

**Responsibilities Of Mandatory Work-Eligible Recipients of Cash Assistance Programs  
STEP Participation Requirements**

Member ID: \_\_\_\_\_  
Member Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Case ID: \_\_\_\_\_

Dear \_\_\_\_\_ :

**About the STEP Program and Services**

The Strategies to Empower People Program (STEP) wants to help you:

- Achieve your goals,
- Find a career pathway, and
- Build a better future for yourself and your family.

STEP provides opportunities like:

- Job preparation,
- Training, and
- Supportive services to help you work or train.

You will work with a STEP coach who will help you set goals to reach your full potential. Your STEP coach can also connect you with supportive services like:

- Medicaid,
- Child Care assistance,
- Transportation assistance,
- Earned Income Tax Credit,
- TANF-funded services, and more.

**What you need to do**

1. To get started, please access TuaPath. TuaPath is the online system that will allow you and your coach to work on goals, fulfill STEP program requirements and keep any documents that you need to turn in. To access TuaPath:
  - Click here: <https://louisiana.tuapath.com>. If you have a Café My LA.Gov account, use the same user name and password to log in to TuaPath.
    - You will need to enter your Participant ID # the first time you log in.
    - Participant ID # is your Member ID located at the top of this letter.
  - If you do not already have a My LA.Gov account, click CREATE ACCOUNT to create an account.
    - You will need a valid email address.
    - You will need to go to your email to verify the account after it is created.
  - Once your My LA.Gov account is created and verified, click here: <https://louisiana.tuapath.com> and login.
    - You will need to enter your Participant ID # the first time you log in.
    - Participant ID # is your Member ID located at the top of this letter.
2. Begin by viewing the STEP orientation videos before your first meeting with your STEP coach.
3. Look for an appointment letter from your STEP coach. They will be reaching out soon to schedule your first meeting.

**Important information about Family Independence Temporary Assistance Program (FITAP) cash assistance benefits.**

As a work-eligible recipient of FITAP, you are required to engage in STEP. That means:

1. Participate in approved activities for the required number of hours each week:

- 30 hours per week for most participants
  - 20 hours per week for most single parents caring for a child under age 6
2. If certified for FITAP, you may receive the grant amount according to your household size in the chart below:

**FITAP Flat Grant Chart**

Number of Persons	1	2	3	4	5	6	7	8	9	10
Flat Grant Amounts	\$244	\$376	\$484	\$568	\$654	\$732	\$804	\$882	\$954	\$1,024

3. If certified for FITAP benefits, you can receive up to 24 months of cash assistance benefits in a 60-month period, unless you qualify for an extension.
4. You may receive cash assistance for a total of 60 months (including benefits from a similar program in another state) in your lifetime.

**Important information about your Family Success Agreement**

You will work with your STEP coach to develop a Family Success Agreement (FSA). The FSA will outline the activities you will do in STEP to help you move toward your goals. These activities may include employment, job readiness and job search instruction, volunteer work experience, on-the-job training, education, and vocational training.

Your FSA outlines your responsibilities in the STEP program. Doing what you agreed to will help ensure that you continue to receive your cash assistance.

**If you do not follow through with the activities in your FSA, you may lose your FITAP cash benefits and Medicaid. Please let your coach know if something gets in your way of participating in STEP activities.**

**If you don't follow through, the consequences progress each time:**

- The first time, your family may lose benefits for at least one month.
- The second time, your family may lose benefits for at least two months.
- The third time, and any time after, your family may lose benefits for at least three months.

We want to see you succeed! Let us know how we can better support you in reaching your goals and finding your career pathway. We are here for you!