**FSS Guide for Employment Counselors**

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| **FSS CATEGORY** | **ELIGIBILITY REQUIREMENTS** | **TRANSFER TO FSS**  | **STAY AT ESP** |
| ILL, INJURED OR INCAPACITATED | **All 3 must apply:****▪**Participant has illness, injury or incapacity that is expected to last more than 30 days**▪**This prevents them from working or participating 20 or more hours per week▪Certified by a qualified professional | All eligibility requirements are met **AND**Illness, injury or incapacity is expected to last 6 months or more | All eligibility requirements are met**AND**Illness, injury or incapacity is expected to last more than 30 days but less than 6 months |
| NEEDED IN THE HOME | **All 3 must apply:**▪Participant is required in the home to care for another member in the assistance unit, a relative in the household or a foster child in the household▪The need will continue for more than 30 days▪Certified by a qualified professional | N/A | All participants in this category remain with ESP |
| SPECIAL MEDICAL CRITERIA(Home Care/Waivered Services) | **Both must apply:**▪Participant has a child or adult in the home who is eligible for home care or waivered services▪Certified by a qualified professional | N/A | All participants in this category remain with ESP |
| SPECIAL MEDICAL CRITERIA(SED) | **Both must apply:**▪Child in the home meets the criteria for severe emotional disturbance (SED)▪Certified by a qualified professional | N/A | All participants in this category remain with ESP |
| SPECIAL MEDICAL CRITERIA(SPMI) | **Both must apply:**▪Adult in the home meets the criteria for serious and persistent mental illness (SPMI)▪Certified by a qualified professional | N/A | All participants in this category remain with ESP |

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| HARD TO EMPLOY(Developmental Disability or Mentally Ill) | **All 3 must apply:**▪Participant has been diagnosed with a mental illness (MI) or developmental disability▪Mental illness or developmental disability prevents them from working or participating 20 or more hours per week▪Certified by a qualified professional | All eligibility requirements are met**AND**Limitations are expected to last 6 months or more | All eligibility requirements are met**AND**Limitations are expected to last more than 30 days but less than 6 months |
| HARD TO EMPLOY(IQ below 80) | **All 3 must apply:**▪Participant has an IQ below 80▪Low IQ prevents them from working or participating 20 or more hours per week▪Certified by a qualified professional | All eligibility requirements are met**AND**Limitations are expected to last 6 months or more | All eligibility requirements are met**AND**Limitations are expected to last more than 30 days but less than 6 months |
| HARD TO EMPLOY(Learning Disabled) | **All 3 must apply:**▪Participant has a learning disability ▪The disability prevents them from working or participating 20 or more hours per week▪Certified by a qualified professional | All eligibility requirements are met**AND**Limitations are expected to last 6 months or more | All eligibility requirements are met**AND**Limitations are expected to last more than 30 days but less than 6 months |
| HARD TO EMPLOY(Unemployable) | **Both must apply:**▪Participant has been assessed to be unemployable▪Certified by a qualified professional | All eligibility requirements are met**AND**Limitations are expected to last 6 months or more | All eligibility requirements are met**AND**Limitations are expected to last more than 30 days but less than 6 months |
| APPLYING FOR SSI/RSDI | **All must apply:**▪Participant has applied for SSI or RSDI or is in process of appeal▪Written proof of application date ▪Written proof of pending appeal | Automatic transfer to FSS | N/A |
| FAMILY VIOLENCE WAIVER | ▪Participant has an approved family violence waiver and is compliant with the plan | N/A | All participants in this category remain with ESP |
| AGE 60 OR OLDER | ▪Participant age 60 or older | N/A | All participants in this category remain with ESP |
| IN THE COUNTRY LESS THAN 12 MONTHS | ▪Participant is a legal non-citizen who has been in the United States for 12 months or less | N/A | All participants in this category remain with ESP |

**NOTE**

* All post-60 month extended MFIP cases (WERC III) become FSS-X cases and are coded accordingly.
* The only exceptions are a participant extended over 60 months due to extended working criteria, special medical criteria or needed in the home criteria.
* The extended working participant remains with their ESP.
* All extended cases must be reviewed by the TTLs who will review the current/documentation.

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