

Office of Immigration and Refugee Affairs  
**Family Self-Sufficiency Plan (FSSP)**

**FSSP Purpose** Budgeting, assessing wage requirements, and encouraging participation in the job market of all employable persons in the family.

Client Name	A #
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1. Total number of people in the family. \_\_\_\_\_
2. Enter the number of adult refugees (over 18 years old) in the family. \_\_\_\_\_
3. How many of these refugees are employable? \_\_\_\_\_
4. Of the total number in item number 3 above, enter the number who are:  
     currently employed \_\_\_\_\_ not employed \_\_\_\_\_  
     Enter the monthly income of those currently employed. \$ \_\_\_\_\_
5. Calculate below the estimated amount of money needed by the client's family to pay all monthly expenses.

Shelter .....	\$ _____	per month
Utilities		
Electric .....	\$ _____	per month
Gas .....	\$ _____	per month
Water .....	\$ _____	per month
Phone .....	\$ _____	per month
Other .....	\$ _____	per month
Food .....	\$ _____	per month
Clothing .....	\$ _____	per month
Personal Items .....	\$ _____	per month
Child Care .....	\$ _____	per month
Transportation .....	\$ _____	per month
Other Expenses (List)		
.....	\$ _____	per month
.....	\$ _____	per month
.....	\$ _____	per month
.....	\$ _____	per month
<b>Total Expenses</b>	<b>\$ _____</b>	<b>per month</b>

6. Based on average monthly wages for entry level jobs for refugees in your agency, estimate how many wage earners are needed to meet the monthly expenses of the family. \_\_\_\_\_
7. If more than one wage earner is needed (item number 6 above), and there is one or more unemployed adults in the family (item number 3 above), describe efforts to enroll the unemployed adult(s) in services.

Staff Name	Date Completed
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**Note:** Use back of page for additional comments or explanation.