Supervisors

FROM: Ann Wiebers, Administrator, Division of Financial, Health and Work Supports

SUBJECT: **PROMISE JOBS MEMO #160 – Procedure Revision – Scheduling the First Family Investment Agreement (FIA) Activity.**

DATE: April 22, 2005

Policy that took effect November 1, 2004 requires FIP applicants to sign a Family Investment Agreement as a condition of FIP eligibility. Due to the uncertainty of FIP approval, current procedure instructs PROMISE JOBS staff to establish a start date no sooner than 30 days from the date a client files their application for Family Investment Program (FIP) benefits when writing an FIA for an applicant who is not in a subsequent LBP.

The uncertainty surrounding FIP approval is eliminated for PROMISE JOBS due to recent system changes. Currently, PROMISE JOBS staff is automatically notified of FIP approval with a system-generated e-mail. Therefore, with the issuance of this memo, PROMISE JOBS staff has another option when writing an FIA for a FIP applicant who is not in a subsequent LBP:

- Use "Upon FIP Approval" as the Targeted Start Date instead of a start date that is at least 30 days from the FIP application date.
- Estimate the Targeted End Date based on the activity. For example, for Job Club, use "3 weeks after start date" as the targeted end date.
- When you receive e-mail notification that IM has approved FIP:
 - Send a *Notice of Appointment or Participation, form 470-0813* for the first activity, unless the client is already participating in the activity, i.e. employment or classroom training.
 - Issue expense allowances as agreed to in the FIA.

Policy has not changed with the writing of an FIA for an applicant who needs to complete 20 hours of PROMISE JOBS activity to end a subsequent LBP. In this situation, continue with the policy as described beginning on page 282 of the PROMISE JOBS Provider Manual.

Please make this information available to PROMISE JOBS staff in each Service Delivery Region as quickly as possible. If you have questions, please contact DeAnn Barnhill by e-mail at dbarnhi@dhs.state.ia.us or by calling (515) 281-6082 or Shari Seivert at sseiver@dhs.state.ia.us or by calling (515) 281-6011.

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