

September 13, 2018

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CALFRESH EMPLOYMENT & TRAINING (E&T): COMPLIANCE WITH  
FEDERAL REPORTING REQUIREMENTS

The purpose of this letter is to provide County Welfare Departments (CWDs) with instructions for complying with federal E&T reporting requirements established by the United States Department of Agriculture, Food and Nutrition Service (FNS).<sup>1</sup> In order to meet the reporting requirements, CWDs are directed to submit E&T participant lists to the California Department of Social Services (CDSS) no later than **October 31, 2018**.

The E&T participant list should include each individual who participated in CalFresh E&T during Federal Fiscal Year (FFY) 17-18 (October 1, 2017, through September 30, 2018). The instructions provided in this letter include a definition for each data field, the method for transferring the data, and the timeline for completing submission. Note that the reporting instructions have not changed since last year when the request was made for FFY 16-17.

## I. Background

The federal E&T reporting requirements are comprised of outcome measures based on the employment and earnings of E&T participants and former participants. The interim final rule that establishes the reporting requirements requires that state agencies report on an annual basis outcome data to monitor the effectiveness of their E&T programs. The report is due January 1 of each year.

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<sup>1</sup> The [interim final rule](#), Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program Monitoring, Oversight and Reporting Measures, was published in the Federal Register on March 24, 2016. States are required to include reporting measures in their E&T State Plans for Federal fiscal year (FY) 2017.

To meet the federal E&T reporting requirements, the California Department of Social Services (CDSS) will match E&T participant and former participant lists provided by CWDs against wage data provided by the California Employment Development Department (EDD). CDSS currently has a Memorandum of Understanding with EDD, which allows CDSS to access wage data for all CalFresh recipients. CWDs will securely send E&T participant lists to CDSS to run the data match directly.

## **II. Data Requirements**

The following data elements are now required to be provided for each individual who participated in E&T during **FFY 17-18** (October 1, 2017, through September 30, 2018):

- Social Security Number (SSN)
- County Indicator
- Date of Birth
- Male or Female
- E&T Component
- Component Start Date (for each component)
- Component End Date (for each component)
- Completion of Participation Date
- Able Bodied Adults Without Dependents (ABAWD) Status
- High School Degree (HSD) or General Education Degree (GED)
- English as a Second Language
- Mandatory or Voluntary

*\*Note: CWDs are also required to collect this information for participants who received CalFresh E&T services from contracted providers and third-party partners.*

## **III. Data Definitions**

SSN: Provide the nine-digit SSN for the individual, without spaces or dashes.

County Indicator: Provide the two-digit county code for the county in which the individual received services.

Date of Birth: Provide the individual's date of birth in the format of MM/DD/YYYY.

Male or Female: Indicate male or female based on the individual's self-identified gender.

E&T Component: Indicate the type of services the individual received, selected from the list of eligible E&T component services below.<sup>2</sup> If the individual participated in multiple E&T components, enter separate lines for each component, with the individual's information otherwise the same in each line.

- Job Search
- Job Club
- Workfare (including an up-front job search period of 30 days)
- Self-Initiated Workfare
- Work Experience (On-the-Job-Training)
- Vocational Training
- Education (including English as a Second Language, adult basic education, Career Technical Education Programs or Other Vocational Training, Work Readiness Training, and Apprenticeship/ Pre-apprenticeships)
- Job Retention
- Orientation/Assessment\*

*\*Note: orientation/assessment is not an E&T component. However, individuals who attend orientation/assessment should be captured in the annual report, even if they do not begin an additional E&T component, such as job search or job search training.*

Component Start Date: For each component in which an individual participated, provide the date the person enrolled in the program (either completed an intake or first received services). Use the format of MM/DD/YYYY.

Component End Date: For each component in which an individual participated, provide the end date of services. One option is to use a pre-determined program length to calculate the end date. (For a six-week program the end date would be six weeks after the start date.) Another option is to enter the last date on which the individual received services specific to that program.

Note that the "Component End Date" is a critical data point for accurate completion of the federal E&T reporting requirements. The "Component End Date" will be used to determine which individuals should be matched against the EDD wage data to determine whether the individual achieved an employment outcome after completion of a specific E&T component.

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<sup>2</sup> For a complete description of qualifying component activities, see the [California State Employment and Training Plan for FFY 17-18](#).

Completion of Participation Date: This is the end date of participation in the CalFresh E&T program as a whole. *If needed, this data field may be calculated using the “90 day look back” rule (examples below).*

Note that the “Completion of Participation Date” is a critical data point for accurate completion of the National Outcomes Metric Report. The “Completion of Participation Date” will be used to determine which individuals should be matched against the EDD wage data to determine whether the individual achieved an employment outcome after completion of E&T.

ABAWD Status: Choose either zero or one for each participant’s ABAWD status. For this purpose, an ABAWD is a Non-Assistance CalFresh recipient who is 18 through 49 years of age and who does not qualify for one of the ABAWD exemptions listed in the Manual of Policies and Procedures Section 63-410.31 and .32.<sup>3</sup>

HSD or GED Prior to E&T Services: Choose HSD, GED, or none to indicate whether or not the individual had an HSD or GED before participating in an E&T program. This information will be based on self-report at intake. Leave this part blank if the information is not available.

English as a Second Language: Indicate whether or not English is the individual’s second language. This can be based on either self-report at intake or the language in which the individual receives information about CalFresh. If the primary language in the case record is not English, you may select “Yes” for English as a second language.

Mandatory or Voluntary: Indicate whether or not participation in E&T is mandatory or voluntary for the individual.

Please note that, at this time, all counties operate a “Voluntary” E&T program. Therefore, all participants will be listed as voluntary participants.

#### **IV. Data Submission**

User credentials associated with the FFY 16-17 submission process are still valid; however, all new users must complete and submit form GEN 1321 to Ebonye Davis at [ebonye.davis@dss.ca.gov](mailto:ebonye.davis@dss.ca.gov) in order to receive access to the SFT site. To complete the upload, all users must follow the steps listed under the Data Submission Process section.

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<sup>3</sup> Please note that for the purposes of meeting the E&T federal reporting requirements, the definition of ABAWD is the same as the definition of ABAWD used when completing the Stat 47 *Non-Assistance CalFresh Work Registrants, Able-Bodied Adults Without Dependents (ABAWD), Employment and Training (E&T) Program Quarterly Statistical Report*.

Before uploading the participant lists, CWDs must validate the SSNs provided by matching the participant SSNs against Medi-Cal Eligibility Data System (MEDS). If there is an unmatched SSN, CWDs should work to correct it. CWDs may use Client Identification Numbers as a second identifier to validate the SSN.

CWDs must also ensure that the data is properly formatted by using the data submission template, which will be released via email to the county E&T contacts.

Note: All SSNs should be 9 digits and entered in the correct format. The data requested includes all individuals who were participants from October 1, 2017, through September 30, 2018. Individuals who completed participation prior to October 1, 2017, should not be included in the report. Please also ensure that the information matches what was reported in the STAT 47 Report for (items 24, 25, and 26).

Because CWDs will be transferring personally identifiable information, CDSS has established a secure process for transferring and storing data. CWDs will use a Secure File Transfer Protocol (SFTP) to submit the requested data. Once CWDs have uploaded the participant lists, a limited number of CDSS staff will access, transfer, and store the information on a secure network folder. A data submission template and instructions for uploading the data to the SFTP will be released via email to the county E&T contacts.

To meet the reporting deadline of January 1, 2019, CWDs will upload the participant list to the SFT site no later than October 31, 2018.

## **V. Technical Assistance**

Technical assistance requests may be directed to Ebonye Davis, E&T Unit Analyst, at (916) 654-1489 or [ebonye.davis@dss.ca.gov](mailto:ebonye.davis@dss.ca.gov).

If you have any questions regarding the E&T federal reporting requirements, please contact Sarah Turner, E&T Unit Manager, by telephone at (916) 654-1405, or by email at [sarah.turner@dss.ca.gov](mailto:sarah.turner@dss.ca.gov).