



Change Progress Report Form 6A(1 Year)

4cc3362d-9397-48aa-9f84-408acd0faede

CLIENT INFORMATION

Person Served:		Birth Date:		<input type="checkbox"/> Male	<input type="checkbox"/> Female	SSN(last 4 digits):	
Case Name:			IDHS Case Number:			RIN:	
Address:			City:			Zip Code:	
IDHS OFFICE	IDHS Office Name (#):				Local Office Liaison:		
	Address:				Phone:		
	City:		Zip Code:		Fax:		
PROVIDER INFORMATION	Provider:				Phone:		
	Address:			City:		Zip Code:	
	Contact:				Fax:		

Use one Change Progress Report per activity. You may fill out only the bottom portion and staple to the top. Reporting month:

Activity	Code	Time or Start Date	Hrs./Week/ Monthly	Activity for TANF or SNAP E&T	Code	Time or Start Date	Hrs./Week/ Monthly
<input type="checkbox"/> Subsidized Work	NA			<input type="checkbox"/> Job Search/Readiness	200		
<input type="checkbox"/> Work First - TANF	211			<input type="checkbox"/> Vocational Training	350		
<input type="checkbox"/> Job Skills Training - TANF	222			<input type="checkbox"/> Basic Education - ABE	353		
<input type="checkbox"/> Post Sec Ed/2.5GPA-TANF	300			<input type="checkbox"/> Basic Education - GED	354		
<input type="checkbox"/> Voc Training/2.5GPA-TANF	301			<input type="checkbox"/> Basic Education - HS	355		
<input type="checkbox"/> Post Sec Education - TANF	342			<input type="checkbox"/> Work Experience	530		
<input type="checkbox"/> Community Service-TANF	346			<input type="checkbox"/> Self-Employment	540		
<input type="checkbox"/> Job Retention	541			<input type="checkbox"/> Child Under 1	781		
<input type="checkbox"/> Job Readiness - SNAP E&T	215			<input type="checkbox"/> Substance Abuse	783		
<input type="checkbox"/> Earnfare - SNAP E&T	453			<input type="checkbox"/> Domestic Violence	784		
<input type="checkbox"/> Comp Earnfare - SNAP E&T	454			<input type="checkbox"/> Mental Health	788		
<input type="checkbox"/> Community Work - SNAP E&T	531			<input type="checkbox"/> Other	789		

Check the client's progress on the activity: <input type="checkbox"/> Situation worse <input type="checkbox"/> No progress <input type="checkbox"/> Minimal progress <input type="checkbox"/> Acceptable progress <input type="checkbox"/> Substantial progress <input type="checkbox"/> Non-cooperation <input type="checkbox"/> Conciliation <input type="checkbox"/> Completed	Recommended course of action for the client: <input type="checkbox"/> Program completed <input type="checkbox"/> No change/continue SP <input type="checkbox"/> Amend SP (copy attached) <input type="checkbox"/> Joint staffing needed <input type="checkbox"/> Additional referrals <input type="checkbox"/> Recommend sanction
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Check any change in supportive service needs

Client went to work		Type of Supportive Service	Funds Provided	Made Referrals	Request Payment - DHS
Employer Name:		<input type="checkbox"/> Child Care			
Contact:	Phone:	<input type="checkbox"/> Job Search allowance			
Address:		<input type="checkbox"/> Medical Exams			
City:	Zip:	<input type="checkbox"/> Dental - TANF			
Job Title:		<input type="checkbox"/> Optical TANF			
Start Date	First Pay:	<input type="checkbox"/> Work activity allowance TANF			
Wages/hr.:	Hours/wk.:	<input type="checkbox"/> Transportation			
Health Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Other:			
<input type="checkbox"/> No longer appropriate for provider services. Provide reason:					
<input type="checkbox"/> IDHS Client Status Change					

Provider Signature: _____

Date: _____



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Attach copies of any service/treatment plans, discharge summaries, client notices, etc.

CLIENT ACTIVITY CODES

NOTE: Activities listed below in bold print represent those work or work-related activities which meet TANF federal participation guidelines when applied to single parent families (category 04) or two parent families (category 06). Single-parent families must participate in countable activities 30 hours per week. Two parent families must participate in countable activities 35 hours per week. If there is a time restriction for a TANF client's participation in that activity to count for federal participation, it is indicated in the description section.

Activity/Code	Description
Subsidized work - TANF	Training activity in which client obtains a job on a full or part time basis with a public or private employer which received a subsidy for providing training. During the training program, clients engage in work which enables them to gain skills and knowledge needed to retain employment at program end, or obtain other employment where skills can be utilized. Income received is budgeted like earnings by the local office and is picked up through earned income codes. For TANF, limited to 6 months in length.
Work First - TANF (211)	Families designated as an 04 case are placed on subsidized work assignment 80 hours/month. Two-parent families work 120 hours/month.
Job Skills Training - TANF (222)	Includes any training or retraining directly related to employment. The training develops or enhances a client's skills in the areas of writing, reading, math, oral or written business communication, or new industry technology. For TANF, counts if combined with 20 hours of another countable activity.
Post Sec. Education 2.5 GPA - TANF (300)	Programs that lead to associate's or bachelor's degree or a degree in a specialized field. For TANF, add one hour of study time for each classroom hour. Stop the counter if a GPA of 2.5 is maintained while in full-time attendance.
Voc Trng/2.5 GPA - TANF (301)	Usually short term programs that prepare client for a specific type of work. For TANF, add one hour of study time for each classroom hour. Counts for 12 months maximum, but can be extended by combining with 20 hours of another countable activity. Stop the counter if a GPA of 2.5 is maintained while in full-time attendance. After 24 months, the TANF client must meet the work requirements.
Post Sec. Education - TANF (342)	Programs that lead to associate's or bachelor's degree in a specialized field. For TANF, add one hour of study time for each credit or classroom hour.
Community Service - TANF (346)	Unpaid work that client finds and arranges such as for a school, church, non-profit, or government agency.
Job Readiness - SNAP E&T (215)	Includes counseling, job placement services, skills assessment, etc. Gives the client a chance to return to work by refining job seeking and interviewing skills through intensive training.
Earnfare - SNAP E&T (453) Comp Earnfare - SNAP E&T (454)	Earnfare is a work program for SNAP clients who volunteer to participate. A non-custodial parent of a child receiving TANF may be court-ordered to participate. Earnfare participants work up to 80 hours a month for up to 6 months and may earn up to \$294.00 per month. For Earnfare, the local office recruits participants and employers. For Comprehensive Earnfare, the contractor must recruit participants and employers.
Community Work - SNAP E&T (531)	Unpaid work that the client finds and arranges such as a for a school, church, non-profit, or government agency.
Job Search/Readiness (200)	Includes job placement activities, job club and job readiness workshops. In a SNAP E&T situation job search may be for no more than 8 weeks within a 12 consecutive month period. For TANF, job search contact counts as 4 hours of activity. A TANF client may only participate in 4 consecutive weeks, not to exceed 6 weeks in a 12 month period. The time restriction can be extended by combining with 20 hours of another countable activity.
Vocational Training (350)	Usually short term programs that prepare client for a specific type of work. Includes vocationally focused ESL/GED or ESL/GED directly related to employment. For TANF, add one hour of study time for each classroom hour. Counts for 12 months maximum, but can be extended by combining with 20 hours of another countable activity. After 24 months, the TANF client must meet the work requirements.
Basic Education - ABE (353)	Includes basic and remedial education. For TANF, add one hour of study time for each classroom hour, ESL not tied to work is countable. After 24 months, the TANF client must meet the work requirements.
Basic Education - GED (354) (countable T.S. only)	GED classes. For TANF, add one hour of study time for each classroom hour. After 24 months, the TANF client must meet the work requirements.
Basic Education - HS (355) (countable T.S. only)	High School classes to secure diploma. For TANF, add one hour of study time for each classroom hour. After 24 months, the TANF client must meet the work requirements.
Work Experience (530)	Clients placed in a supervised assignment with public, private, or not-for-profit employers, organizations, and governmental agencies that have an agreement with the Department. A formal agreement is needed between the provider and work experience sponsor. The Department pays workman's compensation. The activity is subject to fair labor standard laws.
Self-Employment (540)	Includes self-employment development training program and technical assistance programs.
Job Retention (541)	Includes training on job related issues, job coaching and counseling, and follow-up with employers to address issues or problems on the job.
Child Under One (781)	Used to report activities for an exempt person with a child under age one, if no other activity code applies: Counseling or group sessions to explain the benefits of establishing paternity and obtaining support health-related education, other activities that help more the family toward self-sufficiency.
Alcohol/substance abuse (783)	Client is actively participating in treatment services to address substance problem which impede self-sufficiency.
Domestic Violence (784)	Client is actively participating in service to cope with domestic violence issues which impede self-sufficiency.
Mental Health (768)	Client is actively participating in mental health/counseling services to address the issues which impede self-sufficiency.
Other (789)	Rehabilitation services, foster parenting, or other program.



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COMMENTS:

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