**MEMORANDUM**

**TO:** Board of Directors

Tim Center

**FROM:** Cynthia Valencic

**DATE:** October 9, 2014

**SUBJECT:** Family Self-Sufficiency Policy Change

Recently, the Agency has had several inquiries from former Family Self-Sufficiency Program participants who have either graduated from the program or have been terminated from the program. The former participants want to re-enroll in the program.

It was discovered upon review of the program manual and the graduation, termination and voluntary withdrawal letters that there is no specific language in any of these documents that prohibits re-enrollment in the program. The termination letter does contain a clause that the participant is ineligible to receive any agency services for a period of five years, but does not address re-enrollment.

Therefore, the following language is being presented to the Board for approval:

***Note:*** *FSSP participants who exit the program are ineligible to re-enroll in FSSP whether the participant has graduated, is terminated or voluntarily withdraws.*

In addition, the Department is recommending two exceptions to the termination policy as follows:

***4. Exceptions to Termination from the FSSP Program***

*A. FSSP participants and family members in good standing who become ill but are unable to return to the FSSP program within thirty (30) days will not be terminated.*

1. *FSSP Participants in good standing who relocated outside of the Agency’s service area and are unable to participate in a FSSP program, but return to the Agency’s service area will be considered for re-enrollment in the FSSP program.*