

## Individual Training and Services Plan Family Self-Sufficiency Program

		Date of Report:	
		Type of Report: Initial ITSP <b>Annual Review</b> Amended Plan	
<b>Head of Household</b>	<b>Participants Name</b>	<b>Name of Participant: (other than HOH)</b>	
Social Security Number for Head of Household:	000-00-0000	Escrow information:	
Contract Dates:		Next Housing Review:	
Identified Barriers:		Service Providers:	Lincoln Housing Authority  Department of Health and Human Services  Southeast Community College
Participant Signature		Date:	
FSS Coordinator Signature		Date:	

**FINAL GOAL**

GOALS AND ACTIVITIES TO BE COMPLETED BY THE FAMILY MEMBER	COMMENTS AND SUPPORTIVE SERVICES	ESTIMATED COMPLETION DATE	PROGRESS REPORT	ACTUAL COMPLETION DATE
<p><b>Final Goal: To seek and maintain suitable employment for at least 3 consecutive months after completion of my education or training and prior to the expiration date of the FSS contract; to be independent of federal welfare assistance (TANF) for at least 12 months prior to the expiration date of the FSS contract.</b></p>	<p>The Housing Authority, after consulting with the family will determine suitability of employment based on the person's skills, education, job training, and available job opportunities in the area.</p> <p>It is the responsibility of the head of household to report all job changes to the LHA Housing Specialist.</p>			

## INTERIM GOALS

<b>Employment Goal</b>	<b>COMMENTS AND SUPPORTIVE SERVICES</b>	<b>ESTIMATED COMPLETION DATE</b>	<b>PROGRESS REPORT</b>	<b>ACTUAL COMPLETION DATE</b>
<b>To seek and obtain suitable full time employment and maintain the employment for at least 3 months prior to expiration date of the FSS contract.</b>	For purposes of this goal, full-time employment is required. Full-Time employment is considered a minimum of 32 hours per week for 10 weeks over a 12 week period. Temporary employment will not be counted unless it is clear that there is an opportunity to convert to regular, ongoing employment. One time, intermittent, or, sporadic hours will not be counted in the weekly amount.		<p>participant continues to work about 14-17 hours per week at the EMPLOYER while attending school at SCC.</p> <p>Participant continues to work about 20-25 hours every two weeks at the EMPLOYER while attending school at SCC.</p> <p>participant continues to work 20-25 hours at the EMPLOYER while attending school.</p>	
1. Obtain suitable employment.	It is the responsibility of the head of household of report all job changes to their LHA Housing Specialist.			
2. Prepare a resume and submit a copy to FSS case manager.		As-Needed		
3. Utilize newspapers, job boards, One Stop Career Center, etc. for positions.	One Stop Career Center 1010 N St. (402) 441-7111	As-Needed		
4. Report progress regularly to FSS case manager.		On-going		

<b>Education Goal</b>	<b>COMMENTS AND SUPPORTIVE SERVICES</b>	<b>ESTIMATED COMPLETION DATE</b>	<b>PROGRESS REPORT</b>	<b>ACTUAL COMPLETION DATE</b>
<b>To complete a career assessment.</b>				
1. Complete Career Assessment and written evaluation.	Free Career Assessment available through:  <a href="http://www.nebraskacareerconnections.org">www.nebraskacareerconnections.org</a>		Completed through SCC and discussed the results with a career advisor. Indicated accounting as an interest.	
2. Discuss evaluation with Case Manager.				
3. Make educational/employment plans based on Career Assessment.				

Education Goal	COMMENTS AND SUPPORTIVE SERVICES	ESTIMATED COMPLETION DATE	PROGRESS REPORT	ACTUAL COMPLETION DATE
<p><b>To graduate from Southeast Community College with an associates degree.</b></p>	<p>LHA will provide educational assistance as available and in accordance with LHA guidelines. Must maintain at least 2.0 GPA</p> <p>For all classes through SCC, you <u>must</u> call the office the <u>day before</u> the class begins in order to receive 100% refund. If you call the day the class starts or after, you will receive no refund.</p>		<p>Participant has completed a total of XX credit hours and maintained a GPA of XX at SCC working towards a degree in Accounting. This year she has received a total of \$XXX in direct assistance through the FSS program at LHA.</p> <p>Participant has completed an additional XX credit hours since the last update of her ITSP for a total of XX hours since enrolling in the FSS program. She also received an additional \$XXX in tuition assistance through the FSS program at LHA. She will graduate from SCC Date XX term and plans on attending UNL to complete her Bachelor's Degree.</p> <p>Participant received an Academic Transfer Associates degree in Month XX.</p>	Date
<p>1. Contact Education Quest for assistance in applying for student financial aid.</p>		Completed		Completed
<p>2. Enroll in school and register for classes</p>	Report to case manager at each term	On-going		
<p>3. Continue to be enrolled at least ¾ time (9 credit hours on quarter system or 12 credit hours on semester system)</p>		On-going	<p>The following classes have completed the past year:</p> <ul style="list-style-type: none"> <li>-Intermediate Algebra – X hours</li> <li>-Thinking Mathematically – X hours</li> <li>-Principles of Marketing – Xhours</li> <li>-Office Accounting – X hours</li> <li>-Macroeconomics – X hours</li> <li>-Business Law I – X hours</li> <li>-Principles of Accounting I – X hours</li> <li>-Microeconomics – X hours</li> <li>-College Algebra – X hours</li> <li>-Basic Nutrition – X hours</li> <li>-Microsoft Applications – X hours</li> </ul> <p>The following classes have been completed since the last review:</p> <ul style="list-style-type: none"> <li>-Business Communication Strategies – X hours</li> <li>-Personal Finance – X hours</li> <li>-Applied Calculus – X hours</li> <li>-Comparative Religions – X hours</li> <li>-Intro to Philosophy – Xhours</li> <li>-Intro to Art History and Crit. I – X hours</li> <li>-Business &amp; Professional Communication – X hours</li> <li>-Elementary Statistics – X hours</li> <li>-Western Traditions I – Xhours</li> </ul>	

4. Submit grades at the end of each school term and class schedule for following term.	Need to maintain a 2.0 or higher GPA to be eligible for the educational assistance.	On-going	Participant has maintained a XX GPA since enrolling in the FSS program.  Participant has maintained a XX+ GPA since enrolling in the FSS program.	

<b>Education Goal</b>	<b>COMMENTS AND SUPPORTIVE SERVICES</b>	<b>ESTIMATED COMPLETION DATE</b>	<b>PROGRESS REPORT</b>	<b>ACTUAL COMPLETION DATE</b>
<b>To graduate from the University of Nebraska Lincoln with a Bachelors Degree in Psychology.</b>	LHA will provide educational assistance as available and in accordance with LHA guidelines. Must maintain at least 2.0 GPA		This is a new goal added to the ITSP this date.  Participant changed her major in Month of XXXX from Major Name to Major Name; this may delay her amount of time in school due to extra the course requirements. She completed XX hours of course work towards her degree since the last review of her ITSP. She received a total of \$XXX in tuition assistance the past review period.	
1. Contact Education Quest for assistance in applying for student financial aid.		Completed.		
2. Enroll in school and register for classes	Report to case manager at each term	On-going		
3. Continue to be enrolled at least ¾ time (9 credit hours on semester system or 12 credit hours on quarter system)		On-Going	The following classes have been completed in the last year: <ul style="list-style-type: none"> <li>- Beginning Spanish I – X hours</li> <li>- Academic Success – X hours</li> <li>- World History to 1500 – X hours</li> <li>- Learning &amp; Motivation – X hours</li> <li>- Beginning Spanish II – X hours</li> <li>- Fundamentals Child Development –X hours</li> <li>- Aerobic Swimming I – X hour</li> <li>- Ancient Greece – X hours</li> <li>- Intro Cognitive Proc – X hours</li> <li>- Second Year Spanish I – X hours</li> </ul>	
4. Submit grades at the end of each school term and class schedule for following term.	Need to maintain a 2.0 or higher GPA to be eligible for the educational assistance.	On-going		

<b>Home ownership Goal</b>	<b>COMMENTS AND SUPPORTIVE SERVICES</b>	<b>ESTIMATED COMPLETION DATE</b>	<b>PROGRESS REPORT</b>	<b>ACTUAL COMPLETION DATE</b>
<b>To explore the possibility of home ownership by completing LHA “Transitions from Renting to Home Ownership Program”</b>	This is a secondary goal which means it is not required to complete the requirements of the contract, nor can a family continue in the FSS program for this goal if all other goals of the ITSP have been completed.			
1. LHA “Transitions” sheet discussed		Date of contract		
2. Discuss budgeting		First annual review		
3. Obtain credit report and discuss	Obtain through Internet at <a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a> or <b>Equifax</b> 1-800-525-6285 Report fraud 1-800-685-1111 <b>Experian</b> 1-800-311-4769 Report fraud 1-800-397-3742 <b>TransUnion</b> 1-800-680-7289 Report fraud 1-800-976-8800	First annual review	Referred to Neighborworks or Consumer Credit Counseling for assistance.	
4. Discuss NeighborWorks and Consumer Credit Counseling	NeighborWorks handouts Consumer Credit Counseling brochure	2 <sup>nd</sup> annual review	Information was given during the first annual review.	
5. Discuss HUD Publications		4 <sup>th</sup> annual review		
6. Discuss Home Buyer Education and LHA Home Ownership Program and Lease-Purchase Program		4 <sup>th</sup> annual review		
7. If applicable, enroll/make application for appropriate home buying education and mortgage programs.		6 months before end of FSS contract		
8. Complete “Transitions” Program by determining if homeownership is appropriate.		4 <sup>th</sup> annual review		

<b>Participation Goal</b>	<b>COMMENTS AND SUPPORTIVE SERVICES</b>	<b>ESTIMATED COMPLETION DATE</b>	<b>PROGRESS REPORT</b>	<b>ACTUAL COMPLETION DATE</b>
<b>To establish and maintain a cooperative relationship with my FSS case manager and to participate in the general requirements of the FSS program.</b>			Quarterly visits were held on: Month XX, XXXX Other communication was held through phone calls and e-mail as needed.	
1. Maintain monthly contacts through home visits, phone calls, and emails to discuss progress towards goals and to participate in activities and support services as needed.	Contact case manager monthly to discuss goals and progress.  Quarterly face-to-face visits are required.	On-going		
2. To participate in a formal annual review of my contract and review of the goals in my ITSP.		Yearly – or as needed		
3. Inform my case manager of changes in my life such as changes in employment, telephone numbers, etc.		On-Going		
4. To meet the minimum participation requirements of the program.  Students must maintain an enrollment of at least 12 semester hours (3/4 time) or equivalent on quarter system. A lesser number of hours will be considered for students who are also working part-time.  Individuals not in school or training programs must be employed or actively seeking employment. If job seeking follows education, the job should be suitable to the training or education received.	Job seekers should maintain documentation of job-seeking activities.	On-Going		

<b>Affirmatively Further Fair Housing</b>	<b>COMMENTS AND SUPPORTIVE SERVICES</b>	<b>ESTIMATED COMPLETION DATE</b>	<b>PROGRESS REPORT</b>	<b>ACTUAL COMPLETION DATE</b>
To receive training and information on rights and remedies available under federal, state and local fair housing and civil rights laws.	Housing Discrimination Hotline: 1-800-669-9777	Annually	Reviewed the information and gave participant a copy of the following publications.	
1. Review U.S. Department of Housing and Urban Development - Office of Fair Housing and Equal Opportunity Brochure:  <i>Fair Housing – Equal opportunity for All</i>	Local Field Office For Iowa, Kansas, Missouri & Nebraska GREAT PLAIN OFFICE Fair Housing Hub U.S. Dept. of Housing & Urban Development Gateway Tower II 400 State Avenue, Room 200, 4 <sup>th</sup> Floor Kansas City, KS 66101-2406  Telephone 1-800-743-5323 Fax (913) 551-6856 TTY (913) 551-6972 E-mail: Complaints_office_07@hud.gov	Annually		
2. Review City of Lincoln, Nebraska Commission of Human Rights Brochure:  <i>Fair Housing Complaint Process &amp; Fair Housing Fact Sheet</i>	City of Lincoln Commission on Human Rights 440 South 8 <sup>th</sup> St., Suite 101 Lincoln, NE 68508  Telephone (402) 441-7624 TTY (402) 441-8398 Fax: (402) 441-6937	Annually		
3. Review Nebraska Equal Opportunity Commission NebGuide:  <i>What is Fair Housing? When Does Discrimination Occur?</i>	State of Nebraska Equal Opportunity Commission State Office Bldg., 5 <sup>th</sup> Floor 301 Centennial Mall South P.O. Box 94934 Lincoln, NE 68509-4934 Telephone (402) 471-2024	Annually		
4. Review procedure of filing a fair housing complaint and review housing discrimination complaint form. Copy of complaint form given.  <i>Are You a Victim of Housing Discrimination?</i>		Annually or as needed		
5. Review satisfaction with area of Lincoln I am currently living in, transportation available to work and/or school and explore advantages of moving if applicable		Annually		