
DEPARTMENTAL PHILOSOPHY

The Family Independence Program (FIP) is a temporary cash assistance program to support a family's movement to self-sufficiency. The Family Self-Sufficiency Plan (FSSP) was created to allow Michigan Department of Health and Human Services (MDHHS) and other MDHHS client service providers to document and share information about mutual participants for optimal case management. The department's goal of assisting families to achieve self-sufficiency whenever possible can only be achieved if barriers are properly identified and overcome.

Use the Family Automated Screening Tool (FAST) and the FSSP described below to serve the FIP assistance recipients.

DEPARTMENTAL POLICY

Federal and state laws require each family receiving FIP to develop a plan and participate in activities that will strengthen the family and/or help them reach self-sufficiency. Users of the FSSP include MDHHS and the Partnership. Accountability. Training. Hope. (PATH)/one-stop service centers.

Note: Recipients of Refugee Cash Assistance (RCA) are not required to complete the FAST or FSSP issued from Bridges. These individuals are required to complete a Refugee Family Self-Sufficiency Plan (RFSSP) with the refugee contractor (RC).

Michigan's success in meeting federal work participation requirements is measured by the participant's actual hours of participation in work related activities as documented on the FSSP.

The FSSP identifies compliance goals and responsibilities to be met by members of the FIP group, MDHHS, and PATH. The FSSP plan reflects the individual needs and abilities of the particular family, and includes the following:

- The obligation of each adult to participate (an adult who is not working 40 hours a week) in PATH and to meet federal guidelines for work participation unless verified as deferred.
- The obligation of each minor parent who has not completed secondary school to attend school.

- The obligation to cooperate in the establishment of paternity and to assign child and spousal support to MDHHS and to cooperate in the procurement of child support.
- The obligation of the recipient who fails to comply with compliance goals due to substance abuse to participate in substance abuse treatment and submit to any periodic drug testing required by the treatment program.
- Notification to the recipient of the individual 48-month lifetime cumulative total for receiving FIP assistance.
- Notification to recipient regarding employment and self-sufficiency related noncompliance that may be imposed.
- Prohibition against use of FIP to purchase lottery tickets, alcohol, or tobacco. Cash assistance grants cannot be used for gambling, illegal activities, massage parlors, spas, tattoo shops, bail-bond agencies, adult entertainment, cruise ships or other nonessential items.
- The Family Automated Screening Tool (FAST) is a Web-based initial screening to identify the strengths and needs of FIP families. Completing a FAST is one of the FIP participant's first required work related activities and establishes a foundation for the development of a successful FSSP.

All Work Eligible Individuals (WEIs) and non WEI's as defined below are required to complete the FAST within 30 days and participate in the development of the FSSP within 90 days of the FAST/FSSP notice.

Compliance with the FSSP is a required activity for all WEIs. These requirements apply to FIP participants who are referred to PATH as well as those who are temporarily deferred. Non-compliance with the FSSP without good cause may result in penalties outlined in BEM 233A, 233B and 233C.

Exception: RCA recipients have a requirement to complete a Refugee Family Self-Sufficiency Plan (RFSSP) with the refugee contractor (RC).

WHEN TO COMPLETE

Explain the purpose of the FAST and FSSP during the initial in-person or phone interview and determine whether the participant

needs a paper copy of the DHS-595, FAST, or additional help to complete the FAST. A FAST/FSSP notice, DHS-1535 or 1536 is automatically sent to applicants the night after the first run of eligibility (EDBC) for FIP. All participants listed on the notice are required to complete the FAST within 30 days and the FSSP within 90 days of the notice. The DHS-1535 is for deferred WEIs and the DHS-1536 is for referred WEIs.

The completion of the FAST is required once for each episode of FIP assistance. The FSSP is complete when the participant, department and other service providers have agreed to the activities and the agreement date is entered in the Contract Agreement under the Contracts tab of the FSSP.

The FAST is required for the determination of good cause. When a participant is noncompliant with work related activities and a FAST has not been completed during the same episode of assistance, a FAST must also be completed, in order to determine good cause.

Send a DHS-2442, Notice of Employment-Related Appointment/Assignment or Home call, to the participant after the submission of the FAST and before the 90th day from the date the FAST/FSSP notice to arrange for the development of an FSSP for those not served by PATH.

Note: The completion of the FSSP requires action by all agencies involved in the case management of the participant. The participant cannot be considered noncompliant for the FSSP, if the agency fails to complete the FSSP mapping process.

WHO MUST COMPLETE

All FIP WEIs and non-WEIs must complete a FAST and develop a FSSP.

Work Eligible Individuals (WEIs)

Work Eligible Individuals (WEIs) are FIP participants who count in the state and/or federal work participation rate. All WEIs are required to participate in work related activities (core or non-core) for a minimum number of hours based on case circumstances unless reasonable accommodations are required and other activities are planned; see BEM 230A. WEIs include all FIP applicants and participants, except those listed under Non-Work

Eligible Individuals, below. For more information about the work participation role, see Exhibit I.

Non-Work Eligible Individuals

Non-WEIs are FIP recipients who do not count in the state and/or federal work participation rate. Non-WEIs are not required to participate in work related activities for a minimum number of hours but may volunteer for core or non-core activities. Instead, non-WEIs engage in other activities to strengthen the family or improve self-sufficiency skills. For more information about PATH, see Exhibit I.

Non-WEIs include all the following:

- An adult FIP client who is disqualified due to being a non-citizen.

Note: All other disqualified adults are WEIs.

- Ineligible Grantees. The person who acts as grantee but who is not an eligible group member.
- An adult FIP participant providing care for a spouse who is disabled and living in the home.

Note: Verification of the disability and that the care is needed on a full time basis must be supported by medical documentation; see BEM 230A, Care of a Disabled Spouse or Disabled Child.

- An adult FIP participant providing care for a child who is disabled and living in the home.

Note: Verification of the disability and that the care is needed must be supported by medical documentation; see BEM 230A, Care of a Disabled Spouse or Disabled Child.

The following types of dependent children are not WEIs and are the only individuals who do not have to complete a FAST or FSSP.

- Dependent children who are either:
 - Under age 16.
 - Age 16 through 18 who are full-time students in high school.

See BEM 245 for a definition of high school and an explanation of full time enrollment and attendance.

FAMILY AUTOMATED SCREENING TOOL

The Family Automated Screening Tool (FAST) is a 50-question, Web-based survey designed to identify an individual's strengths, needs and barriers to family functioning and/or successful employment. The framework of information about the family that is gathered from the FAST will pre-fill various sections of the FSSP.

Participants complete the FAST from any computer with Internet access. This could occur in the participant's home, through public Internet access, at the local PATH office, or from a PC available in the local MDHHS office. The address to the FAST is www.michigan.gov/fast. The client recipient ID, the name of the service county and the last four digits of the participant's Social Security number are entered to complete a FAST. (Instruct participant to enter four zeros when participant has no Social Security number.)

Completion of the FAST will take approximately 30 minutes depending on the individual's reading and computer skills. The participant must select an answer to every question even if it is skip. When the participant submits final answers to complete the FAST, the participant will be given a confirmation number to print or write down as verification that the FAST was completed.

Individuals with disabilities, no Internet access or literacy skills that prevent successful completion of the FAST may complete the DHS-595, Family Screening Tool. MDHHS specialists and PATH case managers must assist.

The participant's answers from the paper FAST must be entered on the electronic FAST to pre-fill information on the participant's FSSP. MDHHS staff may enter this information for deferred participants.

FAMILY SELF- SUFFICIENCY PLAN

The Family Self-Sufficiency Plan (FSSP) is a Web-based service plan developed by the department, employment service provider and, most importantly, the participant. It allows agencies to share information about mutual participants to eliminate the participant's need to comply with multiple plans. It is used to collect, document,

and report participant activities that promote self-sufficiency and meet federal reporting requirements. Information is entered on the FSSP from the following sources:

- As a result of FAST completion.
- Directly by MDHHS specialist.
Directly by the PATH case manager.

MDHHS specialists access the FSSP from Bridges. The one-stop service center case workers access the FSSP (read only) from OSMIS.

Create or Update FSSP

Open the FSSP at the in-person interview (new episode) or when completing a change to enter strengths and/or barriers that are identified during the interview. Enter the case number of a pending or active FIP case in Bridges to view the FSSP.

GENERAL INFORMATION ABOUT THE FSSP

Each summary page in the FSSP displays a header that includes identifying information about the specific participant for quick reference: Name, client ID, case number. Required and planned hours are displayed for the benefit of serving FIP recipients.

The sources of information are automatically entered on the FSSP. The sources may be the FAST (participant), FSSP, or OSMIS.

Access information for various sections of the FSSP by clicking the edit pencil box to the far right of a goal, activity, strength, etc page. Enter comments by clicking the comment icon at the top of a barrier, strength, etc page. Click save and continue prior to leaving a section to save your entry. Add case comments to clarify and changes or errors. Previously saved comments cannot be deleted. Items entered and comments saved for those items from the FAST cannot be deleted.

CLIENT INFORMATION

Information in these sections are either pre-filled by systems or saved by the case manager. Information saved by the case manager will remain on this FSSP despite the status of the FIP assistance. There are six sections under this tab:

- **Client Information- Contact-** The page will be auto populated by the information found on the Data collection pages in Bridges. .
- **Employment Information-** The Employment pages will auto populate by the information found on the Data Collection pages (Employment-Details and Employment-Summary).
- **Skills Information-** The Specialist will evaluate and measure individual skill levels and enter information on the Skills page.
- **Education Information-** The Specialist will evaluate and measure individual education level and educational goals and enter information on the Education page.
- **Testing Information-** The Specialist will evaluate and measure the need for testing and enter testing information on the Testing page.

Family Strengths Information- Individual or Family goals will appear on the Strengths page.

Participation

These fields are automatically pre-filled and are read only.

Required Hours are the minimum of hours per week, on average, that a participant must participate in work related activities to meet the federal work participant requirement.

Planned Hours are the hours per week, on average, that a participant will participate in work-related or other activities which are documented under the Goals and Activities tab. Activities assigned by the PATH in the OSMIS system are included in this calculation.

STRENGTHS AND ABILITIES.

Start with this section when you interview the participant to complete the FSSP. Compliment the participant on strengths identified at application, interviews or by completion of the FAST. A confident participant will be a more active participant in developing the FSSP.

Strengths are identified by type: employment, education and training or family strengthening for quick reference by the worker assigned from each agency. Some strengths will be pre-filled based on how the participant answered the FAST questions. Comments may be entered for items collected from the FAST; however, the item cannot be deleted. Enter comments to strength when necessary as you discuss them with the participant.

Help the participant identify resources the participant already has available to move toward success without MDHHS. The following technique is recommended:

Tell me about a success you have had in the past. Which of your qualities contributed to your success? Have you always had this quality or did you have to learn it?

Often concerns can translate to strengths. For instance:

- Children who have no history of truancy or expulsion from school..
- An individual successfully completed inpatient or outpatient rehabilitation..
- Successfully completed Employment and Training programs under the Job Training Partnership Act (JTPA).
- An individual who has never worked, however very knowledgeable in life experiences, and bonded with their children.

BARRIERS & RESOURCES

Barriers

Identify, document and address barriers to self-sufficiency in this section as in the Strengths and Abilities section.

Based on how the participant answered the FAST, explore the need to address specific potential barriers. Discuss these items with the individual and document results discussion in the comments section associated when necessary. When the FAST results suggest a barrier that the participant has already addressed or does not recognize, document this in the comments and focus on addressing barriers which the participant recognizes and is ready to work on. Consider activities that could be planned that will address the barriers the participant is willing and able to address.

Resources

After discussing strengths and abilities, complete the resource section. FAST results in this section will report needs for which the participant specifically requested help or services. Participants are more likely to be successful in activities related to these items because they are self-identified. Help the participant choose activities related to these items.

Add potential referrals to this section for needs that are identified but an activity cannot be entered to address that need, or the participant does not yet recognize the need.

GOALS & ACTIVITIES

Enter goal and activity information agreed upon with the participant in these sections. Remember to ask about and enter activities in which the participant is already participating.

Goal

Help the participant identify family goals. Use the miracle question to allow him/her to dream or create an alternative future. When using the miracle question, ask the participant: "When you wake up tomorrow morning and your world is exactly how you want it to be, what would be different from today?" If the participant's goals are too vague, broad, or far in the future, assist by asking for more detail so the participant will be motivated toward short term goals and a plan can be developed. To be meaningful, the goals must be achievable, clear, simple, and measurable.

Participant complaints about their current situation can be rephrased as goals to change something in their lives. For example, if the participant complains that s/he does not have enough money, the goal could be to get more money. Get details on what s/he would buy with the money to make the goal more

concrete. Compliment the participant as s/he works through this process.

Activities

Activities are specific actions the participant will take to reach the goal(s) and meet PATH requirements. Activities are divided into three categories: core, non-core and other.

Note: PATH workers enter activities in OSMIS when the WEI is referred there. Necessary comments that pertain to PATH activities must be entered in OSMIS.

Core Activities

Core activities are recorded by PATH for the WEI referred to the PATH. They include the following activities:

- Unsubsidized employment.
- Subsidized private and public sector employment.
- Work experience.
- On-the-job training.
- Job search/job readiness.
- Community service programs.
- Vocational educational training, including condensed vocational training.
- Providing child care for a community service participant.

Unless a WEI is planning to participate in a minimum of 20-hour core activities and the remaining required hours in non-core activities, none of the hours will meet federal participation requirements and thereby reduce the state's participation rate.

Fair Labor Standards Act (FLSA)

As a **core** activity, when a participant is assigned to or participating in unpaid work activity that includes community service or work experience, the total number of required hours of participation in the unpaid work cannot exceed the FIP grant amount divided by state minimum wage per month.

Combined FIP/FAP Waiver

In order to comply federal FLSA requirements, a participant must engage in another core activity if the maximum unpaid work hours are not enough to meet the minimum federal participation requirements. With the combined FIP/FAP waiver, the FIP and FAP grants are combined and divided by the state minimum wage, in most cases, allowing the participant increased hours for which they can participate in community service and/or unpaid work experience to meet federal work participation requirements. Furthermore, if a participant is assigned the maximum hours allowed by the FLSA calculation, but this maximum is not enough to meet their core hour requirement, the remaining core hours may be “deemed.” Deeming gives the participant credit for completing **core** (for community service or unpaid work experience **only**) hours when they have not actually met their required hours, due to the FLSA restriction. By deeming, the participant meets WPR requirements for the month.

Note: Bridges interfaces to OSMIS the combined FIP/FAP grant amount on a monthly basis.

Example: FIP and FAP grant amount combined for a family of two (consisting of one adult and one child) is \$803. Divide \$803 by state minimum wage (\$9.25). The total of 86.81 hours per month is rounded to the lower whole number. 86 hours per month is the maximum number of community service/unpaid work hours that may be required of the participant. This participant has a 30 hour per week minimum federal requirement, multiplied by four weeks, totaling 120 hours per month. In this example, there is a shortfall of 34 required hours, as the FIP and FAP combined grant amounts limits the participant to 86 hours maximum in community service and/or unpaid work experience. The participant will be deemed as meeting his/her entire work requirement for that month.

A participant with a 30 hour requirement must complete their 20 required hours in the core activities and may complete the additional 10 required hours in non-core activities. If the participant is able to deem their 20 hour requirement based on the combined FIP/FAP waiver, but does not meet their additional 10 hour non-core requirement, that participant will not meet their work participation requirement for the month.

Non-Core Activities

Non-core activities are only countable when the minimum number of core activities have been met. Non-core activities include the following:

- Job skills training directly related to employment.
- Education directly related to employment.
- High school completion/GED.

Other Activities

Other activities are family strengthening activities that may support efforts made toward self-sufficiency and are not counted toward federal participation requirements. These include self-improvement or other activities that will assist the participant to overcome barriers so they may participate in employment services or otherwise strengthen the family. Other activities include but are not limited to the following:

- Parenting programs or classes.
- Counseling, including mental health, substance abuse, marital, family.
- Life skills programs or classes .
- Conflict resolution programs or classes.
- Arranging child care or home care for a family member with disabilities.
- Attendance in a support group.
- Any other activity that would assist the participant in achieving self-sufficiency.

Any activities that are part of the FSSP must be appropriate to the individual's and family's needs and circumstances, including disability-related needs or limitations.

Note: Counseling contractors are paid directly from the DSS allocation. Contractors that serve your county are listed in the MDHHS-Net by selecting the Department Site, Central Office, Financial and Administrative Service, Logistics and Rate Setting, Counseling Contracts. Select the county and type of counseling desired.

**REQUIRED HOURS
OF PARTICIPATION
FOR WEIS**

Required hours are the minimum number of hours per week on average the WEI is to participate in work-related activities to meet the federal work participation requirement. Required hours will appear in the Required Hours field on the FSSP and OSMIS for every WEI. Required hours are automatically determined by the group composition when the FSSP is opened/edited as follows:

**Single Parent
Households*****20-Hour Requirement***

A FIP group containing only one WEI when the youngest child in the group is less than six years old.

Exception: A WEI who is temporarily deferred from a referral to employment services due to being a caregiver of a child less than two months old or a caretaker of a child less than six years old is temporarily disregarded from participation when appropriate, adequate or affordable child care is not available and unavailability is verified in writing by the Great Start Connect contractor. (Required hours are zero).

30-Hour Requirement

A FIP group containing only one WEI parent when the youngest child in the group is six years old or greater.

Note 1: A FIP household containing two parents, where only one parent is a FIP group member/WEI due to the marriage exemption, will follow the single parent household hour requirements.

Note 2: A FIP household containing two parents has a 30 hour requirement, regardless of the age of the youngest child, when only one parent is a FIP group member/WEI due to receipt of SSI by the second parent.

**Two-Parent
Households**

In a two-parent family, the required hours apply to the couple as opposed to the individual; however, the entire required hours

appear only on the grantee's FSSP. The second adult will show zero required hours.

Exception: A two-parent household is considered a single-parent household when one parent:

- Receives SSI.
- Is needed in the home to care for a child/spouse who is disabled.
- Is disqualified due to being a non-citizen.

Combined 35-Hour Requirement

A FIP group containing two WEIs when the group is not active for the Child Development and Care (CDC) Program or CDC payment has not been authorized. One WEI can complete combined 35 hour requirement.

Combined 55-Hour Requirement

A FIP group containing two WEIs when the group is active for the CDC Program and CDC payment has been authorized. Both WEIs must complete combined 55 hour requirement.

**18 And 19 Year Old
Adults**

18 and 19 year old adults who are active at the one-stop service center may be deemed as meeting their required hours if they are participating in high school completion or GED to satisfactory attendance as determined by the educational institution. This deeming is determined by the PATH case manager.

**REQUIRED HOURS
OF PARTICIPATION
FOR NON-WEIS**

Non-WEIs are not required to participate in work related activities for a minimum number of hours. Instead, they should be encouraged to engage in activities to strengthen the family or improve self-sufficiency skills. Notice the difference in verification requirements for the WEI and non-WEI.

**DRAWING
ACTIVITIES FROM
YOUR CLIENT**

Employment service providers take the lead in planning activities when the participant is referred for employment services.

MDHHS must plan and monitor other activities appropriate to the needs, strengths and circumstances of a family when the participant is referred to the employment service provider for a reduced number of hours due to a partial deferral, accommodation for disabilities or special needs and/or limitations.

MDHHS takes the lead in planning activities when the participant is not referred to an employment service provider.

Explore situations from the participant's past to find success. Ask, "Was there ever a time in the past when you were in a similar situation? Do you know of anyone who has been in a similar situation? How was that handled?" Get details.

Allow the participant time to think. Compliment the participant as s/he thinks of solutions. Write down all options the participant comes up with, then discuss the possible consequences after a few options have been listed. Do not offer solutions. Let the participant suggest his/her own ideas.

Help the participant identify the activities s/he needs to take, the date to start the activities, and the expected result. Ask the participant, "What is the very first small step? Before that? Before that? What else?" until the participant identifies specific activities s/he can begin now. Ask, "How will you do that?" "How will you know when you achieve it?" and "What would you like to see happen as a result?"

Consider the participant's circumstances and local resources in helping them choose the best activity. Keep these suggestions in mind when assisting the participant to identify options they can choose to meet goals.

Avoid using phrases such as "you should," "why don't you?" or "you must."

Ineligible grantees are more likely to engage in activities that promote family strengthening such as volunteering at their childrens' school or visiting the library on a regular basis.

Entering Goals/ Activities on the FSSP

Click Add to enter the participant's long and/or short-term goal statements or an activity. Select the type from education & training, employment, or family strengthening for a goal. The activity selected determines the fields used to describe specifics about the activity. You may enter other details about the activity in the Description area.

Statuses include

- **Planned:** The participant has agreed to participate in the goal/activity.
- **In Progress:** The participant is currently participating in the goal/activity.
- **Complete:** The participant completed the goal/activity. Enter an end date. This goal/activity will be stored in the History section of the activities screen. A completed goal will also appear as a strength.
- **Abandoned:** The participant is no longer participating in this goal/activity. This activity will automatically move to the History section of that screen for future consideration.

Other Fields

Other fields that may appear in a goal/activity are as follows:

- **Begin Date:** Enter the expected begin date or actual begin date. There are time limits on some activities so it is most advantageous to begin an activity early in the week that starts with Sunday.
- **Target Date:** The target date for a GOAL is the anticipated date of completion. The target date for an ACTIVITY is the next date the actual hours must be entered on the FSSP.
- **End Date:** Enter the last date the participant participated in the goal or activity.
- **Planned Hours/wk:** Enter the average number of hours per week the participant expects to participate in the activity. This must be a whole number.

- **Actual Hours/wk:** The Status of an activity must be saved as In Progress to enter Actual Hours/wk. Enter the number of hours per Verifications later in this item.

Note: Actual hours must be entered for all WEIs for their participation in work related activities to be counted in the federal participation rate.

Verification of wage earning activities must be entered in the Actual Hours at least every six months. Project the actual hours by taking the average from at least two consecutive pay stubs that represent hours worked. Actual hours may be projected for up to six months or one week at a time.

Verification of unpaid activities must be entered in the Actual Hours of that activity aweekly for the WEI. The DHS-630, Weekly Activity Log, is completed and submitted by the WEI participant weekly to the worker who is monitoring that activity. The worker must enter the actual hours within two weeks of receipt.

Note: Set the activity target date to the next date actual hours must be entered for each activity.

PATH case managers continue to enter activities and actual hours on the OSMIS system. Activities documented in OSMIS will appear in the FSSP fields the day after they are saved on OSMIS.

For any of a participant's hours of work related activity to count towards the federal requirements, they must participate in at least 20 hours of core activities in addition to the remaining number of required hours in non-core activities per week.

In a two-parent home that has a 35 hour/week work related participation requirement, the group must participate in at least 30 hours of core activities in addition to the remaining number of required hours in non-core activities per week for their participation to count toward the federal requirement.

In a two-parent home that has a 55 hour/week work related participation requirement, the group must participate in at least 50 hours of core activities in addition to the remaining number of required hours in non-core activities per week for the their participation to count toward the federal requirement.

PERSONAL CONTRACT

The Personal Contract page of the FSSP is used to display activities agreed to, target dates, changes made to the FSSP, and document the participant's agreement to the plan.

Initial development of the FSSP is considered complete when a date is entered on the Contract Agreements section for the first time of the current episode of cash assistance. This is documentation of the participant's agreement to the goals and activities entered. Complete the Personal Contract when the FSSP is initially developed, and each time changes are made to the activities within the FSSP. Give or send a printed copy of the contract to the participant each time it is completed. The printed version of the Personal Contract includes a notification to the participant that s/he must contact the MDHHS/PATH worker if anything interferes with the completion of an agreed upon activity.

A clear and accurate Personal Contract is important when it is developed as part of the triage or good cause determination. When the participant is available and willing, obtain the participant's signature on the printed version of the Personal Contract. However, if the FSSP is completed or updated over the telephone, acknowledge the participant's agreement in the comments section and mail a copy of the updated personal contract to the participant.

FOLLOW-UP

Participation in an activity entered on the FSSP is monitored by the agency that entered the activity. The target date entered for an activity is either the next time actual hours are to be entered for WEI's activities or follow-up to non-WEI's activities.

The next target date entered for each completed FSSP appears on the FSSP Target Dates report for MDHHS to view the dates to follow up.

Example: The PATH case manager assigned the participant to spend 20 hours per week developing a resume and seeking employment and the PATH case manager referred the participant to engage in parenting classes 10 hours per week. PATH monitors compliance with the hours of activity.

The FSSP is a work in progress while the FIP case is active. Review the goals and activities frequently in the process of case management.

- Ask the participant how s/he is coming along with the activities. The previous contact's narrative may assist in this process. Ask the participant, "What's better?"
- Using strength-based interviewing, address concerns related to meeting participation requirement if the participant is not participating.
- Update the dates activities were accomplished, comments and outcomes. Add new activities as appropriate.
- Document new individual and family abilities and skills as they are developed or identified.

FAILURE TO COMPLY

The WEIs failure to submit the FAST within 30 days of the notice date is failure to meet eligibility requirements. A task/reminder is sent to the specialist to deny the pending application for FIP.

The participant's failure to participate (can not be local office fault) in the development of the FSSP within 90 days of the notice date creates a record of noncooperation and a task/reminder is sent to the case manager to determine good cause for the noncooperation on the active FIP EDG.

Policy Questions

Questions regarding this policy may be submitted by authorized users to the Employment & Training policy email box at: Policy-Employment@Michigan.gov.

VERIFICATION REQUIREMENTS

Wage Earning Activity

Document actual hours of participation in wage earning activities that are not monitored by PATH when earnings start and every six months thereafter. Take the average of verified hours from one of the following sources:

- MDHHS-38, Verification of Employment.

- Minimum of two consecutive pay check stubs that represent expected hours of participation.
- Collateral contact with employer or other person who has knowledge of the position and wages earned.

**Non-Wage Earning
Activity**

Verification of the WEIs participation in core, non-core, and other activities that do not pay wages must be documented in the Actual Hours section of that activity at least biweekly. The only acceptable source of verification is the DHS-630, Weekly Activity Log.

Monitor the non-WEIs participation in activities during any contact with the family. Verification is not required.

**VERIFICATION
SOURCES****Wage Earning
Activity**

- MDHHS-38, Verification of Employment.
- Minimum of two consecutive pay check stubs that represent expected hours of participation.
- Collateral contact with employer or other person who has knowledge of the position and wages earned.

**Non-Wage Earning
Activity**

Monitor the non-WEIs participation in activities during any contact with the family. Verification is not required.

LEGAL BASE**FIP**

MCL 400.57e

EXHIBIT I - PATH ROLE

PATH ROLE				
Employment Code	Required Hours	In Federal WPR	In State WPR	3 month, 6 month lifetime Sanction Eligible
Work Eligible Individual (WEI): FIP recipients required to participate in employment-related activities. S/he counts in either the Federal or State WPR. S/he complete the FAST and participate in the development of an FSSP in conjunction with an employment service provider and MDHHS.				
WD/WL/WF (single)	Y	Y	Y	Y
WD/WL/WF (two-parent)	Y	N	Y	Y
VV	Y	Y	Y	Y
TC	Y	Y	Y	Y
WU (FIP)	Y	Y	Y	Y
OL	N	Y	Y	Y
SE (grantee)	Y	Y	Y	Y
SE (not grantee)	N	Y	N	N
VN	Y	Y	Y	Y
EI	Y	N	Y	Y
IN	Y	N	Y	Y
DV	Y	Y	Y	Y
DC	Y	Y	Y	N

PATH ROLE				
Employment Code	Required Hours	In Federal WPR	In State WPR	3 month, 6 month lifetime Sanction Eligible
TE	Y	Y	Y	Y
CA (2-month limit)	N	N	Y	Y
PG	Y	Y	Y	Y
OM* (WF)	Y	Y	Y	Y
Non-WEI: FIP member and/or grantee not required to participate in employment-related activities but is required to complete a FAST and assist in the development of an FSSP in conjunction with MDHHS that may include family strengthening activities (such as, other in FSSP).				
00	N	N	N	N
NC	N	N	N	Y
NS	N	N	N	Y
* New with Bridges.				