

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 14, 1999

ALL-COUNTY LETTER NO. 99-24

REASON FOR THIS TRANSMITTAL <input checked="" type="checkbox"/> State Law Change <input type="checkbox"/> Federal Law or Regulation Change <input type="checkbox"/> Court Order or Settlement Agreement <input type="checkbox"/> Clarification Requested by One or More Counties <input checked="" type="checkbox"/> Initiated by CDSS
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TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CalWORKs WELFARE TO WORK MONTHLY ACTIVITY REPORT
(WTW 25)

This letter releases the new CalWORKs Welfare to Work (WTW) Monthly Activity Report (WTW 25). The purpose of this report is to provide information needed for program planning, other administrative responsibilities, and to assure that sufficient funding is available to counties. The WTW 25 report was developed by a county/state workgroup which conferred during January and February 1999, and it replaces the GAIN Monthly Activity Report (GAIN 25).

Enclosed is a camera-ready copy of the WTW 25 and six pages of instructions (copied back-to-back) for duplication purposes. The implementation date of the WTW 25 is July 1999, and the report is due by the 20th calendar day of the month following the report month. Therefore, the first report is due by August 20, 1999. Please fax or mail the report to:

California Department of Social Services
Data Operations Branch, Reports Unit, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
Fax: (916) 322-9254

Please ensure that reporting staff read and follow the accompanying instructions carefully. For example, Appraisal, Assessment and Reappraisal (items 6, 7, 8 of Part B, Activities) require counts of individuals completing these activities in the report month, whereas all other items in Part B require counts of individuals participating in activities during the report month. In another example, Part E, Post-Employment/Job-Retention Services, counts of individuals receiving services, should only include the counts of those who are no longer receiving cash aid.

County Welfare Directors
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If you have any questions regarding completion of the WTW 25, please contact Nguyet Nguyen, Reports Unit of the Data Operations Branch, at (916) 445-6921. Program related questions should be directed to your Program analyst in the Employment Bureau at (916) 654-1522.

***Original Document Signed By
Michael Howland on 4/14/99***

MICHAEL S. HOWLAND
Deputy Director
Program Planning and Performance Division

Enclosures

c: CWDA

CalWORKs

WELFARE TO WORK (WTW)

MONTHLY ACTIVITY REPORT

Send one copy to: California Department of Social Services
 Data Operations Branch, Reports Unit, MS 19-81
 P. O. Box 944243
 Sacramento, CA 94244-2430
FAX: (916) 322-9254

COUNTY	COUNTY NUMBER	REPORT MONTH/YEAR
PART A. ENROLLMENT DATA		DURING REPORT MONTH
	I.	II. REFERRED
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CONTACT PERSON	TELEPHONE NUMBER	DATE

**CalWORKs WELFARE TO WORK (WTW) MONTHLY ACTIVITY REPORT
WTW 25 FORM**

GENERAL INFORMATION

The purpose of this report is to provide the state with information needed for budgeting, staffing, program planning and other administrative responsibilities. This report is due on or before the 20th calendar day of the month following the report month. When data is unavailable, or has not been reconciled, transmit a report by the due date containing all the available information and indicate when the department can expect to receive the final report. Missing data should be sent as soon as possible and the top of the report form should be labeled revised. Send reports to:

California Department of Social Services
Data Operations Branch, Reports Unit, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 322-9254

DEFINITIONS AND INSTRUCTIONS

General Instructions

In Part B, C, and D: Count individuals who **received cash aid or who were eligible for cash aid** (e.g., individuals in a zero basic grant status) **in the report month**.

In Part E: Count individuals who were **terminated prior to the report month** (who did not receive cash aid in the report month) but who received post-employment services in the report month.

Line Item Instructions

If there is nothing to report on a line item or cell column, please enter a zero (0) in the applicable line(s) and/or cell(s) of the reporting document. Do not leave a cell blank.

PART A. ENROLLMENT DATA

Definitions

Enrollment occurs when the county sends an individual a notice that he or she is required to participate in WTW (MPP Section 42-702.3).

Enrollee is an individual who has been enrolled or has been sent a notice to participate in WTW activities. Count individuals who received cash aid or who were eligible for cash aid (e.g., individuals in a zero basic grant status) in the report month. An enrollee is defined as either (1) required to participate, or (2) willing to participate.

Exempt means all CalWORKs adult recipients not required to participate (MPP Section 42-701.2(e)(2)).

WTW sanction occurs when the individual is not aided during the report month for a failure to comply with WTW program requirements without good cause and for whom compliance efforts have failed (MPP Section 42-721.41).

Termination is removal from cash aid for any reason.

Termination due to time limits is termination from cash aid due to a time limit requirement.

Employment means 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)). All of the employment components below must meet the core definition.

Entered employment is those individuals who began unsubsidized employment during the report month at the applicable state or federal minimum wage.

Termination due to employment is termination from cash aid due to earnings from employment.

Instructions

1. Enrollees: Enter the total number of individuals who were enrolled, at any time, during the report month.
2. Exemptions: Enter the total number of individuals who were exempt during the report month.
3. Removed from the Assistance Unit: Do not make an entry here. This is a heading for 3.a. and 3.b.
 3. a. WTW sanctions: Enter the total number of individuals who were not aided during the report month due to a WTW sanction.
 3. b. Terminations due to time limits: Enter the total number of individuals whose cash aid was terminated due to the expiration of time limits during the report month.
4. Entered employment: Enter the total number of individuals who began unsubsidized employment during the report month, whether or not they remained on aid.
5. Terminations due to employment: Enter the total number of individuals terminated from cash aid during the report month due to earnings from employment.

PART B. ACTIVITIES

Definitions

Appraisal is a required activity in which the CWD informs the individual of the requirement to participate in available WTW activities and of available supportive services (MPP Section 42-711.522). During the appraisal, the individual must provide information about his or her employment history and skills, need for supportive services, and any other relevant information the CWD requires in order to assign WTW activities appropriately (MPP Section 42-711.522(a)).

Assessment is a process in which an individual must work with the CWD to develop and agree on a WTW plan, based on the individual's skills and needs. The plan must specify the activities to which the individual will be assigned and the supportive services to be provided (MPP Section 42-711.553).

Reappraisal is an evaluation to determine what activities individuals must engage in if they are still unemployed after completing all activities in their WTW plan (MPP Section 42-711.71).

Job search & job readiness assistance means the individual is assigned to either Job search, a WTW activity in which the individual's principal activity is to seek employment (MPP Section 42-701.2(j)(3)) or Job readiness assistance, a WTW activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency (MPP Section 42-701.2(j)(2)).

Unsubsidized employment is all employment that is not subsidized.

Self-employment is defined by the county, but must include the elements of employment, as defined above.

Subsidized employment is employment in which the WTW individual's employer is partially or wholly reimbursed for wages and/or training costs (MPP Section 42-701.2(s)(2)).

Subsidized private sector employment is subsidized employment for a private employer.

Subsidized public sector employment is subsidized employment in government.

On-the-job training (OJT) is defined by the county.

Grant-based on-the-job training (OJT) is a WTW activity that is performed in the public or private sector in which the recipient's cash grant, or a portion thereof, or the aid grant savings resulting from employment, is diverted to the employer as a wage subsidy to partially or wholly offset the payment of wages to the individual. Grant-based OJT may include community services positions (MPP Section 42-701.2(g)(2)).

Work-study is defined by the county.

Supported work or transitional employment is a WTW activity that is a form of grant-based OJT in which the individual's cash grant, or a portion thereof, or the aid grant savings from employment, is diverted to an intermediary service provider to partially or wholly offset the payment (MPP Section 42-701.2(s)(3)).

Work experience is a WTW training activity in the public or private sector, under the close supervision of the activity provider, that helps provide basic job skills, enhance existing job skills in a position related to the individual's experience, or provide a needed community service that will lead to unsubsidized employment (MPP Section 42-701.2(w)(1)).

Community service is a WTW training activity that is temporary and transitional, is performed in the public or private nonprofit sector under close supervision of the activity provider, and provides individuals with basic job skills that can lead to employment while meeting a community need (MPP Section 42-701.2(c)(3)).

Job skills training directly related to employment is defined by the county.

Vocational education training is defined by the county.

Education directly related to employment is defined by the county.

Adult basic education is a WTW activity with instruction in reading, writing, arithmetic, high school proficiency, or general educational development certificate instruction, and English-as-a-second-language (MPP Section 42-701.2(a)(1)).

Satisfactory progress in a secondary school is defined by the county. This activity applies to a single teen head of household, to a married teen, and to those 16 or older who have a WTW plan.

Other activities are defined by the county.

Providing childcare to community services participants is defined by the county.

Mental health services are defined by the county (MPP Section 42-711.56).

Substance abuse services are defined by the county (MPP Section 42-711.57).

Domestic abuse services are defined by the county.

Granted waiver of program rules is the number of individuals who are victims of domestic abuse and are granted a waiver of program rules by the county to assist the individual participant in WTW activities.

Self-initiated programs (SIPs) are those activities that meet the requirements of MPP 42-711.54 et seq. All individuals in SIPs should also be counted in their specific WTW activities.

Instructions

FOR ITEMS 6–8, COUNT INDIVIDUALS IN EACH ACTIVITY THEY COMPLETED DURING THE REPORT MONTH.

6. Appraisal: Enter the total number of individuals who completed an appraisal during the report month.
7. Assessment: Enter the total number of individuals who completed an assessment during the report month.
8. Reappraisal: Enter the total number of individuals who completed a reappraisal during the report month.

FOR ITEMS 9–29, COUNT INDIVIDUALS IN ALL ACTIVITIES IN WHICH THEY PARTICIPATED DURING THE REPORT MONTH.

9. Job search & job readiness assistance: Enter the total number of individuals who participated in job search or job readiness assistance during the report month.
10. Unsubsidized employment: Enter the total number of individuals who participated in unsubsidized employment during the report month.
11. Self-employment: Enter the total number of individuals who were self-employed during the report month.
12. Subsidized private sector employment: Enter the total number of individuals who participated in subsidized private sector employment during the report month.
13. Subsidized public sector employment: Enter the total number of individuals who participated in subsidized public sector employment during the report month.
14. On-the-job training (OJT): Enter the total number of individuals who participated in on-the-job training during the report month.
15. Grant-based on-the-job training (OJT): Enter the total number of individuals who participated in grant-based on-the-job training during the report month.
16. Work-study: Enter the total number of individuals who participated in work-study during the report month.
17. Supported work or transitional employment: Enter the total number of individuals who participated in supported or transitional employment during the report month.
18. Work experience: Enter the total number of individuals who participated in work experience during the report month.
19. Community service: Enter the total number of individuals who participated in community service during the report month.
20. Job skills training directly related to employment: Enter the total number of individuals who participated in job skills training directly related to employment during the report month.

21. Vocational education training: Enter the total number of individuals who participated in vocational education training during the report month.
22. Education directly related to employment: Enter the total number of individuals who participated in education directly related to employment during the report month.
23. Adult basic education: Enter the total number of individuals who participated in adult basic education during the report month.
24. Satisfactory progress in a secondary school: Enter the total number of individuals (single teen head of household, married teen, or 16 year old or older who has a WTW plan) who made satisfactory progress in a secondary school during the report month.
25. Other activities: Enter the total number of individuals who participated in other activities during the report month.
26. Providing childcare to community services participants: Enter the total number of individuals who provided childcare to community services individuals during the report month.
27. (I) Mental health services: Enter in Column I the total number of individuals who participated in mental health services during the report month.
 (II) Mental health services: Enter in Column II the total number of individuals referred to a county mental health agency for an evaluation during the report month.
28. (I) Substance abuse services: Enter in Column I the total number of individuals who participated in substance abuse services during the report month.
 (II) Substance abuse services: Enter in Column II the total number of individuals referred to a county alcohol and drug agency for an evaluation during the report month.
29. (I) Domestic abuse services: Enter in Column I the total number of individuals who participated in domestic abuse services during the report month.
 (II) Domestic abuse services: Enter in Column II the total number of individuals referred for domestic abuse services during the report month.
- 29.a. Granted waiver of program rules (subset of 29): Enter the total number of individuals who participated in domestic abuse services during the report month that had been granted a waiver of program rules.
30. Number of individuals 6-29 (Unduplicated): Enter the unduplicated total number of individuals who were counted in activities 6–29 during the report month. This total is not the sum of items 6-29.
- 30.a. Self-initiated programs (SIPs) (Unduplicated subset of 30): Enter the total number of individuals who were in Self-initiated programs during the report month. These individuals should also be counted in their specific WTW activity (e.g., vocational education training).

PART C. NONPARTICIPATION STATUS

Definitions

Noncompliance is any individual who was sent a notice of noncompliance and has not yet returned to participation or has not yet been sanctioned.

Good cause is any individual in good cause status as defined in law or by the county (MPP Section 42-713).

Instructions

31. Noncompliance: Enter the total number of individuals who were sent a notice of noncompliance and have not yet returned to participation or have not yet been sanctioned during the report month.
32. Good cause for not participating in WTW: Enter the total number of individuals who had good cause during the report month.

PART D. SUPPORTIVE SERVICES

Definitions

Transportation is public transportation, CWD provided transportation, use of a private vehicle, parking, and other related transportation expenses (MPP Section 42-750).

Ancillary services are the cost of books, tools, clothing specifically required for the job, fees, and other costs necessary to participate in WTW activities (MPP Section 42-750.113).

Instructions

33. Transportation: Enter the total number of participants who received transportation payments during the report month.
34. Ancillary services: Enter the total number of participants who received ancillary payments during the report month.

PART E. POST-EMPLOYMENT/JOB-RETENTION SERVICES

Definitions

Post-employment/Job-retention services are services for individuals who exited cash aid due to employment prior to the report month (MPP Section 42-717). This includes supportive services, except for childcare.

Instructions

35. Post-employment/Job-retention services: Enter the total number of individuals (who did not receive cash aid in the report month) who received post-employment/job-retention services during the report month.