SMART FAMILY SELF-SUFFICIENCY PLANS

This document compliments the WSPM section 1008

Specific: addressing what the activity is, where it will be done and when it starts and ends and who will engage in the activity
Meaningful: all activities and steps should be directly linked to achieving employment goals set by the client
Assessable: it is clear to both the client and case manager when the client has completed the activity and achieved their goal
Realistic: goals and activities are designed for the client, and considers their abilities and interests using the employment assessment
Time bound: the milestone for evaluating progress and achieving goals is well-matched to how long the activity actually takes

General Examples for FSSP Intermediate Goals & Steps

<table>
<thead>
<tr>
<th>Intermediate Goal</th>
<th>Steps: add wording that includes (who, what, when, where)</th>
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| Obtain Employment OR Debrief on Work Search | • Attend workshop on ___ at___  
• Complete an ALEXsys registration by...  
• Report to the Job Center at 8am Mon-Fri to meet with ___ to receive job leads and debrief your job search from the day before...  
• Turn in Employment Planning Information, budget, resume to assess work readiness...  
• Meet with case manager to discuss interview challenges; application improvement; resume development; success in work search... |
| Maintain Income OR Increase Income OR Progress in financial independence | • Continue Part-time employment with...  
• Continue to seek full time employment  
• Meet with new case manager ___ at the Job Center to assess work skills...  
• Explore self-employment by researching...  
• Apply for Social Security Disability Income... |
| Arrange childcare | • Review childcare list...  
• Contact thread and...  
• Contact case manager by_____ with the childcare provider’s name and your request... |
| Arrange transportation | • Get an estimate for car repairs...  
• Complete transit system registration and...  
• Arrange for friend to give you a ride... |
| Build Work Place Skills OR Enhance Employability | • Perform *Community Work Experience*, Business Work Experience, Community Service or **Subsistence** (where/when).....  
| Build Family Life Skills OR Life Skills Coaching | • Complete **ALEXsys** registration by...  
| Achieve; Improve; Obtain; Maintain... | • Attend **GED/ESL, training**.....  
| Physical Wellness OR Mental Health Wellness OR Progress in Family re-unification | • Complete **Career Ready 101** lesson...  
| | | • Attend **Parenting** class...  
| | | • Attend appointment with **Probation** Officer...  
| | | • Attend family **counseling**...  
| | | • Meet with **case manager** to discuss childcare challenges; children’s school work; budgeting  
| | | • Attend **medical** appointments and follow doctor’s recommendations for...  
| | | • Attend **counseling** appointments and follow counselor’s recommendations for...  
| | | • Attend appointment with **Probation** Officer...  
| | | • Attend groups for **domestic violence** every...  
| | | • Attend **AA** or NA meetings every...  
| | | • Attend appointments at **Office of Children’s Services**... |