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Attachment I

Case Examples Regarding Hardship Criteria

		Scenario	Coding
1a	Needed caretaker 1 Parent household Hardship Met	Mary Smith cares for her 8 year old child who has multiple disabilities. He is enrolled in the local school district. Mary states that she often has to pick him up from school during the day because of illness and behavior problems. ES Form 4310 is completed by the child's doctor and it verifies the child's disabilities, and indicates that Mary is needed in the home to care for her child. There are no other caretakers able to provide this care. Mary would qualify for the caretaker hardship. The Hardship Criteria needs to be re-verified at the next review or as indicated on the medical form, whichever is earlier	PRAP is coded CT JOPR is coded NC/EX KSCares does not need to be opened

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		Scenario	Coding
1b	Needed Caretaker 2 Parent household Hardship Met	John and Amy are married and have two school aged children. John is receiving SSI and Amy states she is needed in the home to care for him. Amy is given the ES 4310 to take to her doctor and when it is returned, it states that John needs full time care. The case manager and Amy discuss the possibility of having some outside help to care for John, so she is able to participate in the work program. Amy decides she is the caretaker for John. This case is eligible under a hardship criteria.	PRAP is coded CT JOPR is coded NC/EX KSCares does not need to be opened.

		Scenario	Coding
1c	Needed Caretaker 1 Parent household Limited Hardship	Karen has 3 small children in the home. She states her oldest has medical issues and she needs to be at home to care for him. Karen is given the ES 4310 to take to the child's doctor. The medical form indicates this child has medical problems and Karen is needed in the home to care for him, but also indicates the situation can be controlled with medicine and surgery within 6 months. Karen is eligible for the caretaker hardship. In this situation, the hardship criteria is only valid for a limited time, and a Worker Alert (WOAL) is set for review of work participation at six months.	PRAP is coded CT JOPR is coded NC/EX KSCares does not need to be opened.

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		Scenario	Coding
2a	Disabled 1 Parent household Not cooperating	2a) Joyce states she is disabled and cannot work. She has never applied for Social Security. Medical form ES-4309 is given to Joyce to take to her doctor and when it is returned, indicates Joyce suffers from a disability and is unable to work now, or in the near future. Joyce is referred to an advocate to assist her in completing an application for Social Security. She keeps her appointments with the advocate. Joyce is eligible for the disability hardship criteria. At the six month review, the case manager contacts the Social Security Administration. Joyce's application was denied and she is past her date to appeal. If Joyce wants to be determined for Social Security benefits she will have to reapply. Contact with the Social Security advocate indicates Joyce has not responded to his letters or phone calls, and he was unable to file the appeal needed to keep the application current. Joyce is no longer eligible for the disability hardship. If she is past 60 months, her case will be closed.	PRAP is coded DS JOPR is coded IN/MD SESP is coded SSA for 6 months

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		Scenario	Coding
2b	Disabled 2 Parent household No Hardship	Ken and Barbie are living together and have 2 mutual children, ages 6 and 10. Barbie has psychological issues, and is on medicine. She has an attorney who is assisting her with her Social Security application. Medical form ES-4309 is given to Barbie for completion by her doctor. It indicates Barbie's condition is not controllable with medicine or surgery within the next 12 months, however, it also does not indicate she needs full time care. Ken has no disabilities. Because all mandatory adults in the home are not disabled, this case does not meet any hardship criteria. Barbie's situation needs to be reviewed every six months to assure she continues to have a current social security claim on file, and a medical form is required annually. This is now a 1 Parent household. Ken is placed in an appropriate component. An IST is to be scheduled prior to the 60 th month of assistance.	PRAP – FE JOPR for Barbie is coded IN/MD JOPR for Ken in NA/MD SESP for Barbie is MHC for 6 month SESP for Ken in an appropriate component

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		Scenario	Coding
2c	Disabled 1 Parent Household No hardship	Alice and her children have been on assistance for 26 months. Alice has always claimed disability and has an active Social Security application on file with SSA. She is in the appeal process. There are no doctor's statements in the case file. Alice is given medical form ES-4309. When it is returned by her physician, it indicates Alice's condition is controllable by medicine, and she is able to work. Alice and the case manager meet, and Alice states she believes she is disabled. She has no other medical doctors who she sees on a regular basis. The case manager determines a Vocational Assessment is needed. A Vocational Rehabilitation Counselor agrees with the doctors statement. Alice agrees to receive VR services.	PRAP – FE JOPR is coded NA/MD SESP is coded DES

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		Scenario	Coding
3a	OARS 1 Parent Household	Linda self reports she is a victim of domestic violence, and she would like to be in the OARS program. A referral is made via the OARS Referral Form and Linda is accepted into the program.	PRAP is coded OR JOPR is coded NA/MD SESP is coded OAR for 0 hours

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		Scenario	Coding
3b	OARS 1 Parent Household With additional activities	Linda continues to be involved in the OARS program. It is now six months later, and you have been receiving regular status reports from the OARS advocate which indicate Linda is participating. It is time for a joint staffing between SRS, the OARS advocate and the customer. The EES case manager coordinates with the advocate an agreed upon time to meet with Linda and schedules an appointment. At the joint meeting, it is decided Linda has developed the necessary safety plan where she is now able to participate in the work program. Linda believes she could participate in Job Readiness Activities and she is assigned as appropriate.	PRAP is coded OR JOPR is coded NA/MD SESP is coded OAR for 0 hours SESP is coded JSR with the appropriate number of hours

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		Scenario	Coding
3c	OARS 1 Parent Household Not cooperating	Linda is in OARS and also completing JSR activities when the case manager is notified Linda is no longer participating in JSR. The case manager contacts the OARS advocate for a follow up meeting. The OARS advocate indicates Linda has also not been attending any OARS activities. A joint meeting is scheduled by SRS, with the OARS advocate and Linda. Linda does not attend. With joint agreement between the OARS advocate and the EES case manager, the TAF assistance case is closed for non-cooperation with Job Search Readiness activities.	PRAP – remove OR code KSCares is changed to transitional

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		Scenario	Coding
3d	OARS 1 Parent Household Work Penalty Cure	Linda applies for TAF assistance after being closed for non-cooperation with Job Search Readiness activities. Safety for herself and her family is again an issue. Linda is referred to the OARS advocate to determine if she qualifies for the OARS component. The OARS advocate states Linda's safety is at stake, and indicates she is unable to participate in an employment component. Linda's case is reopened based upon her cooperation with Work Programs in the OARS component.	PRAP is coded OR JOPR is coded NA/MD SESP is coded OAR for 0 hours

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		Scenario	Coding
4a	CFS Involvement 1 Parent Household Reintegration Plan	Barbara's 2 children are removed from the home by SRS. The Social Worker notifies the EES case manager the children are no longer in the home. The Social Worker indicates re-integration of the family is the goal. The EES case manager and the Social Worker discuss what, if any, work assignments would be appropriate. The Social Worker indicates Barbara has many issues that need to be addressed and is unable to obtain or keep employment.	PRAP is coded SS JOPR is coded NA/MD SESP is coded CFS for 0 hours

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		Scenario	Coding
4b	CFS Involvement 1 Parent Closure	Six months later, the EES case manager contacts the social worker to determine if Barbara's children will be returning to the home soon. The social worker indicates the family is still working towards reintegration, however, it may take another 6 months as Barbara is not completing her assignments timely. Based on KEESM 2223, if there are no eligible children in the home, the TAF case is closed	

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		Scenario	Coding
4c	CFS Involvement 1 Parent Household Reintegration	Nancy's child, age 3, has been removed from the home by SRS and placed in foster care. The Social Worker notifies the EES case manager the child is no longer in the home. The Social Worker indicates re-integration of the family is the goal. The EES case manager and the Social Worker discuss what, if any, work assignments would be appropriate. The Social Worker indicates employment is one of Nancy's goals in having her child returned, and recommends we work on employment with Nancy. Upon conferring with Nancy, she states she is job ready. She is placed in Job Search for 20 hours a week.	PRAP is coded SS JOPR is coded NA/MD SESP is coded CFS for 0 hours SESP is coded JSR for 20 hours

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		Scenario	Coding
5a	Over 60 months 2 Parent household Program Administrator Approval	All adults are cooperating with work program requirements. They have reached their sixtieth month of TAF assistance. The family does not meet any of our hardship criteria. An IST staffing has occurred within the last twelve months. The IST indicated this may be a family who may need to continue past the sixtieth month with recommendations of how this family is to be worked with to enable them to meet self-sufficiency. The case manager reviews this file with her supervisor, who then takes this case to the Program Administrator who decides the case will remain open. The case is to be reviewed as needed or at six, nine and twelve months.	PRAP is coded PX JOPR is coded NA/MD SESP with the appropriate component

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		Scenarios	Coding
5b	Over 60 months of TAF 1 Parent Household Program Administrator Approval	Linda, at 56 months of TAF assistance, no longer feels it is necessary for her to be in the OARS program. Linda has not worked for over 3 years and has no marketable job skills. Based on the discussions between SRS and Linda, she is placed in a Work Experience job site. She is cooperating and doing well in this placement. At 60 months of assistance, the IST decides Linda would benefit from an additional two months of Work Experience. The EES Supervisor and Program Administrator agree to leave this case open past the 60 months and request a review in six months. Linda will stay in WXN for two more months. At the end of the WXN assignment, a referral will be made to a component which will assist the customer in obtaining employment within the next 4 months.	PRAP is coded PX JOPR is coded NA/MD SESP is coded WXN

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		Scenario	Coding
5c	Over 60 months of TAF 1 Parent Household No Hardship	Missy is at 80 TAF months. She has been the caretaker of a disabled 11 year old child for the last 24 months. This child receives SSI. There is no medical documentation in the file to support the need for care. At the hardship review, an ES 4310 is requested. When it is returned from the doctor, it does not indicate a need for care, and the disability is controlled by medication. Upon contacting the school counselor, it is discovered the child attends school fulltime, does not have excess absences, nor has Missy been called to intervene in the child's care during school hours. Missy does not meet the hardship criteria of Caretaker, and a staffing with the IST needs to occur if one has not already occurred and Missy needs to be placed in an appropriate work component.	PRAP – FE JOPR is coded NA/MD

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		Scenario	Coding
5d	Over 60 months of TAF 1 Parent Household Not cooperating	Tammy has been on assistance for 65 months. She has one child, age 8. Tammy has completed all her assessments. She had an IST staffing at forty-eight months. She has been on and off assistance due to non-cooperation issues. The case manager schedules a work program review with Tammy, as she is not putting in enough hours in her current assignment. The case manager explains she is over the 60 month time limit, and if she is to remain open, she will have to be involved in her work program thirty hours a week, as scheduled. At the end of the month, the work program provider notifies the case manager that Tammy has failed to complete the required 30 hours a week. Tammy's case is closed for non-cooperation with the work program, and Tammy would not be eligible for TAF at a later date unless she meets a hardship criteria.	PRAP is coded 60