

*Policy***DWS Employment and Business Services Manual****850-1A Transitional Support Services**

See Most Recent Obsolete Policy

Policy Effective May 1, 2007

Transitional Support Services include the following:

1. Three months of Transitional cash assistance - two months full grant and one month ½ month grant based on household size. All income will be disregarded from the grant for the three months transitional assistance period.
 - a. Customers are eligible for one episode of Transitional cash assistance in a 24-month period. One episode can be one, two or three months. Example
 - b. These months of assistance do not count toward the federal TANF or Utah lifetime limit, therefore are not reported to other states as TANF months.
2. Six months case management opened and monitored in the case management system. Case management for these customers is light touch and fosters helping relationships by offering encouragement and supports to the customer for a successful employment outcome. At a minimum this includes letters at 30, 90 and 180 days, and phone or email customer contact.
3. An additional 18 months case management upon request.
4. Six months transitional child care.
5. Y funds.
6. Financial education – spending/savings.
7. Food Stamps and Transitional or other Medical if eligible.

Who is eligible for Transitional Support Services

1. FEP, FEP-TP customers whose FEP cases close because of income and are employed an average of 30 hours a week per month or an average of 60 hours per week for FEP-TP households. Both parents must be working 30 hours.
2. Self employed customers: Must be employed an average of 30 hours a week per month based on profit (gross income minus business expenses divided by the federal minimum wage) and their income closes their FEP case. See 815-1B

Who is not eligible for Transitional Support Services

1. Diversion customers. Consider Extended Services for Diversion customers.
2. Customers closed for non-participation. See Extended Services 850-1B.
3. Customers who are not working an average of 30 hours a week per month.

See Also

Procedure: FEP-Transitional Medical / Follow-up – Changing

Procedure: Transitional Cash Assistance – Eligibility Specialist

Procedure: Transitional Support Services –Employment Counselors

PROGRAM SERVICES

*Procedure***TRANSITIONAL SUPPORT SERVICES –EMPLOYMENT COUNSELORS**

Revised: 07/02/07

Effective: 02/01/07

INTRODUCTION: Transitional Support Services are available to FEP customers employed an average of 30 hours a week or more whose FEP case closes for income. Use this procedure to open Transitional Benefits in UWORKS.

1. 1. Educate customers about Transitional Cash Assistance/TCA.

- A customer can choose whether they want to receive TCA or not. If the customer does not want to receive TCA, it is critical that the employment counselor communicate this to the eligibility worker as soon as possible.

3. Check the task received from PACMIS indicating FEP case closed and Transitional Cash assistance is opened and payment issued.

- When the task is received from PACMIS indicating the FEP case is closed for income, UWORKS will auto close the FEP Enrollment and Auto open FEP Transitional effective the first day of the current reporting period.
- The UWORKS case remains open for 6 months once the FEP Transitional Enrollment is opened.

2. Determine if 30 hours of employment are verified in current month or past month on the verification screen.

- If 30 hours of employment are verified on the verification screen UWORKS will send an alert to eligibility to issue the 2nd and 3rd months of transitional cash assistance.

3. Send the Transitional Support Services opening letter from correspondence.

- If hours of employment are not verified specify in the free format area of the letter when the customer should return documentation of 30 hours of employment for the appropriate verification reporting period. (See FEP verification table 16A & procedures)
- Once the documentation of 30 hours of employment is verified, UWORKS will generate a PACMIS alert to authorize the 2nd and 3rd months of transitional benefits.

4. Determine if the saving/spending education has been offered to the customer.

- If not, offer the material in the Transitional Support Services opening letter.
 - o Check the saving/spending box on the Financial Needs screen in UWORKS.

5. Send the appropriate follow up/case management letters.**6. Close the FEP Transitional Enrollment at the end of 6 months or when the customer requests they do not want further case management services.**

- If the customer is still employed, use the appropriate positive closure code.
 - o Customer request – Income
 - o Payments from unearned income
 - o Increased Earnings