

## 6.5.15 What family violence services are federally countable?

As part of the Deficit Reduction Act, the ~~XF Federally~~ **countable XF** core activities include:

- Assessments,
- Creating safety plans,
- Participation in support groups, and
- Obtaining required medical care or mental health services or counseling.

Housing and legal issue resolution are not included as federally countable core activities within family violence services. Therefore, the hours for these activities must be reported separately from those mentioned above in order to report the correct federally countable participation. The WorkFirst Participation Verification form must indicate the hours spent working with a participant in family violence countable core activities, listing housing and/or legal services separately.

~~While hSince our State cannot report h~~ housing and legal issue resolution hours are not federally countable as part of XF-countable core activities, ~~the State is not going to get credit for those hours in a federal audit. Even though these activities are not federally countable, housing and legal issue resolution services~~ they are still state approved **XF** activities.

Example:

A participant's Individual Responsibility Plan (IRP) and component screens shows that they participant isare scheduled for 30 hours of XF activities. When the ~~WFPS or WFSSS~~ Case Manager receives the WorkFirst Participation Verification form, it indicates 5 hours of counseling, 10 hours of legal services, and 15 hours for securing stable housing. The only hours that can be entered and reported in eJAS actual hours are the 5 hours of counseling. The 10 hours of legal services, and 15 hours for housing would be documented under the Family Violence confidential note type in eJAS Client Notes.

## 6.5.16 How are family violence services verified and reported?

In collaboration with family violence advocacy providers, the WFSSS- Case Manager gathers documentation that supports participant's individual needs for WorkFirst family violence services.

Contracted family violence providers must report participant's actual hours and progress for family violence activities using eJAS by the 10th day of the following month. See WorkFirst Handbook 3.7.2.5 for contracted service requirements.

Staff sends non-contracted family violence providers the WorkFirst Participation Verification form for each WorkFirst participant noted in eJAS as receiving family violence services. The non-

contracted family violence provider completes, signs, and returns these forms or other documents that verify actual hours and progress to the referring [WFPS/WFSSS Case Manager](#) by the 5th day of the following month. The [WFPS/WFSSS Case Manager](#) enters the countable hours indicated on the form in eJAS actual hours by the 15th day of each month for the previous month's activity.

### 6.5.17 Family Violence - ~~Step by step guide~~ Policy in Practice

When a participant answers "yes" to any of the family violence screening questions in the screening/evaluation, [WorkFirst staff will](#):

~~The WFPS/WFSSS must:~~

~~Good documentation is extremely important in these situations. It is important to document family violence information in the family violence note type in eJAS to protect the safety of participants.~~

1. Offer to refer the participant to appropriate family violence services, following CSO guidelines.
2. Defer job search or other work activities [using the XF code on the component screen in eJAS](#) when participation would:
  - a. Make it more difficult for the participant to escape family violence; or,
  - ~~b. Penalize a person who has been or is at risk of becoming a victim of family violence, or who is at further risk of abuse.~~
  - ~~b. Use XF code on the component code screen in eJAS.~~
3. Develop an IRP to meet the participant's family violence issues:
  - ~~1. Addressing~~ whether they:
    - ~~a.~~
    - i. ~~Does~~ not want or need any special program deferrals,
    - ii. Needs supportive services, but no deferrals from work requirements;
    - iii. Needs referrals to local resources and/or deferrals to gain stability before actively seeking employment; or,

iv. Include specialized activities and/or ~~work-related~~work-related activities as agreed.

b. Enter XF eJAS coding if family violence prevents the participant from job search or work activities, and to:

i. Refer to the ~~Case Manager~~WFSSS, or family violence advocate and use one hour for participation hours.

ii. Use the scheduled appointment date with the DV advocate as the end date of the XF, or 10 days from the start date if there is no scheduled appointment.

iii. Once the WorkFirst participant has met with the DV advocate or trained ~~staff~~WFSSS, update the number of hours for XF participation based on the Family Violence Service Plan.

iv. Code activity using the number of engaged hours for participants already doing activities to help resolve or cope with family violence issues, and to create a safe environment for the family.

~~3-4.~~ If a participant is enrolled in the ACP, use the ACP address (~~PO Box 257, Olympia, WA 98507~~) for work and home addresses in the eJAS screens. Do not use the actual business or employer name in non-special record screening notes e.g., employment.

~~4-5.~~ Provide support services, as necessary.

~~5-6.~~ Review local CSO policies and/or refer to the Good Cause chapter in the Social Services Handbook if Good Cause for non-cooperation with DCS is necessary.

~~6-7.~~ Give the participant or send the provider a copy of the eJAS WorkFirst Participation Verification form as family violence providers are treated as non-contracted service providers. This form will be used by the provider to verify and report the participant's actual hours of participation in domestic violence services.

- The family violence provider completes, signs, and returns these forms to the Case Manager~~referring WFPS/WFSSS~~ by the fifth day of each month, ~~and~~
- ~~The WFPS/WFSSS~~The Case Manager enters the countable core hours indicated on the form in eJAS actual hours by the 15th day of each month for the previous month's activity.

Note: Good documentation is extremely important in these situations. It is important to document family violence information in the family violence note type in eJAS to protect the safety of participants.