

Attachment A  
General Instructions:

Each State must provide the information indicated below on its TANF program regardless of the funding source -- i.e., no matter whether the State used segregated Federal TANF funds, segregated State TANF funds, or commingled funds to pay for the benefit or service.

If the State elects to report on other benefits or activities provided through other program funding streams, please mention it after the TANF-funded benefits or activities for each item.

**1. The State's definition of each work activity.**

**Please refer to the attachment - STEP Work Activities.pdf**

**2. A description of the transitional services provided to families no longer receiving assistance due to employment.**

**Please refer to Part C Work and Self-Sufficiency of the Louisiana TANF State Plan.**

**3. A description of how a State will reduce the amount of assistance payable to a family when an individual refuses to engage in work without good cause pursuant to 45 CFR 261.14 of this chapter.**

**Please refer to Part D - Sanctions of the Louisiana TANF State Plan.**

**4. The average monthly number of payments for child care services made by the State through the use of disregards, by the following types of child care providers:**

**i. Licensed/regulated in-home child care: 0**

**ii. Licensed/regulated family child care: 0**

**iii. Licensed/regulated group home child care: 0**

**iv. Licensed/regulated center-based child care: 0**

**v. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a non-relative: 0**

**vi. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a relative: 0**

**vii. Legally operating (i.e., no license category available in State or locality) family child care provided by a non-relative: 0**

**viii. Legally operating (i.e., no license category available in State or locality) family child care provided by a relative: 0**

**ix. Legally operating (i.e., no license category available in State or locality) group child care provided by a non-relative: 0**

**x. Legally operating (i.e., no license category available in State or locality) group child care provided by a relative: 0**

xi. Legally operated (i.e., no license category available in State or locality) center-based child care. 0

5. If the State has adopted the Family Violence Option and wants Federal recognition of its good cause domestic violence waivers under 45 CFR 260.50-58, then provide (a) a description of the strategies and procedures in place to ensure that victims of domestic violence receive appropriate alternative services and (b) an aggregate figure for the total number of good cause domestic waivers granted.  
Please refer to Section D-130 of the Louisiana TANF State Plan. We currently have no mechanism to capture the number of good cause domestic waivers granted.

6. A description of any nonrecurrent, short-term benefits (as defined in 45 CFR 260.31(b)(1)) provided, including:

i. The eligibility criteria associated with such benefits, including any restrictions on the amount, duration, or frequency of payments;

ii. Any policies that limit such payments to families that are eligible for TANF assistance or that have the effect of delaying or suspending a family's eligibility for assistance;

iii. Any procedures or activities developed under the TANF program to ensure that individuals diverted from assistance receive information about, referrals to, or access to other program benefits (such as Medicaid and food stamps) that might help them make the transition from welfare to work.

Please refer to Section B - Program Eligibility of the Louisiana TANF State Plan.

7. A description of the grievance procedures the State has established and is maintaining to resolve displacement complaints, pursuant to section 407(f)(3) of the Social Security Act. This description must include the name of the State agency with the lead responsibility for administering this provision and explanations of how the State has notified the public about these procedures and how an individual can register a complaint.

Please refer to Section E - Program Eligibility of the Louisiana State Plan

8. A summary of State programs and activities directed at the third and fourth statutory purposes of TANF (as specified at 45 CFR 260.20(c) and (d) of this chapter).

a. Summarize below, the State programs and activities directed at preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies (TANF purpose 3):

Refer to Attachment A #8.doc

b. Summarize below, the State programs and activities directed at encouraging the formation and maintenance of two-parent families (TANF purpose 4):

Refer to Attachment A #8.doc

9. An estimate of the total number of individuals who have participated in subsidized employment under §261.30(b) or (c) of this chapter. 0

Attachment B Child Care Assistance Program (CCAP)  
Grantee Information

<u>State</u> Louisiana	<u>Fiscal Year</u> 2012
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Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

**1. Name of Benefit or Service Program:**

Child Care Assistance Program

**2. Description of the Major Program Benefits, Services, and Activities:**

Please refer to the LA Child Care and Development Fund State Plan. This program meets the second statutory purpose of TANF, which is to end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.

**3. Purpose(s) of Benefit or Service Program:**

Please refer to Section C-200 - Support Services of the LA TANF State Plan. This program meets the first statutory purpose of TANF which is to provide assistance to needy families so children may be cared for in their own homes or in homes of relatives.

**4. Program Type. (Check one)**

TANF  State

**5. Description of Work Activities (Complete only if this program is a separate State program):**

This program is NOT operated under the TANF program and is NOT a separate STATE program under TANF. It is completely separate.

**6. Total State Expenditures for the Program for the Fiscal Year:** \$21,707,510

**7. Total State MOE Expenditures under the Program for the Fiscal Year:** \$5,219,488

**8. Total Number of Families Served under the Program with MOE Funds:** 2,201

**This last figure represents (Check one):**

The average monthly total for the fiscal year.  The total served over the fiscal year.

**9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:**

Receipt of School Readiness Tax Credit greater than the tax payer liability.

**10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)**

Yes  No

**11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):** \$0

Attachment B Kinship Care Subsidy Program  
Grantee Information

<u>State</u> Louisiana	<u>Fiscal Year</u> 2012
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Program Information

<b><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></b>
<b><u>1. Name of Benefit or Service Program:</u></b> Kinship Care Subsidy Program
<b><u>2. Description of the Major Program Benefits, Services, and Activities:</u></b> Please refer to F-910 Administration.
<b><u>3. Purpose(s) of Benefit or Service Program:</u></b> The services met TANF Goal 1 to provide case assistance for children who reside with a qualified relative other than the parent.
<b><u>4. Program Type. (Check one)</u></b> <input checked="" type="radio"/> TANF <input type="radio"/> State
<b><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></b> N/A
<b><u>6. Total State Expenditures for the Program for the Fiscal Year:</u></b> \$3,240,398
<b><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u></b> \$3,240,398
<b><u>8. Total Number of Families Served under the Program with MOE Funds:</u></b> 3,340
<b><u>This last figure represents (Check one):</u></b> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.
<b><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u></b> Refer to State Plan
<b><u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u></b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b><u>11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):</u></b> \$0

Attachment B Dept of Public Safety & Corrections - Youth Services OJJ  
Grantee Information

<u>State</u> Louisiana	<u>Fiscal Year</u> 2012
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Program Information

<b><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></b>
<b><u>1. Name of Benefit or Service Program:</u></b> Dept of Public and Corrections - Youth Services, Office of Juvenile - Community Sepervision Program.
<b><u>2. Description of the Major Program Benefits, Services, and Activities:</u></b> Please refer to Part G-217 TANF Initiative Programs - Community Supervision Program of the LA TANF State Plan.
<b><u>3. Purpose(s) of Benefit or Service Program:</u></b> These services met TANF Goal 1 to provide assistance to needy families so that children may be cared for in their own homes or in their own homes or in the homes of relatives by providing services to the youth who are in jeopardy of removal from their homes, and their families.
<b><u>4. Program Type. (Check one)</u></b> <input type="radio"/> TANF <input checked="" type="radio"/> State
<b><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></b> NA Services are considered non-assistance by the agency.
<b><u>6. Total State Expenditures for the Program for the Fiscal Year:</u></b> \$1,674,968
<b><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u></b> \$1,302,099
<b><u>8. Total Number of Families Served under the Program with MOE Funds:</u></b> 18,096
<b><u>This last figure represents (Check one):</u></b> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.
<b><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u></b> Receipt of public assisantance benefits.
<b><u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u></b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b><u>11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):</u></b> \$0

Attachment B LA Office of Student Financial Assistance (LOSFA)  
Grantee Information

<u>State</u> Louisiana	<u>Fiscal Year</u> 2012
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Program Information

<b><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></b>
<b><u>1. Name of Benefit or Service Program:</u></b> LA Office of Student Financial Assistance (LOSFA) relative to LA Go Grant and TOPS administered by LOSFA.
<b><u>2. Description of the Major Program Benefits, Services, and Activities:</u></b> Please refer to Part G-110 TANF Initiatives Overview of the LA TANF State Plan.
<b><u>3. Purpose(s) of Benefit or Service Program:</u></b> Purpose is to provide a need-based component to states financial aid plan to support non-traditional and low income students who need additional aid to afford the cost to attend college. TANF Goal 2.
<b><u>4. Program Type. (Check one)</u></b> <input type="radio"/> TANF <input checked="" type="radio"/> State
<b><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></b> Non Applicable - Services are considered non assistance by the department.
<b><u>6. Total State Expenditures for the Program for the Fiscal Year:</u></b> \$56,400,943
<b><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u></b> \$46,254,212
<b><u>8. Total Number of Families Served under the Program with MOE Funds:</u></b> 39,990 <b><u>This last figure represents (Check one):</u></b> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.
<b><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u></b> Receipt of student financial aid by dependent students.
<b><u>10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)</u></b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b><u>11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):</u></b> \$0

Attachment B State Earned Income Tax Credit (EITC)  
Grantee Information

<u>State</u> Louisiana	<u>Fiscal Year</u> 2012
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Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

**1. Name of Benefit or Service Program:**

State Earned Income Tax Credit (EITC) is an annual refundable tax credit for low income individuals and families who earn income from employment. It is provided to families with dependents and includes the amount of the STATE EITC that exceeds the taxpayer's tax liability. It is available to LA residents who claim the Federal EITC.

**2. Description of the Major Program Benefits, Services, and Activities:**

Please refer to Part G-110 TANF Initiatives Overview of the LA TANF State Plan.

**3. Purpose(s) of Benefit or Service Program:**

These services meet TANF Goal 2 to end dependence of needy parent on government benefits by promoting job preparation, work and marriage.

**4. Program Type. (Check one)**

TANF  State

**5. Description of Work Activities (Complete only if this program is a separate State program):**

Non Applicable - Services are considered non-assistance by the Department.

**6. Total State Expenditures for the Program for the Fiscal Year:** \$45,175,359

**7. Total State MOE Expenditures under the Program for the Fiscal Year:** \$19,876,047

**8. Total Number of Families Served under the Program with MOE Funds:** 419,605

**This last figure represents (Check one):**

The average monthly total for the fiscal year.  The total served over the fiscal year.

**9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:**

Receipt of EITC greater than tax payer liability.

**10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)**

Yes  No

**11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):** \$0

Certification  
Certify:

This certifies that all families for which the State claims MOE expenditures for the fiscal year meet the State's criteria for "eligible families."

Signature 

Name Brandy D. Bonney


Title

Date Submitted 12/27/2012

Approved OMB No. 0970-0248 Form ACF-204, expires 08/31/2015.





	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	Temporary Assistance for Needy Families (TANF) State Plan
	<b>Part No./Name</b>	G. Additional Uses of TANF Block Grant Funds and State Maintenance of Effort (MOE) Funds
	<b>Section No./Name</b>	G-200 TANF Initiative Programs
	<b>Document No./Name</b>	G-217 Community Supervision Program (CSP)

The agency has entered into a Memorandum of Understanding (MOU) with the Department of Public Safety and Corrections -Youth Services, Office of Youth Development (DPSC-YS/OYD), to provide services to youth and their families as a result of an adjudication and disposition by a court that orders DPSC-YS/OYD to supervise youth in their communities in an effort to prevent removal from the home.

OYD/CSP will complete an intake/assessment and develop a case plan for addressing the needs of the youth. The case plan will contain goals for all need areas and when indicated, include referrals to community programs for both youth and parents. These referrals may include but are not limited to:


1. case management, counseling, and in-home services;
2. parenting education and training, either in-home or out-of-home;
3. diagnostic and evaluation services provided in an attempt to make the most appropriate out-of-home placement;
4. supervision or non-residential programs for youth who remain in the home.

These services meet TANF goal 1 to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives by providing services to youth, who are in jeopardy of removal from their homes, and their families.

Financial eligibility for those services attributable to TANF/Maintenance of Effort (MOE) funds is limited to eligible families, that is a family that includes a minor child living with a custodial parent or an adult caretaker relative. An eligible family is one in which any member receives a Family Independence Temporary Assistance Program (FITAP) grant, Kinship Care Subsidy Program (KCSP) grant, Food Stamp benefits, Child Care Assistance Program (CCAP) services, Title XIX (Medicaid) Medical Assistance Program benefits, Louisiana Children's Health Insurance Program (LACHIP) benefits, or Supplemental Security Income (SSI). Services are considered non-assistance by the agency. Funding method is State Maintenance of Effort.

TN 08-09/ 01      Date Initial Plan Submitted to ACF: 10/29/07      Date Initial Plan Found Complete by ACF: 06/09/08  
 TN 08-09/ \_\_\_\_\_      Date Amendment Submitted: \_\_\_\_\_      Supersedes TN 08-09/ \_\_\_\_\_      Date Amendment Found Complete: \_\_\_\_\_



	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	Temporary Assistance for Needy Families (TANF) State Plan
	<b>Part No./Name</b>	G. Additional Uses of TANF Block Grant Funds and State Maintenance of Effort (MOE) Funds
	<b>Section No./Name</b>	G-100 TANF Initiatives
	<b>Document No./Name</b>	G-110 TANF Initiatives Overview

In addition to the programs described in this Plan which provide cash assistance and supportive services to needy families meeting the financial criteria contained in Section B of this Plan, the State of Louisiana intends to provide services to accomplish the goals or purposes outlined in Section 401 of the Social Security Act (42 USC 601 et seq), that is:

1. to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. to end dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. to prevent and reduce the incidence of out-of-wedlock pregnancies; and
4. to encourage the formation and maintenance of two-parent families.

The programs known collectively as the TANF Initiatives provide benefits in the form of services to needy families, defined as families who have earned income at or below 200 percent of the federal poverty level, or a family in which any member receives a Family Independence Temporary Assistance Program (FITAP) grant, Kinship Care Subsidy Program (KCSP) grant, Supplemental Nutrition Assistance Program benefits, Child Care Assistance Program (CCAP) services, Title IV-E, Medicaid, Louisiana Children's Health Insurance Program (LaCHIP) benefits, Supplemental Security Income (SSI), or free or reduced school lunch.


Not all TANF Initiatives require a family to be "needy" as defined above in order to receive services. There are initiatives that target children, parents, or caretaker relatives of minor children and require only that the person be in need of the services provided by the initiative.

*The TANF Initiatives addressed in this Plan may be adjusted or eliminated at the discretion of the Secretary, based upon the availability of funds.*

The various TANF Initiatives are listed in Section G-200, TANF Initiative Programs, of this State Plan.

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 TN 08-09/ 02 Date Amendment Submitted: 05/28/10 Supersedes TN 08-09/ 01 Date of ACF Approval Letter: 09/20/10  
 Effective Date of Amendment May 1, 2010



	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	Temporary Assistance for Needy Families (TANF) State Plan
	<b>Part No./Name</b>	F. Additional Program Provisions
	<b>Section No./Name</b>	F-900 Administration
	<b>Document No./Name</b>	F-910 Administration


The FITAP, KCSP, and STEP Program, will be state administered through the Department of Social Services, Office of Family Support, and parish offices. The TANF Initiatives Programs will be state administered through the Department of Social Services, Office of Family Support, State Office.

1. Family Independence Temporary Assistance Program (FITAP) – provides cash benefit assistance for needy families designed to strengthen families and promote job preparation and work. Funding method consists of federal and state dollars.
2. Strategies to Empower People (STEP) Program - provides FITAP recipients with employment-related activities and support services such as child care, transportation, and other expenses necessary for education, training or employment. Funding method consists of commingled federal and state dollars. The STEP program replaced the FIND Work program effective October 1, 2003. The STEP program was implemented to more effectively provide employment and training services to participants. Partners playing key roles in the administration of STEP are the Louisiana Workforce Commission and the Departments of Labor and Education.
3. Kinship Care Subsidy Program (KCSP) - provides cash assistance for children who reside with a qualified relative other than the parent. Funding method consists of federal and state dollars.
4. TANF Initiative Programs - the Office of Family Support through the TANF Initiatives works with a wide variety of community partners in order to provide quality services to the citizens of the state. These partners include other governmental agencies, non-profit, community-based and faith-based organizations, and many private businesses. Other state agencies such as the Departments of Education, Department of Public Safety and Corrections, Economic Development, Health and Hospitals, Louisiana State University, the Governor's Office, and the Supreme Court of Louisiana also partner with OFS to provide TANF-funded services through Memoranda of Understanding with our agency.

TN 08-09/ 01 Date Initial Plan Submitted to ACF: 10/29/07 Date Initial Plan Found Complete by ACF: 06/09/08

TN 08-09/ \_\_\_\_\_ Date Amendment Submitted: \_\_\_\_\_ Supersedes TN 08-09/ \_\_\_\_\_ Date Amendment Found Complete: \_\_\_\_\_



	<b>Agency Name</b>	Office of Family Support (OFS)
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	<b>Section No./Name</b>	G-100 TANF Initiatives
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In addition to the programs described in this Plan which provide cash assistance and supportive services to needy families meeting the financial criteria contained in Section B of this Plan, the State of Louisiana intends to provide services to accomplish the goals or purposes outlined in Section 401 of the Social Security Act (42 USC 601 et seq), that is:

1. to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. to end dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. to prevent and reduce the incidence of out-of-wedlock pregnancies; and
4. to encourage the formation and maintenance of two-parent families.

The programs known collectively as the TANF Initiatives provide benefits in the form of services to needy families, defined as families who have earned income at or below 200 percent of the federal poverty level, or a family in which any member receives a Family Independence Temporary Assistance Program (FITAP) grant, Kinship Care Subsidy Program (KCSP) grant, Supplemental Nutrition Assistance Program benefits, Child Care Assistance Program (CCAP) services, Title IV-E, Medicaid, Louisiana Children's Health Insurance Program (LaCHIP) benefits, Supplemental Security Income (SSI), or free or reduced school lunch.

Not all TANF Initiatives require a family to be "needy" as defined above in order to receive services. There are initiatives that target children, parents, or caretaker relatives of minor children and require only that the person be in need of the services provided by the initiative.

*The TANF Initiatives addressed in this Plan may be adjusted or eliminated at the discretion of the Secretary, based upon the availability of funds.*


The various TANF Initiatives are listed in Section G-200, TANF Initiative Programs, of this State Plan.

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	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	Temporary Assistance for Needy Families (TANF) State Plan
	<b>Part No./Name</b>	C. Work and Self-Sufficiency
	<b>Section No./Name</b>	C-200 Supportive Services
	<b>Document No./Name</b>	C-210 Supportive Services

Supportive services provided to clients include but are not limited to:

- a full range of case maintenance and case management services designed to lead to self-sufficiency,
- transportation assistance,
- food stamp benefits,
- Medicaid,
- child care,
- TANF-funded services, other services necessary to accept or maintain employment.

Services may be provided to persons participating in the Family Assessment and to persons referred by the analyst to other activities, such as drug counseling, prior to their participation in a work activity. It also includes providing services to FITAP recipients participating in approved activities necessary to meet exemptions to the FITAP time limits.

In addition, although participation in the FITAP Drug Testing Program is not countable as a STEP activity, appropriate supportive services may be provided to FITAP recipients to facilitate attendance in these activities. Appropriate supportive services may also be provided to allow participation in educational activities for FITAP recipients who are exempt from STEP.

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 TN 08-09/ \_\_\_\_\_      Date Amendment Submitted: \_\_\_\_\_      Supersedes TN 08-09/ \_\_\_\_\_      Date Amendment Found Complete: \_\_\_\_\_

## **I. STATEMENT OF POLICY**

Work-eligible recipients shall participate in appropriate work activities as agreed upon in the Family

Success Agreement. These activities may include but are not limited to:

, Employment, including Unsubsidized Employment, Subsidized Public Sector Employment, and

Subsidized Private Sector Employment

, Vocational Education

, Satisfactory Attendance at a Secondary School or in a Course of Study Leading to a Certification

of General Equivalence Diploma (GED)

, Education Directly Related to Employment

, Job Skills Training Directly Related to Employment

, Job Search and Job Readiness

, On-the-Job Training (OJT)

, Work Experience Program (WEP)

, Community Service Programs

, Provision of Child Care Services to an Individual who is Participating in a Community Service

Program

, Parenting Skills Training

Appropriate documentation of participation must be secured for all work activities.

### **P-421-STEP - PO Employment**

Employment is the ultimate goal of the STEP Program. Until employment results in FITAP

ineligibility, hours worked count as hours of participation, as described in this section.

### **P-421-1-STEP - PO Unsubsidized Employment**

Unsubsidized employment is defined as full- or part-time employment in the public or private sector

that is not subsidized by TANF or any other public program. Unsubsidized employment includes work

for actual \* paid \*\* wages \*\*\*.

Unsubsidized employment includes self-employment. Self-employment may include, but is not

limited to, domestic work and the provision of child care. For Federal Participation Rate purposes,

countable self-employment participation hours are calculated by dividing the self-employment income

(gross income less business expenses) by the federal minimum wage. The result is the maximum

number of hours that can be counted toward the Federal Participation Rate.

### **P-421-2-STEP - PO Subsidized Public Sector Employment**

Subsidized public sector employment is defined as employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and

**Agency Name** Office of Family Support (OFS)

**Chapter No./Name** 04 - Family Assistance Manual (FAM)

**Part No./Name** P. Strategies to Empower People (STEP) Program

**Section No./Name** P 400-STEP Participation

**Document No./Name** P-420-STEP Work Activities

**Effective Date** October 1, 2012

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costs of employing a participant. Examples of this type of employment include but are not limited to

VISTA, AmeriCorp, Green Thumb, Workforce Investment Act (WIA), and Work Study programs.

### **P-421-3-STEP - PO Subsidized Private Sector Employment**

Subsidized private sector employment is defined as employment in the private sector for which the

employer receives a subsidy from TANF or other public funds to offset some or all of the wages and

costs of employing a recipient. An example of this type of employment is a third-party contractor, like

a temporary staffing agency, who serves as the employer of record and is paid a fee to cover salary,

expenses, and success in placing employees.

### **P-422-STEP - PO Education**

A variety of educational activities are allowable in the STEP Program, some of which are countable

for federal participation rate purposes in accordance with this section.

Work-eligible recipients, who lack basic workplace literacy skills as determined by assessments, shall

be expected to participate in a combination of employment and educational activities designed to

improve their workplace literacy skills.

### **P-422-1-STEP - PO Vocational Education**

Vocational Education is defined as organized educational programs that are directly related to the

preparation of individuals for employment in current or emerging occupations and may include

programs that lead to a baccalaureate or advanced degree (Post-Secondary Education). It should be

limited to activities that give individuals the knowledge and skills to perform a specific occupation.

Vocational Education training must be provided by education or training organizations, which may include, but are not limited to, vocational-technical schools, community colleges, postsecondary institutions, proprietary schools, non-profit organizations, and secondary schools that offer vocational education. It also may include participation in a Vocational Rehabilitation program. Attendance at a college or university can only be considered to be Vocational Education if the degree/certification program qualifies the client for a specific job or field of work. These criteria apply

to Associate degree programs and Instructional and Industry Skill certification programs. Examples

of these Associate degree programs include but are not limited to Accounting, Business Administration, Criminal Justice Technology, Culinary Management, Early Childhood Management, Interior Design, and Respiratory Care.

Vocational Certificate programs are designed to upgrade job-related skills and are considered to be

Vocational Education. Examples of Vocational Certificate programs include but are not limited to

Auto Collision Repair, Barbering, Brick Masonry, Carpentry, Child Care Center Operator,

Cosmetology, Dental Assistant, Massage Therapy, Medical Secretary, Nails Specialty, Plumbing,

Practical Nursing, Teller Training, and Travel Agency Operations.

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Non-credit course work that is designed to accommodate an individual for a specific job-related skill is

also allowed under Vocational Education. Examples of these non-credit courses include but are not

limited to Introduction to Windows 98 (3 hours), Introduction to Fiber Optics (20 hours), Catering and

Food Preparation (96 hours), and Real Estate License Exam Preparation (20 hours).

The amount of

time to complete the coursework for a specific skill can vary significantly and can consist of standalone courses or sequenced courses in a non-degree-granting program. An education or training program which includes basic education, adult education, English as a Second Language (ESL), or GED preparation can also be considered Vocational Education as long as it is a necessary or regular part of Vocational Education training as verified by the institution, is focused on preparing the client for work, and includes pre-employment vocational training as part of the program.

Participation in Vocational Education must be supervised on an ongoing basis no less frequently than once in each day in which the participant was scheduled to participate. Beginning with 5/97, only 12 months of attendance in Vocational Education in a lifetime per individual can be counted for federal participation rate purposes. The twelve months are not necessarily consecutive months of training. Attendance for a partial month is considered one month of the total twelve months.

The total number of countable participants in Vocational Education, combined with the total number of

Deemed Teen Countables, cannot exceed 30% of the number of countable families.

Refer to [P-440-](#)

[STEP](#), Deemed Teen Countables for further information.

### **P-422-2-STEP - PO Satisfactory Attendance at a Secondary School or in a Course of Study**

#### **Leading to a Certificate of General Equivalence Diploma (GED)**

Secondary Education/GED is defined as regular attendance, in accordance with the requirements of

the secondary school or course of study, at a secondary school or in a course of study leading to a

certificate of general equivalence, in the case of a work- eligible recipient who has not completed

secondary school or received such a certificate. Participation in Secondary/GED may not include

other related educational activities such as adult basic education or language instruction unless these

activities are linked to attending a secondary school or leading to a GED. Participation in this activity

is only appropriate if the participant has not completed secondary school or received a GED.

### **P-422-3-STEP - PO Education Directly Related to Employment**

Education Directly Related to Employment is defined as education related to a specific occupation, job, or job offer for participants who do not have a high school diploma or a certificate of general equivalency (GED). This includes courses designed to provide the knowledge and skills for specific occupations or work settings, but may also include adult basic education and English as a Second Language (ESL). It may also include education leading to a GED when required as a prerequisite for

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employment by employers or occupations. Adult basic education, ESL, or education leading to a

GED may be considered as a stand alone educational activity in this work activity.

### **P-422-4-STEP - PO Job Skills Training Directly Related to Employment**

Job Skills Training Directly Related to Employment is defined as training or education for job skills

required by an employer to provide a participant with the ability to obtain employment or to advance

or adapt to the changing demands of the workplace. This can include customized training to meet the

needs of a specific employer or it can be general training that prepares an individual for employment.

This activity can include literacy instruction or language instruction when such instruction is explicitly

focused on skills needed for employment or combined in a unified whole with job training. Job Skills

Training Directly Related to Employment includes organized educational programs that lead to a

baccalaureate or advanced degree as long as it is directly related to a specific job or occupation.

Adult basic education, ESL, or education leading to a GED may also be considered as a stand alone

educational activity in this work activity.

## **P-423-STEP - PO Job Search and Job Readiness**

Job Search and Job Readiness is defined as:

, the act of seeking or obtaining employment,  
, the preparation to seek or obtain employment, including life skills training, and  
, substance abuse treatment, mental health treatment, or rehabilitation activities. Such  
treatment  
or therapy must be determined to be necessary and documented by a qualified medical,  
substance abuse, or mental health professional.

Job Search and Job Readiness can be a combined work activity which is well-structured  
and  
designed to assist the participant in developing positive work attitudes, behavior, and  
life skills.

The following work-eligible participants should not be referred to Job Readiness:

, Non- English speaking clients  
, Clients who are in the third trimester of pregnancy and at least one of the following  
conditions

apply:

\_ it appears they will be unable to complete the course, or

\_ their due date is within 4 weeks

When any of these situations are no longer applicable to the participant, Job Readiness  
can be an

appropriate work activity for that person.

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## **P-424-STEP - PO On-the-Job Training (OJT)**

On-the-Job Training (OJT) is defined as training in the public or private sector that is  
given to a paid

employee while he or she is engaged in productive work and that provides knowledge  
and skills

essential to the full and adequate performance of the job. Training may be provided off-  
site or at a  
work-site.

OJT may be distinguished from subsidized employment by the inclusion of a training  
plan. The

training plan can be a formal and/or written program of the structured job training plan  
which will be

provided by the employer to the participant as well as the agency. A copy of the plan  
shall be



retained in each participant's case file. This plan should include instruction in work skills, general employment competencies and occupationally specific skills that will enable the participant to work toward self-sufficiency. The agency must enter into a contract with the OJT employer to reimburse the employer for providing training and additional supervision to the participant. It is not a requirement for employers to retain the individual as a regular employee at the end of the OJT period. However, the position(s) should lead to ongoing stable employment or prepare individuals for such employment. If an individual placed in OJT through a STEP referral is paid by WIA funds, it is appropriate to count the individual as participating in an OJT activity even though no STEP funds are being expended. To assure that OJT results in an increase in the participant's skills and competencies, and that progress can be monitored by the agency, qualitative measures for making satisfactory progress must be developed with the provider. Monthly reports of progress must be submitted by OJT providers.

**P-425-STEP - PO Work Experience Program (WEP)**

The Work Experience Program (WEP) is defined as a work activity, performed in return for welfare benefits, that provides an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. Participation in this activity should occur at a clearly defined, well-supervised work site. The purpose of WEP is to improve the employability of those individuals who cannot find unsubsidized full-time employment.

WEP participants have the opportunity to:

- , Develop basic work habits.
- , Learn new skills.
- , Practice skills already learned.
- , Acquire on-the-job experience.
- , Demonstrate skills and work habits to prospective employers.

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WEP placements may include any bona fide business, private or public/governmental, including work associated with the refurbishing of publicly assisted housing, if sufficient private sector employment is not available, for-profit or not-for-profit. WEP placement can include a placement into a special program in which a single provider coordinates work and treatment in a halfway house environment.

As part of the treatment program, the individual also fulfills assigned supervised, documented work responsibilities for the benefit of all the residents, such as preparing meals, housecleaning, or scheduling group activities. The hours for which the individual spends in the work portion of the program can be counted as WEP.

The following are excluded WEP sites:

- , Private home, unless a bona fide business is operated from the home.
- , Work sites, which over a period of time do not lead to gainful employment at those sites or others.

Each employer should be reviewed annually with respect to outcomes relative to this goal. Failure to achieve positive outcomes should be evaluated when considering continuing placements with the employer.

- , Work sites which require WEP participants to operate heavy equipment.
  - , Placement which would result in benefit to an ES employee or his immediate family.
- NOTE: A non-state facility must provide liability insurance for participants who provide patient care.

In state facilities the Office of Risk Management will provide coverage for participants providing patient care.

Monitoring of WEP placements is necessary to assure that the placement is in compliance with policy and to assure the safety and well-being of the individual participants.

Work Experience participants must be guaranteed the same federal and state safety standards and the same federal, state and local rights pertaining to discrimination based on race, sex, national

origin, religion, age or handicapping conditions as all employees at the placement site. However, the participant is not considered to be a true employee, and is not entitled to any salary or employment related benefits provided to the employees of the placement site. In cases of on-the-job injury, WEP participants shall be provided: Liability and Workmens' Compensation (including medical coverage and excluding wage replacement).

, **Note:** Medicaid billing is inappropriate. Income maintenance by their FITAP cash assistance grant.

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### **P-425-1-STEP - PO Safety Training for WEP Participants**

Safety training for participants in the Work Experience Program (WEP) shall be conducted.

Once a WEP safety training has been completed for a specific placement, no further safety training is

necessary for the duration of that placement. However, if the participant is later placed at a different

site with different duties, another safety training is required for the new placement.

### **P-425-2-STEP - PO Drug Testing**

All potential new Work Experience Program (WEP) participants must take and pass a drug test in

accordance with DCFS Substance Abuse Testing policy (DCFS Policy Manual, [Section 4-](#)

[3/Substance Abuse Testing](#) for DCFS Employees) before they can be placed in a position with a state

agency. DCFS is responsible for conducting drug tests for WEP participants placed in another state

agency, unless the other state agency requires a separate test. WEP participants placed at sites

outside of state agencies must comply with the specific drug testing requirements of those individual

sites.

Supportive services, including child care and transportation, may be provided for potential new WEP

participants to be drug tested.

### **P-425-3-STEP - PO Liability and Workers' Compensation Coverage**

Participants in the Work Experience Program (WEP) are provided Liability coverage through Third

Millennium Insurance & Financial Services, Inc. Participants in WEP are provided Workers'

Compensation coverage (including medical and excluding wage replacement) through Louisiana

Workers' Compensation Corporation ([LWCC](#)). LWCC will cover medical bills and expenses incurred

as a result of an on-the-job injury. Medicaid billing is inappropriate in these instances.

### **P-426-STEP - PO Community Service Programs**

Community Service Programs are defined as structured programs in which participants perform work

for the direct benefit of the community under the auspices of public or nonprofit organizations. This

program is designed to improve the employability of participants not otherwise able to obtain

unsubsidized full-time employment.

Community Service Programs must be limited to projects that serve a useful community purpose,

such as programs in fields such as health, environmental protection, education, urban and rural

redevelopment, welfare, recreation, public facilities, public safety, and child care.

Note: Community Service differs from WEP in that Work Experience participants must be guaranteed

the same federal and state safety standards and the same federal, state and local rights pertaining to

discrimination based on race, sex, national origin, religion, age or handicapped conditions as all

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employees at the placement site. However, the participant is not considered to be a true employee,

and is not entitled to any salary or employment related benefits provided to the employees of the

placement site. Community Service participants are treated as volunteers.

Examples of programs or projects that fit the definition of Community Service include, but are not

limited to:

, Participating in a fundraising campaign to promote healthy babies (Ex: March of Dimes) or

children (Ex: UNICEF)

, Participating in a tree planting stewardship project (Ex: BREC and the Coastal Roots Program led

by staff at LSU)

, Participating in environmental projects such as cleaning up a park, adding more amenities, such

as new barbecue grills, picnic tables, new sandboxes, or a new commemorative bench, or

cleaning and beautifying a roadway that has been adopted by an organization

, Participating in a literacy project, such as raising money to buy and distribute dictionaries to local

third-graders, etc.

, Participating in a humanity project, such as painting a house, cleaning yards, raking leaves and

other types of manual labor to serve senior citizens or provide quality housing to people of low income

(Ex: Habitat for Humanity)

, Participating in a mentoring program, such as mentoring children to inspire them to achieve their

academic goals (Ex: Big Brothers/Big Sisters)

, Participating in church-related programs, such as serving as a Sunday School teacher/assistant

or serving as a vacation Bible School volunteer

, Participating in a charity event, such as serving as an auction volunteer for a community-service

organization (Ex: Lions Club)

, Participating in a volunteer program at a local hospital, such as comforting patients, being a

greeter at the information desk, delivering snacks or books to patients by making rounds with a

cart, etc.

, Serving as a child care provider for children participating in a learning project (Ex: Head Start,

Even Start, etc.)

**P-427-STEP – PO Provision of Child Care Services to an individual who is participating in a**

**Community Service Program**

Provision of Child Care for a Community Service Program participant is defined as providing child

care to enable another FITAP recipient to participate in a Community Service Program. Provision of child care for individuals participating in any other work activities should be considered unsubsidized employment, if paid. If the individual is not paid, the activity must be a structured program designed to improve the employability of those who participate in this activity. Participants in this activity should be encouraged to attend trainings and secure certifications to become a licensed child care provider which will lead the participant towards self-sufficiency.

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### **P-428-STEP - PO Parenting Skills**

FITAP recipients, including teen parents, who are pregnant or who have a child under age one must

complete Parenting Skills Training.

If it is not the first pregnancy or first child of the recipient and the recipient has previously completed

the current Parenting Skills Training, participation may be allowed in other work activities instead of

Parenting Skills Training, if deemed appropriate by the worker.

A parent or pregnant woman may postpone participation in Parenting Skills Training for good cause

reasons, such as conflicts with work or training schedules, personal/family illness, etc.

Once good

cause is established, the parent or pregnant woman is not required to participate in

Parenting Skills

Training unless the good cause reason ceases to exist prior to the child's first birthday.

Document the

good cause reason on the form STEP 8.

### **P-429-STEP - PO Other Activities**

Participation in work activities which are countable for participation rate purposes should be required

and supported for most STEP participants. However, participation in activities which are not

countable for participation rate purposes may be required when deemed necessary or appropriate by

the worker, or when an appropriate countable activity is not available. These non-countable activities

include but are not limited to:

, Satisfactory School Attendance at a Secondary School or in a Course of Study Leading to a

Certificate of General Equivalence (GED) for participants age 20 and over

, Vocational Education beyond the 12-month lifetime limit

, Job Skills Training Directly Related to Employment (Refer to policy at P-422-4-STEP)

, Education Directly Related to Employment

, Job Search and Job Readiness beyond the 120 or 180 hour limit

, Counseling programs (Mental Health, etc.) (Refer to policy at P-423-STEP and P-423-1-STEP)

, Rehabilitation programs (Office of Behavioral Health, Vocational Rehabilitation, etc.) (Refer to

policy at P-423-STEP and P-423-1-STEP)

, Post Secondary Education (Refer to policy at P-422-STEP-1)

If deemed appropriate by the worker, participation in these non-countable activities may be approved

regardless of whether the participant has fulfilled his participation obligation in a countable activity.

The following criteria should be considered prior to approving participation in non-countable activities:

, time and resources required to complete activity, course, or program

, time and resources already invested by the participant and the agency

, progress of the participant

, employment potential upon completion of the activity, course, or program

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## **II. PROCEDURES**

### **P-421-1-STEP - PR Unsubsidized Employment**

For Federal Participation Rate purposes, countable self-employment participation hours are

calculated by dividing the self-employment income (gross income less business expenses) by the

federal minimum wage. The result is the maximum number of hours that can be counted toward the

Federal Participation Rate.

Unsubsidized employment activities are countable as follows:

, All required hours of participation for work-eligible individuals. Appropriate documentation of participation must be secured by the worker. Actual hours of participation can be projected for up to a six-month period or until the end of the FITAP certification period, whichever is shorter, if representative of continuing circumstances. The projection must be based on prior documented actual hours of work. At the end of the projection period or at any time the worker becomes aware of a change in the client's work situation, new valid documentation must be obtained and another six-month or shorter projection may be made. If the wage statements/pay stubs available are not representative of continuing circumstances actual hours will be used and no projection will be made. Refer to [B-660-FITAP](#) and [P-430-STEP](#).

The following activities verified through employer reports, pay stubs or other employer-issued documentation count for participation rate purposes:

- , Actual hours of employment.
- , Hours for which the individual is paid but does not actually work, such as paid leave or paid holidays (holidays cannot exceed 10 per year) and not to exceed the number of hours normally worked.

The following activities do not count for participation rate purposes:

- , Time spent commuting to or from the employment site.

### **P-421-2-STEP – PR Subsidized Public Sector Employment**

Subsidized public sector employment activities are countable as follows:

- , All required hours of participation for work-eligible individuals.

Appropriate documentation of participation must be secured by the worker. Actual hours of participation can be projected for up to a six-month period or until the end of the FITAP certification period, whichever is shorter if representative of continuing circumstances. The projection must be

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based on prior documented actual hours of work. At the end of the projection period or at any time the worker becomes aware of a change in the client's work situation, new valid documentation must be obtained and another six-month or shorter projection may be made. If the wage statements/pay stubs available are not representative of continuing circumstances actual hours will be used and no projection will be made. Refer to [B-660-FITAP](#) and [P-430-STEP](#).

Participation in subsidized public sector employment should be reviewed every six months to determine if this placement remains appropriate, and it should not exceed twelve months unless the participant is disabled. It is not a requirement for employers to retain the participant as a regular employee at the end of the subsidized employment period. However, the positions should lead to ongoing, stable employment.

Note: Work Study participation may exceed the twelve-month limitation, if deemed appropriate.

However, participation in Work Study should still be reviewed every six months. The following activities verified through employer reports, pay stubs or other employer-issued documentation count for participation rate purposes:

- , Actual hours of employment.
- , Hours for which the individual is paid but does not actually work, such as paid leave or paid holidays (holidays cannot exceed 10 per year) and not to exceed the number of hours normally worked.

The following activities do not count for participation rate purposes:

- , Time spent commuting to or from the employment site.

### **P-421-3-STEP - PR Subsidized Private Sector Employment**

Subsidized private sector employment activities are countable as follows:

- , All required hours of participation for work-eligible individuals.

Appropriate documentation of participation must be secured by the worker. Actual hours of

participation can be projected for up to a six-month period or until the end of the FITAP certification

period, whichever is shorter if representative of continuing circumstances. The projection must be

based on prior documented actual hours of work. At the end of the projection period or at any time the worker becomes aware of a change in the client's work situation, new valid documentation must be obtained and another six-month or shorter projection may be made. If the wage statements/pay stubs available are not representative of continuing circumstances actual hours will be used and no projection will be made. Refer to [B-660-FITAP](#) and [P-430-STEP](#).

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Participation in subsidized private sector employment should be reviewed every six months to determine if this placement remains appropriate, and it should not exceed twelve months unless the participant is disabled. It is not a requirement for employers to retain the participant as a regular employee at the end of the subsidized employment period. However, the positions should lead to ongoing, stable employment.

The following activities verified through employer reports, pay stubs or other employer-issued

documentation count for participation rate purposes:

- , Actual hours of employment.

- , Hours for which the individual is paid but does not actually work, such as paid leave or paid

- holidays (holidays cannot exceed 10 per year) and not to exceed the number of hours normally

- worked.

The following activities do not count for participation rate purposes:

- , Time spent commuting to or from the subsidized public sector employment site.

### **P-422-1-STEP - PR Vocational Education**

Before allowing Post-Secondary Education to count as Vocational Education participation hours, the

worker must consider the following:

- , time limit of TANF benefits

- , durational limit of Vocational Education

- , expected graduation date

, progress thus far, and  
, job market/employability upon graduation  
The LCTCS staff or other educational institution provides oversight of the individual's participation and progress in their assigned activity. Daily, in-person contact can be by telephone or electronic contact where those methods are suitable.

Vocational Education activities are countable as follows:

, All required hours of participation for work-eligible individuals.  
Appropriate documentation of attendance must be secured by the worker no less frequently than monthly. Refer to [P-430-STEP](#).

Participant progress in a Vocational Education activity must be reviewed on a quarterly basis, or more often, if needed. The process to measure progress should be established by the Vocational

Education institution. ES progress reports may include:

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, grade point average  
, grade placement  
, time limits for expected completion  
, participation in class  
, appropriate conduct.

Participants who do not make progress without good cause may be subject to sanction.

Document

quarterly progress on the form [STEP 8](#).

The following activities count for participation rate purposes:

, Actual hours of attendance in Vocational Education activities not exceeding the twelve-month limit.

, Holidays recognized by the institution listed at [P-430-STEP](#) that are not to exceed 10 days per

year and not to exceed the normal hours of participation as long as the individual is scheduled to participate in this activity on those days.

, Excused absences up to 16 hours per month but not to exceed 80 hours in the preceding 12-

month period as long as the individual was scheduled to participate in this activity on those days.

, Course work in legitimate correspondence or distance learning courses which meets the criteria

to be considered Vocational Education.

- If the institution awards hours of credit for the course, participation hours will equal these

credit hours.

- If the institution does not award hours of credit for the course, participation hours will equal

actual time spent in course work, as verified by the institution.

, Unsupervised homework time up to one hour for each hour of class time plus any additional

supervised homework time. Documentation from the educational program indicating the amount

of homework time required must be secured in order for homework time to be counted.

The following activities do not count for participation rate purposes:

, Time spent commuting to and from the Vocational Education activity.

, Attendance in a Vocational Education activity exceeding the individual's twelve-month lifetime

limit.

Support of Vocational Education should not include payments for tuition, as these costs should be

covered by any available financial aid, including grants, scholarships and any other appropriate

financial assistance. If tuition costs are not covered by these sources or if a contract cannot be

negotiated with the vocational education provider, supportive services funds can be used to pay the

tuition costs. In these situations, approval should be requested in writing from the FITAP/STEP

Program Coordinator on a case-by-case basis.

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**P-422-2-STEP – PR Satisfactory Attendance at a Secondary School or in a Course of Study**

**Leading to a Certificate of General Equivalence Diploma (GED)**

Participation in Secondary/GED must be supervised on an ongoing basis no less frequently than once in each day in which the participant was scheduled to participate. The Secondary/GED provider provides oversight of the individual's participation and progress in their assigned activity. Daily, in person contact can be by telephone or electronic contact where those methods are suitable.

Work-eligible minor parents who have not yet received a high school diploma or its equivalent must attend secondary school or GED courses designed to obtain a high school diploma or its equivalent.

Secondary/GED shall be the primary work activity for these minor parents and shall be indicated as

so on the Family Success Agreement or its Addendum.

Secondary/GED Education activities are countable only as follows:

, All required hours of participation for heads of household under age 20, if the participant maintains satisfactory attendance and satisfactory progress. Participation is countable for the entire month a participant turns age 20. These teen parents are deemed to be meeting federal participation requirements if they maintain satisfactory school attendance and satisfactory progress, as defined and verified by the institution attended, regardless of the actual number of attendance hours

(Refer to [P-440-STEP](#), Deemed Teen Countables).

, Any hours of participation above the first 20 countable hours for participants age 20 and over if the participant does not have a high school diploma or GED.

Appropriate documentation of attendance must be secured by the worker no less frequently than monthly. Refer to [P-430-STEP](#).

Participant progress in a Secondary/GED educational activity must be reviewed on a quarterly basis, or more often, if needed. The participant must make good or satisfactory progress. The process to

measure progress should be established by the educational institution and ES.

Progress reports may include:

, grade point average

, grade placement

, time limits for expected completion

, participation in class

, appropriate conduct.

Participants who do not make progress without good cause may be subject to sanction.

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quarterly progress on form [STEP 8](#).

The following activities count for participation rate purposes:

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, Actual hours of attendance at a secondary school or in GED preparation classes.

, Holidays recognized by the institution listed at [P-430-STEP](#) that are not to exceed 10 days per

year and not to exceed the normal hours of participation as long as the individual is scheduled to

participate in this activity on those days.

, Excused absences up to 16 hours per month but not to exceed 80 hours in the preceding 12-

month period as long as the individual was scheduled to participate in this activity on those days.

, Course work in legitimate correspondence or distance learning courses which meets the criteria

to be considered Secondary/GED education.

○ If the institution awards hours of credit for the course, participation hours will equal these credit hours.

○ If the institution does not award hours of credit for the course, participation hours will equal

actual time spent in course work, as verified by the institution.

, Unsupervised homework time up to one hour for each hour of class time plus any additional

supervised homework time. Documentation from the educational program indicating the amount

of homework time required must be secured in order for homework time to be counted.

The following activities do not count for participation rate purposes:

, Individuals attending GED class will not be considered to be participating in an educational

activity during the period between school years. In parishes where GED classes are not offered

during the summer months, these individuals should be placed in other appropriate work activities.

, Time spent commuting to and from the Secondary/GED educational activity.

### **P-422-3-STEP - PR Education Directly Related to Employment**

Participation in Education Directly Related to Employment must be supervised on an ongoing basis

no less frequently than once in each day in which the participant was scheduled to participate. The

Secondary/GED provider provides oversight of the individual's participation and progress in their

assigned activity. Daily, in person contact can be by telephone or electronic contact where those

methods are suitable.

Education Directly Related to Employment activities are countable only as follows:

, All required hours of participation for heads of household under age 20, if the participant

maintains satisfactory progress and participates for a monthly average of 20 hours per week.

This participation is countable for the entire month a participant turns age 20. These teen parents

are deemed to be meeting participation requirements if they participate in Education Directly

Related to Employment for a monthly average of 20 hours per week (Refer to [P-440-STEP](#),

section Deemed Teen Countables).

, Any hours of participation above the first 20 countable hours for participants age 20 and over if the

participant does not have a high school diploma or GED.

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Appropriate documentation of attendance must be secured by the worker no less frequently than

monthly. Refer to [P-430-STEP](#).

Participant progress in Education Directly Related to Employment activity must be reviewed on a

quarterly basis, or more often, if needed. The participant must make good or satisfactory progress.

The process to measure progress should be established by the Education Directly Related to

Employment institution. Progress reports may include:

- , grade point average
- , grade placement
- , time table for expected completion
- , participation in class
- , appropriate conduct.

Participants who do not make progress without good cause may be subject to sanction.

Document

quarterly progress on form [STEP 8](#).

The following activities count for participation rate purposes:

, Actual hours of attendance in Education Directly Related to Employment activities.

, Holidays recognized by the institution listed in [P-430-STEP](#) that are not to exceed 10 days per

year and not to exceed the normal hours of participation as long as the individual is scheduled to

participate in this activity on those days.

, Excused absences up to 16 hours per month but not to exceed 80 hours in the preceding 12-

month period as long as the individual was scheduled to participate in this activity on those days.

, Course work in legitimate correspondence or distance learning courses which meets the criteria to

be considered Education Directly Related to Employment.

o If the institution awards hours of credit for the course, participation hours will equal these credit hours.

o If the institution does not award hours of credit for the course, participation hours will equal

actual time spent in course work, as verified by the institution.

, Unsupervised homework time up to one hour for each hour of class time plus any additional

supervised homework time. Documentation from the educational program indicating the amount

of homework time required must be secured in order for homework time to be counted.

The following activities do not count for participation rate purposes:

, Time spent commuting to and from the Education Directly Related to Employment activity.

Support of Education Directly Related to Employment should not include payments for tuition, as



these costs should be covered by any available financial aid, including grants, scholarships and any

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other appropriate financial assistance. If tuition costs are not covered by these sources or if a

contract cannot be negotiated with the education provider, supportive services funds can be used to

pay the tuition costs. In these situations, approval should be requested in writing from the

FITAP/STEP Program Coordinator on a case-by-case basis.

### **P-422-4-STEP - PR Job Skills Training Directly Related to Employment**

Participation in Job Skills Training Directly Related to Employment must be supervised on an ongoing

basis no less frequently than once in each day in which the individual was scheduled to participate.

The Job Skills Training provider provides oversight of the individual's participation and progress in

their assigned activity. Daily, in person contact can be by telephone or electronic contact where

those methods are suitable.

Job Skills Training Directly Related to Employment activities are countable only as follows:

, Any hours of participation above the first 20 countable hours for a single head of household.

Appropriate documentation of attendance must be secured by the worker no less frequently than

monthly. Refer to [P-430-STEP](#).

The following activities verified by contractors and training providers count for participation rate

purposes:

, Actual hours of attendance at the Job Skills Training Directly Related to Employment site.

, Holidays recognized by the contractors and training providers listed in [P-430-STEP](#) that are not to

exceed 10 days per year and not to exceed the normal hours of participation as long as the

individual is scheduled to participate in this activity on those days.

, Excused absences up to 16 hours per month but not to exceed 80 hours in the preceding 12-month period as long as the individual was scheduled to participate in this activity on those days.

, Unsupervised homework time up to one hour for each hour of class time plus any additional supervised homework time. Documentation from the educational program indicating the amount

of homework time required must be secured in order for homework time to be counted.

The following activities do not count for participation rate purposes:

, Time spent commuting to and from the Job Skills Training Directly Related to Employment site.

Support for Job Skills Training Directly Related to Employment should not include payments for

tuition, as these costs should be covered by any available financial aid, including grants, scholarships

and any other appropriate financial assistance. If tuition costs are not covered by these sources or if

a contract cannot be negotiated with the education provider, supportive services funds can be used to

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pay the tuition costs. In these situations, approval should be requested in writing from the

FITAP/STEP Coordinator on a case-by-case basis.

### **P-423-STEP - PR Job Search and Job Readiness**

Participation in Job Search and Job Readiness must be supervised on an ongoing basis no less

frequently than once in each day in which the participant was scheduled to participate by the provider,

any other provider designees, the worker, any other ES designees, and by potential employers.

The service (treatment) provider performs daily supervision for individuals on an ongoing basis no

less frequently than once in each day in which the participant was scheduled to participate in

substance abuse, rehabilitation services or mental health treatment programs.

The provider, any other provider designee, the Case Manager, the service treatment provider, any other agency designee, or potential employer provides oversight of the participant's participation and progress in their assigned activity. Daily, in-person contact can be by telephone or electronic contact where those methods are suitable.

For federal participation rate purposes:

, Participation in Job Search and Job Readiness should not exceed 120 hours (for a work-eligible individual with a 20 hour average weekly work requirement) or 180 hours (for a work-eligible individual with a 30 hour average weekly work requirement) of attendance. These total hours are the equivalent of 6 weeks of which no more than four weeks can be consecutive. The 120/180 hourly limits apply to the preceding 12-month period per participant.

, A minimum break of one week is required between four consecutive weeks.

Note: Participation in this work activity may be allowed during the fifth week, however, the hours

cannot be reported for this work activity during the fifth week of participation. Hours of participation during the fifth week can be captured under "Other Work Activity" or the appropriate treatment or therapy work activity.

Job Search and Job Readiness activities are countable as follows:

, All required hours of participation for work-eligible individuals.

For independent Job Search, the worker will explain the use of form [STEP 11](#) to record employer

contacts, whether by telephone, in-person, via Internet to learn of job openings, or applying and

interviewing for vacancies, and the results of such contacts. All contacts must be accompanied by

the signature of an employer or work-site sponsor if the contact is made in person.

Advise participant

that this will be reviewed and discussed in a later Job Search session. The worker should select

randomly, from the [STEP 11](#), recorded contacts to discuss with the participant. Matters to be

discussed may include:

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, What kind of employment opportunities are available at a particular place of business.

, Whether she is interested in and feels prepared for any of the types of jobs that are available.

, To whom the participant spoke.

, How participant presented self.

, What was done well and what could be done differently in a subsequent interview.

, Any difficulties experienced in completing an application, if an opportunity was given to complete

an application.

This discussion should help to enhance the participant's job-search skills. Verification of contacts

from a random selection of the employer's record on the [STEP 11](#) should be pursued only, if after the

discussion, the worker has reason to believe that the employer contacts were not actually made.

Appropriate documentation of attendance must be secured by the worker no less frequently than

monthly. Refer to [P-430-STEP](#).

To ensure compliance with information security by the Louisiana Department of Children and Family

Services (DCFS), participant's personal information such as, but not limited to, resumes, cover

letters, and job search applications is prohibited from being saved or stored on computers and data

communication systems owned by and/or administered by DCFS. Specific questions regarding this

guideline should be directed to the appropriate FITAP/STEP Regional Program Coordinator and/or

TANF Section.

Participant progress in Job Search and Job Readiness must be reviewed daily. The process to

measure progress should be established by the Job Search or Job Readiness provider.

Progress

reports may include:

, Completion of assignments,

, Follow through with job contacts,

, Participation in class activities, or

, Appropriate conduct.

Participants who do not make progress without good cause may be subject to sanction.  
Document

progress on the form STEP 8.

The following activities verified by the worker or service provider count for participation rate purposes:

, Actual hours of attendance in Job Search and Job Readiness activities, not to exceed 120 hours

(for a work eligible individual with a 20 hour average weekly work requirement) or 180 hours (for a

work eligible individual with a 30 hour average weekly work requirement) of attendance in the six

week limit, of which no more than four weeks can be consecutive. The limits apply to the

preceding 12 month period.

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, Travel that is required as a part of the Job Search assignment, such as travel by a participant

from a Job Search training site to a potential employer's business to apply for a job.

, Holidays recognized by the service provider listed in [P-430-STEP](#) that are not to exceed 10 days

per year and not to exceed the normal hours of participation as long as the individual is scheduled to participate in this activity on those days.

, Excused absences up to 16 hours per month but not to exceed 80 hours in the preceding 12-

month period as long as the individual was scheduled to participate in this activity on those days.

The following activities do not count for participation rate purposes:

, Except as noted above, travel time spent commuting to or from the Job Search or Job Readiness

activity.

, Participation in Job Search or Job Readiness exceeding 120 hours (for a work eligible individual

with a 20 hour average weekly work requirement) or 180 hours (for a work eligible individual with a

30 hour average weekly work requirement) in the preceding 12 month period.

**P-424-STEP - PR On-the-Job Training (OJT)**

Training may be provided off-site or at a work-site.

Participation in OJT must be supervised by the employer or work site sponsor on an ongoing basis no

less frequently than once in each day in which the participant was scheduled to participate.

OJT activities are countable as follows:

, All required hours of participation for work-eligible individuals.

Appropriate documentation of participation must be secured by the worker. Actual hours of

participation can be projected for up to a six-month period or until the end of the FITAP certification

period, whichever is shorter if representative of continuing circumstances. The projection must be

based on prior documented actual hours of work. At the end of the projection period or at any time

the worker becomes aware of a change in the client's work situation, new valid documentation must

be obtained and another six-month or shorter projection may be made. If the wage statements/pay

stubs available are not representative of continuing circumstances, actual hours will be used and no

projection will be made. Refer to policy at [B-660-FITAP](#) and [P-430-STEP](#).

The following activities verified through employer reports, pay stubs or other employer-issued

documentation count for participation rate purposes:

Participants who do not make progress, without good cause, may be subject to sanction. Document

progress on the [STEP 8](#).

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, Actual hours of employment at an OJT site.

, Hours for which the individual is paid but does not actually work, such as paid sick leave or paid

holidays (holidays cannot exceed 10 days per year) and not to exceed the number of hours

normally worked.

The following activities do not count for participation rate purposes:

, Time spent commuting to or from the OJT site.

, Unpaid training activities.

, Supportive services such as substance abuse treatment, mental health treatment, rehabilitation activities and various educational activities, even if the client is being paid by the employer to attend those services.

### **P-425-STEP - PR Work Experience Program (WEP)**

Participation in WEP must be supervised by an employer or work site sponsor on an ongoing basis no less frequently than once in each day in which the participant was scheduled to participate.

WEP sites must be monitored quarterly to ensure the work conducted is the work the participant was placed to perform, to identify safety hazards, and that employees have received safety training. Staff that monitors safety training should ask for documentation of safety training when they visit the site.

The WEP monitoring forms are the STEP 901, 902, and the 904.

In conjunction with the quarterly monitoring visit, staff should verify that all accident related corrective action measures have been implemented.

When a participant sustains an on-the-job injury, a form [STEP 38](#), Accident Report, must be

completed as soon as possible following the incident, no later than seven days from the date of the

incident. Refer to [STEP 38](#) Strategies to Empower People Program Accident Report form

instructions, for further information. Medical bills incurred as a result of the injury will be covered by

the common carrier retained by the state (see [P-425-3-STEP](#)).

A WEP participant may file a grievance at any time he has a complaint concerning one of the following issues:

- , On-the-job working conditions
- , Workers' compensation coverage

The first step in the grievance process is a meeting to discuss the complaint. If the issue is not

resolved, and the participant wishes to pursue his grievance, he can request a fair hearing. File the

appeal request with the DCFS Bureau of Appeals, following procedure in the [Fair Hearings Section](#) of

Chapter 7.

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The complainant may appeal the fair hearing decision within 20 days of receipt of the written decision.

Send this appeal to the Office of Administrative Law Judges, US Department of Labor, Vanguard

Building, Room 600, 1111 20th Street, NW, Washington, D.C. 20036.

The decision of the Office of Administrative Law Judges is the final decision of the Secretary of Labor.

Copies of the decision will be sent to the complainant and to other appropriate parties for action.

WEP placements are subject to the following provisions:

- , The placement must not result in the displacement or partial displacement of any currently

- employed worker or position.

- , The placement must not fill a position created by layoff or termination of a regular employee from

- the same or equivalent position within the same organizational unit.

- , The placement must not impair existing contracts or collective bargaining agreements.

- , The placement must not infringe on promotional opportunities of regular employees.

- , The placement must not result in the filling of an established unfilled position.

- , For non-government sites with less than 3 employees, documentation is required that the

- placement site is a bona fide business operation.

Regular employees at a work site where participants are placed have the right to file a grievance in

connection with any of the provisions in the WEP agreement.

It is the responsibility of the worker to be aware of both labor market demands and the marketable

skills of job ready participants so that appropriate matches can be made between the two.

Development of WEP work sites will be the responsibility of the local DCFS office.

Before making work assignments, the worker must ensure that:

- , The Family Assessment and the [Family Success Agreement \(FSA\)](#) or its [Addendum](#) have been

- completed.

- , The participant is informed of job responsibilities and duties.

- , The participant is informed, prior to placement, of the grievance procedures.



, The participant is capable of performing the job on a regular basis, including physical capacity, skills or potential to learn the skills, if required.

, The participant is instructed that Medicaid billing is not appropriate for on-the-job injuries and/or illnesses and diseases.

, The participant completes any required pre-placement drug testing. See [P-425-2-STEP](#).

, The participant is scheduled for appropriate safety training. Attendance must be documented on the [CR 8](#).

, The participant is not required to remain away from his home overnight without his consent.

, The conditions of participation are reasonable, taking into account the proficiency of the participant and child care and other supportive services needs of the participant.

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, Placement provides an opportunity for the participant to learn new skills and provide training in areas that will meet local employers' needs so that the participant will be in a competitive position within the local labor market if not hired as a paid employee by the Work Experience provider.

, The participant's preference for an assignment is taken into account. The worker may offer the participant a choice of assignments, but retains the right to make the final decision concerning assignments after having considered individual preferences.

, The worker will work with the employer and the participant to develop a work schedule that best meets the needs of both.

, Parish Office staff must conduct an on-site visit at least quarterly and more often if the situation warrants. The purpose of the visits is to observe working conditions, address work site problems and get informal feedback from the participants and the provider.

, Workplace behavior and proper dress are discussed.

The participant should be referred to the employer with form [STEP 16](#), Information/Referral/Report form. The employer should complete the appropriate portion of the form including if the participant was selected, or reason not selected and return to ES. If the participant is not selected, the reason given by the employer should be discussed with the participant, if appropriate. This discussion should focus on efforts to correct problems noted by the employer. If it is determined that the participant was uncooperative with the interview without good cause, he may be subject to sanction.

WEP activities are countable as follows:

, All required hours of participation for work-eligible individuals.

**Note:** WEP participation hours cannot exceed the number of monthly hours derived by adding the monthly FITAP grant with the monthly full or prorated SNAP allotment (if applicable) for the FITAP family and dividing this total amount by the federal minimum wage. If the SNAP allotment is added to the FITAP grant to determine the number of allowable participation hours and the participant participates for exactly that amount of hours in WEP, the participant is deemed to have participated for 20 hours per week in WEP for Federal Participation Rate purposes, even if it is less than 20 hours per week.

Appropriate documentation of participation must be secured by the worker no less frequently than monthly by obtaining form [STEP 34A](#) from the WEP Provider. Refer to [P-430-STEP](#). Participant progress must be reviewed on a quarterly basis by obtaining form [STEP 36](#) from the WEP provider. This form may be completed more often if needed to document unsatisfactory progress.

After six months of an individual's participation in a WEP assignment, the worker must reassess and determine whether extending the participation in that position would lead directly to either employment or acquiring additional skills needed for employment. If it is determined that the

placement is no longer appropriate, the participant should be moved to an alternate placement of work activity, if available. The reassessment must be documented on the [STEP 8](#).

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The following activities count for participation rate purposes:

, Actual hours of participation at a WEP site.

, Actual hours of attendance at a WEP safety training.

, Actual time spent being drug tested, if required.

, Holidays recognized by the WEP provider listed in [P-430-STEP](#) that are not to exceed 10 days

per year and not to exceed the normal hours of participation as long as the individual is scheduled to participate in this activity on those days.

, Excused absences up to 16 hours per month but not to exceed 180 hours in the preceding 12-

month period as long as the individual was scheduled to participate in this activity on those days.

The following activities do not count for participation rate purposes:

, Time spent commuting to and from the WEP site.

#### **P-425-1-STEP - PR Safety Training for WEP Participants**

Each local DCFS office shall conduct safety training for participants in the Work Experience Program

(WEP). The DCFS Program Operation Manager is responsible for ensuring that participants are trained.

The training should be site specific and address the hazards related to the job in which the participant

is being placed. (Example: If the participant will be placed at a grocery store or a warehouse, then

that participant's training should include proper lifting techniques.) If the WEP provider provides job

specific training of new participants prior to placement, then the office has to conduct only a general

safety training, if the DCFS Program Operation Manager determines the employer's training is

adequate. The office is responsible for ensuring the participant has been trained on the hazards

related to the WEP placement. Safety training may be conducted after placement; however, the WEP provider should be advised of this prior to placement. Each local DCFS office shall maintain safety folders that contain plans for each site specific course as well as the general safety training plan. The folder should contain the month the participants were trained and the type of training the participants received. A [CR 8](#) entry shall be entered in each participant's case record indicating the safety training received. Actual hours of attendance at a WEP safety training are countable as WEP participation hours.

However, if a WEP participant fails to attend the mandated safety training without good cause, sanctioning is appropriate, regardless of the number of actual WEP participation hours. The FITAP/STEP Regional Program Coordinator will serve as a Work Experience Safety Consultant for their region. This includes investigating accidents reported on the [STEP 38](#). Upon receipt of the [STEP 38](#) the FITAP/STEP Regional Program Coordinator will schedule a visit to the WEP site to

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determine if the cause of the accident has been remedied. The Coordinator will use the [STEP 38A](#), STEP Program Accident Report Addendum, to report their findings.

### **P-425-2-STEP - PR Drug Testing**

The actual hours spent being drug tested at a DCFS drug testing facility (for state agency placement), or at other drug testing facilities (for non-state agency placements) may be counted as participation in the Work Experience Program.

If a WEP participant passes the DCFS drug test and then has at least a one-month break in his FITAP certification, he is subject to another DCFS drug test, regardless of when he last passed the DCFS drug test. If a WEP participant passes the DCFS drug test and then does not have a break in

his FITAP certification, he is not subject to another DCFS drug test as long as he has passed the

DCFS drug test in the previous 12-month period.

If a potential new WEP participant fails the DCFS drug test, a referral to the [DHH Office of Behavioral Health \(OBH\)](#) for assessment and appropriate rehabilitative treatment is required. Refer to [Section B-1800-FITAP, Drug Testing](#). The participant is considered to be participating in the STEP Program

while undergoing treatment in the OBH rehabilitation program. Once OBH verifies the successful completion of the rehabilitation program, the participant is eligible for placement at an appropriate WEP site.

If a potential new WEP participant refuses to submit to a DCFS drug test, sanctioning is appropriate as this is considered non-compliance with STEP requirements.

### **P-425-3-STEP - PR Liability and Workers' Compensation Coverage**

When a WEP participant incurs an on-the-job injury, the worker and/or the WEP provider must

immediately report the accident to LWCC by calling 1-800-395-0303. LWCC will then issue a claim

number which should be entered on the [STEP 38](#).

### **P-426-STEP - PR Community Service Programs**

Participation in Community Service Programs must be supervised by the Community Service

Program provider on an ongoing basis no less frequently than once in each day in which the participant was scheduled to participate.

Community Service Program activities are countable as follows:

, All required hours of participation for work-eligible individuals.

**Note:** Community Service Program participation hours cannot exceed the number of monthly hours

derived by adding the monthly FITAP grant with the monthly full or prorated SNAP allotment (if

applicable) for the FITAP family and dividing this total amount by the federal minimum wage. If the

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SNAP allotment is added to the FITAP grant to determine the allowable number of participation hours and the participant participates for exactly that amount of hours in Community Service, the participant is deemed to have participated for 20 hours per week in Community Service for Federal Participation

Rate purposes, even if it is less than 20 hours per week.

Appropriate documentation of participation must be secured by the worker no less frequently than monthly. Refer to [P-430-STEP](#).

The following activities verified by the Community Service provider count for participation rate purposes:

- , Actual hours of participation in Community Service Programs.

- , Holidays recognized by the Community Service Program provider listed in P-430-STEP not to

exceed 10 days per year and not to exceed the normal hours of participation as long as the

individual was scheduled to participate in this activity on those days.

- , Excused absences up to 16 hours per month but not to exceed 80 hours in the preceding 12-

month period as long as the individual was scheduled to participate in this activity on those days.

- , Time limited training associated with Community Service activity. For example, an individual

providing clerical support might attend computer training classes as part of Community Service if

the assigned activity requires it. Short-term training or similar activities may be counted as

Community Service as long as such activities are of limited duration and are a necessary or

regular part of the Community Service Program.

The following activities do not count for participation rate purposes:

- , Time spent commuting to or from the Community Service Program site.

**P-427-STEP - PR Provision of Child Care Services to an individual who is participating in a Community Service Program**

Participation in this activity must be supervised on an ongoing basis no less frequently than once in

each day in which the participant was scheduled to participate. The worker must be in contact on a

daily basis to discuss the participant's activity. The worker will work with the Community Service

participant to ensure a structured work setting with daily supervision exists, evidenced by

documentation of time sheets and daily activity logs. Daily, in-person contact will be by telephone or

electronic contact where those methods are suitable.

Participation hours in this activity are countable as follows:

, All required hours of participation for work-eligible individuals.

Appropriate documentation of participation must be secured by the worker no less frequently than

monthly. Refer to policy at [P-430-STEP](#).

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The following activities count for participation rate purposes:

, Actual hours of providing child care for children of individuals participating in Community Service

Programs.

, Holidays recognized by the Community Service Program provider listed in [P-430-STEP](#) that are

not to exceed 10 days per year and not to exceed the normal hours of participation as long as the

individual was scheduled to participate in this activity on those days.

, Excused absences up to 16 hours per month but not to exceed 80 hours in the preceding 12-

month period as long as the individual was scheduled to participate in this activity on those days.

The following activities do not count for participation rate purposes:

, Time spent commuting to or from the site where the child care is provided.

### **P-428-STEP - PR Parenting Skills**

Work-eligible recipients who are required to complete Parenting Skills Training and fail to do so

without good cause will be subject to STEP sanction. Other FITAP recipients who are required to

complete Parenting Skills Training and fail to do so without good cause will be subject to FITAP case

closure. Document the reason for failure to comply on the form STEP 8.

### **P-429-STEP - PR Other Activities**

Appropriate documentation of attendance must be secured by the worker. Refer to policy at [P-430-STEP](#).

Participation in non-countable activities must be clearly indicated in the [Family Success Agreement \(FSA\)](#) or its [Addendum](#). A STEP sanction must be imposed if the participant fails to satisfactorily participate without good cause in the non-countable activity agreed upon in the [FSA](#) or its [Addendum](#).

The supportive services listed in [P-710-STEP](#) can be provided for participation in non-countable activities. However, support of education should not include payments for tuition, as these costs should be covered by any available financial aid, including grants, scholarships, and any other appropriate financial assistance. If tuition costs are not covered by these sources or if a contract cannot be negotiated with the institution, supportive services funds can be used to pay the tuition costs. In these situations, approval should be requested in writing from the FITAP/STEP Program

Coordinator on a case-by-case basis.

### **III. FORMS AND INSTRUCTIONS**

[STEP 006 Form/Instructions Family Success Agreement](#)

[STEP 006A Form/Instructions Family Success Agreement Addendum](#)

**Agency Name** Office of Family Support (OFS)

**Chapter No./Name** 04 - Family Assistance Manual (FAM)

**Part No./Name** P. Strategies to Empower People (STEP) Program

**Section No./Name** P 400-STEP Participation

**Document No./Name** P-420-STEP Work Activities

**Effective Date** October 1, 2012

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[STEP 008 Form/Instructions Participant Contact Summary](#)

[STEP 011 Form/Instructions Employer Contact Record](#)

[STEP 016 Form/Instructions Information-Referral-Report](#)

[STEP 034A Form/Instructions Attendance Record](#)

[STEP 034B Form/Instructions Vocational Education Weekly Attendance Report](#)

[STEP 036 Form/Instructions WEP Participant's Evaluation](#)

[STEP 038 Form/Instructions STEP Accident Report](#)

[STEP 038A Form/Instructions STEP Accident Report](#)

[STEP 900A Form/Instructions WEP Non-Financial Agreement](#)

[STEP 901 Form/Instructions WEP Participant Interview Guide](#)

[STEP 902 Form/Instructions WEP Employer Interview Guide](#)



**IV. REFERENCES**

Code of Federal Regulations, Title 45: Parts 261, 262, 263, and 265

TANF Final Rule 2008


Act 58, 2003 Reg. Session.

LAC 67:III.5711

LAC 67:III.5713

LAC 67:III.5717



	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	Temporary Assistance for Needy Families (TANF) State Plan
	<b>Part No./Name</b>	E. Client Rights
	<b>Section No./Name</b>	E-100 Client Notification
	<b>Document No./Name</b>	E-110 Client Notification

FITAP and KCSP applicants will be sent written notification of the disposition of the application. The applicant must either be issued a Louisiana Purchase Automated Benefit Card and be able access benefits, or notified that he has been found ineligible for benefits by the 30th day, unless an unavoidable delay has occurred.


In the month proceeding the final month of certification, a notice of expiration and Application for Continued Assistance will be provided to the household. The notice shall inform the household that failure to timely reapply will result in closure and include the right to a fair hearing. If the payee fails, without good cause, to keep a scheduled appointment, the case will be closed without further notification.

A notice of adverse action shall be sent at least 13 days prior to taking action to reduce or terminate benefits in FITAP cases or to terminate benefits in KCSP cases. In some circumstances advance notice is not required. A concurrent notice shall be sent to the client at the time of action in the following situations:

1. the agency has factual information confirming the death of the FITAP/KCSP payee;
2. the client signs a statement requesting reduction or closure and waiving the right to advance notice;
3. the client's whereabouts are unknown and agency mail directed to the client has been returned by the Post Office indicating no known forwarding address;
4. a client has been certified in another state and that fact has been established;
5. a child is removed from the home as a result of a judicial determination, or is voluntarily placed in foster care by his legal guardian;
6. the client has been admitted or committed to an institution;
7. the client has been placed in a skilled or intermediate nursing care facility or long-term hospitalization;
8. the agency disqualifies a household member because of an Intentional Program Violation and the benefits of the remaining household members are reduced or terminated because of the disqualification;
9. the case is closed due to the amount of child support collected through Support Enforcement Services;

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 TN 08-09/ \_\_\_\_\_ Date Amendment Submitted: \_\_\_\_\_ Supersedes TN 08-09/ \_\_\_\_\_ Date Amendment Found Complete: \_\_\_\_\_



	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	Temporary Assistance for Needy Families (TANF) State Plan
	<b>Part No./Name</b>	D. Sanctions
	<b>Section No./Name</b>	D-100 Sanctions
	<b>Document No./Name</b>	D-130 Good Cause


The following represent good cause for not complying with the requirements set forth in the Family Success Agreement:

- Appropriate child care or transportation is unavailable within a reasonable distance from the participant's home or worksite after efforts have been made, and assistance has been offered, to secure child care or transportation.
- Situations related to domestic violence supported evidence presented to the department which may include but not limited to, information from law enforcement agencies or domestic violence providers.
- Situations related to the treatment of a mental or physical illness, including substance abuse treatment, where there is verification that participation in required activities would impair a treatment plan of a mental health or medical professional. Any participant that receives a good cause exception related to mental or physical illness shall incorporate the completion of the identified treatment plan in the Family Success Agreement.
- Temporary, short-term illness or the temporary care of a family member who is ill, as documented by a medical professional.
- Temporary emergency crisis, such as homelessness, fire, accident, dislocation due to natural causes, hurricane, flood, or similar circumstances that can be substantiated.

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	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	Temporary Assistance for Needy Families (TANF) State
	<b>Part No./Name</b>	B. Program Eligibility for Cash Assistance Programs
	<b>Section No./Name</b>	B-100 Families
	<b>Document No./Name</b>	B-110 Families

Needy families with, or expecting children, will be provided financial assistance and/or other services to include education, job preparation, work and support services under Louisiana's Family Independence Temporary Assistance Program (FITAP), Kinship Care Subsidy Program (KCSP), and Strategies to Empower People (STEP) Program. A needy family is defined as a family residing in the state who meets the eligibility requirements listed below for FITAP and KCSP respectively.

For FITAP eligibility a dependent child must be:

- under 18 years of age, or
- 18 years of age and enrolled in a secondary school or its equivalent.

For KCSP eligibility a dependent child must be under 18 years of age.

Unborn children are not eligible for FITAP. A pregnant woman who has completed the fifth month of pregnancy may be certified if otherwise eligible (unborn is not eligible).

To qualify for cash assistance, a child must reside in the home of a parent or other qualified relative who is responsible for the day-to-day care of the child. The following relatives are qualified relatives:

- grandfather or grandmother (extends to great-great-great);
- brother or sister (including half-brother and half-sister);
- uncle or aunt (extends to great-great);
- first cousin (including first cousin once removed);
- nephew or niece (extends to great-great);
- stepfather or stepmother;
- stepbrother or stepsister.


These may be either biological or adoptive relatives.

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	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	Temporary Assistance for Needy Families (TANF) State Plan
	<b>Part No./Name</b>	C. Work and Self-Sufficiency
	<b>Section No./Name</b>	C-100 Strategies to Empower People (STEP) Program
	<b>Document No./Name</b>	C-110 STEP Overview

To assist Louisiana families in becoming economically self-reliant so that their dependence on government benefits for basic needs is minimized, the department implemented the STEP Program effective October 1, 2003, so that all cash assistance recipients, with certain exceptions, are actively engaged in meaningful activities designed to enable their transition from cash assistance to self-reliance. It is further intended that cash assistance recipients demonstrate active and diligent personal responsibility in achieving self-reliance through employment and increased workplace literacy. All appropriate state agencies responsible for employment, training, and educating Louisiana's citizens are expected to cooperate in the pursuit of this goal.

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**Attachment A**

**#8 – A summary of State programs and activities directed at the third and fourth statutory purposes of**

**TANF (as specified at 45 CFR 260.20(c) and (d) of this chapter).**

**a. Summarize below the State programs and activities directed at preventing and reducing the**

**incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies (TANF purpose 3) and,**

**b. Summarize below the State programs and activities directed at encouraging the formation and**

**maintenance of two-parent families (TANF purpose 4):**

Please refer to Section G-200 TANF Initiative Programs of the Louisiana TANF State Plan

**Initiative Goal 3 Goal 4**

G-201 Nonpublic School Early Childhood Development X X

G-202 Alternatives to Abortion X

G-203 Family Violence Prevention and Intervention Program X

G-205 Drug Courts Program X X

G-207 Jobs for America's Graduates Louisiana (JAG-LA) Program X

G-210 Early Childhood Supports and Services X

G-213 Early Childhood Education and Parenting X

G-216 Nurse Family Partnership Program X X

G-217 LA 4 Public Pre-Kindergarten Program X X

G-220 Student Scholarships for Education Excellence Program X





