

Case ID _____

Date: _____

Dear Work First Family:

Re: TIME LIMIT

Congratulations! Your family has taken big step toward self-sufficiency. You are now actively participating in Work First's Employment Services Program. You have already, or will soon develop, the Plan of Action -Part B of your Mutual Responsibility Agreement (MRA). The MRA Plan of Action sets your goal for employment and details how you will meet that goal. It also states how the county agency will assist you in meeting your goal. A few of the ways the county agency may be able to assist you include helping with short term training, job search, transportation and child care.

Since you are receiving these important services and moving toward your goal of self sufficiency, your Work First Family Assistance (cash benefit) is limited to 24 months.

Effective _____ the months you receive Family Assistance count towards your 24 month time limit. As of this date, your family has _____ months remaining to receive Family Assistance.

The months you receive Family Assistance may stop counting toward your 24 month time limit if your situation changes and the caseworker determines that you are unable to participate in the Employment Services Program. This may happen if you or a family member becomes disabled and you are unable to participate during that time because supportive services are not available. If you think you are unable to participate in Employment Services for any reason you must talk to your Work First case manager to see if your are required to participate.

After you have received cash assistance for 24 months, your family will be unable to receive cash assistance again for three years. You can continue to receive food and nutrition benefits and Medicaid after the 24 months, if you qualify.

If you are unable to support your family through no fault of your own, you may qualify for an extension to the 24 month time limit. Please feel free to talk to your Work First case manager about the exceptions and whether they apply to you.

You continue to be subject to the federal 60 month life time limit on the receipt of Work First Family Assistance. Once you reach your 60 month life time limit you will not be able to receive cash assistance even if you have not reached the 24 month limit.

Be assured that the county department of social services will assist you in helping your family to succeed.