**Section 112.65 Responsibility and Services Plan**

a) The Department shall advise every applicant and recipient of:

1) the requirement that all recipients move toward self-sufficiency; and

2) the value and benefits of employment.

b) Clients who are adults or minor parents must prepare, sign and submit a personal Responsibility and Services Plan (RSP). Active recipients who are adults or minor parents who have previously prepared, signed and submitted a personal RSP must comply with the RSP. Department staff shall assist each client in completing the RSP.

c) The RSP includes the following:

1) job history;

2) job preferences;

3) job search plans;

4) child immunization;

5) school attendance;

6) family well-being, including domestic or sexual violence, substance abuse, homelessness and mental and physical health issues;

7) family information;

8) income;

9) child support;

10) education/training;

11) child care;

12) transportation;

13) legal; and

14) referral.

d) This Section does not apply to Representative Payees.

e) A parent who refuses to complete the RSP, when appropriate for his or her family, renders the entire assistance unit ineligible. Supervisory approval is required to confirm refusal.

f) A client who fails to follow up in taking the necessary steps that will lead to self-sufficiency, as decided upon in the RSP, is subject to sanction (see Section 112.79). Failure to comply with provisions relating to domestic or sexual violence will not result in sanction.

(Source: Amended at 38 Ill. Reg. 4441, effective January 29, 2014)