

## **Family Self-Sufficiency Action Plan/ DRAFT Dane County Housing Authority**

### **Preliminary Steps**

Dane County Housing Authority (DCHA) and the Community Development Authority (CDA), in collaboration with United Way and the Community Action Coalition for South Central Wisconsin, Inc will implement a pilot Family Sufficiency Program (FSS) program in 2010. To gauge interest in such programming DCHA surveyed 400 of their existing HCV recipients at their annual reexamination interview in 2009 and 85% stated they were interested. The services they would seek in order of preference are access to education and training opportunities, better job skills, assistance with transportation needs, vocational rehabilitation services, counseling/therapy, parenting classes, and alcohol and drug treatment. We can assume that this response would be the same if CDA did a similar survey as we are neighboring housing authorities with a high portability rate between the two agencies. We will serve 26 families total; 13 from each housing authority.

### **Family Selection Process and Outreach**

DCHA and CDA will select potential participants to FSS randomly. Both housing authorities will send letters of interest to 25 families who have been randomly selected. We will then serve these families by the date that they respond. The letter of interest will explain program objectives and opportunities and include a one-page application with a return deadline. Each housing authority will date stamp each return application and select the first 13 that respond. All other respondents will be put on a wait list in the order that they applied.

Applicants to the FFS program who currently owe money to any housing authority will not be accepted.

### **Family Demographics**

The FSS program will reflect each of our overall HCV program demographics.

At the time of this plan **Dane County Housing Authority** currently has 1,060 families of which:  
51% are Caucasian, 48% are African-American, and 1% are Asian. 3% are of Hispanic ethnicity.

54% are households headed by a single female, 23% are single people with a disability, and 4% are elderly households. The other 7% includes families headed by two parents and heads of households that are not disabled, nor elderly but are a remaining family member (children are grown and left the household).

12% of all households have annual income over \$24,000. The majority of households at 29% have annual income between \$5,000 and 10,000.

The **Community Development Authority's** demographics are:

CDA currently houses 1,499 families of which:

53% are African- American, 44% are Caucasian, 3% are Asian, and 1% Native American. 2% are of Hispanic ethnicity

50% are households headed by single females, 28% are single people with a disability, and 15% are elderly households. The other 7% includes families headed by two parents and heads of households that are not disabled, nor elderly but are a remaining family member (children are grown and left the household).

11% of all households have income over \$25,000. The majority of households at 32% have annual income between 5% and \$10,000.

### **Activity and Support Services**

Community Action Coalition for South Central Wisconsin, Inc (CAC) with start up funding from United Way of Dane County will provide the case management and vocational counseling for FSS participants. CDA and DCHA will train CAC on FSS objectives, regulations and procedures. Additionally, the housing authorities will maintain contact with CAC staff and review participant's action plans and progress. An initial needs assessment will be conducted with each FSS participant to review educational level and work experience. Goals towards improving the families earning capacity will be discussed including identifying the barriers and assets to reach those goals. Family dynamics will be addressed such as acknowledging if the family has a support network or if they are fairly isolated with few family members to assist with obstacles. Serious behavioral problems and unaddressed health issues will also be identified in order to refer the family to appropriate resources.

A plan of action will be jointly decided and clearly defined steps will be outlined in the Individual Training and Services Plan (ITSP) along with the community resources needed to reach such goals. Transportation and childcare needs will be assessed in relation to the steps to reach the goals.

CDA and DCHA will allow other interested adult family members besides the head of household to participate in FSS with their own ITSP. We feel the family will achieve greater self- sufficiency in a more expeditious timeframe if all adult members in the FSS household are given FSS opportunities. Other

family members that fail to follow through with their ITSP plan will not affect the head of household's participation in FSS.

### **Community Resources**

The following is a partial list of community resources the DCHA / CDA FSS program will utilize:

**United Way of Dane County  
2059 Atwood Ave  
Madison, WI 53704**

Mission Statement: United Way of Dane County's mission is to unite and focus the community to create measureable results in improving people's lives and strengthening our community.

This mission statement is a perfect match for the objectives of the FSS program.

United Way is funding case management services for the first- year pilot project.

They are also offering meeting space and community resource connections and support.

United Way 211 is a resource for people to call 211 or access through their website community resources related to basic needs, consumer services, legal services, education, health care, income support and employment, mental health counseling, etc.

**Community Action of Coalition  
for South Central Wisconsin, Inc  
1717 N Stoughton Rd  
Madison, WI 53704**

Mission Statement: To develop economic and social capacities of individuals, families, and communities to reduce poverty in Dane, Jefferson, and Waukesha counties.

This mission statement is also a perfect match for FSS objectives. CAC will provide the case management services to our 26 families with one year funding from United Way of Dane County.

**Madison Area Technical School  
(campuses located through-out Dane County)**

Referrals will be made to the Adult Basic Education department for General Education Development (GED) and High School Equivalency Diploma (HSED) preparation classes. One and two year associate programs, as well as apprenticeship, will also be part of the FSS individual action plans. In addition, individual classes will be identified to build on existing job skills

**Omega School  
835 W Badger Rd  
Madison, WI 53713**

Omega provides General Education Development (GED) and High School Equivalency Diploma (HSED) preparation in a relaxed, homey environment with one on one tutoring. Specialized training is available for specific tests such as state of Wisconsin employment and drivers licenses. Typing and computer skills are also offered as well as job interviewing skills and resume writing.

**Employment & Training Association  
1819 Aberg Ave  
Madison, WI 53704**

Employment and Training (EATA) is a partner agency with Dane County Human Services providing job search, work experience, and training opportunities to participants involved in Wisconsin Works (W-2). Services include placement in community service jobs, resume and cover letter writing, workshops on job seeking skills, identification of employers that are hiring and assistance with job applications.

**Dane County Human Services  
Offices located throughout Dane County**

Provides childcare subsidies, foodshare quest card, women, infants and children (WIC) nutrition program, and medical assistance. Also administers **Joining Forces for Families (JFF) program**. JFF is a community-based supportive service that helps families address basic human needs.

## **Wisconsin JOBNET Job Search**

On- line system for searching for current employment opportunities that employer have listed with Wisconsin Job Service.

## **YWCA Employment and Training Annex 3101 Latham Dr Madison, WI 53713**

The YWCA offers two employment and training programs.

**(1) SUCCESS** prepares women and minorities to work in the printing and manufacturing industry. After a three-week orientation session participants are accepted into a 12-month paid internship at MCD, Inc., a graphic art products and finishing company located on a bus line. The interns are matched with long-termed employees as mentors.

### **(2) Transportation Alliance for New Solutions Program (TrANS)**

TrANS is a collaborative effort between community based organizations, trade associations, labor unions, government, and contractors to fill entry-level laborer positions in road construction in southeastern Wisconsin. This program provides a six week class where students learn skills in flagging, concrete construction, CDL, job-site safety, and hands-on learning by making picnic tables or saw horses, using scaffolding, and demolishing and pouring concrete.

## **Community Coordinated Child Care of Dane County 5 Odana Ct. Madison, WI 53705**

Maintains a database of all regulated childcare programs in Dane Co. for referrals to parents. Also provides training to be a certified childcare provider in one's home.

## **Financial Education Center 2300 S. Park St., Suite 22 Madison, WI 53713**

A six-week free personal money management series by Wisconsin Women's Business Initiative Corp. Topics include creating a personal budget,

developing a savings plan, and dealing with past and future credit. Participants that complete the full series receive a \$50 savings bond.

**Family Services**  
**128 E Olin Ave**  
**Madison, WI 53713**

Child and family counseling and mental health agency. Offers programs for children at risk of school failure, personal and family finance, substance abuse, children and adolescents at risk of out of home placement, and family violence.

**Operation Fresh Start**  
**1925 Winnebago St.**  
**Madison, WI 53704**

Operation Fresh Start is a youth development program addressing core issues facing low-income communities: education, employment, crime prevention, affordable housing and leadership development. At OFS, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills, and serve their communities by building affordable housing. In the process, they fundamentally change their lives and roles in society.

**Department of Workforce Development**  
**201 E Washington Ave**  
**Madison WI 53703**

State agency charged with building and strengthening Wisconsin's workforce in the 21<sup>ST</sup> century and beyond. Provides job services, training and employment assistance, partners with employers to find necessary workers for current job openings.

**Dane County Parent Council**  
**2096 Red Arrow Trail**  
**Madison, WI 53711**

Provides variety of child development and family support programming such as Headstart.

## **Outreach**

DCHA and CDA will include a FSS informational sheet in our briefing packets and to our incoming portable clients. We will also post a flyer in our waiting areas to inform existing tenants that we have a FSS program. Since the pilot program is limited to 26 randomly selected participants we see no need for any further outreach. In the event that we increase the size of FSS and revise our Action plan with HUD approval; we will reexamine selection and outreach policies.

### **Incentives to encourage participation**

FSS participants will benefit from having the support and encouragement of a case manager who will provide an array of community resources and supportive services to enhance earning capacity. Participants will also benefit from interest bearing escrow accounts as provided in the FSS program.

### **Interim Withdrawals form Escrow Accounts**

Each housing authority will allow interim escrow withdrawals for FSS contract related expenses. This will only be allowed if the family has fulfilled certain interim goals and the portion of the escrow amount is needed for purposes related to the contract, such as school tuition or other school expenses, job training, business start up expenses, transportation or car expenses as needed to meet contract goals. Any other interim withdrawals would have to be of an emergency nature or basic need and would be decided on a case by case basis. Families will be encouraged to seek alternate sources of funding before withdrawing for their escrow account.

### **Certification of Coordination**

DCHA and CDA certified that existing services in the community will be utilized in administering the FFS program to avoid duplication of services. Services will be coordinated with local Job Center, educational institutions, community based organizations, child care resources, employment and training agencies, etc. Such services are listed but not limited to in the Action Plan under community services.

## **Assurance of Non-Interference**

Participation in DCHA AND CDA's Section 8 FSS program is on a voluntary basis. A family's election not to participate in FSS will not affect the family's admission to Section 8 or continued assistance of Section 8 housing assistance payments.

## **Timetable for program implementation**

Targeted start date for FSS is June 1, 2010 pending HUD approval of Action Plan.

## **Program Termination or Withholding Of Services and Grievance Procedures**

Both housing authorities will make reasonable efforts to assist a family to be successful in FSS. Individual Training and Services Plans (ITSP) will be updated to allow for changes in the family's circumstances. Family emergencies, lengthy illnesses, involuntary loss of employment or other good causes determined by DCHA and CDA will be considered before termination from FSS.

Supportive services such as bus passes could be withheld if participant does not follow through on their ITSP.

The FSS contract will not be terminated if other family members besides the head of household fail to comply with their ITSP.

Head of households who fail without good cause to comply with the terms of their ITSP will be terminated from the FSS program and forfeit any monies in their escrow account. Termination from the FSS program will not affect the families voucher assistance.

If a family's Section 8 rental assistance is terminated in accordance to HUD requirements their participation in FSS also terminates and any monies in their escrow account is forfeited.

If DCHA or CDA terminates the head of household from the FSS program, all family members involved with individual ITSP's, will no longer be enrolled in FSS or receive supportive services. Services will continue until the outcome of a hearing, if a hearing is requested.



The head of household will be sent a termination notice stating the effective date of the termination from FSS, the reasons for the termination, and a deadline of 10 business days to request an informal hearing in writing.

DCHA / CDA will schedule and send written notice of informal hearing within 10-business days.

Client initiated reschedules of informal hearings will follow each housing authority's Section 8 Administrative Plan.