

INCOME MAINTENANCE DISCUSSION OF PROMISE JOBS

Review this suggested oral discussion on the initial PROMISE JOBS Program Letter with applicants when it appears they will be eligible for FIP and referred to PROMISE JOBS. **Before you start:**

- Check the system for current or former LBPs
- Get copies of the:
 - ⇒ *FIA Referral for Mandatory Participants*, 470-3105 or 470-3106 (See 6-Appendix)
 - ⇒ *Family Investment Program* pamphlet (Comm. 108)
 - ⇒ *ATTENTION FIP PARTICIPANTS: You're On Your Way With An FIA* (Comm. 111)

Household Is Not in an LBP: Discuss the following:

“If you’re approved for Family Investment Program (called FIP) benefits, we’ll send you a form called a *Notice of Decision*. The *Notice of Decision* tells you when your FIP benefits start and how much they will be.”

“At the same time, you’ll get another envelope with a letter about taking part in the PROMISE JOBS program. It will look like this. (*Show the PJ Program Letter.*) Watch for it so you don’t miss it.”

“I want to go over the main points of the PROMISE JOBS letter with you now. The first sentence tells you that you must contact PROMISE JOBS by a certain date to keep getting FIP. This date is 10 days after your FIP starts. It’s very important that you call PROMISE JOBS no later than the date on the letter.”

“The telephone number and address of your PROMISE JOBS office will be right here. (*Show where the phone number and address are on the letter.*) When you talk with PROMISE JOBS, they’ll give you an appointment for your first meeting with them. You must make this appointment even if:

- You already have a job, or
- You have worked with PROMISE JOBS in the past, or
- You plan to be on FIP for just a short time.”

“It’s important to remember that you can get FIP only if you set up a plan to leave FIP and make it on you own.”

“You’ll work with the PROMISE JOBS people to make a plan for leaving FIP. The plan will help you get a job, or get training or experience so you can get a job if you don’t have one, or get a better job than you have. The plan you’ll make is called a *Family Investment Agreement* or FIA.”

“Let’s look at the pages in the booklet, *Family Investment Program*, that explain the FIA.” **(Show the applicant the corresponding pages of Comm. 108. Then give the applicant the pamphlet.)**

“If you don’t talk to PROMISE JOBS to set up an appointment, or if you don’t go to your appointment, you’re choosing the Limited Benefit Plan (also called the “LBP”). You’ll also choose a Limited Benefit Plan if you set up a Family Investment Agreement but then don’t do what you agreed to do.”

“If you choose a Limited Benefit Plan your family will lose FIP benefits right away! You won’t be able to get FIP again until you reapply and set up a Family Investment Agreement.”

If the applicant or other parent in the home chose an LBP before, explain the following:

“Your family chose a Limited Benefit Plan in the past. Because you chose a Limited Benefit Plan before, your family will lose FIP for at least six months. After the six-month period ends, you won’t be able to get FIP again until you reapply, sign a Family Investment Agreement, and complete 20 hours of work or other PROMISE JOBS activity.”

If there’s been a break in assistance of one month or less, give the applicant a copy of the FIA and explain the following:

“Because you’ve been off FIP for one month or less, you’ll need to keep working on the steps in your Family Investment Agreement if your FIP application is approved. You’ll get a letter from PROMISE JOBS again. After you get the PROMISE JOBS letter, contact your PROMISE JOBS worker if you think your Family Investment Agreement needs some changes or if you need help in getting started again in your Family Investment Agreement activity.”

For everyone:

“I’ve gone over this letter with you because I want to be sure you don’t end up in a Limited Benefit Plan just because you don’t understand what you need to do. Remember, if you don’t work with PROMISE JOBS, you will lose your FIP benefits. Do you have any questions about the PROMISE JOBS and LBP process?”

“Good luck with your Family Investment Agreement.” *(Give the applicant Comm. 111.)*

If Family Is in a First LBP:

The family can reconsider its choice of the LBP. In this case, say the following:

“You’re in a Limited Benefit Plan because you either didn’t sign a Family Investment Agreement or you signed one and didn’t do what you agreed to do. This means that you can’t get FIP again until you sign a Family Investment Agreement with PROMISE JOBS.”

(If this is a two-parent household, explain that the LBP continues until both parents sign a Family Investment Agreement, unless you determine one of the parents is exempt.)

“If you want to get out of the Limited Benefit Plan and get FIP again, you’ll need to meet with PROMISE JOBS and sign a Family Investment Agreement. Tell me now if you want to sign a Family Investment Agreement. If you do not want to sign a Family Investment Agreement, you cannot get FIP benefits.”

(Document the applicant’s choice. If the applicant wants to sign an FIA, refer the applicant to PROMISE JOBS through the system. Use code “U” to refer applicants to IWD. Use code “V” to refer refugee applicants to BRS. Also, if the applicant wants to sign an FIA, say the following:)

“Because you’ve chosen to sign a Family Investment Agreement, you’ll get a letter to remind you of what you need to do to get FIP again. PROMISE JOBS will contact you to set up an appointment to begin the Family Investment Agreement process. It’s important that you follow this process. The earliest you can get FIP benefits is the date you sign your Family Investment Agreement.”

If Family Is In a Subsequent LBP:

The family cannot reconsider its choice within the six-month ineligibility period. In this case, tell the applicant who is ineligible for FIP and the first month that they can get FIP again.

If the six-month ineligibility period has ended, say the following:

“You’re in a Limited Benefit Plan because you either didn’t sign a Family Investment Agreement or you signed one and didn’t do what you agreed to do. Because this is not the first time you’ve chosen a Limited Benefit Plan, you can’t get FIP again until you sign a Family Investment Agreement with PROMISE JOBS and complete 20 hours of work or other PROMISE JOBS activity.”

“If you want to get out of the Limited Benefit Plan and get FIP again, you’ll need to meet with PROMISE JOBS and sign a Family Investment Agreement. Your agreement will say the 20 hours of activity that you agree to complete. To get FIP benefits again, you need to complete the 20 hours within 30 days of the date you sign the Family Investment Agreement.”

(If this is a two-parent household, explain that the LBP continues until both parents sign a Family Investment Agreement and complete the 20 hours of activity, unless you determine one of the parents is exempt.)

“Tell me now if you want to end the Limited Benefit Plan to get FIP again. If you don’t want to sign a Family Investment Agreement and complete 20 hours of work or other PROMISE JOBS activity, you cannot get FIP benefits.”

(Document the applicant’s choice. If the applicant agrees to sign an FIA and complete 20 hours of activity, refer the applicant to PROMISE JOBS through the system. Use code “U” to refer applicants to IWD. Use code “V” to refer refugee applicants to BRS. Also, say the following:)

“Because you’ve chosen to sign a Family Investment Agreement and complete 20 hours of work or other activity, you’ll get a letter to remind you of what you need to do to get FIP again. PROMISE JOBS will contact you to set up an appointment to begin the Family Investment Agreement process. It’s important that you follow this process. The earliest date your FIP benefits can begin is the date you sign your Family Investment Agreement. But, we won’t send your check until you complete the 20 hours of activity.”