

## FAS Coding Tips for Employment Services

This Financial Assisted Services (FAS) table outlines the minimal data elements required of Employment Services (ES) staff completing a Status Update (SU) for FAS coding of exemptions, FSS categories, sanctions, and employment.

Category	Required Element	What ES Provider Should know
<b>Child Under 12 Months</b>	<ul style="list-style-type: none"> <li>- Request from participant can be either verbal or in writing</li> <li>- SU should include the date of the participant's request</li> </ul>	<ul style="list-style-type: none"> <li>* This exemption DOES remove a sanction already in place</li> <li>* The exemption begins the month after the request is made</li> <li>* The exemption will only last as long as the child's on record DOB is less than one years old</li> </ul>
<b>Newly Arrived Immigrant</b>	<ul style="list-style-type: none"> <li>- ES must include Spoken Language Proficiency (SPL) below 6</li> <li>- Participant must be enrolled in English as a Second Language (ESL) classes</li> </ul>	<ul style="list-style-type: none"> <li>* These requests are time sensitive because the category is limited to 24 continuous months following the participant's first 12 months as a "newly arrived immigrant"</li> <li>* Send SU request by the 11th month in which the participant is in the country; if there is a gap and the request isn't processed in time, the participant won't be eligible.</li> </ul>
<b>Family Violence Waiver (FVW)</b>	<ul style="list-style-type: none"> <li>- SU must include Family Violence Advocate's start date and end date of the waiver</li> </ul>	<ul style="list-style-type: none"> <li>* It is the responsibility of the ES provider to regularly review of the status/dates of the FVW</li> </ul>
<b>SSI/ RSDI Pending</b>	<ul style="list-style-type: none"> <li>- SU must include the date that the participant applied for SSI/RSDI. This is NOT the date of referral to SSI/RSDI program services</li> </ul>	<ul style="list-style-type: none"> <li>* An application or documentation of the SSI/RSDI application must be kept in ES files</li> </ul>
<b>IQ &lt; 80</b>	<ul style="list-style-type: none"> <li>- If a two-parent family, be specific about which participant this SU applies</li> </ul>	<ul style="list-style-type: none"> <li>* This category only applies to the affected participant</li> </ul>
<b>Mentally Ill</b>	<ul style="list-style-type: none"> <li>- SU must include the documented start date and end date</li> <li>- SU must indicate that the participant is unable to work or unable to work the minimal requirement of 20 hours due to the medical condition</li> <li>- If a two-parent family, be specific about which participant this SU applies</li> </ul>	<ul style="list-style-type: none"> <li>* This category only applies to the affected participant</li> <li>* Documentation verifying that this condition is expected to last more than 30 days should be kept on file</li> </ul>

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<b>Ill/Incapacitated</b>	<ul style="list-style-type: none"> <li>- SU must include the documented start date and end date</li> <li>- SU must indicate that the participant is unable to work or unable to work the minimal requirement of 20 hours due to the medical condition</li> <li>- If a two-parent family, be specific about which participant this SU applies to</li> </ul>	<ul style="list-style-type: none"> <li>* This category only applies to the affected participant</li> <li>* Documentation verifying that this condition is expected to last more than 30 days should be kept on file</li> </ul>
<b>Needed in the Home to Care for Ill/Incapacitated</b>	<ul style="list-style-type: none"> <li>- SU must include the documented start date and end date</li> <li>- SU should include the name of the family member that the care is needed</li> </ul>	<ul style="list-style-type: none"> <li>* Documentation verifying that the participant is needed in the home to care for the ill or incapacitated family member and that the condition is expected to last more than 30 days should be kept on file</li> </ul>
<b>Special Medical Criteria</b>	<ul style="list-style-type: none"> <li>- SU must include the documented start date and end date</li> <li>- Include the name of the family member that the care is needed for onto the SU. This category cannot be used for the MFIP participant</li> <li>- SU should include specific criteria that is met (e.g. SED Child or Waivered Services)</li> </ul>	<ul style="list-style-type: none"> <li>* Banked months will automatically accrue when special medical criteria is coded</li> <li>* An ES provider seeking eligibility for retro-active banked months must provide a date of diagnosis</li> <li>* Documentation verifying that the participant is needed in the home to due to the Special Medical Criteria should be kept on file</li> </ul>
<b>Employment</b>	<ul style="list-style-type: none"> <li>- Name of employer and the start date of employment should be included onto the SU</li> </ul>	<ul style="list-style-type: none"> <li>* It is helpful to FAS to include additional information such as: address of employer, date of first pay check, frequency of pay checks, obtainment of employer health insurance, number of hours expected to work per week, and a copy of a pay stub</li> </ul>
<b>Imposing Sanctions</b>	<ul style="list-style-type: none"> <li>- If a two-parent family, be specific about which participant this SU applies</li> </ul>	<ul style="list-style-type: none"> <li>* If SU requesting a sanction is submitted by the 10th, then FAS expects they will be able to impose the sanction during the month of the request. If SU submitted after the 10th, sanctions are more likely to be imposed the following month.</li> </ul>
<b>Curing Sanctions</b>	<ul style="list-style-type: none"> <li>- Include the date of compliance onto the SU. This may or may not be different than the date SU to cure sanction was submitted</li> <li>- Include the date of "good cause" onto the SU. This may or may not be the date SU requesting "good cause" was submitted</li> </ul>	<ul style="list-style-type: none"> <li>* Compliance is about doing what was required as listed in the Notice of Intent to Sanction (NOITS)</li> <li>* "Good Cause" is the same as saying a participant should not have been in sanction, or that a sanction should end early, due to proof of a good cause reason for non-compliance</li> </ul>

\* Please note that ES staff are required to follow MFIP/DWP manual and get all the documents for the ES file prior to sending the status update.

\* For many of these codes, the FAS worker is not simply pulling down a drop down list of FSS codes, but often locating codes from multiple panels.

MAXIS then sorts and posts based on a MAXIS-based priority code system.