
EFFECTIVE

October 1, 2009.

SUBJECT

1. Direct Support Services (DSS).
2. New forms.
3. Online manual pages.

1) DSS**FIP, CDC, MA or FAP Families****BEM 232**

Policy is clarified to ensure services provided by DSS funds for Family Support Services (FSS), including counseling services, are expended on Temporary Assistance for Needy Families (TANF) eligible clients to provide services to remove an employment-related barrier. The barrier must prevent the client from obtaining or maintaining employment. DSS is not appropriate when a client is active or pending for children's services or housing services. Other funding sources must be used to provide non-employment-related services.

FSS state-wide counseling policy and instruction is now included in this item. Funding to support the use of this service will no longer reduce the local office DSS allocation. Funding is held and monitored centrally.

Commingled contracts are no longer allowed using DSS funding.

Prohibitions related to use of funding has been updated.

FAP**\$50 Employment & Training Reimbursement**

Clients who are in an approved training or education programs are no longer eligible for the FAP \$50 reimbursement. Reimbursement is still allowed for self-initiated job search or community service.

2) NEW FORMS**DHS-839, DSS Counseling Services Referral**

This is used to refer clients with barriers to state-wide counseling contract providers. The form is only available to FIS and is located in Bridges under correspondence in left navigation.

DHS-840 – DSS Counseling Services Assessment and Treatment Report

The counseling provider sent this. It is only available to state-wide counseling contract providers via the Internet.

DHS-841 – DSS Counseling Services Termination Summary

This new form is sent to FIS after the client completes treatment.

Reason: This policy is updated to incorporate Bridges language and processing.

3) ONLINE MANUAL PAGES

Online manual pages will be updated with the January 2010 release.

**MANUAL
MAINTENANCE
INSTRUCTIONS**