

Massachusetts Refugee Resettlement Program (MRRP)

INSTRUCTIONS: FAMILY EMPLOYMENT PLAN (FEP)

General Instructions

- The Family Employment Plan (FEP) is applicable to Assistance Unit members only.
- Complete *all* sections of the FEP. Where not applicable, indicate "N/A." Where number value is 0, indicate "0."
- Type or print clearly in block letters.

Part I: Assistance Unit (AU) / Participant Information

- Part I is to be completed by the client's Case Manager.
- Complete only one copy of Part I, one for each Assistance Unit as a whole.
- "Secondary" participant may or may not be immediately employable, (i.e. may include a high school student who is immediately employable and/or an adult member of the Assistance Unit who is not immediately employable).

Part II and Part III: Employment Information and Referrals to Services

- Part II and Part III are to be completed by the client's Case Manager.
- Complete a separate Part II and Part III for each primary and secondary participant.
- Education – specify field of study/specialization, if applicable.

Part IV: Early Employment and Self-Sufficiency Strategies

- Initially, Part IV is to be completed by the Employment Specialist, in consultation with the Case Manager. Subsequent modifications may be proposed by the Employment Specialist, the Case Manager, or the client.
- Complete a separate Part IV for each primary and secondary participant.
- Early Employment

Short-Term Goals – Include job goals as well as goals related to removal of barriers to employment. Also identify 150% of FPL numeric goal for the Assistance Unit (refer to Self-Sufficiency Chart).

Pre-Employment - Related Activities/Services - For "End Date," identify if known, otherwise put "N/A."

Pre-Employment - Related Activities/Services - Each planned activity/service must be agreed upon by the Case Manager, the Employment Specialist, and the client. Approval may be obtained verbally. Upon approval, check applicable box.

- Self-Sufficiency

Long-Term Goals – Include job goals as well as goals related to removal of barriers to employment. Also identify 300% and 450% of FPL numeric goals for the Assistance Unit (refer to Self-Sufficiency Chart).

Post-Employment - Related Activities/Services - For "End Date," identify if known, otherwise put "N/A."

Post-Employment - Related Activities/Services - Each planned activity/service must be agreed upon by the Case Manager, the Employment Specialist, and the client. Approval may be obtained verbally. Upon approval, check applicable box.

Part V. Agreement

- Complete a separate Agreement page for each program participant.
- After each signature, enter the date of initial Plan development and agreement.
- Provide the client with the translated version of this Agreement page, when possible. If a translated version is not available, have an interpreter read and explain the Agreement to him/her. Ensure that the client fully understands the contents of the Agreement, and have him/her sign the English version.
- Include the signed English version of the Agreement in the case file, and give the translated version to the client.
- Send a copy of the signed FEP to the client's CM. The CM will then sign the copy and send another copy to the ELTE provider, in the event that the client has been referred for services.
- All applicable providers retain a copy of the signed FEP in the client's case file.