<table>
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REASON FOR THIS TRANSMITTAL

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

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February 3, 2010

ALL COUNTY LETTER NO. 10-04

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) SUBSIDIZED EMPLOYMENT CLAIMED TOWARD THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) EMERGENCY CONTINGENCY FUND (ECF) [WTW-ARRA (10/09)]

REFERENCE: CHAPTER 4, STATUTES OF 2009-10 FOURTH EXTRAORDINARY SESSION (ABX4 4)

This letter is to transmit the new reporting form and instructions (WTW-ARRA copy attached) for collecting outcome data on county subsidized employment program expenditures claimed toward TANF ECF. TANF ECF resulted from the passage of the ARRA and is a new funding source available in Federal Fiscal Year (FFY) 2009 and 2010 for expenditure increases in specific categories as outlined in ACL 09-42.

For the purposes of reporting ECF subsidized employment, we have identified a small subset of items previously reported by Counties on the WTW-AB 98. These items are:

1. Participants who entered subsidized employment during the report month;

2. Participants with active subsidized employment during the report month; and

3. Individuals who entered unsubsidized employment during the report month.

The first month for which counties must report this data is October 2009. Prior data reported under the provisions of AB 98 will cover TANF ECF funding for FFY 2009. The final report month will be September 2010. Please ensure that program and reporting staff read and thoroughly understand the form and instructions.

Please download a copy of the required WTW-ARRA form and its instructions to your PC desktop from http://www.cdss.ca.gov/DSSDB/. Submit the report via e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at admwtwARRA@dss.ca.gov.

All counties participating in this program are required to submit the WTW-ARRA report for receipt by CDSS no later than the 20th calendar day of the month following the report month for each month going forward.

The first report month will be October 2009. Retroactive reports for the months of October, November, and December 2009 are due no later than March 15, 2010.

If you have any questions regarding completion of this report, please contact DSSDB at (916) 651-8269. Program related questions should be directed to your CDSS Employment Bureau County Consultant at (916) 654-2137.

Sincerely,

Original Document Signed By:

ERIC FUJII
Deputy Director
Administration Division

Attachments

California Work Opportunity and Responsibility to Kids (CalWORKs)
Subsidized Employment Claimed Toward the
American Recovery and Reinvestment Act (ARRA) of 2009
Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund (ECF)

DOWNLOAD REPORT FORM IN EXCEL FROM:
   http://www.cdss.ca.gov/dssdb/
E-MAIL COMPLETED REPORT FORM AS AN EXCEL ATTACHMENT TO:
   admwtwARRA@dss.ca.gov

COUNTY NAME	VERSION ☐ INITIAL ☐ REVISED	REPORT MONTH	REPORT YEAR

Part A. Subsidized Employment	Participants
1. Participants who entered subsidized employment during the report month (Item 1a plus 1b)…………	1
a. CalWORKs……………………………………………………………………………	2
b. Needy Families………………………………………………………………………	3
2. Participants with active subsidized employment during the report month (Item 2a plus 2b)…………	4
a. CalWORKs……………………………………………………………………………	5
b. Needy Families………………………………………………………………………	6

Part B. Post-Subsidized Employment	Participants
3. Individuals who entered unsubsidized employment during the report month (Item 3a plus 3b)…………	7
a. CalWORKs……………………………………………………………………………	8
b. Needy Families………………………………………………………………………	9

COMMENTS

CONTACT PERSON (PRINT)	TELEPHONE	EXTENSION	FAX
TITLE/CLASSIFICATION	E-MAIL		DATE SUBMITTED

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)
SUBSIDIZED EMPLOYMENT CLAIMED TOWARD THE
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) EMERGENCY CONTINGENCY FUND (ECF)
WTW-ARRA (10/09)

INSTRUCTIONS

CONTENT

The monthly WTW-ARRA report contains statistical information on the number of CalWORKs and needy family adults who are participating in subsidized employment. It also includes those recipients who have found unsubsidized employment after the subsidy ends. This report is temporary and will be used for the duration of TANF ECF (which is currently slated to end September 30, 2010) and is limited to recipients participating in county subsidized employment programs that fall under programs that can be claimed under ARRA TANF ECF.

PURPOSE

The report collects outcome data for subsidized employment program expenditures claimed toward ARRA TANF ECF.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the month following the report month.

Download an Excel version of the report form from http://www.cdss.ca.gov/dssdb/ to your PC desktop, complete the downloaded report form, and e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at admwtwARRA@dss.ca.gov. This e-mail submission process contains automatic computation of some cells and easy e-mail transmission of completed report forms to DSSDB; the website contains specific instructions and guidance.

If e-mail submission is not possible or if you have questions regarding completion or submission of this report, contact the Data Systems and Survey Design Bureau at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name, version (Initial or Revised) and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.** If your county does not provide a particular service/activity or; the service/activity is provided but the county is unable to collect or track the data, enter "0" and explain in the Comments section.

Enter in the boxes at the end of the form the name, job title or classification, telephone, fax number and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was submitted (this is usually the date when the report is e-mailed to DSSDB).

DEFINITIONS

Participants: CalWORKs recipients or needy families who are engaged in a subsidized employment activity, as defined below, in a county program that meets the conditions described in the purpose statement of this document.

CalWORKs: Any family receiving a CalWORKs grant, such as current CalWORKs recipients and child only cases, and former CalWORKs recipients who are eligible for job retention services pursuant to Manual of Policy and Procedures (MPP) 42.717. This group includes:
- Mandatory welfare-to-work (WTW)
- Exempt from WTW, if volunteering
- Sanctioned, if sanction is cured or the subsidized employment position is part of a plan to stop a sanction
- Safety Net
- Dependent teen in a CalWORKs household
- Families receiving CalWORKs family reunification services under AB 429

Needy Families: Non-CalWORKs families with an income less than 200 percent of the official federal poverty level guidelines applicable to a family of the size involved if the family meets any of the following criteria:

1. A family in which a minor child is living with a parent or adult relative caregiver, including a non-custodial parent who does not reside with the minor child, regardless of whether the child is receiving CalWORKs cash aid.

2. A woman who is in her third trimester of pregnancy, regardless if the woman has other children.

3. A family in which a minor child is temporarily absent for a period of time not to exceed 12 months due to child abuse and neglect, and the parent or parents of the child are engaged in family reunification services.

Employment: Is work that is compensated at least at applicable state or federal minimum wage. If neither wage rate applies, the work must be compensated in an amount equivalent to the lesser of the two [MPP Section 42-701.2(e)(1)].

Entered subsidized employment: Are those participants who began subsidized employment during the report month at the applicable state or federal minimum wage.

Subsidized employment: Subsidized employment is employment in which a private or public sector employer is partially or wholly reimbursed for participants' wages and/or training costs.

Unsubsidized employment: Unsubsidized employment means full or part time employment in the private or public sector that is not subsidized by TANF or any other public program.

ITEM INSTRUCTIONS CONTINUED

Part A. Subsidized Employment

1. Participants who entered subsidized employment during the report month (Item 1a plus 1b): *Skip the entry for this item if completing the automated Excel version: it will be automatically calculated.* Enter the sum of Item 1a plus Item 1b. *[Cell 1]*
    a. CalWORKs: Enter the total number of CalWORKs participants who began subsidized employment during the report month, whether or not they remained on aid. Note: This is a count of new individuals who entered employment in the report month. *[Cell 2]*
    b. Needy Families: Enter the total number of needy family participants who began subsidized employment during the report month. Note: This is a count of new individuals who entered employment in the report month. *[Cell 3]*

2. Participants with active subsidized employment during the report month (Item 2a plus 2b): *Skip the entry for this item if completing the automated Excel version: it will be automatically calculated.* Enter the sum of Item 2a plus Item 2b. *[Cell 4]*
    a. CalWORKs: Enter the total number of CalWORKs participants who are in subsidized employment during the report month. Note: This is a count of all participants in subsidized employment during the report month, including participants captured in Item 1a. *[Cell 5]*
    b. Needy Families: Enter the total number of needy family participants who are in subsidized employment during the report month. Note: This is a count of all participants in subsidized employment during the report month, including participants captured in Item 1b. *[Cell 6]*

Part B. Post-Subsidized Employment

3. Individuals who entered unsubsidized employment during the report month (Item 3a plus 3b): *Skip the entry for this item if completing the automated Excel version: it will be automatically calculated.* Enter the sum of Item 3a plus Item 3b. *[Cell 7]*
    a. CalWORKs: Enter the total number of CalWORKs participants who entered unsubsidized employment during the report month.   This number also includes participants who entered unsubsidized employment in the same month as leaving subsidized employment. For example, if a participant entered subsidized employment and then found and entered unsubsidized employment in the same month, the participant should be counted in Item 1a, Item 2a, and in Item 3a in the same report month. Include only those participants that had entered a subsidized employment slot after October 1, 2008. *[Cell 8]*
    b. Needy Families: Enter the total number of needy family participants who found unsubsidized employment during the report month. This number also includes participants who entered unsubsidized employment in the same month as leaving subsidized employment. For example, if a participant entered subsidized employment and then found and entered unsubsidized employment in the same month, the participant should be counted in Item 1b, Item 2b, and in Item 3b in the same report month. Include only those participants that had entered a subsidized employment slot after October 1, 2008. *[Cell 9]*

COMMENTS

Use the Comments section to:
▪   Explain any "0" data entry for an item if the county does not provide the service/activity or if the county is unable to collect or track the data.
▪   Explain any major fluctuations in data.
▪   Provide information as directed in the report instructions.
▪   Provide any other comments the county determines necessary.

**California Work Opportunity and Responsibility to Kids (CalWORKs)
Subsidized Employment Claimed Toward the
American Recovery and Reinvestment Act (ARRA) of 2009
Temporary Assistance for Needy Families Emergency Contingency Fund
WTW-ARRA (10/09)**

VALIDATION RULES AND EDITS

CELLS 1 - 9: Each data cell in this report must be equal to or greater than 0.

No data cells should be left blank.

Part A. Subsidized Employment   .

CELL 1   **Cell 1** must equal (Cell 2 plus Cell 3)
             Cell 1 must be less than or equal to Cell 4

CELL 2   **Cell 2** must be less than or equal to Cell 5

CELL 3   **Cell 3** must be less than or equal to Cell 6

CELL 4   **Cell 4** must equal (Cell 5 plus Cell 6)
             Cell 4 must be greater than or equal to Cell 1
             Cell 4 must be greater than or equal to Cell 7

CELL 5   **Cell 5** must be greater than or equal to Cell 2
             Cell 5 must be greater than or equal to Cell 8

CELL 6   **Cell 6** must be greater than or equal to Cell 3
             Cell 6 must be greater than or equal to Cell 9

Part B. Post-Subsidized Employment

CELL 7   **Cell 7** must equal (Cell 8 plus Cell 9)
             Cell 7 must be less than or equal to Cell 4

CELL 8   **Cell 8** must be less than or equal to Cell 5

CELL 9   **Cell 9** must be less than or equal to Cell 6