

Tri- County CE Plan

The local partners involved in the Comprehensive Evaluation process are the Tri-County CSO, Employment Security Department (Worksource), Community Colleges of Spokane and Career Path Services.

POSITIVE PREVENTION SERVICES

The Positive Prevention services will be provided in the local CSO (Colville, Republic Outstation and Newport Branch).

Positive Prevention Process:

- Takes place prior to TANF Intake Interview
- Alternatives to TANF are explored, i.e., Employment, Unemployment Insurance, Child Support, Diversion Cash Assistance, food and medical benefits
- Child care program eligibility will be reviewed with parent and the parent will be given an application to apply.
- Transportation and support services will be explained relative to eligibility for the services and which agency will be responsible for the services.
- WorkFirst requirements and CE process explained
- The parent(s) will be advised that each parent in a two parent household must complete the CE process and enter into an appropriate pathway within 30 days.

When an application for TANF is received in the CSO an intake appointment will be scheduled within required timeframes. The applicant will be referred to the Positive Prevention staff person and the PPS screening will be done at that time.

When the office receives requests for TANF services via DMS or on-line an intake appointment will be scheduled within required timeframes and the applicant will be given a telephone number with a date and time to call in to discuss positive prevention services. This telephone call will take place prior to the scheduled TANF eligibility intake.

After the Positive Prevention interview, if it is determined that TANF cash assistance is appropriate and necessary the parent will be instructed to attend their intake eligibility appointment. The parent will be advised that, if possible, child care will need to be in place and that they should come to the TANF eligibility interview prepared to participate the full day.

TANF INTERVIEWS

- Appointments for TANF will be conducted each day at the CSO
- Adequate time will be allowed that day for the parent, if eligible, to have the foundation interview with the WPS and if necessary with the FSW
- If time allows, the parent will be referred to the community college for the CASAS Appraisal

FOUNDATION INTERVIEW

Upon completion of the intake interview, the parent will be referred to the WPS for the Foundation Interview.

- This will be completed in the CSO.
- The WPS will actively engage the parent in developing their plan. Parental involvement is crucial to their success. Their input is valuable and essential in determining the appropriate course of action.
- The parent will be advised of the requirement to participate and that their particular pathway will be determined on the basis of program criteria and policy in conjunction with their input and their identified skills.
- Immediate, urgent needs that will limit their ability to participate in the CE process will be identified. Examples would be immediate family violence, homelessness (although not in every instance), high risk pregnancy, chemical dependency, and immediate and urgent medical situations.
- Should an urgent need be identified or if pregnant, the parent will be referred immediately to a FSW for further assessment and planning. This will be conducted the same day as the Foundation Interview in the CSO.
- If the parent has no urgent and immediate barrier, the WPS will refer to ESD for the work skill evaluation and to the Community College for general educational assessment.
- The WPS will create the initial IRP using the CE component for 7 days and authorize necessary support services such as mileage/gas reimbursement to allow the parent to participate
- The IRP will identify the date and time the parent is to meet with ESD and the college.
- The IRP will also include the date and time for the follow-up appointment with the case manager to develop their IRP once the CE process has been completed
- If the Foundation Interview is completed in the morning and if time allows, the parent will be referred to the community college to complete the CASAS. Otherwise the parent will be scheduled to meet with ESD and the community college on the next available day

SOCIAL WORKER ASSESSMENT

- The social worker will meet with the parent and determine, with the parent, if they can participate in the CE process or if they need a short term, temporary deferment.
- The parent will be fully engaged in the process and will understand that once the urgent need is minimized that they will be required to complete the CE process.
- Should referrals to community agencies or medical providers be necessary, the parent will be required to follow through with the referrals within 5 days. The parent will then meet with the social worker after the 5 days to review any medical evidence or agency recommendations to develop ongoing participation.
- The social worker will assist the parent in understanding that the completion of the work skills evaluation and the educational assessment will be useful and necessary in determining an appropriate pathway for the parent that will allow for better success and ultimately self sufficiency.
- The social worker will make necessary entries into eJas including the assessment and other relevant notes.
- If chemical dependency is identified and the parent acknowledges that the dependency is an obstacle to employment, the social worker will make an immediate referral to the chemical dependency counselor. The parent's participation at that point will be to cooperate with the recommendation of the counselor.
- Completion of the CE process will be encouraged as well
- If family violence is identified as an urgent and emergent obstacle, the FSW will engage the parent in necessary services to ensure the safety of the parent. The deferral shall be no more than 10 days.

EMPLOYMENT SECURITY

- Employment security will provide for the work skills evaluation in the mornings on Mondays, Tuesday and Thursdays.
- In Colville the evaluation will be held at the Worksource site located at 956 South Main in Colville. In Newport and Republic, ESD is co-located in the CSO and the parent will be seen there.
- ESD will use the Choices CT evaluation tool
- The evaluation will be in a group setting. The parent will meet individually with the counselor immediately following the tests to analyze the results and to identify the current job market relative to their test results. The ESD counselor will also use this time to discuss the parent's education/literacy level in determining future planning.

If the parent has not yet completed the CASAS, ESD counselor will then make a referral to the community college.

COMMUNITY COLLEGES

- The Community College will provide the CASAS on Monday, Tuesdays and Thursdays at 1:00 PM at the colleges (IEL) sites during the regular academic year. Testing will be provided once per week during the summer break, which is normally mid-August through mid-September.
- The test will be completed in a group setting. The parent will meet individually to discuss the test results with the educator to identify education/literacy levels. Training options will also be discussed at this time.
- The educator will document the results of the CASAS in eJas and will note that options were discussed so that the interpretation of the comprehensive evaluation will include the educational aspect.

The ESD counselor will review the notes in eJas from the college and will then place notes in eJas complete with specific recommendations for an employment plan. The recommendation for an employment plan will consider all the information obtained in the CE process.

DEVELOPING THE PARTICIPATION IRP

- Once the foundation interview, the work skills evaluation and the education appraisal and interpretation, and if appropriate, the social worker assessment are completed, the parent will work with the WPS to develop an IRP.
- The WPS will develop the IRP with the parent considering all results, information and recommendations from the employment plan.
- The parent will be actively engaged in the process and their acceptance and commitment to the IRP is essential.
- The IRP will reflect the chosen pathway and appropriate eJas codes will be opened to support the activity.

CONFLICT RESOLUTION

In the event that the WPS does not accept the employment plan as submitted by the ESD counselor, the WPS will call the counselor and discuss the participation options. If the ESD counselor and WPS cannot resolve the potential conflict, they will consult with appropriate supervisors.

Staff from ESD and the CSO will meet weekly to discuss specific issues and customers to mitigate conflict and to ensure that the parent has every opportunity to succeed with their prescribed pathway.

Tri-County CE Process

Positive Prevention	Conducted by CSO Staff prior to TANF Intake Interview and CE Foundation
Day 1 TANF intake interview Foundation interview Social worker assessment if necessary	WPS Completes Foundation to CE Prepares CE IRP Schedules follow-up appointment in 7 working days with parent to develop IRP Social worker to engage the parent in the CE process as soon as possible
Day 2 - 6 *	Meets with ES/Community College as outlined below ESD to develop Employment Plan and forward to WPS
Monday, Tuesday or Thursday 8:30 - Noon	Employment Security: Conducts CHOICES CT offered in group setting and then meets with parents individually
Monday, Tuesday or Thursday 1:00 - 4:00	Community College (IEL): Conducts the CASAS in group setting and then meets with parents individually
Day 7 *	IRP developed by WPS with parent at follow-up appointment based on Employment Plan received from ESD

* Working Days

TIME FRAMES

- The CE IRP will be developed at the Foundation Interview, including the date and time for the follow-up appointment with the WPS to develop their participation IRP
- Those participants not temporarily deferred will be referred to WorkSource and the Community College to complete those elements of the CE the same day or the next available business day
- The CE component will be opened for 7 days

- If the parent has not shown for their initial intake with ESD or the Community College and no contact is made, ESD will notify case manager by e-mail daily.—
- The WPS will attempt to call the parent to determine good cause and attempt to re-engage. If contact cannot be established via the phone, a letter will be sent setting a pre-sanction appointment to determine good cause following the guidelines set forth in the WorkFirst Handbook.
- If a referral is made to the FSW, the parent and the FSW will outline specific tasks and timeframes necessary to assist the parent in overcoming the obstacles and moving towards completion of the CE process within 30 days whenever possible and prudent.

COMMUNITY JOBS

After the completion of the CE process, if it appears that the parent has significant obstacles that will prevent them from attaining unsubsidized employment; the CSO will make a referral to the Career Path Services for a CJ placement. Case managers will document their justification if they choose another pathway than what ES recommends.

POSITIVE STRATEGIES

It is the intent and focus of all partners to be pro-active. We are committed to provide the most relevant and expeditious services to TANF parents. All partners understand and embrace the concept of actively engaging parents in this process.

Members of the local Planning Area will continue to meet and provide leadership in supporting the doctrine of cooperation between agencies. The LPA will encourage staff to work together to maximize services and to allow for each and every TANF parent to have the opportunity to succeed.

All partners are committed to placing parents in the most appropriate activities to move them quickly towards employment and self sufficiency.

Fritzi Reber, Administrator
Tri-County Community Services Office

Kerry Burkey, Administrator
Colville Job Service Center

Linda White, Program Manager
Career Path Services

Donna Jo Smith, Colville Center Manager
Community Colleges of Spokane