

## Course Outline

<b>Title (State)</b>	HSE 3220 Income Maintenance Caseworker - NCFAST
<b>Title (Local)</b>	Income Maintenance Caseworker - NCFAST
<b>Length</b>	48
<b>Description</b>	<p>This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis.</p> <p>Upon completion of this course, the student will demonstrate an understanding/proficiency in the following:</p> <ul style="list-style-type: none"><li>• DSS Client Interviewing Skills</li><li>• FNS Changes</li><li>• MAGI Application process</li><li>• MAGI Application entry</li><li>• MAGI Changes</li><li>• MAGI Review</li></ul>
<b>Learning Objectives</b>	
<b>Required Materials</b>	
<b>Evaluation Methodology</b>	This is a non-credit course and assessments will be used to verify student's readiness to demonstrate competency based on demonstrated skills, test scores and participation in class activities.
<b>Grading Requirements</b>	This is a pass/fail course based upon successful completion of course assessments and attaining the Career Readiness Certificate.
<b>Attendance</b>	Students must attend, at minimum, 75% of class hours and actively participate in class activities in order to successfully complete the class and receive a certificate.

## Course Syllabus

Modules	Topic	Hours
1	Review of HRD 4000 – Phase I	3
2	Job Aids and FNS Changes	3
3	Learning to Process a FNS Change	6
4	Learning to Process a FNS Review	9
5	NC FAST FNS Application, Change & Review Test	3
6	Keying a MAGI Application	6
7	Learning to Process a MAGI Change	6
8	Learning to Process a MAGI Review	9
9	NC FAST MAGI Application, Change & Review Test	3

## Course Overview

This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility.

The curriculum addresses the following topics:

Student learning outcomes:

- Students will be able to demonstrate appropriate client interview skills
  - Students will be able to demonstrate proficiency in processing FNS changes
  - Students will be able to demonstrate proficiency in processing MAGI applications
  - Students will be able to demonstrate proficiency in processing MAGI changes
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