

Welcome to the **Family Employment Program** offered through the Department of Workforce Services.

Our goal is to help you increase your family's income through employment and collection of child support. There are two important points for you to keep in mind:

- 1.** Your family's cash benefits are time limited to 36 months during your lifetime.
- 2.** You have the responsibility to participate in the program and take steps toward becoming self-supporting.

## Mission Statement

**We provide employment and support services for our customers to improve their economic opportunities**

**jobs.utah.gov**

**Utah Department of Workforce Services  
Utah's Job Connection  
140 East 300 South • Salt Lake City, Utah  
(801) 526-WORK (9675)**

DWS 02-24-1106



**A Proud Member of America's  
Workforce Network  
Equal Opportunity Employer/Program**

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711.

Spanish Relay Utah: 1-888-346-3162.

# Family Employment Program

*It's About Work*



## **1 ATTEND A FEP ORIENTATION**

Your first step is to complete a FEP Orientation. When you apply for FEP, you will be given information about when you can do this.

## **2 MEET YOUR EMPLOYMENT COUNSELOR**

Your next step is to meet with your Employment Counselor to assess your education and work history. Together, you will develop your own customized employment plan within program guidelines.

## **3 CHILD SUPPORT RECOVERY**

If you are not receiving child support, we will begin the process through the Office of Recovery Services (ORS). Your full cooperation is required. Any time you have new information regarding the employer or address of your children's non-supportive parent, you are required to pass that information on to ORS.

## **4 DEVELOP AN EMPLOYMENT PLAN**

Because the Family Employment Program provides temporary income, you are required to participate in employment related activities at least 30 hours per week. Your employment plan will outline the eligible activities you negotiate with your Employment Counselor.

### ***Eligible activities include:***

- Employment
- Apprenticeships
- On-the-Job Training
- Unpaid Internships
- Choose to Work Expanded Services
- Individual Job Search
- Job Connection/Readiness Activities
- Pre/Post-Employment Training Workshops
- Occupational Skills Training
- Associates Degree
- Work Study
- Youth Employment
- Unpaid Youth Internships/Worksite Learning
- Alternative School
- Youth Occupational Skills Training
- Youth Tutoring Dropout Prevention

### ***Additional activities (can only be used in combination with above activities):***

- GED/HS Diploma
- Basic Skills Remediation
- English as a Second Language

The Family Employment Program always rewards work. The first \$100, and half of what you earn after that, will not be counted against any cash benefits you receive. You may also be eligible for other supportive services such as:

- \$40 enhance payment for high level participation
- Medicaid
- Payment of child care costs
- Earned income tax credits
- Food stamps

### ***OPTIONAL STEP 4: DIVERSION***

In some cases, if it appears that you will be working and self-sufficient within

a short period of time, you may be considered for a single payment to help with an immediate financial crisis. This is called a diversion payment and replaces ongoing monthly support.

## **5 EMPLOYMENT AND SELF-SUFFICIENCY**

The goal of the Family Employment Program is to help you achieve self-sufficiency through employment. Employment and self-sufficiency help you in many ways:

- You will gain greater financial independence
- You will learn work skills that may lead to a better paying job
- You will become more confident
- You will learn valuable life skills
- You will become a positive role model for your children

## **6 TRANSITIONAL SUPPORT SERVICES**

Even after you become employed, some benefits – such as payment of child care costs, food stamps, and Medicaid may stay in place, depending on your earnings. If you are working at least 30 hours a week, you may also be eligible for up to 3 months of transitional cash assistance to help you remain employed.\*

*\*effective 2/01/2007*

### ***REMEMBER:***

- Your benefits are time-limited to **36 months** during your lifetime
- You must participate according to your negotiated employment plan to continue to receive benefits