

FAMILIES MOVING FORWARD
TANF SUMMARY

PRIORITIES	INTENT	KEY FACTORS	TIME GUIDELINES
1) Basic Needs	<u>Meet Financial Needs</u> through: 1. Program benefits 2. Community referrals 3. The client's own resources	Transportation, child care, housing, food, medical, utilities, immediate household and personal needs.	1. Respond to immediate and emergent needs in time to meet the need. 2. Offer an intake appointment within 5 work days of date of request. 3. Meet basic needs within 5 work days of intake date.
2) Family Stability & Safety	<u>Explore</u> the physical and mental health of everybody in the family. <u>Provide</u> referrals to address each person's needs.	Domestic violence, FS&C, CW mandatory reporting, medical coverage, community programs like Healthy Start, Early Intervention, etc	Take action as soon as possible, but never longer than 8 work hours after identifying a safety threat through the life of the case.
3) Assessment	<u>Look at the big picture.</u> <u>Identify:</u> Strengths and needs of everybody in the household. <u>Consider:</u> Relatives, friends, neighbors, churches, schools, other organizations that are part of the client's life.	"My Self Assessment" is the primary initial and on-going tool. Also consider information from office and home visits, contractors, and all other sources.	1. Offer screenings within 10 work days of the date of intake. 2. Continue screening and assessment through the life of the case. 3. Consider client readiness when offering screenings and assessments.
4) Opportunities	<u>Explore</u> client strengths, goals and interests. <u>Share opportunities</u> within DHS, JOBS and the community.	TANF/JOBS program components, community programs that compliment TANF/JOBS program, and client ideas and suggestions	1. Begin within 10 work days of intake 2. Share options and opportunities through the life of the case. 3. Always consider client readiness.
5) Action	<u>Facilitate</u> an action plan with the client based on the "My Self Assessment". <u>Monitor and support</u> the client to participate fully. <u>Take incremental steps</u> to accomplish plan goals. <u>Recognize setbacks</u> are natural and likely.	Client driven, goal based, value added, forward moving Success is often based on good communication and a good relationship.	1. The frequency of client contact is determined by client need and the action plan developed. 2. Generally more contact is needed up front and when there are significant issues or changes in the action plan. 3. Minimum contact is monthly.

Families Moving Forward

Working together with families to:

- Meet **basic needs**;
- Promote **family stability and safety** for children and families;
- **Assess** individual strengths and needs;
- Explore **opportunities** and set goals towards employment or other means of self sufficiency.
- Develop individual plan of **action** lead by client