

## Instructions on Completing the Family Self-Sufficiency Individual Training & Services Plan

### **FINAL GOAL:**

The first step is to complete the final goal. “Seek and maintain full-time employment, which is \_\_\_\_\_?” You complete the rest of the statement with your job/career of choice. We suggest you say to yourself, “what do I want to be doing five years from now?” This will get you started in thinking about what you want in life and help you with your final goal. This may sound difficult because it is hard to tell where a person will be five years from now, but you can always change your goals once you are in the FSS Program. Try to list goals that are realistic to you and your lifestyle, since you will have to achieve these goals. Once you have figured out the employment or career you would like to work in - you have already gotten your final goal. Refer to the examples listed below:

### **INTERIM GOAL:**

“All family members to be independent of welfare assistance (cash) for at least twelve consecutive months before the end of the contract” has already been typed into the contract. This is a mandatory interim goal in order to receive your escrow account when receiving welfare assistance.

### **ACTIVITIES/SERVICES:**

### **RESPONSIBLE PARTIES:**

### **DATES:**

Think of this as steps you need to take in order to get from one place to another. You will need to list each activities and services that you need in order to fulfill your final goal; the responsible party whom you are receiving this service from, and the date the activity or service will be completed. Ask yourself, what steps do I need to take to achieve my final goal? Some examples are below:

- **Example 1:** **Final Goal** – a job. You would print – to get a full-time or part-time job and work your way up to the full-time position. **Activities/Services** – *Ask yourself, what do you need in order to get a job?* Resume, Job Applications, Childcare, Transportation, Career Links/Job Searching Skills, Interviewing Skills, GED, Computer Skills, it could be endless. **Responsible Parties** – Who or what service helped you with each activity/service that you listed. **Date(s)** – A date of completion that you anticipate getting each activity or service completed.
  
- **Example 2:** **Final Goal** – To be a Teacher, Interior Designer, Beautician, etc. **Activities/Services** – *Ask yourself what do you need in order to get a degree or license?* Schooling, Funding/Grants, Tutoring, Transportation, Childcare, etc. **Responsible Parties** – Who or what service helped you with each activity/service that you listed. **Date(s)** – A date of completion that you anticipate getting each activity or service completed.
  
- **Example 3:** **Final Goal** – To be a Mechanic, Carpenter, Plumber, etc. **Activities/Services** – *Ask yourself what do you need in order to get a degree of license?* Trade School, GED, Funding/Grants, Transportation, Clothing, Job Training, etc. **Responsible Parties** – Who or what service helped you with each activity/service that you listed. **Date(s)** – A date of completion that you anticipate getting each activity or service completed.

- **Example 4: Final Goal** – To maintain full-time employment at your current place of employment and purchase a home. **Activities/Services** – *Ask yourself what kind of assistance do you need or guidance in order to achieve this goal, etc?* **Responsible Parties** – Who or what service helped you with each activity/service that you listed. **Date(s)** – A date of completion that you anticipate getting each activity or service completed.
  - **The FSS Coordinator will help you with dates for completion if you are having trouble figuring it out.**

**COMMENTS:**

If you would like to describe in more detail of what your final goal(s) are and/or if you are having any problems – you can write them in the comment area at the bottom of the Individual Training and Service Plan.

Your activities and service play a huge part in achieving your final goal while assisting you to each level you need to complete. Examples were given above, although each individual is different and have different needs. Think of this ladder. Each step takes you close to the top – your goal. While you are completing the form, try to think of everything that you may need to help you obtain your goal(s) as well as any roadblocks that are standing in our way of pursuing your goal(s). I am here to help you with any problems or questions that you may have or any roadblocks that are standing in your way. I can make some contacts to Agencies within the community, (do not forget to sign the release form), to see what programs you would be eligible for and/or find some assistance for you. Participants of the FSS Program develop a partnership with the FSS Coordinator; to identify strengths, develop and review goals, and locate supportive services that will assist the participant in reaching those goals; you are not alone in achieving your goal.

The Questionnaire and Family Needs Form helps the FSS Coordinator know what other needs you may have and get an understanding of your current life style. Once the FSS Coordinator reviews the questionnaire you have completed, you will receive a letter with some recommendations for you to pursue. On page 6, question 65 – If there is anything that was not mentioned in the questionnaire that you are having problems with and need assistance, please list then in this area. If you need additional space, you can write on the back of this page.

If at any time, you need to speak with me to discuss personal issues or problems that you are encountering; we can set up an appointment or a telephone conference.

A briefing on what we just discussed may be in order to complete your contract:

- **Your Final Goal** – Seek and maintain full-time employment, which is: The job/career of your choice after your interim goal and activities/services are completed. Try to be realistic when selecting a job/career to what opportunities are available in this area, unless you would like to

move to another county or state. Remember – what do you see yourself doing five years from now? **Keep in mind; a goal is something that has not already occurred, unless you are presently already involved in obtaining self-sufficiency in a certain field.** This statement mostly pertains to a new goal that you would like to pursue but have not started at this time. This does not mean that you cannot stay at your current employment. However, in order to fulfill a goal in this case, you would need either to be part-time and work your way up to full-time status, or if you are already full-time, receive a change in status at your employment, such as a promotion. Homeownership can also be a final goal.

- **Your Interim Goal** – All family members to be independent of welfare assistance (cash) for at least twelve consecutive months before the contract expires.
- **Activities/Services** – What steps are you taking to achieve your goal(s) in order to become self-sufficient such as GED, driver's license, educational or vocational training, tutoring, budget/family/homeownership counseling, childcare, transportation, etc. **Responsible Parties** – who is providing the service or training? **Date(s)** – The date you anticipate completion. However, we will need to be notified when you are starting each activity or service so that we can notate the date in your file.

**We realize that this seems like a lot of paperwork and reading material, although the program is much easier than it sounds. Some participants say that this is the tough part – figuring out what they want to do. However, as stated earlier in this letter, you can change our goal(s) during the contract and we are here to assist you fulfill your independence and help you become self-sufficient. All that is asked of you is once you have filled out the contract; you follow the steps that are set up in the Activity and Service Plan and complete them in the time frame anticipated as well as keeping the FSS Coordinator up to date on how you are progressing. In addition, if you are having any problems, you will need to let us know so that we may find another avenue or assistance for you. We may not have all the answers, but we will try and help you. We need you to help yourself by having commitment, determination, and above all, belief in yourself.**

If you are having any problems completing your contract, you may contact us at 887-5563 or email at [tlemerson@mckeancountypa.org](mailto:tlemerson@mckeancountypa.org) in order to set up an appointment or a telephone conference to discuss this one on one. Please do not miss this opportunity of a lifetime. We are looking forward to receiving your paperwork in order to get you started in the FSS Program.

Tammy Emerson  
Property Manager

Attachments