

## Family Stabilization (FS)

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### Purpose

The purpose of this job aid is to provide instructions for entering information about Family Stabilization (FS) eligibility and issuing supportive services.

### Overview

The Family Stabilization List and Family Stabilization Detail pages allow you to enter FS eligibility, barriers, service arrangements, referrals, activities, and activity agreements with the associated dates for case members.

### Family Stabilization List Page

The Family Stabilization List page displays a list of records that have been created through the Family Stabilization Detail page and provides access to that page. It allows you to view all Family Stabilization records for a case.

By default, the Family Stabilization List page displays active records. To refine the results, select a name from the Name drop list and/or complete the From and To text fields and then click the View button.

### Accessing the Family Stabilization List Page

Step	Action
1.	Place cursor over <b>Employment Services</b> in the <b>Global</b> navigation bar.
2.	Select <b>Case Summary</b> from the <b>Local</b> navigator.
3.	Click the <b>Family Stabilization</b> link on the <b>Task</b> navigation bar.

### Family Stabilization Detail Page

The Family Stabilization Detail page is used to document the outcome of an FS referral. Field options dynamically display based on the eligibility determination. All CalWORKs case members are selection options in the Name drop list.

The FSP 3 Mailing Date field is used to enter when the User manually generated the notice from the template repository.

### Adding a Family Stabilization Record:

Step	
1.	On the Family Stabilization List page: a) Click the <b>Add</b> button.
2.	On the Family Stabilization Detail page: a) Select <b>&lt;Yes or No&gt;</b> from the <b>Eligible</b> drop list. b) Select an <b>&lt;Option&gt;</b> from the <b>Eligibility Outcome</b> drop list. c) Select an <b>&lt;Option&gt;</b> from the <b>Denied/Ineligible Reason</b> drop list, if displayed. d) Enter a <b>&lt;Date&gt;</b> in the <b>Begin Date</b> field, if displayed. e) Enter a <b>&lt;Date&gt;</b> in the <b>Date Referred to FS</b> field, if appropriate. f) In the <b>Person(s)</b> section, select an <b>&lt;Option&gt;</b> from the <b>Name</b> drop list. Go to step 2h if you do not need to add more persons. g) Click the <b>Add</b> button and repeat step 2f to add another person in the Family Stabilization determination. h) Click the <b>Save and Return</b> button.

The Family Stabilization Detail page includes sections for Barriers, Needs, Activities, and Agreements. In Edit mode, these sections display an Add button to access the detail page allowing you to add a record. Hyperlinks display if there are existing records.

## Barriers

Barriers are obstacles that prevent Customers from becoming employed or participating in WTW. An FS barrier has a category of Family Stabilization. They can be added from the Family Stabilization Detail page in Edit mode or the Barriers List page.

### Barrier Detail Page

The Barrier Detail page tracks the types of barriers an individual has to address such as behavioral problems and agency referrals. To access the Barrier Detail page, click the Add button in the Barriers section.

### Adding a Barrier from the Family Stabilization Detail Page:

Step	Action
1.	Go to the Family Stabilization Detail page in Edit mode.
2.	On the Family Stabilization Detail page: a) Expand the <b>Barriers</b> section.

	b) Click the <b>Add</b> button in the <b>Barriers</b> section.
3.	On the Barrier Detail page: a) Select an <b>&lt;Option&gt;</b> from the <b>Name</b> drop list. b) Select <b>&lt;Family Stabilization</b> or <b>Family Stabilization - Transportation&gt;</b> from the <b>Category</b> drop list. c) Select an <b>&lt;Option&gt;</b> from the <b>Type</b> drop list. d) Enter the <b>&lt;Date&gt;</b> in the <b>Begin Date</b> field. e) Enter the <b>&lt;Date&gt;</b> in the <b>End Date</b> field, if applicable. f) Enter a <b>&lt;Description&gt;</b> in the <b>Description</b> field, if applicable. g) Select an <b>&lt;Option&gt;</b> from the <b>Status</b> drop list. h) Select an <b>&lt;Option&gt;</b> from the <b>Status Reason</b> drop list. i) Click the <b>Save and Return</b> button.

## Barriers List Page

The Barriers List page displays all barrier records including those with a category of Family Stabilization.

By default, the Barriers List page displays active records. To refine the results, select a name from the Name drop list and/or complete the From and To fields and then click the View button. From the Barriers List page, click the Add or Edit button, or Category hyperlink to access the Barrier Detail page in Add, Edit, or View mode.

### Accessing the Barriers List Page:

Step	Action
1.	Place cursor over <b>Employment Services</b> in the <b>Global</b> navigation bar.
2.	Click <b>Case Summary</b> in the <b>Local</b> navigator.
3.	Click the <b>Family Stabilization</b> link in the <b>Task</b> navigation bar.

## Needs

Needs are associated with service arrangements to issue supportive services and may also be associated with referrals. Needs can be added from the Family Stabilization Detail page in Edit mode or the Needs List page. To access the Need Detail page from the Family Stabilization Detail page, click the Add button in the Needs section. For more information on needs, see the Needs – Create and Maintain job aid.

### Adding a Need from the Family Stabilization Page:

Step	Action
1.	Go to the Family Stabilization Detail page in Edit mode.
2.	On the Family Stabilization Detail page:

	a) Click the <b>Add</b> button in the <b>Needs</b> section.
3.	On the Need Detail page: a) Select an <b>&lt;Option&gt;</b> from the <b>Name</b> drop list. b) Select <b>&lt;Family Stabilization</b> or <b>Family Stabilization - Transportation</b> from the <b>Category</b> drop list. c) Select an <b>&lt;Option&gt;</b> from the <b>Type</b> drop list. d) Enter a <b>&lt;Date&gt;</b> in the <b>Begin Date</b> field. e) Enter <b>&lt;Date&gt;</b> in the <b>End Date</b> field if appropriate. f) Select an <b>&lt;Option&gt;</b> from the <b>Status</b> drop list. g) Select an <b>&lt;Option&gt;</b> from the <b>Status Reason</b> drop list. h) Click the <b>Save and Return</b> button.

After adding the need, you may access the Service Arrangement Detail page to issue benefits. See the Service Arrangements – Process for WTW and CFET job aid for more information.

You may also add referrals on the Referral Detail page for Family Stabilization Customers. See the Referrals – Manage job aid for more information.

## Activities and Activity Agreements

Customer activities and activity agreements may be added for Family Stabilization Customers.

To add activities for Family Stabilization Customers from the Family Stabilization Detail page in Edit mode, click the Add button in the Activities section.

### Adding an Activity from the Family Stabilization Detail Page:

Step	Action
1.	Go to the Family Stabilization Detail page in Edit mode.
2.	On the Family Stabilization Detail page: a) Click the <b>Add</b> button in the <b>Activities</b> section.
3.	On the Select Activity page: a) Enter search criteria. b) Click the <b>Search</b> button. c) Confirm or select the radio button for the appropriate activity. d) Click the <b>Select</b> button.
4.	On the Customer Activity Detail page: a) Select an <b>&lt;Option&gt;</b> from the <b>Name</b> drop list. b) Select an <b>&lt;Option&gt;</b> from the <b>Program Type</b> drop list. c) Confirm or enter a <b>&lt;Date&gt;</b> in the <b>Start Date</b> field. d) Enter a <b>&lt;Date&gt;</b> in the <b>End Date</b> field if appropriate. e) Select a <b>&lt;Time&gt;</b> from the <b>Start Time</b> drop list if appropriate. f) Select a <b>&lt;Time&gt;</b> from the <b>End Time</b> drop list if appropriate. g) Enter <b>&lt;Number of Hours&gt;</b> in the <b>Scheduled Hours per Week for this Activity</b> field.

	h) Select the appropriate <b>Activity Days</b> checkbox(es). i) Select <b>&lt;Yes or No&gt;</b> from the <b>Show as Appointment</b> drop list. j) Click the <b>Save and Return</b> button.
5.	On the Family Stabilization Detail page: a) Click the <b>Save and Return</b> button.

## Activity Agreements

After enrolling the Customer in activities, you may access the Activity Agreement Detail page from the Family Stabilization Detail page in Edit mode by expanding the Agreements section and clicking the Add button. Activity agreements can also be added from the Activity Agreements List page. When adding the activity agreement, select Family Stabilization from the Program drop list. See the Customer Activities – Manage job aid for more information.

## WTW Good Cause Status Reason

When adding a Good Cause WTW status for Family Stabilization Customers, you may select the Family Stabilization from the Status Reason drop list. After saving this WTW Good Cause status, the System will send a 408 Other Good Cause exception to WDTIP.

## Accessing the WTW Status Detail Page:

Step	Action
1.	Place cursor over <b>Employment Services</b> in the <b>Global</b> navigation bar.
2.	Click <b>Case Summary</b> in the <b>Local</b> navigator.
3.	Click the <b>WTW</b> link in the <b>Task</b> navigation bar.
4.	On the WTW Status List page: a) Click the <b>Add Status</b> button in the <b>Program</b> section.