

Iowa Department of Human Services  
**PROMISE JOBS PROGRAM LETTER**



Date:

Worker Name:

**To keep getting FIP benefits, you must call or stop by the BUREAU of REFUGEE SERVICES - PROMISE JOBS office listed below by**

Phone:

Address:

You volunteered to work with the BUREAU of REFUGEE SERVICES - PROMISE JOBS to get work and training services. At the time, you did not have to work with PROMISE JOBS to keep getting Family Investment Program (FIP) benefits. Because something in your life changed, you have to work with PROMISE JOBS to keep getting your FIP benefits.

You must contact PROMISE JOBS to make an appointment to set up a Family Investment Agreement or bring your existing Family Investment Agreement up to date. You must work with PROMISE JOBS even if you have a job, have worked with PROMISE JOBS before, or only want FIP for a short time.

**It is very important that you contact the Bureau of Refugee Services - PROMISE JOBS office. If you do not contact PROMISE JOBS, or if you do not set up a Family Investment Agreement, you will go into a Limited Benefit Plan (LBP) and lose you FIP benefits.** (See the other side of this letter for more information about the LBP).

If you have problems in your life that make it hard for you to work with PROMISE JOBS, you must tell PROMISE JOBS. Your PROMISE JOBS worker can help you deal with your problems so you can get the training and employment you need to get off FIP.

If you believe that you shouldn't have to go to PROMISE JOBS, contact your Department of Human Services FIP worker. You also have the right to file an appeal. Your county Department of Human Services office can help you with this. You must appeal in writing, either by using the Department of Human Services appeal form or sending a letter. You can mail your appeal or take it to the county Department of Human Services office. If you need more help with an appeal, you can call Legal Services Corporation or Iowa at 1-800-532-1275 or, if you live in Polk County, at 243-1193.

## LIMITED BENEFIT PLAN

### If you choose a first Limited Benefit Plan:

- \* Your FIP benefits will stop right away.
- \* You **cannot** get FIP for the following persons:
  - \* you,
  - \* your children,
  - \* your children's other parent in the home, or
  - \* any other child on the case who is in your care.
- \* You can change your mind at any time. If you want to get back on FIP, you must tell your **DHS** or **PROMISE JOBS worker** that you want to:
  - \* reapply for FIP, and
  - \* sign a Family Investment Agreement (FIA).

### If you or the other parent in the home have been on a Limited Benefit Plan before and choose another Limited Benefit Plan:

- \* Your FIP benefits will stop right away. You cannot get FIP for at least six months.
- \* You **cannot** get FIP for the following persons:
  - \* you,
  - \* your children,
  - \* your children's other parent in the home, or
  - \* any other child on the case who is in your care.
- \* You **cannot** get out of the Limited Benefit Plan until the six-month period ends.
- \* After the six-month period ends, if you want to get back on FIP, you must tell your **DHS** or **PROMISE JOBS worker** that you want to:
  - \* reapply for FIP, and
  - \* sign a Family Investment Agreement (FIA), and
  - \* complete 20 hours of work or other approvable PROMISE JOBS activity.

**Note:** If you are a child who is 16 or older and not in school, or a child who is 17 or younger and you have a child of your own, you must choose to either sign and follow the steps of a Family Investment Agreement or enter a Limited Benefit Plan. If you choose a Limited Benefit Plan, and your parent doesn't have other children in the home who get FIP or SSI benefits, your parent will no longer get FIP benefits.