

# **Personal Responsibility Plan**

## **2100 PERSONAL RESPONSIBILITY PLAN (PRP)**

The Personal Responsibility Plan (PRP) is a contract between the Division and the TANF household outlining a jointly-developed plan to assist the TANF household to achieve their highest level of self-sufficiency.

## **2110 INDIVIDUALS REQUIRED TO HAVE A PRP**

A PRP must be developed for the following TANF or TANF/NEON recipients:

- Single parent head-of-household (HOH);
- Each parent in a two-parent household (Head-of-household must sign both plans);
- Each minor parent;
- Non-needy caretakers (NNCT) responsible for a minor child receiving TANF assistance;
- Needy, non-parent caretakers; and
- Ineligible parent caretakers receiving assistance for their minor children (i.e., non-qualified non-citizen, SSI parent, disqualified parent, etc.)

A PRP may be used as a tool to assist adults receiving benefits through the TANF-TEMP or TANF-Loan programs.

## **2120 PRP TIME FRAMES AND EXPIRATION DATES**

A PRP must be initiated or completed no later than five (5) business days from the date of TANF or TANF/NEON approval. Steps must be taken to initiate or complete a PRP within five business days of a work eligible individual joining an existing TANF or TANF/NEON household. Proof of PRP initiation must be retained in the hard file or OASIS (i.e., copy of appointment letter inviting client to a PRP appointment or the completed PRP). PRPs must be completed and signed within 60 days of TANF approval. A PRP expires 24 months after it is established or last updated.

## **2130 PRP FORMS**

Personal Responsibility Form 2538–WA is used to establish a PRP for all “work-eligible” individuals as defined in manual section A-816.1

### Child-Only Assessment/Personal Responsibility Form

The Child-Only Assessment/Personal Responsibility Form 2037-WA is a two (2) page form used to establish a PRP for TANF households with no “work-eligible” members.

Eligibility staff must review Form 2037-WA each time TANF eligibility is reviewed. If the PRP has not expired and there are no changes of circumstances, staff must document that the PRP was reviewed and is still current. If the PRP has expired, or will expire prior to the next scheduled TANF eligibility review, a new PRP form must be completed by eligibility staff. If a change in circumstances is found prior to TANF eligibility review, the PRP must be amended by eligibility staff within 10 days of the reported change.

## **2140 PRP DEVELOPMENT**

The PRP must be developed and personalized based on the household’s unique circumstances. A participant’s strengths, interests, work experience/skills, employment barriers and other issues are identified through the assessment process and serve as a foundation for the PRP.

The case manager facilitates development of the PRP in collaboration with the participant and documents the plan on Form 2538-WA. To be effective, it is crucial the participant be allowed to take ownership of the plan by having input regarding the goals, tasks and time frames being established.

At a minimum, the plan will:

- Identify the household’s barriers (issues) to achieving economic independence;
- Outline the specific steps (tasks) to be taken by the participant, to achieve economic independence;
- Document the negotiated time frames by which each task will be completed;
- List how the Division plans to support the participant’s efforts;
- Document the children’s immunization and education status and encourage the caretaker to keep the children’s immunizations current and support school attendance and academic progress;
- Address the monitoring and verification requirements for each work activity per established policy; and
- Provide specific contact information for whom the participant must contact if they are unable to fulfill responsibilities listed on the PRP.

Participants will be held accountable for complying with the PRP, so it is important the PRP be written in a clear and concise manner. The contents must address the household's specific barriers/issues, be realistic in expectations and contain the detail necessary to support any subsequent case decision or action taken by staff.

The PRP must be signed and dated by the case manager and the participant for whom the plan was developed. The TANF head-of-household is responsible for ensuring all household members comply with the requirements of their PRPs and must sign the PRPs developed for other members of their household.

EXCEPTION: PRPs for the victims of domestic violence are confidential and their contents are not disclosed to other members of the household. The head-of-household is not required to sign the PRP if it would violate this policy.

The signed PRP is retained in the case file and a copy provided to the household.

## **2150 SPECIAL PRP REQUIREMENTS FOR MINOR PARENTS**

In addition to the requirements outlined in manual section A-2140, the PRP for a TANF household containing an unmarried minor parent must include:

- A statement that the head-of-household will ensure the unmarried minor parent attends training to learn the necessary skills to care for a child;
- A statement encouraging the head-of-household to ensure the unmarried minor parent participates in a program providing mentors to assist the minor parent with their education, self-sufficiency goals, life skills, money management, nutritional education, conflict resolution training, interpersonal relationship counseling and job seeking goals. Any incentives granted to encourage school participation must be related to the PRP developed with the minor parent; and
- A statement addressing the minor parent's expected level of school attendance or a plan for returning to a regular or alternative school.

## **2160 RENEGOTIATION AND AMENDMENT OF THE PERSONAL RESPONSIBILITY PLAN (PRP)**

Renegotiate and amend the PRP when the participant is demonstrating effort and:

- Completes the tasks outlined on the prior PRP and the next steps toward self-sufficiency need to be established;
- Additional employment barriers/issues are identified;
- The planned work activities change;
- The participant becomes employed, changes employers, ceases to be employed;
- An individualized training contract is being established;
- Monitoring and verification requirements of work activities must be updated;
- The household's circumstances change.

Amending the PRP is an ongoing case management process, which should be initiated no later than five business days after a qualifying change. Special circumstances requiring an exception to this time frame must be documented.

Staff must document the reasons a PRP is amended.

## **2170 NON-COMPLIANCE WITH TERMS OF THE PERSONAL RESPONSIBILITY PLAN (PRP)**

### Initial Personal Responsibility Plan

Participation in the initial development of the Personal Responsibility Plan (PRP) is an eligibility requirement.

TANF-NEON households who fail to cooperate in the development and completion of the PRP may be terminated from TANF using the NOMADS termination code T: Failure to cooperate with Work or Personal Responsibility Plan requirements, allowing for adverse action.

If the client is able to comply (establish a PRP) prior to the effective date of the case closure, assistance should be reinstated. When a client requests to reschedule their PRP appointment, they will be scheduled for the next available PRP appointment slot, if one is available prior to the closure date. If the client is unable to come into compliance prior to the date of closure (i.e., no PRP appointments are available before the effective date of closure) the household will need to reapply for assistance to regain eligibility for assistance.

### Established Personal Responsibility Plan

Families who fail to cooperate with the terms of an established PRP or fail to attend an appointment scheduled to amend their existing PRP may be conciliated, unless they meet one of the exceptions in manual section B-933. Once the conciliation process has been initiated, the 3 month sit-out period will be imposed if the household does not comply within the conciliation period.

**Note:** When a household requests to withdraw from TANF during the conciliation period, they must be referred to a NEON case manager prior to accepting the withdrawal. The NEON case manager must discuss with the participant the reason for the withdrawal request and determine if the participant has barriers that would prevent them from meeting the compliance resolution and if they need assistance to comply with the program request. Prudent worker judgment must be used to evaluate the information disclosed to determine if a 3 month sit-out should be imposed or if the conciliation should be lifted. Once the decision is made, the decision and the reasoning must be documented.