



**WORK SERVICES PROGRAM**

**INITIAL TRACKING TOOL**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Are you or a member of your family working with any of the following: OCS, Voc. Rehab, Mental Health, Juvenile Justice, Corrections, or Housing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you received more than 3 years of TANF or cash assistance?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you or a member of your family have mental health, medical, or legal issues that prevent you from working for more than 6 months?             | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If you had childcare and transportation could you go to work?  | <input type="checkbox"/> | <input type="checkbox"/> |

Name \_\_\_\_\_ Date \_\_\_\_\_

**For Official Use Only**

Client ID # \_\_\_\_\_

Work First \_\_\_\_\_

Families First \_\_\_\_\_

Additional Comments:

# Initial Tracking Tool Instructions

**Purpose:** The purpose of this tool is to assist in ensuring Temporary Assistance applicants are referred to the correct work services track. At time of application this tool is to help collect information to ensure clients receive the services needed in a timely manner. The two tracks this tool screens for are defined below: Please see Work Services Procedures Manual, Section 1003.

**Work First Services**– Ongoing case management for parents working towards self-sufficiency from the ATAP program that can participate in activities and are able to test the labor market. Services include Family Self-Sufficiency Planning (FSSP), job club, job referrals, assignment to activities and supportive services. Focus of services is rapid attachment to the workforce, job retention and advancement. Work Services is expected to include referral to community resources. Vulnerable families with multiple or profound challenges to participation and self-sufficiency are served by **Families First Work Services** described below. All Work First Services parents will be screened during their first month of ATAP to identify challenges to self-sufficiency and ensure the family is correctly placed in Work First Services or Families First Work Services.

**Families First Work Services** – Ongoing case management for vulnerable families experiencing multiple and profound challenges to self-sufficiency from the ATAP program. Services incorporate **Families First Model** strategies including interagency partnerships as supported through family service teams and informed Family Self-Sufficiency and other agency plans. Services focus on increasing the self-sufficiency of families through supporting health, safety and wellness along with partner agencies and family efforts. Parents are helped to transition to **Work First Services** described below, or secure customized employment that will allow for increased self-sufficiency. Disabled parents are helped to apply for non-time-limited benefits. All Families First Work Services parents will be screened during their first month of ATAP to identify challenges to self-sufficiency and ensure the family is correctly placed in Families First Work Services or Work First Services.

The initial tracking tool asks a series of four questions designed primarily to screen for the Families First Work Services track. These questions are in-line with the criteria used to determine the degree of services an applicant might need.

## **How to administer the Initial Tracking Tool (ITT):**

At the time a client submits a Temporary Assistance application, DPA designated staff in the eligibility office will give the tool to the applicant and ask them to complete it by answering the four questions “yes” or “no”. Once completed, the designated staff person will evaluate the yes and no responses and make the appropriate track referral. Staff needs to complete the back of the ITT document checking which track is appropriate; add any comments the staff or clients may have, ensure the Client ID# (not the case #) is listed and staff will need to sign the ITT.

New CARCS will be shared indicating new offices. **NOTE:** Some case management agencies will now have multiple CARCS, one for Families First Work Services and the other for the Work First Service Track.

**NOTE:** Some two-parent families will have one parent who is more work-ready than another. In situations which one parent identifies as an appropriate referral for Work First and the other parent describes complexities that identify a Families First referral, both parents should be referred to one case manager on the Families First Track. Both parents will be engaged in working with the Family Support Team and resolving the identified complexities. The work ready parent will be supported with work activity opportunities immediately upon referral.

Once the referral is made for case management services, the ITT documents should be batched and sent to Bernie Person, Program Coordinator, 3601 C Street, Suite 814, Anchorage, Alaska every Friday. This process is effective July 1, 2012 with the first batch due July 6<sup>th</sup> and sequentially every Friday after that. DPA will be evaluating the usefulness of the ITT and tracking to assure the client has been referred to the correct track and make adjustments to the tool where appropriate.

**How to determine which track a client should be referred to:**

<b>Refer to Families First track when:</b>
✓ questions 1 and/or 2 and/or 3 = YES
<b>Refer to Work First track when:</b>
✓ question 4 = Yes

If you have any questions regarding the use of the ITT please contact Bernie Person, Program Coordinator I, in Anchorage at 907-269-3558 or via email at [Bernie.person@alaska.gov](mailto:Bernie.person@alaska.gov) or in Juneau, contact Lisa Bogert, Program Coordinator I, 907-465-5772 or via email at [lisa.bogert@alaska.gov](mailto:lisa.bogert@alaska.gov).