



LARIMER COUNTY WORKS POLICY

Title:	Assessment		
Effective Date:	07/01/2010	Page: 1 of	2
Desk:	WFC & BPD	Revision:	2
Reference:			
Agency Letters:			
Regulations:	3.625.1		

PURPOSE:

To provide guidance to staff regarding participant attendance for the Larimer County Works Program to include assessment requirements and waivers.

BACKGROUND:

Colorado Works regulations require that certain applicants for Colorado Works be assessed within 30 days of the date an application for cash assistance is received by the County Department of Human Services. The following individuals must be assessed:

- A. New adult applicants;
- B. Required adult members who enter the home after application; and
- C. Children between the ages of 16 and 18 who are not attending school and do not have a GED or high school diploma.

Individuals must be assessed for basic skills, past employment, employability, educational level, and other relevant factors.

POLICY:

It shall be the policy of the Larimer County Works Program to assess all eligible adult applicants (age 18 and older) within 30 days of application for the Larimer County Works Program. The initial assessment (a.k.a. Orientation) must be completed prior to the approval of cash assistance unless the individual is granted a waiver by the Quality Assurance Committee. During the Initial Assessment, the applicant will be assessed in each of the five (5) areas required by state regulations and will receive pertinent information regarding the Larimer County Works Program crucial to the individual's success. Further assessment will be conducted by a Career Coach in order to address other relevant factors not previously addressed and will include other family situational information necessary for success in the program.

NOTE: Applicants who self-disclose that they have been or are experiencing domestic violence will also be required to complete a Domestic Violence Assessment conducted by a Domestic Violence Advocate, prior to approval for Larimer County Works.

Children between the ages of 16 and 18, who are not currently attending school and who do not have a high school diploma or GED, will be assessed by the Career Coach on an individual basis.