

## FSS Action Plan Proposed Changes

1. GED Requirement – change from mandatory to highly encouraged and add to ITSP only when client agrees to have as a goal. CFR says we can't require them to have a GED or HS diploma in order to graduate.
2. Suitable Employment – Remove amount of hours required and add definition of suitable employment: A determination of "suitable" employment shall be made by the FSS project coordinator based on the skills, education, and job training of the individual designated the head-of household, and based on the available job opportunities.
3. Explain ineligible citizen policy and the effect on TTP amount when citizen status changes. *If TTP changes after client citizen status changes, do we amend COP TTP during the contract term?*
4. Client must graduate when all goals are met, even if the 5 years have not been reached. Client has option of adding goals before 5 years end all goals must be met to successfully graduate.
5. Add verbiage that explains the option to modify goals on ITSP.
6. In the action plan it says we can provide assistance to "FSS participant and their family". *Does this include dependent student needs such as school supplies/glasses bus pass? (If not, need to change to "Individuals with ITSP")*
7. Program Profile – Do we have to breakdown by program 100-PH/100- HCV? What if we did it by percentage of tenants of each program?
8. FSS Eligibility – "good standing" definition needed in action plan.
9. Contract Extension - Define good cause (serious illness or involuntary loss of employment)
10. Change Employment Verification acceptable for graduation to be consistent with HUD 4350.3 acceptable forms of verification.
11. Add verbiage that family may re-apply and participate in FSS program as long as no escrow monies have been disbursed to client.
12. Add termination of contract reasons: mutual consent; Failure to meet obligations without good cause; Withdrawal from program; act inconsistent with FSS; operation of law; automatically terminated if assistance is terminated.
13. Do we want a ROSS and EDSC Action plan or is the addendum enough?

## MISCELLANEOUS

- Revise Form: Reimbursement Policy - form requests clients to reimburse money given on their behalf and the outcome is negative or out of their hands, need to take a look at the circumstances in which we require refund. (See exhibit C)
- ROSS Action Plan – for the future/ROSS Action Plan, now that the program is moving towards fact based reports, we need to be clear and create a concrete structure, for example, establish when a client is considered inactive, if terminations should occur and when. (No contract for ROSS with expiration date, only ITSP)
- EDSC Action Plan – for the future/ EDSC Action Plan, it is needed for the purpose of providing structure. There is no tracking of all EDSC clients. Also the success of EDSC is not measured, need to establish baseline, like the length of time client has lived in housing, to measure success in the areas of: improved living conditions; maintained independent living; aged in place; avoided placement in full care facilities, just to name a few markers. Intake form where assessment is done and after that an annual follow up assessment (shorter than the quarterly report model)