

Temporary Assistance Requirements

Temporary Assistance provides cash assistance and work services to low-income families with children to help them with basic needs while they work toward becoming self-sufficient.

What is required?

- Self-sufficiency is the goal.
- Families meet with a case manager to complete an Employability Assessment and to develop a Family Self Sufficiency Plan soon after they apply for Temporary Assistance.
- You will identify self-sufficiency goals and work or participate in activities that will move you toward those goals.
- Both parents in a 2 parent household are required to participate.
- You will attend frequent appointments with your case manager to discuss progress, challenges & your family plan.
- Your progress will be evaluated through Progress Reports that you will complete with your case manager on a regular basis.



Continued:

- If you are not working, you will be expected to begin a full-time job search and accept employment.
- You may be required to work in unpaid community volunteer work.
- If you are working part time, you may be required to seek other work or work in unpaid community volunteer work.
- If you cannot work, you may need to obtain information from a medical professional regarding your ability to work.
- You may be asked to make a list of people & agencies that help your family. This is your Family Network.
- Some people on your Family Network List may become part of a Family Support Team to provide a higher level of service to your family to resolve challenges.
- The Family Support Team will help define your Weekly Routines on a calendar to avoid conflicts and streamline services.

How do we help you to meet these requirements?

- Your case manager will work with you to develop a plan to end your need for Temporary Assistance.
- The case manager can be a resource for planning, job search, budgeting, supportive services, childcare, etc.
- The case manager will provide resources to help you develop a job search portfolio that includes a resume, employment application, letters of recommendation, job skills and work history.
- The Job Center offers dedicated staff and workshops that can assist you in your job search activities. They have computers with internet access, telephones, printers, faxes, copy machines, help with resumes and interviewing, job listings, etc.

What happens if you don't follow through with the requirements?

- If you do not follow your plan, such as following the agreed upon steps, attending appointments, turning in forms, searching for work or keeping in touch with your case manager, you could lose some or all of your cash benefits and a portion of your Food Stamp benefits each month until you take the agreed upon steps.

Things to remember while on Temporary Assistance

- Treat this program the same as a job. Show up on time, call if you won't be here, give 100%, etc.
- Attend all appointments. If you cannot attend call your case manager.
- Follow the family plan that you created with your case manager. If you cannot follow the plan, call your case manager.
- Read your mail. There may be important paperwork that needs to be completed and turned in.
- When considering changes, call your case manager. The case manager is your best advocate for change.
- Changes must be reported to Public Assistance within 10 days from the date of the change. Don't forget to report your changes.

Case Manager Contact Info