
POLICY TRANSMITTAL NO. 04-46	DATE: AUGUST 30, 2004
FAMILY SUPPORT SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:10-2-3.

EXPLANATION: OAC 340:10-2-3 Instructions to Staff 4 is revised to reflect the new tab on Family Assistance/Client Services (FACS), Auth AT ASMT. This new tab is used as a tracking mechanism for Temporary Assistance For Needy Families (TANF) Work assessments.

Original signed on 8-17-04

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WF # 04-R (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a "DHS" number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates DHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

340:10-2-3

INSERT

340:10-2-3, pages 1-4, revised 9-1-04

340:10-2-3. Employability planning

(a) **Scope and applicability.** The employability planning process begins at intake and continues as long as there are employment barriers or family circumstances which interfere with the participant obtaining and retaining employment. The worker and the participant initiate Form TW-2, TANF Work/Personal Responsibility Agreement. In the development of the employability plan, the worker takes into consideration the need for English as a Second Language, basic education, literacy, learning disabilities, counseling or treatment for substance abuse or mental health issues, and crisis intervention for domestic violence. ■ 1 Substance abuse screening is required for every new Temporary Assistance for Needy Families (TANF) participant. ■ 2 Literacy screening is required for individuals who have not obtained a high school diploma or General Educational Development (GED) certificate and have demonstrated a lack of literacy skills. ■ 3

(b) **Interest and ability assessments.** Assessments are required to determine the participant's skills, abilities, and barriers. ■ 4 Assessment tools used are the Washington State Learning Disability Screen, the Test of Adult Basic Education (TABE) locator, the TABE battery, and the Career Occupation Preference System (COPS). ■ 5 These can be obtained through the statewide assessment contract or a community partner.

(1) The use of these assessments provides the worker, participant, assessment specialist, and/or community partners with:

- (A) an indication of possible learning disabilities;
- (B) a measurement of the participant's skills, abilities, interests, and aptitude; and
- (C) meaningful information to create a valid employability plan.

(2) Participants referred for testing are informed of the use that is made of the test results. Test scores are kept confidential but may be shared with community partners. Referrals for testing are made by use of Form TW-3, Interagency Referral and Information. Participants in formal assessments are eligible for participant allowances and child care.

(c) **Employability planning.** The worker and the participant use the information from the assessment and other relevant information to develop a plan for securing employment. The employability plan includes establishing both short and long term

goals, including specific occupational goals, activities, and services which are necessary to achieve the goals. ■ 6

(1) The employability plan may include staffing with other community partners for assignment to specific work activities, collaboration with other agencies for services such as job placement, training, and education, and the provision of social services. The plan must identify specific needs and activities required to reach the occupational goal and estimated dates for achievement. The plan may include more than one activity at a time based on the participant's specific needs and the hours available. The employability plan is a part of the social services plan for the entire family. It must be realistic and within the participant's ability to complete. ■ 7

(2) The participant is informed that the employability plan is updated as necessary to account for situational changes. The employability plan is reviewed with the participant and updated as changes occur and at the completion of any work activity. ■ 8 If no changes have occurred, the worker reviews the employability plan within six months.

(3) Participants who are employed with income insufficient to close the case must have a plan designed to upgrade employment. These plans must not interfere with current employment.

(d) **Work activities.** Participants are assigned to one or more activities and scheduled the minimum number of hours as required. ■ 9 The participant signs Form TW-2, when any work activity other than the Work Experience Program or Work Supplementation Program is approved.

(1) Assignments must be within the scope of the participant's employability plan.

(2) The assignment must be related to the capability of the participant to perform the task on a regular basis.

(3) The daily commuting time to and from home to the assigned education, employment, or training site is normally less than two hours. Commuting time does not include the time required to transport a child to and from a child care facility. Where longer travel time is normal in the community, the round trip commuting time may not exceed the general community standards.

(4) When child care is required, it must be of the participant's choosing. ■ 10 It must be available during the hours the participant is engaged in any work activity, plus any additional commuting time.

(5) Assignments which are discriminatory in terms of age, sex, race, religion, ethnic origin, or physical or mental disability are not made.

(6) The site of the assignment must not be in violation of established and applicable health and safety standards.

(7) The participant is not referred for a work activity unless supportive services necessary for participation are available. The cessation or withdrawal of such services constitutes good cause for refusal to participate.

(8) When the agreed upon employability plan requires hours in excess of the minimum requirement, the participant must participate the agreed upon number of hours.

INSTRUCTIONS TO STAFF

1. **Workers utilize the results of approved screening tools for literacy or substance abuse.**
2. **If the participant self-declares a substance abuse problem, it is not necessary to administer a substance abuse screen. The participant is referred to the designated provider for further assessments.**
3. **The reading level of the Temporary Assistance for Needy Families (TANF) participant is updated on Family Assistance/Client Services (FACS) from any approved educational assessment tool.**
4. **(a) When assessments are completed, the worker must update the Auth AT ASMT tab on FACS to track the results of the assessments. The TANF tracking assessment components are:**
 - (1) substance abuse subtle screening inventory (SASSI);**
 - (2) addiction severity index (ASI);**
 - (3) learning disability;**
 - (4) academic achievement, which includes reading, math, and language;
and**
 - (5) career interests, abilities, and values.**

(b) It is not necessary to have a participant assessed who is in an approved work activity or has been assessed in the last six months to one year.

5. (a) The Washington State Learning Disability Screen is a short assessment tool that gives indication of possible learning disabilities not previously identified. When there is an indication of possible learning disabilities, the assessment provider administers the Woodcock-Johnson III, a comprehensive system for measuring general intellectual ability, specific cognitive abilities, scholastic aptitude, oral language, and achievement.

(b) The Test of Adult Basic Education (TABE) locator is an assessment tool used to identify which TABE assessment is given depending on the educational functioning level of the participant.

(c) The TABE 7/8 measures reading, math, and language levels from grades 0 through 12.9.

(d) The Career Occupation Preference System (COPS) is used to identify the participant's interests, abilities, and work values.

6. Techniques useful in helping the participant identify a specific employment goal include joint discussion of individual strengths and exploration of all necessary qualifications, duties to be performed, working conditions, salary, benefits, and chances of promotions.

7. The worker documents the action steps, what resources are being used, specific start dates, and anticipated ending dates on Form TW-2, TANF Work/Personal Responsibility Agreement, Section 7. Failure to specify these steps negates an adverse action taken against the participant. The employability plan may also include multiple activities that the participant may engage in at any one time.

8. The employability plan may be updated by entering new information on Form TW-2, Section 7. The worker and the participant initial the new information.

9. See OAC 340:10-2-1 regarding work requirements.

10. If purchased child care is provided, refer to OAC 340:40.