

**SECTION 600: BEE NII SE EEL DOO (GROWING)**

**601 PURPOSE**

This section establishes policies for the GROWING - BEE NII SE EEL DOO component of the Pathway to Self Reliance. Effective case management is critical in this process through follow-up, monitoring and provision of the support and tools necessary to achieve and maintain self-reliance.

**602 CASE CLOSURE**

A. A Customer's case may be closed for one of the following reasons:

1. Disqualification
  - a. Reaching the 4th Penalty
  - b. Failure to submit a MUR for two consecutive months.
  - c. Intentional Program Violation
  - d. Unfavorable Background Check
  - e. Threatening or assaulting a DSR staff which is substantiated by a police report(s).
  - f. Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime or an attempt to commit a crime, which is a felony under federal or state law, as verified by the DSR Fraud Investigation Unit.
  - g. Violating a condition of probation or parole imposed under Federal or State law, as verified by the DSR Fraud Investigation Unit.
2. Ineligibility
  - a. No eligible minor child in the Benefit Group
  - b. Benefit Group relocating outside of the Service Delivery Area.
  - c. Income and/or Assets exceeding established thresholds
  - d. Non-compliance with Child Support Requirements
  - e. Meeting the DSR Time Limit for Assistance
  - f. The above is not an exhaustive list of possible reasons for an individual's or Benefit Group's ineligibility for DSR assistance.
3. Voluntary Closure
4. Failure to cooperate with DSR staff in the monitoring of their case.
5. Failure to cooperate with DSR Investigators in the investigation of a potential Intentional Program Violation.
6. Death of Head of Household

- B. Customers must be provided written notification and provided twenty (20) working days to appeal a decision to close their case; or the Customer must submit a completed and signed *Waiver of Appeal Rights* form; before the case closure can be implemented.

**603 FOLLOW-UP**

When a Customer's DSR assistance case is closed due to obtaining employment, DSR staff shall follow-up with the Customer at regular intervals during the first year of employment to monitor the Customer's progress toward self-sufficiency.

**604 TRANSITIONAL SUPPORT SERVICES**

Transitional support may be provided to families who are no longer eligible to receive DSR assistance due to obtaining employment and require support to meet necessary and appropriate costs as they "transition" to self-reliance.

- A. When a DSR assistance case is closed due to an adult Benefit Group member obtaining employment, the assigned DSR staff will conduct an assessment to determine if Transitional Support Services is necessary and appropriate.
- B. Transitional Support Services will be provided to assist eligible Customers meet the costs associated with maintaining employment and stabilizing the family to become financially self-reliant. Examples of costs include, but are not limited to:
  - 1. Child care;
  - 2. Transportation;
  - 3. Housing Costs;
  - 4. Basic utilities;
  - 5. Clothing
  - 6. Traditional ceremonies; and
  - 7. Employment related expenses.
- C. The following eligibility criteria are established for receipt of Transitional Support Services:
  - 1. The Benefit Group's DSR assistance case must be closed, or is in the process of being closed, at the time the request is made.
  - 2. The adult who obtained employment was a member of the DSR Benefit Group at the time of case closure.
  - 3. The adult's Employment must be verified by one of the following:
    - a. Personal Action Form (PAF), or similar employment form, from their employer
    - b. Employment Confirmation Letter
    - c. Employment History Verification
    - d. Current Copy of Contract of Employment