

**IOWA DEPARTMENT OF HUMAN SERVICES
NOTICE OF POTENTIAL LOSS OF PRIORITY SERVICE
EXEMPT VOLUNTEERS**

County _____ Date _____
Case # _____



Your PROMISE JOBS worker has notified this conciliation unit that although you have volunteered for PROMISE JOBS and have completed a Family Investment Agreement (FIA), you have failed to participate in the PROMISE JOBS program as follows:

If you do not show that you have acceptable reasons for failing to participate, or if you fail to take action to cooperate with the program, you may be subject to loss of priority services as an exempt volunteer. This means you will not be eligible to receive PROMISE JOBS services again as long as other participants are waiting for services. However, if your PROMISE JOBS status changes from exempt to mandatory, you will be referred and will be required to participate as a mandatory participant and sign an FIA at that time.

Before your loss of priority service is applied, you have a 30-day conciliation period in which to cooperate or to prove that you had acceptable reasons for not participating. Acceptable reasons for not participating are listed on the back of this form.

If you feel you have acceptable reasons, or if you want to cooperate with the program, you must contact me by _____. Failure to show acceptable reasons or to cooperate by this date will result in the sanction being applied.

If you need additional information, please call me at _____.

Sincerely,

PROMISE JOBS Worker

ACCEPTABLE REASONS TO BE EXCUSED FROM PROMISE JOBS PARTICIPATION:

1. Illness. (A doctor's statement may be required).
2. You are required in the home due to illness of another family member. (A doctor's statement may be required).
3. Family emergency.
4. You are absent or late because of a job interview for you or your spouse. (Notice of the interview, including the name and address of the employer, must be given 24 hours in advance.)
6. You need leave due to the birth of a child. (In agreement with the Family Leave Act of 1993).

ACCEPTABLE REASONS TO BE EXCUSED FROM PROMISE JOBS PARTICIPATION OR FOR REFUSING OR QUITTING A JOB:

1. You would have to travel more than one hour each way from your home to your work assignment. This does not include additional travel time to take a child to a baby-sitter.
2. The work offered is at a site subject to a strike or lockout. (Some exceptions apply).
3. The work site violates applicable state or federal health and safety standards, or workers' compensation insurance is not provided.
4. The job is against your religious or ethical beliefs.
5. You are required to join, resign from or refrain from joining a legitimate labor organization.
6. Work requirements are beyond the mental or physical capabilities as documented by medical evidence or other reliable sources.
7. You are discriminated against by an employer because of your age, race, sex, color, handicap, religion, national origin or political beliefs.
8. Work demands or conditions make continued employment unreasonable, such as working without being paid on schedule.
9. Circumstances beyond your control, such as disruption of regular mail delivery.

JOBS THAT YOU HAVE THE CHOICE OF REFUSING OR QUITTING:

1. Changing a job or quitting a job is part of the Family Investment Agreement.
2. The job does not pay at least the minimum amount normally paid for the same work in the community.
3. You quit your job to take a better job, even though the hours at your new job may be less.
4. The employment would result your family having a net loss of cash income. This results if your family's gross income, minus necessary work-related expenses, is less than the FIP grant you were receiving at the time the job was offered to you. Gross income includes, but is not limited to, earnings, unearned income and cash assistance. It does not include food stamps and in-kind income.

If none of the acceptable reasons above apply to your situation, but you still feel that you have an acceptable reason your PROMISE JOBS worker can request a determination about your reasons from the Department of Human Services' Division of Economic Assistance based on your circumstances.