



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.  
GOVERNOR

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

April 5, 2012

ALL COUNTY INFORMATION NOTICE NO. I-17-12

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE TO WORK COORDINATORS

SUBJECT: WORK PARTICIPATION RATE (WPR) VALIDATION REVIEW  
PLAN FOR FEDERAL FISCAL YEAR (FFY) 2010 CASES

REFERENCE: ACIN I-36-10

This notice provides information on the current plan for WPR data validation reviews and answers commonly asked questions about the review process. The first round of reviews was completed in August 2011 and the second round is underway.

The purpose of the reviews is to establish the accuracy of WPR data reported to the California Department of Social Services (CDSS). Cases for FFY 2010 will be reviewed for WPR reporting accuracy and documentation in the 19 counties listed below.

Alameda	Los Angeles	San Bernardino	Santa Cruz
Contra Costa	Merced	San Diego	Solano
Fresno	Monterey	San Francisco	Stanislaus
Imperial	Riverside	San Joaquin	Ventura
Kern	Sacramento	Santa Barbara	

Orange, Santa Clara, and Tulare Counties, which were reviewed in the first round, were dropped for this round to allow CDSS to extend the benefit of these reviews to three new counties that have the next highest number of Research and Development Enterprise Project cases. The three new counties include Imperial, Santa Barbara, and Santa Cruz.

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Attached are the Questions and Answers that provide additional details regarding the validation reviews. The CDSS looks forward to continued collaboration with counties to improve the review process.

If you have any questions about the county WPR case validation reviews, please contact Doris Bowers, Chief, Performance Monitoring and Research Bureau, at (916) 653-1428 or [Doris.Bowers@dss.ca.gov](mailto:Doris.Bowers@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

M. AKHTAR KHAN, Ph.D., Chief  
Research Services Branch

Attachment

## **Work Participation Rate Validation Reviews Questions and Answers**

### **1. What Federal Fiscal Year (FFY) will be reviewed?**

The California Department of Social Services (CDSS) will be reviewing FFY 2010 cases.

### **2. How far in advance will counties be contacted to set up a review date?**

Each county will be contacted by phone 30 days or more in advance to establish a review date. A letter will be mailed to the county approximately 30 days prior to the scheduled appointment to confirm the date and request any written procedures the county has pertaining to its data collection processes.

### **3. How much time will counties have to provide their procedures to CDSS?**

Counties will be asked to provide the procedures at least two weeks before the review date. This will allow time for the procedures to be reviewed prior to the scheduled appointment. If procedures are not provided, it will not delay the review. The procedures will be discussed during the onsite review.

### **4. How far in advance will the counties receive their sub-sample?**

Counties will receive their sub-sample approximately two weeks prior to the scheduled review date.

### **5. How many and what type of cases will be reviewed?**

The sub-sample will consist of 120 cases. There will be 84 numerator cases, 12 cases that were in the denominator but not in the numerator, and 24 excluded cases.

### **6. Will the sub-sample consist of both Research and Development Enterprise Project (RADEP) and Enterprise II Lite (E2L) cases?**

The sub-sample will first be pulled from the county's RADEP sample. If there are not enough RADEP cases, then the remainder of the sub-sample will consist of E2L cases.

### **7. How will CDSS capture state exemptions and non-federally countable activities?**

Cases are reviewed pursuant to federal rules. Cases with state exemptions are still included in the federal work participation rate and will be reviewed accordingly.

In addition, non-federally countable activities are not allowable in computing the federal rate and will not be captured.

**8. How long will CDSS be onsite in the county for each review?**

The CDSS will be onsite in each county for four days.

**9. How long after the review will the county receive a report of the review findings?**

The report will be sent within 30 days following the review.

**10. How long will counties have to provide additional documentation?**

The county will have 10 working days to provide additional documentation. If more time is needed, counties may contact the lead analyst identified in correspondence received by the county describing the reviews. The CDSS will send an e-mail informing the county what cases have been changed or why they were not changed. If no further communication is received from the county, a final report will be sent seven calendar days after this e-mail. Counties are not required to provide additional documentation or otherwise respond to the report findings.

**11. How will the review outcome data be compiled and used?**

The outcome data will be sent to counties for their review and to use as a management tool. It will be compiled into a database and used to validate the accuracy of the reported data. It will also be used by CDSS as a management tool to determine if the state is compliant with federal work verification requirements and to anticipate and prepare for any fiscal penalties that would result from failure to comply with those requirements.

**12. How will promising practices for tracking and documenting client activities be shared with the counties?**

The review team will work with counties to collect this information during the reviews and then follow-up with counties to obtain more detailed information. The team will work with the Welfare to Work Division's Employment Bureau to post promising practices on the California Work Opportunity and Responsibility to Kids best practices website (<http://www.cdss.ca.gov/calworks/PG1933.htm>).