**Section 112.74 Responsibility and Services Plan**

a) Family Assessment to Develop a Responsibility and Services Plan

1) All individuals shall undergo a Family Assessment to develop a Responsibility and Services Plan. This provision does not apply to individuals acting as Representative Payees for child-only cases.

2) The Family Assessment shall include collection of information on the individual's and family's background, proficiencies, skills deficiencies, education level, work history, employment goals, interests, aptitudes and employment preferences, as well as factors affecting employability or ability to meet participation requirements (for example, eligibility for exemption, health, physical or mental limitations, child care, domestic violence, sexual violence, substance abuse, family circumstances and problems including the need of any child of the individual). As part of the assessment process, individuals and TANF staff shall work together to identify any supportive service needs required to enable them to participate in TANF employment or work activities and meet the objectives of their Responsibility and Services Plan (see Section 112.82). The Family Assessment may be conducted through various methods such as interviews, testing, counseling and self-assessment instruments.

3) The Family Assessment and Responsibility and Services Plan must:

A) contain an employment goal of the participant and the steps to achieve it;

B) describe the services to be provided by the agency including child care and other supportive services;

C) describe the activities such as activity assignment that will be undertaken by the participant to achieve the employment goal; and

D) describe any other needs of the family such as participation by a child in drug education or in life skills planning sessions.

4) The Responsibility and Services Plan shall take into account:

A) the participant's supportive service needs;

B) the participant's skills level and aptitudes;

C) local employment opportunities;

D) to the maximum extent possible, the preferences of the participant;

E) final approval of the plan rests with the DHS staff pursuant to TANF program requirements; and

F) the participant will sign and receive a copy of the Responsibility and Services Plan.

b) Occurrence of the Family Assessment and Responsibility and Services Plan

1) The Family Assessment shall take place before a participant is assigned to any education, training or work activity on the Responsibility and Services Plan. Such assignment may not begin until at least 30 days after the date of application.

2) The participant will be notified, in writing, of the Family Assessment meeting.

c) During the Family Assessment, the Responsibility and Services Plan will be completed to determine the individual's and family's level of preparation for employment and needed services. Upon initial screening, a determination for job readiness will be based on an individual having a high school diploma/GED, not requiring substance abuse treatment, and having worked more than three consecutive months in the last 12 calendar months. This determination needs to be considered in conjunction with other issues such as the individual's barriers, the local labor market, and the work place skill of the client. The preference of the individual will be taken into account in the development of the Responsibility and Services Plan to the maximum extent possible and appropriate. As part of the assessment process, individuals and TANF staff may work together to identify any supportive service needs required to enable them to participate in employment and work and meet the objectives of their Responsibility and Services Plan (see Section 112.82). In the assessment process, the Department shall offer standard literacy testing and a determination of English language proficiency to determine appropriate work or training activities. The Department shall provide standard literacy testing and a determination of English language proficiency for those who accept the offer. Literacy level is defined as reading at a 9.0 grade level or above. In the assessment process and development of a Responsibility and Services Plan, the Department shall take into account the factor of domestic or sexual violence in determining the work and training activities that are appropriate. Waivers shall be granted in accordance with Section 112.6 when compliance with requirements would make it more difficult for an individual to escape domestic or sexual violence or subject the individual to further risk of domestic or sexual violence. Based on the completed assessment, the individual's Responsibility and Services Plan activities will be determined.

d) Review

1) A review will be conducted to assess a participant's progress and to revise the Responsibility and Services Plan, if needed. The review shall occur at least at the following times:

A) upon completion of a program or activity and before assignment to an activity;

B) upon the request of the participant;

C) if the individual is not cooperating with the requirements of the program;

D) if the individual has failed to make satisfactory progress in an education or training program;

E) upon completion of an academic term;

F) upon referral from DES, IETC, or other entities;

G) every six months at a minimum; or

H) at any time deemed appropriate under the Plan.

2) The review may be conducted through various methods such as interviews, testing, counseling and self-assessment instruments.

3) The review will include an evaluation of the participant's progress towards the employment goal. If progress is lacking, the participant may be reassigned to a more appropriate activity.

e) If an individual who is required to participate in the program fails to appear for the scheduled assessment interviews or comply with the assessment process, without good cause, the case is ineligible.

f) TANF employment and work activity participation shall not be required in the event that supportive services are needed for effective participation but are unavailable from the Department or from some reasonably available source (for example, child care for a child under age 13).

g) Teen parents have their own Responsibility and Services Plan defining the responsibilities the young parent must meet to receive TANF cash assistance and what services the Department agrees to provide. The plan outlines family needs, the required activities and necessary supportive services. The plan must be signed by both the young parent and the case manager. The plan sets the following goals for the young parent and describes how the Department will help the young parent meet these goals:

1) to attend school to complete a high school education;

2) to establish paternity for the young parent's child or children and obtain child support;

3) to improve the young parent's parenting skills; and

4) to seek and obtain full-time employment when job ready.

(Source: Amended at 34 Ill. Reg. 10085, effective July 1, 2010)