

441—47.26 (239B) Approved local plans for family self-sufficiency grants. Each PROMISE JOBS service delivery region shall create and provide to IWD their written policies and procedures for administering family self-sufficiency grants. The plan shall be reviewed for required elements and quality of service to ensure that it meets the purpose of the program and approved by the department division administrator and the IWD division administrator. The written policies and procedures shall be available to the public at county offices, PROMISE JOBS offices, and at IWD. At a minimum, these policies and procedures shall contain or address the following:

47.26(1) *A plan overview.* The plan overview shall contain a general description detailing:

- a. Any types of services or assistance which will be excluded from consideration for family self-sufficiency grants in the PROMISE JOBS service delivery region.
- b. How determinations will be made that the service or assistance requested meets the program's objective of helping the family retain employment or obtain employment.
- c. How determinations will be made that the proposed family self-sufficiency grant is not supplanting as required at subrule 47.24(5).
- d. Services established and any maximum (and minimum, if any) values of payments of the services established by the PROMISE JOBS service delivery region.
- e. Verification procedures or standards for documenting barriers, using written notification policies found at 441—subrule 93.10(1).
- f. The design of the application form.
- g. Verification procedures or standards for documenting employment attempts if not already tracked by PROMISE JOBS procedures, using policies found at rule 441—93.10(239B).
- h. How applications will be processed timely to address barriers to obtaining or retaining employment.
- i. Follow-up procedures on participant effort.
- j. Procedures for tracking of family self-sufficiency grant authorizations in order to stay within service delivery region allocation.
- k. How staff will be trained to administer the program.

47.26(2) *Intake and eligibility determination.* The policies and procedures shall describe:

- a. How families most likely to benefit from self-sufficiency grant assistance are identified.
- b. How families can apply for self-sufficiency grant assistance.
- c. How families will be informed of the availability of self-sufficiency grant assistance, its voluntary nature, and how the program works.
- d. How county offices and PROMISE JOBS offices will maintain, provide to pilot participants, and otherwise make available, written policies and procedures describing the project.
- e. Which PROMISE JOBS staff shall make decisions regarding identification of barriers and candidate eligibility for payment and what sign-off or approval is required before a payment is authorized.

47.26(3) *A plan for evaluation of family self-sufficiency grants.* The evaluation plan shall:

- a. Describe tracking procedures.
- b. Describe the plan for evaluation (e.g., what elements will be used to create significant data regarding outcomes).
- c. Describe how measurable results will be determined.
- d. Identify any support needed to conduct an evaluation (e.g., what assistance is needed from department and IWD).
- e. Describe which aspects of the project were successful and which were not.