**Family Stabilization Services Sanction Checklist**

Given the purpose of the Family Stabilization Services and the underlying family circumstances that are barriers to both employment and full compliance with program requirements, counties must take the following steps before initiating a sanction. **(Keep this checklist in the case file. Case note each step in Workforce One.)**

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| --- | --- |
| Date Accomplished | Requirement |

**Review the existing plan:**  to be sure it is appropriate to the participant’s and family’s needs.

DATE

**Get confirmation from a behavioral health or medical professional** that the participant can comply with the employment plan. (Consult a professional whose expertise aligns with the conditions that make the person eligible for or likely to be eligible for Family Stabilization Services.)

DATE

**Invite the participant to a face-to-face meeting to a county or Employment Services agency office or at a community location.** The county or Employment Services agency must inform participants that they may bring someone as an advocate. If a phone conversation provides the information to understand why the person has not been able to comply with activities and/or to revise the employment plan, act on that information. A phone conversation, however, does not move the sanctioning process forward.

DATE

**Meet with the participant face-to-face** in order to determine whether:

DATE

* The noncompliance can be explained and whether it can be solved with a needed family stabilization service
* The participant qualifies for a good cause exemption
* Activities in the plan are appropriate to the family’s circumstances
* The participant understands the consequences of continued non-compliance
* Other resources may be available to meet the need of the family
* The participant understands clearly her or his right to appeal

***NOTE:*** *If an activity or service that could help the participant comply is not currently in the plan, the county must work with the participant to provide that activity or service.*

**If the participant fails to attend the face-to-face meeting**, the case manager or another designated worker must make at least one trip to where the participant lives or stays to attempt at least one home visit. If no home visit is attempted, no sanction can proceed.

DATE

**If the attempted home visit does not result in a meeting,** send a written notice that includes all the information listed under “meet with the participant face-to-face”.

DATE

**Send a Notice of Intent to Sanction**, if all the above steps have been done. Ensure that you have considered whether any good cause exemptions apply.

DATE

DATE

**If the participant does not respond to the notice,** send a status update to the financial worker to impose a sanction.

**Date sanction is imposed.**

DATE

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| --- | --- |
| DATE | SIGNATURE OF EMPLOYMENT COUNSELOR OR CASE MANAGER |