

#### DEPARTMENT OF WORKFORCE SERVICES

# Family Housing Employment Specialist (FHES)

**CONFERENCE CALL – MARCH 22, 2018** 

## **Grantee's Responsibility**

- Provide an orientation for families to inform them of participation requirements.
- Refer appropriate adults to the assigned FHES Appropriate adults are defined as:
  - Age 18 and older unless enrolled in high school
  - Physically and mentally capable of working
  - Legally able to work
  - Not applying for SSI/SSDI disability income with the Social Security Administration

### **Grantee's Responsibility (cont.)**

- Inform customers that they must meet with the DWS FHES to discuss job search activities within 30 days of referral being sent. Customer must re-apply if this condition has not been met.
- Inform the customer to contact the DWS FHES immediately to schedule an appointment.
- To remain eligible and receive subsequent issuance(s) up to four months, TANF FH customers must meet with the DWS FHES at least monthly and have a current signed and dated employment plan

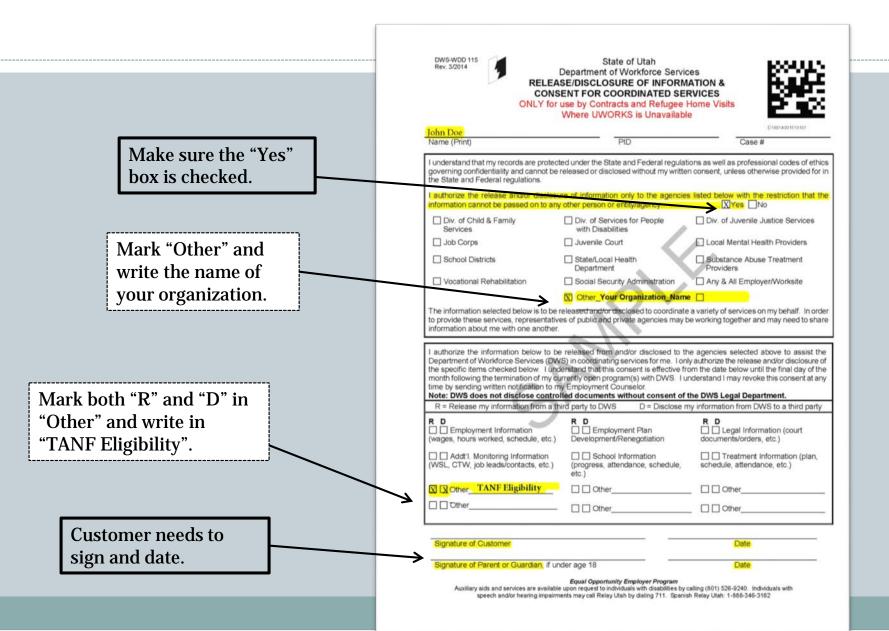
#### **Grantee's Responsibility (cont.)**

- Any adult customer not referred to the DWS FHES must have a narration in their file explaining why they were not referred
- Customers who are already employed should still be referred to the DWS FHES to assist with gainful employment opportunities and resources.

### **Grantee's Responsibility (cont.)**

- An email must be sent on the same day of the referral to the DWS FHES and include the following information:
  - Customer name (Last, First)
  - DWS Case # <u>**OR</u>** Date of birth</u>
  - Customer phone number
  - Copy of Form 115
  - Agency name and contact information
  - Any other helpful information regarding customer participation or issues

#### **Form 115**





- If customer does not have an open case in UWORKS, the DWS FHES will activate themselves as the Primary Case Manager
- If the customer already has an open case and a primary EC, DWS FHES activate themselves as the secondary case manager
- Manually enroll the customer in 'TANF Family Housing' program
- Create a 360 referral in UWORKS to the referring grantee

- Send an appointment correspondence to the referred customer within 14 calendar days of the email being received.
- After customer attends appointment, send completed employment plan to grantee to report participation
- If the customer is unemployed, meet face-to-face
- Customers who are employed are still required to meet with the FHES, the meeting may take place by phone
- Narrate this coordination meeting in UWORKS

- Complete a UWORKS narration stating the customer is receiving assistance through the TANF Family Housing program.
  - Ensure job search/job readiness and any other appropriate services are included on the customer's employment plan
- If the customer does not meet with the DWS FHES within 30 calendar days of receiving the referral email, contact the grantee to report non-participation

- Completed Work Readiness Evaluation (WRE) and updated UWORKS Registration
- Review the customer's Job Seeker Registration for completion
- Provide an overview of services offered by DWS
- Use UWORKS to provide job referrals
- Create an employment plan including Job Search/Job Readiness and/or any other appropriate services to assist the customer with stabilizing housing and obtaining employment
- Report participation/non-participation to the agency referred them
- When a customer obtains employment, enter the information on the placement screen in UWORKS.

- Consideration of additional employment plan services should also include:
  - Active job search verified through paper or online job logs
  - Attending all referred workshops
  - Attendance in Work Success, if appropriate

• Full calendar month gap of FHES assistance: Organization must re-determine TANF eligibility and re-refer to FHES.

NOTE: Still counts as one episode when eligible for 4 months in 12 month period.

 FHES can leave enrollment open for 30 day window for positive closures and potential

- Individual who are NOT part of the TANF household (part of form 300) should NOT be referred to FHES.
- *EXAMPLE: Boyfriend living in home (not married or have children in common)*
- Non-TANF Family Housing clients can use jobs.Utah.gov or local DWS Employment Center as universal customer.





#### **Contact Information**

Abdi Sheikh-Hamud TANF Program Specialist Asheikh@Utah.gov (801) 897-1879