Family Self-Sufficiency Plan (FSSP) & Assessment

- An initial FSSP and assessment must be completed within 30 days of enrollment of RSS employability services.
- A follow-up FSSP must be completed at 6 and 12 months from the date of enrollment in RSS employability services.
- The FSSP is a living document that begins with an initial assessment and is updated throughout the service period.

Each FSSP must include:

- A comprehensive initial assessment for each family member in the household to explore:
  - Strengths/assets
  - Barriers/stressors
  - Strategies for overcoming barriers/stressors

- A family budget that includes itemized expenses and resources/income.
- An Individual Employability Plan (IEP) for employable adult(s)
- Self-reported English language ability and education level for all members of the family, with a priority for those 16 years and older.
- Short- and long-term goals for each member of the family, at least one goal for each family member.
  - Include an initial primary goal. This goal will address the most critical obstacle an individual needs to overcome by the end of 12 months to work towards the family’s longer-term self-sufficiency.
- Referrals for services
  - Services (ORR and non-ORR funded) to pursue goals identified.
  - Includes initial primary referral relevant to the initial primary goal and other goals.

Follow-up assessments must include:

- An assessment of the progress and outcome of the previously established goals.
- Status of initial primary goal at 12 months:
  - Initial primary goal met
  - Initial primary goal not met
  - Initial primary goal not met; additional referral(s) provided
  - Unable to provide information (cannot reach client or unwilling to do follow-up activities

December 2021
✓ Identification of new barriers hindering client’s progress
✓ Employment status
✓ A revised budget, if applicable
✓ A revised IEP for all adults, if applicable

A FSSP is not required when:

An individual is enrolled only in English as a Second Language classes for purposes other than obtaining, retaining, or upgrading a job.

1 A household includes primary RSS participant, their spouse, and children. The FSSP may also include other relatives living in the same home that may benefit from self-sufficiency planning, however their participation is not required for the primary participant to receive services.