

MICHIGAN HOMES FOR VETERANS
BOARD MANUAL

BOARD OF MANAGERS

BP-003

Member Independent Work Programs and
Sheltered Workshop Programs

Reviewed: 8/18/2014

PURPOSE: The programs are designed to assist the member in re-establishing independent living or for therapeutic activity. "Independent Work Programs" are defined as employment by a member of the Home within the community at large. "Sheltered Workshop Programs" are defined as work programs coordinated by the Home, utilizing community based agencies specializing in work related programs. The Michigan Homes for Veterans recognize that it can best serve some of its members by working with them toward discharge and independent living and that work can be therapeutic. In addition, the Homes recognize that it is not always financially feasible for a member to establish an independent residence immediately upon finding employment. With this in mind, special financial arrangements will be adopted to assist the member in making independent living a reality.

PROCEDURES:

The following general guidelines are established to assist in administering the Homes Work Programs:

- I. It shall be the responsibility of the Administrator or their designated representative to oversee the Homes' Work Programs.
- II. A member must submit a written request to the Administrator/Designee to participate in the Independent Work Program or Sheltered Workshop Program.
- III. The Administrator/Designee shall determine the appropriateness of the request for participation in the Independent Work Program or Sheltered Workshop Program.
- IV. Participants in the Independent Work Program are subject to the following specific program guidelines:

- A. The duration of participation in the Independent Work Program will normally be between one and 180 days, depending on specific job circumstance. However, participants in Home approved Sheltered Workshop Programs will not be limited to 180 days. Sheltered Workshop participants will be subject to special financial guidelines outlined under section VI of this policy.
- B. The participant will be allowed to accumulate sufficient monies to allow the establishment of an independent living arrangement.
- C. This allowance shall not exceed \$2,000.00.
- D. Each participant's case will be reviewed on a monthly basis.
- E. If, at anytime during participation in the Independent Work Program it is determined that independent living is no longer the primary objective of employment, maintenance costs will be adjusted to reflect current income. Maintenance costs incurred may be waived at the discretion of the Board of Managers.
- F. A member, while employed under this program, will not be allocated the \$5.00 per week "non-incomer" allowance.
- G. The Administrator/Designee may allocate monies for transportation and meal expense from the time of employment until receipt of the participant's first work income with the understanding that repayment will be required from the first income received subsequent to the receipt of these monies.
- H. Participants in this Independent Work Program having personal income in excess of \$95.00 monthly will be allowed their customary \$100.00 personal use money; however, this income will be considered in the \$2,000.00 maximum savings allowance.

Furthermore, the member must report to the Administrator/Designee within the first week of employment the expected compensation that he/she will receive. In addition, the member on a monthly basis, must report to the Administrator/Designee gross and net income. This requirement will allow the Administrator/Designee to determine if the member is complying with the intent of the program which is self-sufficiency and independent living.

If, at any time, the member cannot demonstrate that he/she is making progress toward the above goals (independent living), he/she will be assessed room and board using the same criteria that applies to all other members of the Veterans' Home.

- V. "Sheltered Workshop" participants will consist of two categories which are: individuals being steered toward competitive job placement and return to independent living in the community (Group A); and individuals which plan to make the Home their permanent home, but work is being used for therapeutic or rehabilitative activities (Group B).
 - A. Group A participants will be subject to the guidelines described in the Work Program portions of this policy (sections I, II, III, IV, V, VII, VIII, IX).
 - B. Group B participants will be subject to the following specific guidelines:
 - I. Income received from participation in "Workshop Programs" will be subject to assessment for care using the following format: The participant will be allowed to keep 80% of his/her net income from each pay period. Of the remaining 20% of net income, 10% will be placed into a special savings account for the participant. The participant may receive the income if any of the following guidelines are met:
 - 1) Return to independent living within the community;
 - 2) Receive a physician's order indicating work should

- stop because of a physical condition, or 3) Receive a recommendation from the Social Worker to stop work because of a mental and/or emotional condition, which prevents therapeutic growth. The last 10% of net income will be paid to the State of Michigan through the member assessment process for care while residing at the Home.
2. A participant will forfeit the right to the 10% of net income held in the special savings account if the following occurs: the Sheltered Workshop Program's staff and the Michigan Homes for Veterans Administrator/Designee believes the participant, is not demonstrating good faith in compliance with his/her involvement in the program for non-therapeutic reasons. The 10% of saved income will immediately be converted back to the Home, in order to reimburse the State of Michigan.
 3. Participants already receiving \$100.00 for personal use from other income sources will be allowed to keep that income, plus 80% of net income earned each pay period. The remaining 20% of net income will be paid to the State of Michigan through the member assessment process for care while residing at the Home.
 4. Participants receiving personal income of less than \$100.00 monthly will be allowed to maintain that income. Also, income received from working will be added to the personal income until \$100.00 for personal use is reached. The individual will then be allowed to keep 80% of the net income earned each pay period.
 5. Assessment exempted assets will remain at \$2,000.00.

6. Group B participants will be subject to the guidelines as described in the Homes' Work Program as follows:
Sections I, II, III, IV, V, d, f, VII and VIII.
- VI. Members participating in the programs are subject to all other existing policies including all financial policies except as specifically outlined herein.
- VII. Members not agreeing to the guidelines as expressed in this policy will not be accepted in the Independent Work Program or Sheltered Workshop Program.
- VIII. Members not accepted to the Independent Work Program or Sheltered Workshop Programs are subject to the general maintenance assessment guidelines as currently in effect.