



BRAZOS VALLEY COUNCIL OF GOVERNMENTS
 P.O. DRAWER 4128 · BRYAN, TEXAS 77805-4128

BVCOG QUALITY CONTROL PROGRAM

INDICATOR # 14: FAMILY SELF-SUFFICIENCY – OUTPUTS

Name of FSS Coordinator	Audited By	Quality Control Review Date

FSS PARTICIPANT INFORMATION	
FSS Participant Name	Last Four Digits of Social Security #

NON-WORKING FSS PARTICIPANTS (EARNING LESS THAN \$10,000 PER YEAR IN EARNED INCOME)	Yes	No
Did the FSS Participant certify that they received an FSS Interview within at least the last 30 calendar days?		
If the FSS Participant failed to come to their monthly interview(s), did the FSS Coordinator make at least one attempt to contact the FSS Participant by telephone or e-mail?		
If the FSS Participant failed to come to their monthly interviews after two consecutive written appointment letters, did the FSS Coordinator review the file with a Supervisor to determine the FSS Participant's eligibility for continued housing assistance?		
If the FSS Coordinator met with the FSS Participant, did the FSS Coordinator provide a value-added service: 1) e-mail address; 2) active Work in Texas registration; and/or 3) updated Work-in-Texas resume?		
Did the FSS Coordinator update the Work Readiness Scoring Matrix with the most recent objectives completed by the FSS Participant after their monthly interview?		
Did the FSS Coordinator make at least two referrals to services needed by the FSS Participant to achieve self-sufficiency or did they provide the BVCOG FSS Referral Form?		
Did the FSS Coordinator provide two referrals or a BVCOG FSS Referral Form that correctly pertains to the FSS Participant's next goal?		

WORKING FSS PARTICIPANTS (EARNING MORE THAN \$10,000 PER YEAR IN EARNED INCOME)	Yes	No
Did the FSS Participant provide a Monthly Assessment within at least the last 30 calendar days?		
If the FSS Participant failed to return their monthly assessment, did the FSS Coordinator make at least one attempt to contact the FSS Participant by telephone or e-mail?		
If the FSS Participant failed to return their monthly assessment after two consecutive written requests, did the FSS Coordinator review the file with a Supervisor to determine the FSS Participant's eligibility for continued housing assistance?		