Work Plan Year 02			Semi-Annual Period 1 (September 30-March 31)		Semi-Annual Period 2 (April 1-September 29)	
Objective #1		**Activities**	**Proposed Activites for Reporting Period**	**Status*** (*to be filled in when submitting Semi-Annual Report)	**Proposed Activites for Reporting Period**	**Status*** (*to be filled in when submitting Semi-Annual Report)
Active Coordination with TANF Office	1A	Increase knowledge between TANF and Refugee staff.	Provide a Refugees 101 training and receive a TANF 101 training.	The Refugee 101 training was held January 20, and the TANF 101 training was received on March 1.	Compile and answer further questions and create working relationships between key staff.	On May 1 a follow up Q&A session was held with both staff and on June 30, staff met virtually and were put into break out rooms to put faces to the names of people they have begun to work with.
	1B	Regularly host meetings with TANF staff and TANF leadership.	Hold monthly meetings with staff and separate leadership meetings, also monthly at this point in time.	Staff meetings were held on Dec 1, Jan 5, Feb 4, March 1. Leadership meetings were held Nov 15, Dec 15, Jan 15, Feb 15, and March 15.	Hold quarterly meetings with staff and separate monthly leadership meetings.	Met with staff on June 15 and Sept. 15; leadership meetings were April 15, May 15, June 15, July 14, Aug 16, and Sept 12.
	1C	Identify challenges and successes, develop plan around both.	Develop form and system to track challenges and successes by January 30 and train staff on its use by March 30.	Form was developed by Jan 15 but training proved challenging given the lack of power in the area. The first part of the training was provided March 20 and the second half is still planned for April 15.	Discuss how to address program challenges and utilized successes with TANF program.	During our monthly meetings, beginning in May, we shared our findings with the TANF office and was able to create a plan to mitigate one challenge which was put into effect Aug 1.
Objective #2		**Activities**	**Proposed Activites for Reporting Period**	**Status**	**Proposed Activites for Reporting Period**	**Status**
Recruit new clients	2A	Develop, translate, and disseminate outreach flyers and materials.	Develop outreach flyers for multiple platforms (paper, website, email) by January 30, translate into Swahili, Arabic, and Spanish by March 30.	Developed materials for all three platforms by January 30 but didn't receive approval internally until Feb. 15. Translations for Swahili and Spanish have been completed, but still awaiting the Arabic translation.	Post outreach material to website by May 15. Email ethnic community leaders with the electronic flyer by June 1. Post 100 flyers by June 30 at apartment complexes, places of worship, and ethnic grocery stores and other places where refugees congregate.	Flyers and materials were all posted in line with the mentioned timeframes.
	2B	Conduct outreach meetings with ethnic community leaders.	No activity for this period		Hold 5 meetings with community leaders	Met with leaders from Burmese, Iraqi, Afghan and Congolese communities. Will meet with Hispanic community leaders in October.
Objective #3		**Activities**	**Proposed Activites for Reporting Period**	**Status**	**Proposed Activites for Reporting Period**	**Status**
Enroll 50 clients	3A	Conduct intake/assessment and develop FSSP and IEP.	No activity for this period.		50 new clients assessed and enrolled.	30 clients enrolled, with discussions on how to increase recruitment and will include in next year's work plan.

			Semi-Annual Period 1 (September 30-March 31)		Semi-Annual Period 2 (April 1-September 29)	
3. Objective/Goal/Outcome #1		**4. Activities**	**5. Proposed**	**6. Status**	**7. Proposed**	**8. Status**
	1A					
	1B					
	1C					
	1D					
	1E					
Objective/Goal/Outcome #2		**Activities**	**Proposed**	**Status**	**Proposed**	**Status**
	2A					
	2B					
Objective/Goal/Outcome #3		**Activities**	**Proposed**	**Status**	**Proposed**	**Status**
	3A					
	3B					
Objective/Goal/Outcome #4		**Activities**	**Proposed**	**Status**	**Proposed**	**Status**
Objective/Goal/Outcome #5		**Activities**	**Proposed**	**Status**	**Proposed**	**Status**
Objective/Goal/Outcome #6		**Activities**	**Proposed**	**Status**	**Proposed**	**Status**