
FLORIDAWORKS
Policies & Procedures

408 W. University Avenue, Suite 501
Gainesville, FL 32601

SOP Number:	Subject: Initial Assessment (WTP)
Date of Issuance: 08/20/07	Revision Date:
Effective Date: 09/24/07	Board Signature: <i>Ken McGurn</i>

I. Purpose

The purpose of this directive is to advise local service providers of the requirement to conduct an assessment of all adult members of families receiving assistance under TANF.

II. Background

Per Public Welfare, 45 CFR Sec. 261.11, TANF recipients "must have an initial assessment of their skills, prior work experience, and employability." Florida regulation further indicates the initial assessment must be completed within 30 days of the open / reopen referral date. The initial assessment should be the foundation to developing the Individualized Responsibility Plan (IRP) or Alternative Responsibility Plan (ARP).

III. Policy

A. Who must be assessed?

An initial assessment must be conducted for each recipient of TANF funds who is:

- 18 years of age or older; or
- who has not completed high school or obtained a certificate of high school equivalency, and is not attending secondary school.

B. When must an assessment be completed?

The initial assessment must be completed within 30 days of the date of referral from DCF (open or reopen date). If a recipient's case previously closes however reopens at a later date, then an assessment must be conducted again within 30 days of the reopen date.

C. Assessment Components and Documentation

The assessment must include an evaluation of the recipient's skills, prior work experience and employability (job readiness), at minimum. The purpose of this assessment is to gather information needed to develop the recipient's plan to meet TANF work requirements and move toward self sufficiency.

Assessments may be conducted in a variety of formats including, but not limited to: surveys, questionnaires, and standardized tests. If the provider utilizes a locally developed assessment (i.e. questionnaire form), the form must be identified (labeled) as the initial assessment and

include the following critical information: completion date, completion of all elements of the aforementioned federal requirements, and signatures of both the participant and Career Specialist. Assessment results must be recorded and retained in the hard copy case file as well as documented in OSST (i.e. plan development screen, case notes, etc.).

D. Additional Service Provider Responsibility

The local provider administering WTP program services must also submit their Assessment standard operating procedure (to include identification of specific assessment tools to be utilized and any locally developed assessment forms) to the Administrative Entity for review.