

September 12, 2022

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 22-22**

This letter provides updated reporting instructions for Temporary Assistance for Needy Families and Work Incentive Nutritional Supplement work participation rate data to the California Department of Social Services using the Enterprise II Lite (E2Lite), E2Lite Automated (E2LA), and Research and Development Enterprise Project (RADEP) systems, effective Federal Fiscal Year 2022.



KIM JOHNSON  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

September 12, 2022

ALL COUNTY LETTER NO. 22-22

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: **COUNTY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES  
PROGRAM WORK PARTICIPATION DATA REPORTING  
EFFECTIVE FEDERAL FISCAL YEAR 2022**

REFERENCE: [ALL COUNTY LETTER \(ACL\) 18-70](#) COUNTY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAM WORK PARTICIPATION DATA REPORTING FOR FEDERAL FISCAL YEAR (FFY) 2018, DATED JANUARY 27, 2017; [ACL 15-64](#) CALIFORNIA'S WORK VERIFICATION PLAN, DATED AUGUST 25, 2015; AND THE RESEARCH AND DEVELOPMENT ENTERPRISE PROJECT (RADEP) TANF DATA; REPORTING INSTRUCTIONS, DATED NOVEMBER 1, 2016, THE RADEP WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS) INSTRUCTIONS, DATED NOVEMBER 1, 2016, TANF FINAL RULE RELEASED FEBRUARY 5, 2008

The purpose of this All County Letter (ACL) is to provide updated reporting instructions for TANF and WINS work participation rate (WPR) data to the California Department of Social Services (CDSS) using the Enterprise II Lite (E2Lite), E2Lite Automated (E2LA), and RADEP systems, effective Federal Fiscal Year (FFY) 2022. The instructions and definitions are consistent with California's Work Verification Plan, which was approved by the United States Department of Health and Human Services, Administration for Children and Families (ACF) on January 15, 2014 and took effect on October 1, 2014.

The following additions and clarifications are included in these instructions:

- Babysitting is considered domestic service work when working in child's home. Refer to [Babysitting, Self-Employment and Fair Labor Standards Act](#) section for additional information.

- For participation purposes, county welfare departments (CWDs) are instructed to not average participation hours from multiple earnings statements to calculate monthly hours. Refer to [Calculating Weekly Hours](#) section for additional information.
- The CW 61 form relates to disability in general and is a state determination. Qualifying for Social Security Income (SSI) or Social Security Disability Income (SSDI), is a Federal determination. The CW 61 form cannot be used to qualify for a Federal disability. Refer to the [disabled section in the E2Lite instructions](#) for additional information.
- Distance learning modules should not include the amount of time expected to complete the module; the actual time spent completing the module must be reported. Refer to [Distance Learning section](#) for additional information.
- Updated what must be included on job search logs. Do not automatically count an hour for every entry on the job search log. Actual time spent must be reported for all county issued modules and/or workbooks. Refer to [Job Search and Job Readiness Assistance and Time Limits](#) section for additional information.
- The CWDs can project employment hours for up to six months. If, during the projection period, the CWD learns that the participation hours have changed, the projected hours must be changed for the remainder of the projection period. Refer to [Projecting Employment Hours](#) section for additional information.
- Self-employment documentation requirements are clarified. Refer to [Self-Employment section](#) for additional information.
- Sponsored non-citizen and eligibility is clarified. Refer to [Sponsored Non-Citizen section](#) for additional information.

The following attachments are included in this ACL:

- **Attachment 1 – INSTRUCTIONS AND DEFINITIONS:** Instructions and definitions of specific terms to assist with completing the E2Lite, E2LA, and RADEP surveys. These definitions are consistent with Administration for Children and Families (ACF) TANF data reporting instructions.
- **Attachment 2 – E2LITE SURVEY AND INSTRUCTIONS:** Instructions for completing E2Lite surveys.
- **Attachment 3 - RADEP TANF ACTIVE SURVEY AND INSTRUCTIONS:** Instructions for completing TANF data elements in RADEP.
- **Attachment 4 - RADEP WINS ACTIVE SURVEY AND INSTRUCTIONS:** Instructions for completing the WINS data elements in RADEP.
- **Attachment 5 – ACRONYMS:** A list of acronyms used in these instructions.

Microsoft Internet Explorer (IE) or Microsoft Edge (with IE mode enabled) must be used to access RADEP. RADEP will not function properly in other web browsers. Please contact the RADEP Help Desk at: [RADEP@dss.ca.gov](mailto:RADEP@dss.ca.gov) if you do not have access to Internet Explorer or Edge IE mode. Please login and complete the [RADEP survey](#).

Users must be assigned a supervisor role to access the [E2Lite survey tool](#) and the [E2Lite Automated \(E2LA\)](#) CSV file download. See the [E2Lite Specs](#) for additional information on both the E2Lite survey and the E2LA CSV file.

If you have any questions or need additional guidance regarding the information in this letter, contact the CalWORKs Engagement Bureau at (916) 654-2137 or Kim Murdock, Manager, County Performance Monitoring, at [Kim.Murdock@dss.ca.gov](mailto:Kim.Murdock@dss.ca.gov).

Sincerely,

***Original Document Signed By***

JENNIFER HERNANDEZ  
Deputy Director  
Family Engagement and Empowerment Division

Attachments

## **ATTACHMENT 1 INSTRUCTIONS AND DEFINITIONS**

These instructions and definitions are consistent with the TANF Final Rule, released February 5, 2008, California's Work Verification Plan, effective October 1, 2014, and the RADEP TANF and WINS Data Reporting Instructions, effective November 1, 2016.

The E2Lite and RADEP systems are used by California's CWDs to capture and transmit WPR data to CDSS. Using sampled cases uploaded into E2Lite and RADEP monthly, CWDs and the CDSS enter data for families that have been authorized to receive TANF cash grants in the sampled month. Data is not entered for the following household members unless they were included in the AU or their income/resources were counted in determining the family's eligibility for assistance: adults and children who are unrelated to any AU member and adult siblings of any minor in the AU.

To ensure accurate reporting of data for all sampled cases:

1. Determine if the case received TANF assistance. The AU did receive assistance even if it is later determined to be an overpayment. This would also include a grant for which a check is not issued, because it is less than \$10 or because of a penalty or sanction. Foster Care and Kinship Guardianship Assistance Payments (Kin-GAP) are not considered TANF assistance. Exclude a newly approved case granted aid for a prior month.
2. Cases can be exempt or disregarded. Exempt cases will not be included in the All-Families numerator but will be in the denominator. Disregarded cases will not be in the All-Families numerator or denominator.
3. In RADEP, if you want to disregard a case due to a sanction less than three months, code T49 (Work Participation Rate Status) = 2, Disregarded, Sanctioned Less Than Three Months. If you do not want to disregard the case, code T49 = 13, Required to Participate, but Not Participating and Sanctioned Less Than Three Months in 12.
4. In RADEP, if the case is a single custodial parent with a child less than six years old and is meeting WPR, code T49 - Work Participation Rate Status = 17, Deemed, Single Custodial Parent/Relative with Child <6 participating for 20+ core hours. If you code T49=19, Required to Participate, Participating and Meeting Minimum Requirements the case will not be included in the All Families WPR.

All hours of participation must be reported affirmatively and supported by documentation in the case file. All paid activities must include written documentation of hours of employment. Wage stubs and other employer-produced documents are the best sources of verifiable documentation of paid hours. All unpaid activities must include written, signed documents to support hours of participation. Documents verifying actual hours of participation must include: the participant's name; the activity; hours of

participation; the name of the work site supervisor, educational provider, or other service provider; and the name and phone number of the person verifying hours.

The E2Lite data can be entered manually using E2Lite or uploaded by the county using E2LA. The E2Lite data is not transmitted to the federal government.

The RADEP system is used to capture federal TANF and WINS data. All RADEP TANF and WINS cases are transmitted to the federal government.

Case records must be retained for three years or longer if any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period. The retention period extends until completion of the action and resolution of all issues which arise from it, or the three-year period, whichever is later.

### **ALL FAMILIES WORK PARTICIPATION RATE OR OVERALL RATE HOURLY REQUIREMENTS**

For a Single Custodial Parent with a child under six to meet the All Families WPR they must participate for at least 20 core hours. For a Single Custodial Parent with a child older than six to meet the All Families WPR, the work eligible individual must participate for at least 30 hours, 20 of which must be core. For a Two-Parent case to be included in the All Families WPR, one of the work eligible individuals must participate for at least 30 hours, 20 of which must be core.

### **ASSISTANCE**

Assistance is defined as cash payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. Benefits provided in the form of payments to individual recipients, and conditioned on their participation in work experience, community service, or other work activities, are included in this definition of assistance. Supportive services, such as transportation and childcare provided to families who are not employed, are also defined as assistance, except where specifically excluded by any of the seven exclusions listed below. The term "assistance" excludes:

1. Non-recurring short-term benefits (such as payments for rent deposits or appliance repairs) that are designed to deal with a specific crisis or episode of need, are not intended to meet recurrent or ongoing needs or will not extend beyond four months. The exclusion of non-recurrent short-term benefits also applies to supportive services to recently employed families during temporary periods of unemployment to enable continuity in their service arrangements.

2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training).
3. Supportive services, such as childcare and transportation, provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and disbursements from, Individual Development Accounts.
6. Services, such as counseling, case management, peer support, childcare information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support.
7. Transportation benefits provided under an Access to Jobs or Reverse Commute Project, pursuant to section 404(k) of the Social Security Act, to an individual who is not otherwise receiving assistance.

### **ASSISTANCE UNIT (AU)**

An AU is a group of related persons living in the same home who have been determined to be eligible for CalWORKs and for whom cash aid has been authorized. An AU is sometimes referred to as a CalWORKs case. An AU or case differs from a “household” in that a household includes all persons in the same dwelling regardless of their relationship to members of the AU, or their eligibility for CalWORKs.

#### **AU Types:**

- Single Custodial Parent and One-Parent - Includes one or more children, and one aided adult who is a natural or adoptive parent, a stepparent, or another caretaker relative.
- Two-Parent - Includes at least one child and two natural or adoptive aided adult parents or registered domestic partnership.
- WTW Participants – Aided adults who are NOT exempt from work activities and NOT sanctioned.
- WTW Exempts – Aided adults that are exempt from work activities.
- WTW Sanction – Adults were removed from aid due to non-compliance with program requirements without good cause or compliance efforts have failed. Aid continues for eligible children in the AU.
- Child-Only or Zero-Parent – Cases in which only the children in the case are aided because the parents are ineligible due to immigration status, being an SSI recipient, or a non-parental, non-needy caretaker who is caring for the children.
- Safety-Net – Cases in which only the children in an AU are aided because the parent(s) are discontinued for cash aid due to their reaching the 48-month lifetime assistance limit. *Safety-net cases are funded with non-MOE state-only funds and not subject to federal TANF reporting rules.*

- TANF-Timed Out – Cases in which the head of household or spouse of the head of household (parent, stepparent, or caretaker relative) have reached federal TANF assistance time limit of 60 months, but still have time left on their CalWORKs clocks.
- Fleeing Felon – Cases in which only children in an AU are aided because parent(s) are fleeing to avoid prosecution.

### **BABYSITTING, SELF-EMPLOYMENT, AND THE FAIR LABOR STANDARDS ACT**

Federal regulations do not define self-employment because any definition could not account for the variety of self-employment situations that can exist. Whether or not babysitting is considered self-employment must be determined on a case-by-case basis.

Pursuant to Manual of Policies and Procedures (MPP), "employment" means work that is compensated at least at the 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.

"Self-employment" means employment by means of earning a living by working as a sole proprietor or other business entity and not as an employee of another. The MPP says that an individual must make minimum wage to be an employee. According to FLSA regulations, if someone is caring for children in the children's home, they are considered a domestic service worker (subject to FLSA requirements of being paid at least federal minimum wage) unless work is on a casual basis (20 hours a week or less).

As used in Section 13(a)(15) of the Fair Labor Standards Act (FLSA), the term *babysitting services* shall mean the custodial care and protection, during any part of the 24-hour day, of infants or children **in or about the private home in which the infants or young children reside**. The term "babysitting services" does not include services relating to the care and protection of infants or children which are performed by trained personnel, such as registered, vocational, or practical nurses. While such trained personnel do not qualify as babysitters, this fact does not remove them from the category of a covered domestic service employee when employed in or about a private household.

Employees performing babysitting services on a casual basis are excluded from minimum wage and overtime provisions of the Act. The rationale for this exclusion is that such persons are usually not dependent upon the income from rendering such services for their livelihood. Such services are often provided by (1) teenagers during non-school hours or for a short period after completing high school but prior to entering other employment as a vocation, or (2) older persons whose main source of livelihood is



from other means.

Employment in babysitting services would usually be on a “casual basis,” whether performed for one or more employers, if such employment by all such employers does **not exceed 20 hours per week** in the aggregate. Employment in excess of these hours may still be on a “casual basis” if the excessive hours of employment are without regularity or are for irregular or intermittent periods. Employment in babysitting services shall also be deemed to be on a “casual basis” (regardless of the number of weekly hours worked by the babysitter) in the case of individuals whose vocations are not domestic service who accompany families for a vacation period to take care of the children if the duration of such employment does not exceed 6 weeks.

Individuals who engage in babysitting as a full-time occupation are not employed on a “casual basis” and must be paid at least federal minimum wage.

### **INDIVIDUALS PERFORMING BABYSITTING SERVICES IN THEIR OWN HOMES.**

It is clear from the legislative history that FLSA's new coverage of domestic service employees is limited to those persons who perform such services in or about the private household of the employer. Accordingly, if such services are performed away from the employer's permanent, or temporary household there is no coverage under sections 6(f) and 7(l) of the Act. A typical example would be an individual who cares for the children of others in their own home. This type of operation, however, could, depending on the particular facts, qualify as a preschool or day care center and thus be covered under section 3(s)(1)(B) of the Act in which case the person providing the service would be required to comply with the applicable provisions of the Act.

An individual in a local neighborhood who takes four or five children into their home, which is operated as a day care home, and who does not have more than one employee or whose only employees are members of that individual's immediate family is not covered by the FLSA.

Scenario - A participant caring for their niece in their niece's home for 100 hours for \$100 a month, if self-employment, would be 2 hours a week ( $\$100 \times .60 / 7.25 / 4.33 = 2$  weekly hours), if employer-employee, would be 23 hours a week ( $100 \text{ hours} / 4.33 = 23$  weekly hours).

In the above scenario, participant is not working on a casual basis (23 hours a week) and is not making minimum wage, so this is considered self-employment.

Scenario - A participant caring for their niece in their nieces' home for 100 hours for \$800 a month, would be an employer-employee relationship. This is not on a casual basis and they are making at least federal minimum wage.

## **CALCULATED ELEMENT**

A calculated element is an element that derives data from other elements in the RADEP. This type of element is either pre-populated or populated when a related element is populated.

## **CALCULATING WEEKLY HOURS**

Employment hours may be documented and verified during the eligibility process, if reported, using the Semi-Annual Reporting (SAR 7 form) or redetermination processes and backup documents. The backup documentation (i.e., earnings statement, timesheet, etc.) is used to support any hours reported in RADEP and E2Lite.

To calculate weekly hours, take the hours reported for the sample month and divide by 4.33 weeks. For self-employment, use the net income from the month and divide by \$7.25 (federal minimum wage) to calculate the monthly hours, then divide by 4.33 weeks.

Whether the participant is paid weekly, bi-weekly, semi-monthly, or monthly, the CWD should not use the total hours from three paystubs to calculate monthly hours, instead use the one or two most recent paystubs. If a paystub contains hours prior to the sample month, the CWD does not need to determine what the hours are for the prior month and what hours are for the sample month. They can use four consecutive weeks of hours. If the county must use hours from a paystub that include hours for the month following the sample month, the CWD can only use the hours worked in the sample month to determine monthly hours.

To project hours for paid activities, use at least one full pay cycle (i.e., weekly, bi-weekly, or semi-monthly) of the most recent documented and verified hours, convert them to monthly hours and divide that amount by 4.33 weeks.

For eligibility purposes, CWDs are instructed to average income from multiple earnings statements before calculating income for the month. For participation purposes, CWDs are instructed to not average participation hours from multiple earnings statements to calculate monthly hours. For example, for eligibility, CWDs combine the income reported on two consecutive bi-weekly earnings statements, divide by two to calculate the average income, multiply by 2.17 to calculate monthly income, and then divide by 4.33 weeks. For participation, CWDs can use any of the appropriate methods below:

If the participant is paid:

- Weekly:
  - Using one weekly paystub or pay cycle: the CWD has the weekly hours of participation and no further calculation is necessary.

- Using two consecutive weekly paystubs or pay cycles: the CWD multiplies the total hours by 2.17 to arrive at a monthly total, then divides by 4.33 weeks.
- If the CWD has three consecutive weekly paystubs or pay cycles, the CWD multiplies hours from the two most recent paystubs (that do not include future month hours) by 2.17 to arrive at a monthly total, then divides by 4.33 weeks, unless the adult participated for only three weeks of the month, then use all three weeks, divided by 4.33.
- Using four weekly paystubs or pay cycles: the CWD divides the total hours by 4.33 weeks.
- Bi-weekly (every other week):
  - Using one bi-weekly paystub or pay cycle: the CWD multiplies the total hours by 2.17 to arrive at a monthly total, then divides by 4.33 weeks.
  - Using two consecutive bi-weekly paystubs or pay cycles: the CWD either:
    - uses the total hours from both pay stubs (four weeks), adds the verified hours of participation for the remaining days in the month (using a timecard, sworn statement, paystub, affidavit, etc.) to arrive at a monthly total, then divides by 4.33 weeks; or,
    - uses the total hours from both pay stubs (four weeks) then divides by 4.33 weeks.
- Semi-monthly (twice a month):
  - Using one semi-monthly paystub or pay cycle: the CWD multiplies the hours by 2 to arrive at a monthly total, then divides by 4.33 weeks.
  - Using two consecutive semi-monthly paystubs or pay cycles: the CWD uses the total hours from both paystubs to arrive at a monthly total, then divides by 4.33 weeks.
- Monthly:
  - Using one monthly paystub: the CWD uses the total hours for the month, then divides by 4.33 weeks.

The CWDs are encouraged to report all hours of participation for all WEI, even if the WEI will not meet participation requirements.

### **EXAMPLES FOR DETERMINING THE AVERAGE WEEKLY HOURS OF PARTICIPATION**

As described in [All County Information Notice I-62-12](#), if a family receives assistance for only part of the month, the average weekly hours are computed by dividing the total number of participation hours by the number of full weeks for which the family received assistance in the month. If necessary, round to the nearest whole number. In the case

when the assistance is for fewer than seven days, the hours should not be averaged. The total hours over all the days for which the family was aided should be reported.

If aid is granted for a retroactive reporting period (the month prior to approval), the family is only required to be included in the sample or required to meet the hourly work participation requirements during the month of payment (the month in which assistance was received). A retroactive payment made during a review month does not create a work requirement for a family that was not assisted during the review month.

WEIs are the only family members who are required to participate in TANF activities. If the family has no WEI, then there are no participation requirements for the family.

### **PARTIAL MONTH OF TANF ASSISTANCE AND PARTICIPATION**

If a family receives assistance for only part of a month, a WEI in the family must be engaged in work for the minimum required number of hours in each full week for which the family receives assistance in that month in order to be counted as meeting the work participation requirement for that month. If a family receives assistance for any portion of a month, then we must include the family in the denominator of the participation rate for that month (see 64 FR 17771). However, §§ 261.22(d) and 261.24(d) do provide the flexibility to count a partial month of assistance as a month of participation if a work-eligible individual (WEI) is engaged in work for the minimum average number of hours in each full week that the family receives assistance in that month.

Weekly hours of participation are calculated by dividing the total number of participation hours for the month by the number of full weeks for which the family received assistance in the month, rounded to the nearest whole number. Do not divide by 4.33 weeks for partial months of TANF assistance.

#### **Example**

A family receives TANF assistance for the last two weeks of the month and participates for 30 hours one week and 40 hours the last week. Calculate weekly hours by adding the two weeks of hours and dividing by two weeks ( $70/2=35$  hours a week). The CWD would report 35 weekly hours.

When a family receives assistance for fewer than seven days, do not divide the total number of hours for the month by the number of full weeks; instead report the hours of participation for all the days for which the family was aided.

#### **Example**

A family receives TANF assistance for the first six days of the month and participated for 30 hours. The CWD would report 30 weekly hours.

### **FULL MONTH OF TANF ASSISTANCE WITH PARTIAL PARTICIPATION**

If a family receives TANF assistance for the entire month, but the WEI participates for only part of the month, the weekly hours are computed by dividing the total number of actual participation hours for the month by 4.33, rounded to the nearest whole number.

### **FULL MONTH OF TANF ASSISTANCE WITH PARTIAL MONTH OF WORK ELIGIBILITY**

When a case has an individual that is eligible to work for only two weeks of a month but receives TANF assistance for the entire month, calculate weekly hours by adding the total hours of participation for the period that the individual was work-eligible and divide by the number of eligible weeks. Do not divide by 4.33 weeks.

#### **Example**

A family receives TANF assistance for the entire month of October, during which time the parent participates for four hours per weekday. From October 1–15, the parent is a WEI with four daily hours of participation over 11 workdays. From October 16–31, the individual is no longer work-eligible and stops participating. Calculate weekly hours by adding the total participation hours from October 1–15(44 hours) and divide by the number of work-eligible weeks (2):  $44/2 = 22$  weekly hours. The CWD would report 22 weekly hours.

### **CARETAKER RELATIVE**

A caretaker relative is a relative other than a parent (natural or adoptive), or a stepparent head-of-household with insufficient income to meet his or her own needs. The relationship must be clearly documented in the case record.

Only one non-parent caretaker relative may be included as a needy caregiver. A needy caregiver receiving assistance for themselves is a WEI and must meet the mandatory work requirements.

Biological relatives are acceptable caretaker relatives and include parent (1st degree), grandparent or sibling (2nd degree), great grandparent, uncle or aunt, niece or nephew (3rd degree), great-great grandparent, great uncle or aunt, or first cousin (4th degree), and great-great-great grandparent, great-great uncle or aunt, or first cousin, once removed (5th degree). Other acceptable caretaker relatives include a stepfather, stepmother, stepsibling, spouse or former spouse of a biological relative, and an adoptive parent and their biological relatives. Second cousins are not within the 5th degree of kinship, and therefore, do not have appropriate caretaker relative status.

## **CASE TYPE**

All cases that are loaded into RADEP have been assigned a review number. For TANF, review numbers with an "A" or "C" are ongoing All Families and ongoing Two-Parent cases, respectively. A review number with a "B" was pulled as a new case. "Switchers" are cases that have "A" or "C" review numbers but are actually new cases and should have been assigned a review number with a "B," or were assigned a "B" review number but are actually ongoing cases and should have been assigned an "A" or "C" review number.

For WINS, cases with a "U" in the review number are ongoing All Families and with a "V" are new cases.

## **CELL-ED**

Cell-Ed may count as, but is not limited to, the following federal core activities: Vocational Education (12-month lifetime total) and Job Readiness. For federal non-core activities, Cell-Ed may count as, but is not limited to, the following: Job Skills Training, Education Directly Related to Employment, and Satisfactory Progress in Secondary School or the Equivalent, when appropriate. These activities provided through Cell-Ed may count towards the WPR or RSS employment requirements provided that the participation can be verified and documented in accordance with the [CDSS TANF Program Work Verification Plan Instructions](#). The WVP provides specific requirements and documentation needed for activities completed as distance learning.

Cell-Ed has the capacity to provide CWDs with acceptable documentation to verify client participation and meet federal reporting requirements noted in the WVP. By visiting the [Cell-Ed Portal](#), CWDs can generate data reports, track learner progress, and check learner registration. Through these data reports, CWDs will have access to information on which courses a learner completed, the total time spent on Cell-Ed during a specific time period, and information to identify each individual learner.

45 CFR 261.60(e) states that actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be assigned as participation. Documentation to support Cell-Ed hours should include an attendance sheet that includes class time, unsupervised homework and supervised homework time signed by the participant and the person verifying and approving the hours along with their phone number. For more information on the Cell-Ed program, please visit the [CDSS Cell-Ed website](#) or contact Cell-Ed at [california@cell-ed.com](mailto:california@cell-ed.com) or at (213) 325-3311.

## **CHILD**

A child is a person who is one of the following: seventeen years of age or younger; eighteen years of age, enrolled as a full-time student in either a high school or a vocational/technical program and can reasonably be expected to complete the program before reaching age 19; or a minor parent included in an AU with a senior parent.

## **CHILD-ONLY FAMILY**

Child-only is a TANF family that does not include an adult or a minor head-of-household who is receiving TANF assistance. Categories of child-only households include ineligible non-citizen parents with eligible child(ren), SSI parents with eligible child(ren), or non-needy caretaker relatives.

## **CHILD UNDER 12 MONTHS DISREGARD**

The age of any child on the first day of the month is the age of the child for the review month. If a child is born on the first day of the month, the family has a child under age one for that month. If a child is born after the first day of the month, the family is not considered to have a child under age one until the subsequent month. For example, a family with a child born on December 1, will be considered to have a child under age one for the months of December through November. If the child were born on December 5, the family would have a child under age one for the months of January through December. In both situations, the family would be treated as having a child under age one for twelve months and be excluded from having to participate. This exclusion has a 12-month lifetime limit. The 12 months can be used consecutively or a few months at a time and can be used for multiple children if the sum of months combined for all children doesn't exceed 12 months. This disregard does not have to be used if the adult participated the required number of hours to meet WPR.

## **COMMUNITY SERVICE PROGRAMS**

Community service is a training activity that is temporary and transitional, is performed in the public or private nonprofit sector, and provides participants with basic job skills that can lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities are included, if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity. Participation in self-initiated community service programs is permitted if the activity is temporary and transitional, is performed in the public or private nonprofit sector, provides basic job skills that may lead to employment while meeting a community need, and is approved by the CWD. The CWD approves self-initiated community service programs that are appropriate for the participant based on the assessment of the

following:

- The participant's work history and an inventory of his or her employment skills, knowledge, and abilities.
- The participant's educational history and present educational competency level.
- An evaluation of the chances for employment given the current skills of the participant and the local labor market conditions.

Core hours shall be limited as follows:

- When the AU includes CalFresh recipients, federally known as SNAP, all of the aided individuals shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher (FLSA provisions).
- When the assistance unit does not include CalFresh recipients, all the aided individuals shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.
- When WEIs are not a member of the AU (not aided), the FLSA provisions do not apply. Report the hours of participation for each of these individuals.
- No more than the number of hours derived from the calculation will be allowed to count toward participation. If the WEI participated for more than the FLSA rules allow, enter the excess hours in "Other Work Activities."

If an individual is required to work more hours than the core work hours (i.e., 20 or 30) to count toward the work participation rate, the individual must participate in another countable work activity to fulfill those additional hours for work participation rate purposes.

Hours of participation are documented and verified using time sheets, attendance records, and similar documentation made available and signed by the service provider and maintained in the case file. If the documentation is not signed by the service provider, actual hours of participation are verified by contacting the service provider.

### **CORE WORK PARTICIPATION ACTIVITIES**

There are nine WPR activities that count for the first twenty core hours required for the All Families WPR (or thirty-hour core requirement for a Two-Parent family WPR); unsubsidized employment, subsidized private-sector employment, subsidized public-sector employment, work experience, on-the-job training, job search/job readiness assistance, community service programs, vocational educational training, and providing childcare services to an individual who is participating in a community service program.



### **CORRECTIVE ACTION PLAN (CAP)**

Effective FFY 2020, reviewed in 2022, the Report of Findings will include “Attachment C” that will list any errors and/or discrepancies contained in the report. The CWDs will use “Attachment C” to describe how the errors and/or discrepancies will be corrected/addressed, record the date the correction will be implemented, and then return the CAP to CPM. The CPM will confirm that corrective actions listed on Attachment C were implemented when the CWD is reviewed again two or three years later. See [ACL NO. 20-59 Instructions](#) for background on the new corrective action process.

### **DAILY SUPERVISION FOR UNPAID ACTIVITIES**

Daily supervision means that a responsible party has daily responsibility for oversight of the individual’s participation, not necessarily daily, in-person contact with the participant. The goal of such supervision is to ensure that individuals are participating and making progress in their assigned activities. A work site sponsor, classroom instructor, contracted service provider, community-based provider, job search instructor, treatment provider, or even a TANF agency employee could fulfill that role. In addition, the supervision need not involve in-person contact, but can be telephone or electronic contact where those methods are suitable.

The CWD may elect to designate the TANF case manager for purposes of conducting daily supervision. If the CWD does so, it may use the individual’s hours reported to the case manager if the case manager and participant are in regular communication by phone, in person, or electronically in order to discuss attendance, along with such issues as progress, support service needs, and career planning, and the individual makes satisfactory progress in the educational activity. The case manager and participant’s regular communication and monitoring of such progress in the activity is recorded in the case file.

Please note: Daily supervision requirement only applies to unpaid work activities.

### **DEEMING WORK EXPERIENCE, COMMUNITY SERVICE AND SCHOOL ATTENDANCE HOURS**

For E2Lite samples, the deemed hours of participation are automatically calculated and applied when processed by the CDSS in a batch process. In RADEP, the CWD must enter the number of deemed hours. Deemed hours will appear on each CWD’s monthly data reconciliation report.

Please note: If the CWD determines that the Cal-Learn participant has satisfactory school attendance in the immediate prior semester or month but there are zero hours of

participation during the sample month (e.g., during summer vacation), enter one hour of participation in school to allow the E2Lite system performed at the state level to properly deem the remaining hours of participation required to meet the core requirement.

If adult has participated and CWD has verified that the work experience or community service hours are equal to the maximum allowed per FLSA minimum wage requirement rules and are less than the core hourly requirement for either the All-Families and/or Two-Parent WPRs, E2Lite will deem enough hours to meet the All-Families and/or Two-Parent WPRs core hourly requirements only. Since E2Lite will only deem enough hours to meet the core hourly requirement, the adult may need to participate for additional hours to meet WPR. If work experience or community service hours are less than the FLSA calculated hours, E2Lite will not deem hours.

In RADEP, the number of deemed hours that are needed to meet the core requirement are entered manually by the user. If the adult did not participate for the required number of hours per the FLSA calculation, do not enter deemed hours.

Do not enter more hours in work experience or community service than the FLSA calculation allows. Excess hours must be entered in Other Work Activities.

### **DISABLED EXCLUSION**

The Federal standard for a disability exclusion, is a parent who is a recipient of Social Security Income (SSI) or Social Security Disability Insurance (SSDI) benefits. As with a parent caring for a child with a disability, the SSI/SSDI exclusion applies regardless of whether the parent receives TANF or not. Because State disability determinations and eligibility could vary so widely from one jurisdiction to the next, CWDs must rely on a Federal standard of disability for the purpose of excluding parents from the definition of WEI.

Individuals with disabilities may have limitations in their ability to work. When the limitations are severe enough, an individual may qualify for and receive SSI or SSDI. However, applying for either program is no guarantee that the Social Security Administration (SSA) will find that the applicant meets its definition of disability and will approve the application. In fact, most initial applicants are denied benefits. The SSI and SSDI approval process involve not just a simple determination that an individual suffers from a disability on an approved list, but also a determination that the individual cannot engage in any substantial gainful activity. A Federal standard of disability is appropriate to ensure consistency in excluding parents from the definition of WEI. Since SSI and SSDI applicants have not yet met that standard, the regulation does not exclude them from the definition of WEI. However, CWDs may retroactively exclude adults in these families once they are approved for SSI or SSDI benefits and thus, are no longer considered to be WEIs.

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In some cases, SSA makes a presumptive disability determination for SSI or SSDI benefits, based on the nature of an applicant's impairment and other considerations. In such a case, SSA pays expedited benefits while the applicant awaits a final decision. These individuals are in fact receiving SSI or SSDI benefits and thus the CWD would have the option to include or exclude them from the definition of WEI. If subsequently, SSA denies the application, the individual would no longer be receiving SSI or SSDI benefits and thus would qualify as a WEI.

Parents in TANF cases who do not qualify for SSI or SSDI due to the durational requirements are not excluded from the definition of WEI because they do not receive benefits under those programs. It is not appropriate to exclude them, due to the temporary nature of their disabilities.

If the CWD finds that a parent has a disability, but the individual does not yet receive SSI or SSDI, the family would not be part of the two-parent participation rate but would be included in the overall rate. If there is medical documentation to support it, the parent without a disability will be exempted from the work-eligible category because they are needed in the home to care for a disabled family member. However, the family would still be in the work participation rate because the parent with a disability would still be a work eligible individual obligated to engage in work for 30 hours per week to count for participation.

Any parent caring for a disabled family member will not be considered "work eligible" if there is documentation to show that it is medically necessary for the parent to provide the care and, as a result, cannot engage in work.

Please note: Under TANF's predecessor program, JOBS, States could exempt individuals who were ill or temporarily incapacitated, but the 1996 TANF law does not include these exemptions.

### **DISPOSITION**

A family that did not receive TANF assistance for the reporting month but was listed on the monthly sample frame for the reporting month is "listed in error." If the family is "listed in error," code this data element with a "2" in RADEP and do not complete data elements T10 through T77. CWDs must collect and report complete data for all sampled cases that are not listed in error.

### **DISREGARD**

Disregarded means that the family has an adult with a WTW requirement but is not included in the work participation rate. To "disregard" from the work participation rate means the TANF family is not included in the calculation (numerator or denominator) of

the work participation rate.

A parent can be disregarded from a case for a child under age one. This disregard has a 12-month lifetime limit and can be used for multiple children for a total of 12 months. The CWD must track the 12-month limit and document in case file when disregard is used. When using the 12-month disregard, no need to report participation hours.

A family can be disregarded from participation if they have been sanctioned for less than three months in the last 12 months.

### **DISTANCE LEARNING**

Distance learning allows adult learners who would not otherwise be able to receive adult education services get instruction. In some instances, participation is completed as part of distance learning, including on-line programs

In this activity, verification of hours spent in class time must include proof of enrollment in the class(es) for which hours were reported, correspond to the number of hours shown on a class schedule or course syllabus, and be maintained in the case file.

Participants in distance learning also receive credit for homework time. Hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted for WPR. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. Additional [homework time verification guidance](#) is provided in Attachment 1.

Please note: If the CWD's have created modules for participants to use for distance learning credits, they must not include the amount of time expected to complete the module; actual time spent completing the module must be reported.

Time spent online in distance learning activities for job search/job readiness, vocational educational training, job skills training, education directly related to employment, or satisfactory school attendance will count only when the distance learning program otherwise meets the definition of the activity and includes service provider or CWD staff supervision.

73 Fed. Reg. 6781. did not mandate a specific approach for verifying hours for distance learning. A CWD could obtain hours of participation electronically, for example, if a tracking system or software program times and records on-line sessions. If the distance learning medium does not allow for electronic tracking of hours, as noted above, a CWD should have an approach for verifying hours that it views as appropriate and accurate.

Please note that the Department of Education, Office of Vocational and Adult Education, has developed guidelines for measuring contact hours of distance learning that may be useful to CWDs in developing their verification mechanisms; it is available at [The National Reporting System for Adult Education \(NRS\)](#).

## **DOCUMENTATION**

Case files must include documentation to support work participation hours reported in E2Lite and RADEP. Documentation of participation hours maintained in the case file must include the name of participant, the sample month and year, the service provider or customer, the activity, the number of hours (or income for self-employment), and the name and phone number of the person verifying and approving the hours. The CWD is responsible for reviewing documentation participants provide as proof of participation. If the CWD determines the documentation is incomplete or incorrect, the CWD must work with the participant to complete or correct the documentation and ensure complete, accurate documentation is in the case file.

Documentation includes but is not limited to, timesheets, service provider and county attendance records, job search and job readiness logs, The Work Number, self-employment sworn statements with supporting documentation, mental health and substance abuse class verifications and hospitalizations, receipts, semi-annual reporting forms with back-up documentation, and computer printouts.

The NDNH and the IEVS matches may be accessed when additional employment verification is necessary. Prior to counting these hours, the information from third-party sources must be verified through collateral contact. A collateral contact is an oral confirmation of a household's circumstances by a person outside of the household. The collateral contact may be made either in person or over the telephone. The CWD may select a collateral contact if the household fails to designate one or designates one which is unacceptable to the CWD. Examples of acceptable collateral contacts may include employers, landlords, social service agencies, migrant service agencies, and neighbors of the household who can be expected to provide accurate third-party verification. When talking with collateral contacts, CWDs should disclose only the information that is necessary to get the information being sought.

Additional documentation to support education activities must be in the case file and includes school schedules, proof of enrollments, and service provider recommendations for homework time.

Additional documentation is needed to verify birthdates of children for single custodial parents with children under six, for children under one, time limit verifications for vocational education and job search and job readiness, Fair Labor Standards Act documentation to support maximum work experience and community services hours,

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sanction time limits, evidence of what self-employed person chose for expenses during eligibility process (actual or 40 percent), and SSI/SSP documentation for non-WEIs.

Documentation for distance learning class participation hours may be recorded and reported by the provider, participant, or CWD using a time or attendance sheet signed by the participant.

Documentation must include the name of participant, the sample month and year, the service provider, the related activity, the number of hours, and the name and phone number of the person verifying the hours.

If documentation is not available from the recipient, the CWD shall provide the recipient assistance in obtaining the information by placing a phone call to the service provider or employer or sending a letter to verify the participant's hours. Document the communication and include the participant's name, sample month and year, the name of the employer, work site supervisor or other service provider; the number of hours, and the name and phone number of the person verifying the hours.

Unsubsidized and subsidized employment and on-the-job training – documentation includes but is not limited to timesheets, The Work Number, earnings statements, proof of hours from employer, proof of income plus hourly wage, NDNH and IEVS printouts plus collateral contact information, SAR 7 or redetermination form plus backup documentation that supports reported hours and sworn statements that include all the necessary information to confirm accuracy, along with supporting documentation. If for some reason, a participant supplies incomplete or inaccurate information on their documentation, the county must complete or correct documentation.

According to the federal final rule, self-reporting by a participant without additional verification is not sufficient documentation. For example: a hand-written note showing self-employed person performed gardening services and made \$1000 for the month would not be sufficient to verify income. Using the SAR 7 alone and not including the backup documentation is not sufficient verification. Documentation for self-employment must include the name of participant, the sample month and year, the name and phone number of the person verifying the hours, the date(s) the services were performed, the duties or tasks performed, and the amount paid for the day, week, or month.

**Prior month earnings statements can be used.** If the CWD has an earnings statement that includes hours for the month prior to the sample month and hours for the sample month, the CWD does not need to determine the hours worked in the sample month in order to use the earnings statements. For example, CWDs have two two-week earnings statements. One includes hours for the end of September and beginning of October (September 25 – October 8). The other includes October hours only (October 9 – October 22). Sample month is October. CWDs do not need to identify September's

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hours before using both earnings statements because the earnings statements are consecutive and do not crossover into a future month (September 25 – October 22). The CWD can also use the hours from October 9-22 (the most recent earnings statement) and multiply by 2.17 to calculate monthly hours.

Work experience including excused absences and holidays – documentation includes but is not limited to attendance sheets, timesheets, and documentation from service provider and must include the name of participant, the sample month and year, the service provider, the related activity, the number of hours and the name and phone number of the person verifying the hours.

The case file must include the maximum number of hours the individual can participate in work experience per FLSA calculation (see FLSA calculation [Fair Labor Standards Act \(FLSA\) for Work Experience and Community Service Deeming](#)).

To count excused absence and holiday hours, case file must include proof that the individual was scheduled to participate in work experience on those days.

Job search and Job readiness including mental health, substance abuse and domestic violence documentation and excused absences and holidays – documentation includes job search logs, attendance sheets and electronic records. Documentation for unsupervised job search must be complete and include the sample month and year, participant's name, the actual time it took to make contact, and information sufficient to verify the job search/job readiness activity, including the service provider or employer contacted and their contact information, and the name and phone number of the individual approving the hours.

Documentation for treatment and services for domestic abuse victims, substance abuse or mental health issues must be included in case file as well as proof that the individual participated in orientation, appraisal, and assessment.

Case file must include proof that the fifth week of job search and job readiness was not included in the total hours and proof that the individual did not participate beyond the six- or twelve-week limit for the year (time limit verifications).

Community service – documentation includes an attendance sheet signed by service provider or printout signed by the service provider and must include the sample month and year, participants name, the number of hours, name and phone number of the individual approving the hours. If the documentation is not signed by the service provider, hours of participation are verified by contacting the service provider.

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Case file must include the maximum number of hours the individual can participate in community service per FLSA calculation (see [FLSA calculation for Work Experience and Community Service Deeming](#)).

To count excused absence and holiday hours, case file must include proof that the individual was scheduled to participate in community service on those days.

Vocational education – documentation includes timesheets, service provider and county attendance records, and printout of hours and must have the sample month and year, participants name, the number of hours, name and phone number of the individual approving the hours on the documentation.

Case file must include a school schedule and proof of enrollment that corresponds with attendance record, and service provider recommendations for homework time. Proof that the individual did not participate beyond the 12-month lifetime limit for vocational education is also required.

Job skills directly related to employment, satisfactory school attendance, and education directly related to employment - documentation includes timesheets, service provider and county attendance records, and printout of hours and must have the sample month and year, participant's name, the number of hours, name and phone number of the individual approving the hours.

Case file must include a school schedule, proof of enrollment that corresponds with attendance record, a timesheet or attendance record for supervised homework time and the service provider recommendations for homework time.

### **DUE TO STATE DATES FOR E2LITE AND RADEP CASE DATA**

After initial submission, cases can be recalled and resubmitted to the state any time before the FFY closes, as long as the appropriate documentation and verification is available.

For E2Lite, CWDs can submit and recall cases as often as needed for 75 days after receiving the cases. After 75 days and before the FFY closes, the CWD needs to contact the E2Lite help desk to recall cases and make changes at [E2Lite@dss.ca.gov](mailto:E2Lite@dss.ca.gov).

For RADEP, CWDs can work cases until the Due to State date. Once submitted to the state or if the Due to State date has passed, CWDs must contact the RADEP help desk to recall and modify cases at [RADEP@dss.ca.gov](mailto:RADEP@dss.ca.gov).



**EDUCATION DIRECTLY RELATED TO EMPLOYMENT, IN THE CASE OF A  
RECIPIENT WHO HAS NOT RECEIVED A HIGH SCHOOL DIPLOMA OR A  
CERTIFICATE OF HIGH SCHOOL EQUIVALENCY**

For federal data reporting purposes, education directly related to employment is education related to a specific occupation, job, or job offer. The activity is primarily for adults without a high school diploma or certificate of high school equivalency and includes adult basic education, ESL and, where required as a prerequisite for employment, education leading to a GED certificate or high school equivalency diploma. CWDs can enter vocational education hours for this non-core activity in order to preserve the 12-month lifetime limit for vocational education.

To count hours of participation, participants must make good or satisfactory progress as determined by the CWD. Attendance, academic performance, and completion time frames may be included in the criteria for good or satisfactory progress. Satisfactory progress is monitored weekly or monthly by the CWD, and the documentation is verified and maintained in the participant's case file, except for teen parent heads-of-household receiving Cal-Learn services, whose progress is monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for such individual while the CWD works with the participant to improve his or her participation and progress. A statement that documents this decision must be included in the case file.

Case file must include a school schedule, proof of enrollment that corresponds with attendance record, a timesheet or attendance record for supervised homework time and the service provider recommendations for homework time.

**ENTERPRISE II LITE (E2LITE) AND ENTERPRISE II LITE AUTOMATED (E2LA)**

The E2Lite survey tool is used by California's CWDs to capture and transmit county work participation rate data to the CDSS.

The E2Lite uses a web server, housed on a web-based platform. An Internet Explorer (IE) browser is used to access the system. Personal computers and laptops run the entire E2Lite application. The E2Lite has three roles, thus three levels of access into the system:

Admin-Level access - only "Admin-Level" pages appear to allow tracking of sample cases. The Administrator notifies county supervisors via electronic mail of downloaded cases and retrieves approved cases from the CWDs for rate calculations.

Worker-Level access – staff completing cases have this level of access. Only “Worker-Level” page appears to access E2L’s survey questions for completion of cases.

Supervisor-Level access – supervisor’s level of access. Only “Supervisor-Level” pages appear to allow supervisor to assign cases to staff at Worker Levels, to approve/reject cases completed by staff, and to track cases using downloads and reports.

### **EXCUSED ABSENCES**

Each WEI engaged in unpaid work activities is allowed excused absences. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of 10 holidays in the preceding 12-month period, no more than 16 hours reported in a month. Holidays allowed as excused absences are New Year’s Day, Martin Luther King, Jr. Day, President’s Day (Washington’s Birthday), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, and Christmas Day.

Only the number of hours the WEI was scheduled to participate may be used as excused absence hours and counted. Any number of excused absence hours used toward meeting participation requirements counts toward the limits of 16 hours per month and 80 hours in a 12-month period. Report the number of hours the individual participated and add excused absence or holidays hours.

Excused absences may include semester breaks, school appointments, medical appointments for self or dependents, caseworker appointments, childcare breakdown, child illness, family problems including domestic abuse issues, housing issues, transportation breakdown, and other similar problems. The case file must include documentation and verification of excused absences.

To ensure consistency with federal data reporting requirements, round the excused absence and holiday hours in unpaid work activities independently from the corresponding activity hours before combining the data into E2Lite or RADEP.

For example, if a participant has eight excused absence hours, eight holiday hours, and 120 hours of Vocational Education Training for a sample month, the weekly hours entered for Vocational Education would be calculated as follows:

8 excused absence hours / 4.33 = 1.85 (2 avg. weekly hours rounded)  
8 holiday hours / 4.33 = 1.85 (2 avg. weekly hours rounded)  
120 vocational education hours / 4.33 = 27.71 (28 avg. weekly hours rounded) sum of  
rounded average weekly hours = 32 average weekly hours

### **EXEMPT**

Exempt means that the individual will not be penalized for failure to engage in work (i.e., the individual has a good cause exception); however, the family is included in the work participation rate denominator. If enough hours are reported to meet WPR, the case will be included in the numerator and denominator.

### **FAIR LABOR STANDARDS ACT (FLSA) FOR WORK EXPERIENCE AND COMMUNITY SERVICE DEEMING**

The interim final rule allowed States to “deem core hours” for TANF families with a WEI participating in work experience or community service who participates the maximum number of hours permitted under the minimum wage requirements of the FLSA, but still falls short of the core hours for the family type under WPR review.

For work experience or community service, there are a maximum number of hours per month that a family may be required to participate under the minimum wage requirement of FLSA. That maximum number of participation hours allowed is determined by combining the CalWORKs AU’s grant amount with the AU’s portion of CalFresh (or Supplemental Nutrition Assistance Program), allotment for the sample month, and dividing the total grant by the state or federal minimum wage, whichever is higher. If the number of hours of participation in work experience or community service falls short of the family’s core hourly requirement but is equal to the calculated hours, the family can be deemed enough hours to meet the family’s core requirement.

Deeming core hours means counting all aided members of the AU (family), as having satisfied the core work activity requirement, if they participate in work experience or community service to the extent permitted under the FLSA rules, even when the actual hours fall short of the minimum core hourly requirement (20 weekly hours for a single custodial parent with a child less than six, a non-Two Parent family with one WEI, and for a Two-Parent family with one of the two WEIs to meet the All Families WPR core requirement, and 30 weekly hours for a Two-Parent family to meet the Two-Parent core rate requirements).

These FLSA provisions do not apply to WEIs who are not members of the AU in the sample month (sanctioned or timed-out individuals); therefore, deeming is not allowed and the CWD must report actual hours of participation for these individuals.

Please note: If an individual participates for more than the calculated number of FLSA hours, the excess hours must not be reported as community service or work experience. Instead, they must be reported in the Other Work Activities. If the individual participates for less than the calculated number of FLSA hours, CWDs should not enter deemed

hours in RADEP and should respond accurately in the E2Lite survey so that E2Lite will not deem up to the core requirement.

### **FEDERAL FISCAL YEAR (FFY)**

The period, starting on October 1 of one year and ending on September 30 of the next year, on which the federal government bases fiscal and data reporting requirements. The fiscal year is designated by the calendar year in which it ends; for example, FFY 2022 begins on October 1, 2021 and ends on September 30, 2022.

### **FUNDING STREAM**

A family that receives TANF assistance funded, entirely or in part, with Federal funds is subject to the Federal time limits. A family that receives assistance under a segregated State TANF program funded solely with State funds is not subject to the Federal time limits. Families that did not receive TANF assistance are dropped in the RADEP sample by coding Disposition = 2. Families that did not receive TANF assistance are dropped in E2Lite by answering question #1 = No.

### **GOOD CAUSE**

An individual in good cause status is excused from Welfare-to-Work participation when it has been determined that there is a condition or circumstance that temporarily prevents, or significantly impairs, the individual's ability to be regularly employed, or to participate in Welfare-to-Work activities. Good Cause status is defined in MPP Section 42-713.

### **HEAD-OF-HOUSEHOLD**

In RADEP and E2Lite, the head-of-household should be person number one in the case.

### **HOME VISITING PROGRAM**

The CWDs can use the CalWORKs Home Visiting Program (HVP) hours for participation in Job Readiness and are subject to Job Readiness time limits. HVP was established by AB 1811 (Chapter 35, Statutes of 2018) as an annual ongoing voluntary program for the purpose of supporting positive health, development, and well-being outcomes for eligible pregnant and parenting women, families, and infants born into poverty, expanding their future educational, economic, and financial capability opportunities, and improving the likelihood that they will exit poverty. The program provides high-quality, evidence-based, culturally competent services to pregnant women, parents or caretaker relatives, and children for 24 months or until the child's

second birthday, whichever is later. Questions regarding HVP should be directed to [CalWORKsHVP@dss.ca.gov](mailto:CalWORKsHVP@dss.ca.gov).

### **HOMEWORK TIME**

Unsupervised homework time means hours spent doing homework outside of the classroom in activities related to study or completion of class work associated with classes in which the individual is enrolled during the report month. Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted as federal participation, provided that the total homework time counted does not exceed the hours required or advised by the educational program. According to the federal final rule, regardless of any state rules, only one hour of unsupervised homework time for each hour of class time is allowed.

For unsupervised homework time, a statement from the institution indicating that the institution expects class preparation time of one or more hours for every hour of scheduled class time for the relevant course of study must be included in the case file. Once the CWD has this statement from the institution, it can be kept on file and applied whenever individuals are engaged in that course of study at the institution.

For supervised homework time, the same documentation is required along with a timesheet or record of attendance signed by the individual supervising the activity. Documentation must support all the reported hours of participation in homework time and must be maintained in the case file.

If a CWD chooses to verify hours of education through a combination of daily supervision conducted by the case manager and a standard of satisfactory progress, then the case manager may also be the individual supervising homework time. In this case, if the case manager, through ongoing engagement, determines that the individual is participating in scheduled class hours and the recipient is making satisfactory progress, then the CWD may count all hours of homework required as supervised homework. For example, if the educational program indicates that two hours of homework and preparation are required for every hour of scheduled class, then the CWD may count two hours of total homework time and include a timesheet or record of attendance signed by the individual supervising the activity provided that the daily supervision by the case manager demonstrates that the recipient is attending classes and is achieving satisfactory progress.

Therefore, to support unsupervised homework, case file must include a statement from the institution indicating how much homework is required for every hour of class time. For supervised homework, case file must include same statement and a timesheet or attendance sheet that includes the number of hours and signed by the individual supervising the activity. This individual can be the case worker as long as it is

determined the client is participating in scheduled classes and is making satisfactory progress.

### **IN-KIND ACTIVITY HOURS**

Participants who are not self-employed, but are paid via in-kind income, commission only, per-unit, or paid via cash without a paystub, are required to report hours of employment. When hours of in-kind employment cannot be obtained from the employer, they can be obtained by the recipient and verified by the case manager. If the amount of pay as well as the hourly wage is known, the hours reported by the recipient can be verified by the case manager by comparing the information to determine if the hours appear to be reasonable.

If the CWD has determined, after reviewing the duties associated with the in-kind activity, that participation in this type of activity will assist the individual in attaining self-sufficiency, the hours of participation may be counted under the appropriate activity and documented in the case file. These hours must be readily identifiable, on an ongoing basis, through the review of the duties, discussions with the recipient, and monitoring of the individual's participation to determine his or her compliance with CalWORKs welfare-to-work requirements. Only when these requirements are met, can the hours reported by the recipient or employer be verified by the case manager by comparing the information to determine if the hours appear to be reasonable.

### **JOB SEARCH AND JOB READINESS ASSISTANCE AND TIME LIMITS**

Job search is the 'the act of seeking or obtaining employment which should encompass all reasonable job search initiatives. As such, "job search" includes contacting potential employers, whether by telephone, in person or via the Internet, to learn of suitable job openings, applying for vacancies, and interviewing for jobs. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, aside from the first and last interview of the day, will count toward job search hours.

1. Job readiness assistance is an activity that also 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. Job readiness assistance also comprises the following activities: preparing an individual to obtain or retain employment, such as preparing a résumé or job application, interviewing skills, instruction in workplace expectations, and life skills training.
2. Substance abuse treatment, mental health treatment or rehabilitation activities. Treatment or rehabilitation services can include participation in residential treatment group or individual therapy, or support groups such as Alcoholics Anonymous and Narcotics Anonymous. Note: Substance abuse

- treatment, mental health treatment and rehabilitation programs that include integrated hours of unsubsidized employment, subsidized employment, work experience, or another activity may count as another activity during the hours of the integrated component, if the component meets a common-sense definition of that other activity.
3. On a case-by-case basis, domestic abuse services that address barriers to employment. Treatment and services for domestic abuse victims include the following activities, when needed, to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; financial planning; and life skills training. The criteria professionals use for assigning these services prioritizes the necessity to prepare an individual to obtain or maintain employment or to participate in WTW activities and must be verified and documented in the WTW plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity, and the actual treatment hours will count in job search and job readiness assistance.
  4. Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities are assigned to the extent that they are determined necessary for the participant to obtain or prepare for employment, or to participate in other WTW activities.
  5. Participation in orientation, appraisal, or assessment. Orientation is an introduction to the CalWORKs WTW program, including a general description of CalWORKs activities, participation requirements, and consequences for failing to meet requirements, available supportive services, and exemptions from participation. Appraisal is an evaluation of an individual’s employment history and skills, necessary supportive services, and any other relevant information needed to assign an individual to WTW activities, as well as informing the individual of his or her rights and responsibilities as they pertain to the program.

Assessment is a thorough individual review of the recipient’s work history, employment skills, educational history, competency levels, need for supportive services, physical limitations or mental conditions, and available resources, all in comparison to local labor market conditions, in order to complete a WTW plan.

The most effective welfare-to-work programs incorporate close supervision and careful monitoring. This allows program administrators to track hours. Thus, we explicitly require CWDs to report the actual hours of participation for job search/job readiness. CDSS does not allow a CWD to report estimated hours of participation based on the number of job search contacts made by the individual.

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Hours reported under this activity may include time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting résumés, and completing applications. Verification of activities includes job contact logs and mileage logs that provide sufficient information to verify the job search/job readiness activity.

Job search and job readiness activities are limited to no more than four consecutive weeks and up to six weeks total in the preceding 12-month period. The six-week limit is based on the number of hours per week required for a family to count in the overall participation rate. Thus, the six-week limit equates to 120 hours and 180 hours, respectively. For the limit of no more than four consecutive weeks, a week is seven consecutive days (beginning with the day on which the first instance of participation in job search and job readiness activities begin in the preceding 12 months) and is not converted to hours. Reporting any hours in a week uses a week of participation. If participation in other federally allowable activities meets or exceeds the hourly participation requirement or if individual has exceeded their time limit, then the hours of participation in job search and job readiness assistance will not be counted toward the four-week or six-week limit. when hours are reported in Other Work Activities.

A full week of participation may be calculated based on the average daily hours for three or four days. For this calculation, a week is five days. The average hours of participation during three or four days may be applied to the remaining one or two days in the week to determine the total hours for a week. This calculation is the only exception to reporting actual hours and its use is limited to once in a 12-month period. If the calculation is used, the case file must indicate that weekly hours were based on the average number of hours for three or four days.

Example of Hourly Equivalent to the Six-Week Limit on Counting Participation in Job Search and Job Readiness Assistance.

An individual with a 20-hour requirement participates in job search and job readiness assistance for five hours per week and in work experience for 15 hours per week. The participation continues for six months. The 20 hours of job search and job readiness assistance participation from the first four weeks (five hours per week for four weeks) can be counted during the first month, thus using only one time-limited week instead of four. At that pace, the six weeks (120 hours) could be stretched to 30 weeks over the preceding 12-month period, *keeping in mind that every fifth consecutive week of job search and job readiness assistance hours cannot be counted.*

Example of the Four-Consecutive-Week Limit on Counting Job Search and Job Readiness Assistance Hours

A CWD begins reporting hours for an individual on March 3. All of the job search and job readiness assistance hours from March 3–9 would be counted as the first week. Hours from March 10–16 would be counted as the second consecutive week, and hours



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from March 17–23 would be counted as the third consecutive week. March 24–30 would be counted as the fourth consecutive week. After March 30, hours for the individual could not be counted for the next seven consecutive days and should be reported as Other Work Activities. Beginning on April 8, job search and job readiness assistance hours could again be counted.

For those months when California either (1) has an unemployment rate of at least 50 percent greater than the unemployment rate of the United States, or (2) meets the definition of a “needy state,” the limit on an individual’s participation in job search and job readiness assistance may be increased from six weeks to a maximum of twelve weeks in the preceding twelve-month period. Any increase in the maximum number of weeks of job search and job readiness assistance is permitted only on a case-by-case basis and only for months when California meets the above criteria. It is important to note that the determination of whether a state meets the criteria is made late in the month following the month of qualification. Refer to the following [ACF website](#) for information on whether California qualifies for counting these additional weeks on a monthly basis.

Please note: The federal final rule does not allow a state to report estimated hours of participation based on the number of job search contacts a participant makes. Actual time spent in this activity must be reported and documentation must provide sufficient information to verify the job search/job readiness activity.

### **JOB SKILLS TRAINING DIRECTLY RELATED TO EMPLOYMENT**

For federal data reporting purposes, job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor’s degree programs at any state-certified college or university. To preserve the 12-month lifetime limit for vocational education, if participant has met core hourly requirements with another activity or if the participant has exceeded the lifetime limit, vocational education hours can be reported under this activity.

In some instances, the job skills training is completed as part of distance learning. Participation will count toward job skills training directly related to employment only when the distance learning program otherwise meets the definition of job skills training directly related to employment and the time spent online can be monitored by the service provider, reported to the CWD, documented, and verified.

**MEDS (MEDI-CAL ELIGIBILITY DATA SYSTEM):**

The MEDS is a statewide database containing individual's eligibility information for processing Medi-Cal, CalFresh, and CalWORKs administrative records.

**NON-CORE WORK PARTICIPATION RATE ACTIVITIES**

These three activities count as participation after the core requirement is met: 1) job skills training directly related to employment; 2) education directly related to employment; and 3) satisfactory attendance at secondary school.

**NON-CITIZEN**

Ineligible adults/parent(s) who do not meet citizenship requirements and not eligible members of the TANF unit but may receive TANF for other eligible household members. The income and resources of the ineligible non-citizen parents and ineligible dependent siblings of the eligible citizen child(ren) are used to determine eligibility.

**ON-THE-JOB TRAINING**

On-the-job training is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. On-the-job training provides knowledge and skills essential to the full and adequate performance of the job. The employer is subsidized to offset training costs. Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient's employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g., nursing) is a necessary and regular element of employment.

On-the-job training may include participation in these types of activities only when the individual is reimbursed for the training costs. When the individual is not reimbursed for training costs, the participation counts as job skills training directly related to employment, education directly related to employment, vocational education training, or job search and job readiness assistance, as appropriate.

**PRECEDING 12-MONTH PERIOD**

The preceding 12-month period is defined as the 12 months preceding the sample/report month.

Example: The CWD is to report for September 2021 so it looks back over the preceding 12 months (August 2021 through the previous September) to see if the case has

reached any limits.

1. August 2021
2. July 2021
3. June 2021
4. May 2021
5. April 2021
6. March 2021
7. February 2021
8. January 2021
9. December 2020
10. November 2020
11. October 2020
12. September 2020

### **PRIMARY SAMPLE**

The primary samples of Two-Parent and All Families' cases consist of families that are identified on the MEDS file prior to the sample month. These samples are drawn around the end of the month prior to the sample month and contain the majority of the sample cases for a month. Primary samples are combined with appropriate supplementary samples for the same month in order to fully represent the caseload for the review month and to produce the monthly work participation rates.

### **PROJECTING EMPLOYMENT HOURS**

Monthly hours of participation in subsidized and unsubsidized employment, as well as on-the-job training, may be projected for up to six months, based on the most current, documented and verified hours.

To project hours, the hours must be available; or the total income and the hourly wage must be available. When projecting, the most recent report of hours of participation must be used. If the hours of participation for the month are known and are sufficient to meet WPR, there is no need to project hours for that month. Under no circumstances may hours of participation from a current month be used to project hours for a past month (retroactively). In addition, hours of participation for a current month may not be used to project beyond the next six-month period.

If any updated hours for the sample month are reported, projections must be recalculated for the remaining months of the projection period.

#### **Examples of 6-month Projection Periods**

Hours used for the initial January sample month can be projected through June  
February – July

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March – August  
April – September  
May – October  
June – November  
July – December  
August – January  
September – February  
October – March  
November – April  
December – May

Please note: Do not include overtime when projecting for six months unless participant states that overtime will continue and be consistent (always the same number of overtime hours a month); however, overtime hours worked in the sample month can be used in calculating hours for that sample month.

Under SAR, recipients are required to submit one Semi-Annual Eligibility Report form (SAR7) once a year (in the sixth month of the first semi-annual period) followed by a RD/RC form at the time the annual RD/RC is due (in the sixth month of the second semi-annual period). Eligibility and benefits for a six-month period will be based on information provided on the SAR 7 or the RD/RC forms and will continue to be determined using prospective budgeting and reasonably anticipated income.

If hours of participation are the most current, verified and documented, these hours may be used to project. If the sample month is the same as the SAR Data Month or SAR Submit Month, the originally projected hours must be changed to the SAR Data Month hours received in the SAR Submit month. Please refer to the following tables and bullets when determining the documentation needed for SAR 7 cycles and projecting.

SAR Cycle	Beginning Date of Aid	Month 2	Month 3	Month 4	SAR Data Month	SAR Submit Month
1	January July	February August	March September	April October	May November	June December
2	February August	March September	April October	May November	June December	July January
3	March September	April October	May November	June December	July January	August February

### **CYCLE 1**

- For eligibility purposes, May data/documentation can be projected from July-December. For participation purposes, May data/documentation can be projected from May – October. New hours from November are received with December SAR 7. November and December sample months must be updated using November hours received with the December SAR 7.
- For eligibility purposes, November data/documentation can be projected from January-June. For participation purposes, November data/documentation can be projected from November – April. New hours from May are received with June SAR 7. May and June sample months must be updated using May hours received with the June SAR 7.

### **CYCLE 2**

- For eligibility purposes, June data/documentation can be projected from August- January. For participation purposes, June data/documentation can be projected from June – November. New hours from December are received with January SAR 7. December and January sample months must be updated using December hours received with the January SAR 7.
- For eligibility purposes, December data/documentation can be projected from February-July. For participation purposes, December data/documentation can be projected from December – May. New hours from June are received with July SAR 7. June and July sample months must be updated using June hours received with the July SAR 7.

### **CYCLE 3**

- For eligibility purposes, July data/documentation can be projected from September- February. For participation purposes, July data/documentation can be projected from July – December. New hours from January are received with February SAR 7. January and February sample months must be updated using January hours received with the February SAR 7.  
For eligibility purposes, January data/documentation can be projected from March-August. For participation purposes, January data/documentation can be projected from January – June. New hours from July are received with August SAR 7. July and August sample months must be updated using July hours received with the August SAR 7.

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SAR Cycle	Beginning Date of Aid	Month 2	Month 3	Month 4	SAR Data Month	SAR Submit Month
4	April October	May November	June December	July January	August February	September March
5	May November	June December	July January	August February	September March	October April
6	June December	July January	August February	September March	October April	November May

**CYCLE 4**

- For eligibility purposes, August data/documentation can be projected from October-March. For participation purposes, August data/documentation can be projected from August – January. New hours from February are received with March SAR 7. February and March sample months must be updated using February hours received with the March SAR 7.
- For eligibility purposes, February data/documentation can be projected from April-September. For participation purposes, February data/documentation can be projected from February – July. New hours from August are received with September SAR 7. August and September sample months must be updated using August hours received with the September SAR 7.

**CYCLE 5**

- For eligibility purposes, September data/documentation can be projected from November-April. For participation purposes, September data/documentation can be projected from September – February. New hours from March are received with April SAR 7. March and April sample months must be updated using March hours received with the April SAR 7.
- For eligibility purposes, March data/documentation can be projected from May- October. For participation purposes, March data/documentation can be projected from March – August. New hours from September are received with October SAR 7. September and October sample months must be updated using September hours received with the October SAR 7.

**CYCLE 6**

- For eligibility purposes, October data/documentation received in November can be projected from December-May. For participation purposes, October data/documentation can be projected from October – March. New hours from April are received with May SAR 7. April and May sample months must be updated using April hours received with the May SAR 7.

For eligibility purposes, April data/documentation received in May can be projected from June-November. For participation purposes, April

data/documentation can be projected from April – September. New hours from October are received with November SAR 7. October and November sample months must be updated using October hours received with the November SAR 7.

### **PROVIDING CARE FOR A DISABLED FAMILY MEMBER**

This is an individual who is providing care for a disabled family member living in the home, provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member:

1. Disabled means either that the individual is receiving benefits from State Disability Insurance, Worker's Compensation Temporary Disability Insurance, In-Home Supportive Services, or SSI/SSP, or that the individual has provided verification from a doctor of his or her disability. For adult family members, disabled also means the individual is temporarily disabled, and the disability is expected to last at least 30 days and significantly impairs the individual's ability to be regularly employed or participate in activities. For family members who are children, the disability significantly impairs his or her ability to participate in school activities. In addition to providing verification from a doctor of his or her disability, the individual will be required to actively seek treatment, if appropriate, as verified by a doctor.
2. Family member means the individual is a relative living in the household. A relative may be any relation by blood, marriage or adoption who is within the fifth degree of kinship to the dependent child.
3. Doctor means a health care professional who is licensed by a state to diagnose/treat physical and mental impairments that can affect an individual's ability to work or to participate in WTW activities. Doctor includes, but is not limited to, medical doctor, osteopathy, chiropractic, and licensed/certified psychologists. The examination must confirm that the condition or disability requires the individual to care for the disabled family member at home.

### **PROVIDING CHILDCARE TO AN INDIVIDUAL WHO IS PARTICIPATING IN A COMMUNITY SERVICE PROGRAM**

For federal data reporting purposes, providing childcare to an individual participating in community service is providing childcare to enable another TANF recipient to participate in a community service program. The activity does not allow for one parent in a Two-Parent case to care for his or her own children in the home while the other parent participates in activities. In most situations, this activity would be reported as unsubsidized employment.

## **RESEARCH AND DEVELOPMENT ENTERPRISE PROJECT (RADEP)**

Case characteristics and participation information is collected and reported using the RADEP application. RADEP is a web-based system for quality control and data collection for California's welfare programs. It is used by state staff and the 19 largest counties to capture SNAP Quality Control, TANF, and WINS data and to transmit data to federal agencies and develop reports. The application has been enhanced to include business rules and edits to assist in accurate and consistent data collection. Electronic and manual reviews of case files are completed by state and county staff. At the county level, a case cannot be completed until system-generated edits are addressed and cleared. At the state level, additional edits are generated as part of the system database. In addition, state and county staff must clear federal edits that are received subsequent to transmission of data to ACF.

## **RADEP USER INTERFACE SECTIONS**

- Review Data - includes case characteristics, case name, individual's contact information, district office, eligibility worker, deprivation, and disposition.
- Family Data – includes data for all individuals receiving assistance as part of a family under the TANF and WINS programs, parent(s) or caretaker relative(s) of any minor child receiving assistance, minor siblings of any child receiving assistance and any person whose income or resources was counted in determining the family's eligibility for assistance.
- All Members – this page is used to add/modify individuals associated with the case and includes first name, last name, date of birth, age, social security number and relationship to head of household.
- Adult Data - an adult is a person who is either 19 years of age or older, 18 years of age and head-of-household, or a minor head-of-household.
- Child Data - a child is a person who is either 17 years of age or younger, 18 years old and enrolled as a full-time student in high school or a vocational/technical program and can reasonably be expected to complete the program before reaching age 19, or a minor parent included in an AU with a senior parent.

## **RECONCILIATION REPORT**

The Reconciliation Report or WPR Report is sent to CWDs monthly and contains information about cases that were reported in E2Lite and RADEP. The Reconciliation Report includes Monthly Case Status, Cases Meeting Work Participation Requirement (Core & Non-Core), Cases Meeting Work Participation by Activity Type, Cases That Do Not Meet Work Participation Requirements, Cases Not Meeting Work Participation by Activity Type, Participation Hours Reported in RADEP and E2Lite, and Monthly Work



Participation Rates (weighted). CWDs are instructed to use the Reconciliation Report to verify the hours of participation reported in RADEP and E2Lite.

Please note: If the reported hours are not correct, CWDs are required to recall the RADEP or E2Lite case to modify the reported WPR hours. The CWDs that do not have access to RADEP should contact CDSS to have incorrect cases modified.

### **SAMPLE**

A sample is a part of a larger population that is intended to be representative of the whole population. It is used when it is not feasible to examine the entire population. The County Work Participation Rate sample is a statistically valid random sampling of TANF cases. The sample cases are drawn from the universe, which is based upon case characteristics found in the MEDS file. In order to produce the valid all-families and two-parent work participation rates, the sample consists of two parent and all-families cases.

### **SANCTION**

Sanction means a reduction in the family's grant by removing the needs of the non-compliant family member from the AU for failing or refusing to comply with program requirements without good cause.

### **SATISFACTORY SCHOOL ATTENDANCE AT SECONDARY SCHOOL OR IN A COURSE OF STUDY LEADING TO A CERTIFICATE OF GENERAL EQUIVALENCE IN THE CASE OF A RECIPIENT WHO HAS NOT COMPLETED SECONDARY SCHOOL OR RECEIVED SUCH A CERTIFICATE**

For federal data reporting purposes, satisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a GED certificate. Hours of participation attending high school in a vocational education track may be counted under this activity. Teen parents or minor child heads of household participating in this activity in a satisfactory manner are considered to have fully met the federal work participation requirement.

Case management services are provided to minor parents in this activity. Case management involves directing and coordinating a recipient's educational, health, and social services and may include ESL, career training, alternative school, tutoring, dropout prevention, and teen pregnancy or parenting programs. The case management

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program is essential to this work category in that they address the special social service needs of minor parents. Meeting these specific needs helps this group of recipients attain GED certificate or attend secondary school, which helps minor parents achieve self-sufficiency.

Case managers who have reason to believe that a participant is not attending school can require that specific documentation and verification be provided more often, as necessary. To count as hours of participation, participants must make "good or satisfactory progress" as determined by the CWD. Attendance, academic performance, and completion timeframes may be included in the standard for good or satisfactory progress. Satisfactory progress is monitored weekly or monthly by the CWD and the documentation is verified and maintained in the participant's case file, except for teen parent heads of household receiving Cal-Learn services, whose progress is monitored up to four times per school year.

Exceptions:

- a) If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for such an individual while the CWD works with the participant to improve his or her participation and progress. A statement that documents this decision must be included in the case file.
- b) Although satisfactory school attendance is determined by the CWD, general guidance is provided for data reporting during summer vacation. Satisfactory progress and participation may count, regardless of the number of hours of participation, if the participant:
- c) Did not complete the basic education program requirements; and
- d) Is enrolled or intended to enroll as a full-time student after the school vacation.

*Please note: If satisfactory school attendance, as determined by the CWD, was made during the report period (summer vacation), but there are zero hours of participation, enter one hour of participation to allow E2Lite to properly deem the hours of participation.*

In some instances, participation will be completed as part of distance learning, including on-line programs, and will count toward satisfactory school attendance only when the distance learning program otherwise meets the definition of the activity and the time spent can be monitored by the service provider and is reported to the CWD monthly. Case must be monitored routinely, and participants must provide routinely available documentation of school attendance and satisfactory progress. For distance learning education programs counted as satisfactory school attendance, verification of hours spent in class time must include proof of enrollment in the class(es) for which hours were reported and correspond to the number of hours stated on a class schedule or

course syllabus, maintained in the case file. Documentation reflecting the number of units can be used to determine (not support) the number of participation hours required for the course, following the convention that one unit of lecture equates to one hour of class time.

### **SELF-EMPLOYMENT**

Self-employment hours are considered unsubsidized employment and are calculated using gross income less monthly business expenses, evidenced by receipts submitted by the participant, to calculate net self-employment. Based on current CalWORKs eligibility rules, the recipient may choose either actual costs of producing self-employment income or a standard deduction of 40 percent of gross earned income, which will be reported as business expenses. Evidence of what self-employed person chose (actual or 40 percent) must be included in case file.

For those who are self-employed and working for DoorDash, Lyft, Uber, etc. participant must provide information that supports the income they received for the sample month. The CWD can review the participants online account showing income paid or participant can provide receipts of income.

For self-employed individuals, CWDs must use reported income minus business expenses that the participant stated as actual expenses or the selected standard deduction, divided by federal minimum wage to calculate monthly hours, and then divide by 4.33 weeks. See [Instructions for self-employment.](#)

### **SINGLE CUSTODIAL PARENT**

For data reporting purposes, a single custodial parent is the parent of a minor child living in the household (aided or unaided) and the only parent and/or minor child head of household living in the home.

### **SOCIAL SECURITY NUMBERS**

It is not acceptable to transmit alpha characters as part of an unknown social security number. An unknown SSN coded as "999999999" is acceptable for individuals with Family Affiliation codes 2, 3, or 5. If the Family Affiliation code is 1, CWDs must make every effort to provide the SSN. For those few individuals with Family Affiliation Code "1" and the CWD cannot obtain a valid SSN within 45 days after the close of the quarter, the CWD may use "000000000." However, the CWD will be asked to provide the correct SSN by the close of the next quarter.

### **SPONSORED NON-CITIZEN**

A Permanent Residence (Green Card) card is issued by USCIS to a sponsored non-citizen. There are two possible scenarios with regard to TANF case review:

1. When a sponsored parent applies for TANF, CalWORKs or CalFresh assistance and the sponsored non-citizen parent opts out of assistance when allowed, then the CWD is unable to make an eligibility determination if the parent's needs are met by the sponsor. In this case, the sponsored non-citizen parent is not aided and is not added to the AU TANF budget.
2. A sponsored non-citizen parent does not opt out of assistance when allowed and agrees to provide the sponsor's support information to the CWD. The CWD is able to make eligibility determination and that sponsored non-citizen parent is aided and added as a member of the AU budget, and the monthly TANF assistance is issued based on the number of people in the AU. The monthly assistance will be reduced by the unearned amount the sponsored non-citizen parent receives from his/her sponsor each month and reviewed every six months as required.

Clarification: If the parent's CWD has determined that the needs are met by the sponsor and they opt out of aid when allowed, then the reason they are unaided is Not due to their immigration status, but due to their decision to opt out of aid DUE TO INCOME received from the sponsor. The same adult could opt in and would still be a sponsored non-citizen (i.e., their immigration status has not changed). So, they are not unaided due to immigration status, but due to the choice to opt out and not report unearned income. Either way, they are WEI, because the green card allows them to legally work in the US. Customers who are CW sanctioned/penalized for failure to provide the sponsor's income and/or sponsorship information are also WEI.

### **SSI PARENTS**

Parents deemed ineligible due to receipt of SSI benefits may receive TANF for other eligible household members.

### **SUBSIDIZED PRIVATE SECTOR EMPLOYMENT**

Subsidized private sector employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a WEI. Subsidized work may include: (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses, and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting; (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the

participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work.

Hours of participation in various barrier removal activities, such as mental health, substance abuse, and/or rehabilitative services, can count under this activity if they are integrated parts of subsidized employment. In order to count, the individuals must be paid for all the hours they participate in such activities that are counted as subsidized employment. If the individuals are not paid while participating in these activities, the participation will be reported as another appropriate activity, such as job search and job readiness assistance.

### **SUBSIDIZED PUBLIC SECTOR EMPLOYMENT**

Subsidized public sector employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a WEI. Subsidized work may include: (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses, and success in placing employees; or (2) supported work for individuals with disabilities in an integrated setting; or (3) work-study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work.

Hours of participation in various barrier removal activities, such as mental health, substance abuse, and/or rehabilitative services, can count under this activity if they are integrated parts of subsidized employment. In order to count, the individuals must be paid for all of the hours they participate in such activities that are counted as subsidized employment. If the individuals are not paid while participating in these activities, the participation will be reported as another appropriate activity, such as job search and job readiness assistance.

### **SUPPLEMENTARY SAMPLE**

The supplementary sample consists of cases that received aid during the sample month but were not identified on the MEDS file when the primary sample was drawn. Typically, these cases are discontinued from eligibility during the sample month and have benefit retroactively restored, or are new cases approved after the cutoff date for the primary sample. The supplemental sample is drawn near the end of the month following the sample month and is combined with the primary sample to represent the complete sample for the review month and to produce the monthly work participation rates.

Example: The January primary sample is pulled around December 26. The January supplementary sample is pulled around February 26.

## **TWO-PARENT FAMILY**

A Two-Parent family is a family with two work-eligible natural or adoptive parents (of the same minor child) living in the home, unless both are minors, and neither is a head-of-household. For Two-Parent work participation rate calculation purposes, a work-eligible stepparent may be considered when determining a parent with a minor child in a Two-Parent family. (A family with one or more WEI, but not Two Parents, is only included in the overall work participation rate, unless disregarded.)

## **TWO PARENT WORK PARTICIPATION RATE**

For purposes of calculating the Two-Parent families work participation rates, a Two-Parent family includes all families with two natural or adoptive parents (of the same minor child) who are WEIs and living in the home, unless both are minors, and neither is a head-of-household. For a Two-Parent case to meet the All Families Work Participation Rate, one of the WEIs needs 30 total hours 20 of which must be core. For a Two-Parent case to meet the Two-Parent Work Participation Rate, the WEI's hours combined must be at least 35 hours of which 30 must be core.

For RADEP, the correct coding of a Two-Parent family with a disabled parent is as follows: data element T12, Type of Family for Work Participation, with a "2"; for each parent code data element T30, Family Affiliation, with a "1" or "2" whichever is appropriate and code data element T39, Parent with a Minor Child, with a "1"; and for the disabled parent code data element T49, Work Participation Status, with a "07". If properly coded, a Two-Parent family with a disabled parent will be excluded from the Two-Parent work participation rate.

## **TYPE OF FAMILY FOR WORK PARTICIPATION**

First determine the number of WEIs. If there are two or more WEIs, determine if there are Two Parents that meet the definition of a Two-Parent family. A family with one or more WEIs is included in the overall work participation rate, unless explicitly disregarded. For RADEP, the "Work Participation Status" (data element T49) will be used to disregard families from the work participation rates. See data element T49 "Work Participation Status" for reasons for disregarding a family.

A family with a minor child head-of-household should be coded as either a single-parent family or Two-Parent family, whichever is appropriate. A noncustodial parent is a parent of a minor child who: (1) lives in the State and (2) does not live in the same household as the minor child. Report information on the noncustodial parent if the noncustodial

parent: (1) is receiving assistance (2) is participating in work activities or (3) has been designated as a member of a family receiving assistance.

### **UNIVERSE**

A universe is a set of individuals, items, or data from which a statistical sample is taken. The sample universe consists of all TANF eligible cases found on the MEDS file for each sample month.

### **UNSUBSIDIZED EMPLOYMENT**

Unsubsidized employment is full-time or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Only the hours that are paid by the employer are counted as unsubsidized employment. Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journey person and attend classes are also considered unsubsidized employment. The determination of whether employment is subsidized or not depends on whether the employer, rather than the recipient, receives a subsidy.

Hours of participation in various barrier removal activities, such as mental health, substance abuse, and/or rehabilitative services, can count under this activity if they are integrated parts of unsubsidized employment. Individuals must be paid for all of the hours they participate in such activities that are counted as unsubsidized employment. If the individuals are not paid while participating in these activities, the participation will be reported as another appropriate activity such as job search and job readiness assistance.

### **VALIDATION REVIEWS**

California submits RADEP sampled information to ACF to meet the mandated federal reporting requirements. Each sampled case is individually assessed by either state or county staff. Case characteristics and participation information is collected and reported using the RADEP application.

The County Performance Monitoring (CPM) Unit staff validates a portion of the federal cases by:

- Performing on-site and desk reviews and analyses of data collection processes, including the county's automated system (consortia) to determine if data collection complies with the state's approved Work Verification Plan.
- Conducting case validation reviews of documentation that supports work participation findings for individual cases.

- Providing technical assistance to counties to assure the accuracy of work participation.

Performance Measurement Counties (PMCs) are reviewed every three years, non-PMCs every two years. Annually, approximately 47 counties are reviewed for WINS and 25 counties for TANF. Depending on the number of RADEP and E2Lite cases the counties complete for the year determines how many numerator, denominator and excluded cases will be reviewed by CPM.

The CPM staff will contact a county at least 30 days prior to schedule a review, will send the sampled cases, instructions, contact sheet, and procedures survey, and following a review, a CWD receives a report of findings.

### **VOCATIONAL EDUCATION (VOCED) TRAINING**

For federal data reporting purposes, vocational education training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations. Vocational education must be provided by vocational-technical schools, postsecondary institutions, or proprietary schools. Vocational education training placements are documented on a list developed by each CWD. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational education training and/or to assign activities as a result of assessment. For programs not on the CWD's list, the CWD determines if the program is directly related to job preparation.

Vocational education training placements are documented on a list developed by each California CWD. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational education training and/or to assign activities as a result of assessment. For programs not on the CWD's list, the CWD determines if the program is directly related to job preparation. Basic and remedial education and ESL are counted as part of vocational education on a case-by-case basis when the participant's educational history and present educational competency level assessment shows a need for such activities to be included in the vocational education program for the participant to be successful. For example, Vocational English as a Second Language (VESL) is an embedded activity that allows non-native English speakers to learn the language that is specific to and necessary for successful performance in a vocation. The service provider and/or the recipient's case manager will determine whether the activities are necessary for successful participation.

This activity has a federal lifetime limit of 12 months beginning December 1, 1996. If participation in other federally allowable activities meets or exceeds the core hourly participation requirement, then the hours of participation in vocational education training during any calendar month would not count toward the 12-month limit. Before or after



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the 12-month limit, this activity may qualify as education directly related to employment (if the individual does not have a high school diploma or General Educational Development [GED] certificate) or job skills training directly related to employment only after the core hourly requirement has been met from participation in other core activities.

Participation hours in vocational education that do not, alone or combined with other activity hours, meet the federal core and overall hourly participation requirements for the family should be reported in 'Other Work Activities' for the CWD to preserve the 12-month federal lifetime limit. If core hours are met with another activity, the vocational education hours can be reported as education directly related to employment or job skills training directly related to employment.

In some instances, the vocational education training is completed as part of distance learning, including on-line programs. Participation counts toward vocational education training hours only when the time spent is monitored by the service provider and reported to the CWD. Simply relying on scheduled hours will not be sufficient.

For distance learning education programs counted as vocational education training, verification of hours spent in class time must include proof of enrollment in the class(es) for which hours were reported and correspond to the number of hours stated on a class schedule or course syllabus, maintained in the case file. Documentation reflecting the number of units can be used to determine the number of participation hours required for the course, following the convention that one unit of lecture equates to one hour of class time.

There are several possible ways to document hours of participation in education activities, including:

- An instructor may document hours of participation in class.
- Any school official, e.g., a staff member in the registrar's office, the financial aid office, the academic department, or another administrative setting, may verify hours of attendance.
- The case manager may document hours of participation if he or she is in ongoing contact with the individual and has adequate evidence that the individual is making satisfactory progress. Thus, the CWDs may elect to designate the TANF case manager for purposes of conducting daily supervision. If the CWD does so, it may use the individual's hours reported to the case manager if:
  - The case manager and participant are in regular communication by phone, in person, or electronically in order to discuss attendance, along with such issues as progress, support service needs, and career planning.
  - The individual makes satisfactory progress in the educational activity.

See [instructions for vocational education](#)

### **WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS)**

The WINS program provides a monthly ten dollars (\$10) additional food supplement benefit for CalFresh non-assistance households that are meeting TANF WPR requirements. WINS cases are receiving CalFresh non-assistance but are not on CalWORKs. This food benefit is considered a form of TANF assistance, which means these working CalFresh/WINS cases are included in the state's TANF WPR calculation. However, TANF rules, such as time limits, do not apply to WINS cases.

### **WORK-ELIGIBLE INDIVIDUAL (WEI)**

An adult (or minor child head-of-household) receiving assistance under TANF or a separate state program or a non-recipient parent living with a child receiving such assistance unless the parent is:

- A minor parent and not the head-of-household.
- A non-citizen who is ineligible to receive assistance due to his or her immigration status.
- At state option on a case-by-case basis, a recipient of Supplemental Security Income (SSI) benefits.

The term also excludes:

- A parent providing care for a disabled family member living in the home, provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member.
- At state option on a case-by-case basis, a parent who is a recipient of SSDI benefits.
- An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program, unless the State includes the tribal family in calculating work participation rates, as permitted under CFR 45 § 261.25.

The definition of a WEI defines the denominator of the participation rate calculation and is a guideline of who must be engaged in work activities for federal data reporting purposes. (Cases without TANF or TANF MOE funding are not reviewed). The definition of a WEI does not include non-recipient, non-custodial parents who are not living with the aided child or non-needy caretaker relatives.

### **WORK-ELIGIBLE INDIVIDUAL (WEI) – CHANGE IN CIRCUMSTANCE**

When an individual's status changes during the report month from work-eligible to non-work-eligible or vice versa, the individual is considered work-eligible for the report

month. That means the family will be in the denominator for the report month if an adult is work-eligible for any time in that month.

If a family includes a WEI for only part of a month, the family is considered to have met the participation requirement for the month and is included in the numerator, if the adult is meeting the required minimum hours in each full week that he or she was a WEI in that month. For example, if an adult (or minor child head-of-household) who was receiving assistance passed away prior to the report month, the deceased individual is not a WEI for the report month, even if the family's grant for the report month included the needs of the deceased individual. However, if a WEI passed away in the report month, the deceased is considered work-eligible for the report month.

### **WORK EXPERIENCE**

Work experience is a training activity performed in the public or private sector, including a nonprofit, community-based, or faith-based setting that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment.

Hours of participation in various barrier removal activities, such as mental health, substance abuse, and/or rehabilitative services will count under this activity, if they are integrated parts of work experience.

See [instructions for work experience](#).

### **WORK PARTICIPATION RATES**

The rate at which adult CalWORKs recipients are meeting welfare-to-work participation requirements. When this rate is not 50 percent or higher for single-parent families and 90 percent for Two-Parent families, the State may be penalized by the federal government. There are two rates:

- Two-Parent Work Participation Rate – based on the success in helping WEIs in Two-Parent families engage fully in work activities. Minimum participation rate is 90 percent minus any caseload reduction credits earned.
- Overall Work Participation Rate aka All Families based on the success in helping WEIs in all families (Two-Parent and non-Two Parent families) engage fully in work activities. Minimum participation rate is 50 percent minus any caseload reduction credits earned.

Rates are calculated by dividing the number of families with a fully engaged WEI by the number of families with a WEI. The denominator of each rate can be modified based on the caseload.

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In addition to the work activities, the following data elements are used in calculating the TANF and WINS work participation rates: Reporting Month, Stratum, Case Number, Disposition, Type of Family for Work Participation, Amount of SNAP Assistance, Receives Subsidized Child Care, Amount of TANF and WINS Assistance, Family Affiliation Code, Non-custodial Parent Indicator, Date of Birth (Adult and Child), Relationship to Head-of-Household, Parent with Minor Child, and WEI Indicator.

## ATTACHMENT 2 E2LITE SURVEY AND INSTRUCTIONS

1. Did the assistance unit receive TANF assistance for the review month? Enter “yes” if the assistance unit (AU) received TANF assistance for the review month, even if it is later determined to be an overpayment. This would also include a grant for which a check is not issued, because it is less than \$10 or because of a penalty or sanction. Foster Care and Kinship Guardianship Assistance Payments (Kin-GAP) are not considered TANF assistance. Exclude a newly approved case granted aid for a prior month, if no assistance was received in the sample month. Refer to the [Assistance definition](#). If “yes”, this case may be included in the calculation in one or both participation rates. If “no” this case will not be included in either of the participation rate calculations and only comments are required for the case to be complete.
2. If “yes” to #1, was the head-of-household a work-eligible member of the assistance unit in the review month? Refer to [Work-Eligible Individual \(WEI\) definition](#). An applicant for SSI or SSDI is work-eligible. However, once the individual is approved for SSI or SSDI benefits, he or she is no longer considered to be work-eligible. In these instances, prior reported work eligibility information must be reviewed and revised, if necessary, to indicate the individual is no longer work-eligible. Please note responses to questions may need to be modified if an individual's work-eligible status is changed. Enter “yes” if the head-of-household meets the definition of a WEI. If the head-of-household does not meet the definition of a WEI, enter “no.”
3. If “yes” to #2, enter the date of birth for the head-of-household. Enter the eight-digit code for the date of birth for the adult (or minor child head-of-household) in the format MMDDYYYY. If the CWD is using E2LA and the Comma Separated Values (CSV) file, the format must be MM/DD/YYYY.
4. Did the head-of-household participate in any work activities in the review month? If so, enter “yes” and provide the number of hours per week of participation during the review month in the appropriate work activity(ies). If the head-of-household did not participate during the review month, enter “no.” For each work activity in which a WEI participates, determine the hours of participation for each week in the report month. To do this, add the number of hours for the month, divide by 4.33 weeks, round to the nearest whole number, and enter the hours per week for each activity. **CWDs must document and verify all participation, excused absences, and holidays in each activity, and identify the source of the documentation in comments (questions #31, #60 and #89).** The documentation and verification must be maintained in the case file.
5. Unsubsidized Employment Hours. Refer to the [Unsubsidized Employment definition](#). Participants who are not self-employed, but are paid via in-kind, commission only, per-unit, or paid via cash without a paystub, are required to report the hours of employment. When the hours of in-kind employment cannot be obtained from the employer, they can be obtained by the recipient and verified by the case manager. If the amount of pay, as well as the hourly wage, is known, the hours reported by the

recipient can be verified by the case manager by comparing the information to determine if the hours appear to be reasonable. If the CWD has determined, after reviewing the duties associated with the in-kind activity, that participation in this type of activity will assist the individual in attaining self-sufficiency, then the hours of participation may be counted under the appropriate activity. These hours must be readily identifiable, on an ongoing basis, through the review of the duties, discussions with the recipient, and monitoring of the individual's participation to determine his or her compliance with CalWORKs welfare-to-work requirements. Only when these requirements are met, can the hours reported by the recipient be verified by the case manager by comparing the information to determine if the hours appear to be reasonable. If the CWD has determined, after reviewing the duties associated with the in-kind activity, that participation in this type of activity will assist the individual in attaining self-sufficiency, then the hours of participation may be counted under the appropriate activity. These hours must be readily identifiable, on an ongoing basis, through the review of the duties, discussions with the recipient, and monitoring of the individual's participation to determine his or her compliance with CalWORKs welfare-to-work requirements. Only when these requirements are met, can the hours reported by the recipient be verified by the case manager by comparing the information to determine if the hours appear to be reasonable.

6. Subsidized Private Sector Employment Hours. Refer to the [Subsidized Private Sector definition Employment](#).
7. Subsidized Public Sector Employment Hours. Refer to the [Subsidized Public Sector definition Employment](#).
8. Work Experience Hours, not to exceed the FLSA calculated hours. Refer to the [Work Experience definition](#). Refer to the [Fair Labor Standards Act \(FLSA\) for Work Experience and Community Service Deeming definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation, not to exceed FLSA calculated hours. Excused absences and holiday hours must be calculated separately from Work Experience hours. Refer to the [Excused Absences definition](#).
9. Are the hours entered in Question #8 for the head of household equal to the FLSA calculated hours? Refer to the [FLSA for Work Experience and Community Service Deeming definition](#). If not, enter "no." The remaining number of hours needed to meet the core hourly requirement will not be deemed. If "yes," the remaining number of hours needed to meet the core hourly requirement will automatically be deemed. Up to 20 core hours for one-adult families.
10. Are the hours entered in Questions #8, #39, and #68 equal to the work experience FLSA calculated hours required for the Two-Parent rate? Refer to the [FLSA for Work Experience and Community Service Deeming definition](#). If not, enter "no." The remaining number of hours needed to meet the core hourly requirement will not be deemed. If "yes," the remaining number of hours needed to meet the core hourly requirement will automatically be deemed. Up to 30 core hours for Two-Parent families.

11. On-the-Job Training Hours. Refer to the [On-the-Job Training definition](#).  
Job Search and Job Readiness Assistance Hours. Refer to the [Job Search and Job Readiness Assistance and Time Limits definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from job search and job readiness assistance hours. Refer to the [Excused Absences definition](#).
12. Of the hours reported in question #12, how many hours of participation were in mental health services? If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity, and the actual treatment hours will count in job search and job readiness assistance. Enter the weekly number of hours the individual participated in mental health services, even if the number of hours in question #12 was zero, which could occur due to exceeding the four-week or six-week (hourly) limit for participation in job search and job readiness assistance.
13. Of the hours reported in question #12, how many hours of participation were in substance abuse services? If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity, and the actual treatment hours will count in job search and job readiness assistance. Enter the weekly number of hours the individual participated in substance abuse services even if the number of hours in question #12 was zero.
14. Of the hours reported in question #12, how many hours of participation were in domestic violence services? If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity, and the actual treatment hours will count in job search and job readiness assistance. Enter the weekly number of hours the individual participated in domestic violence services, even if the number of hours in question #12 was zero.
15. Community Service Programs, not to exceed the FLSA calculated hours. Refer to the [FLSA for Work Experience and Community Service Deeming definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation, not to exceed FLSA calculated hours. Excused absences and holiday hours must be calculated separately from Community Service hours. Refer to the [Excused Absences definition](#).
16. Are the hours entered in Question #16 for the head of household equal to the FLSA calculated hours? Refer to the [FLSA for Work Experience and Community Service Deeming definition](#). If not, enter “no.” The remaining number of hours needed to meet the core hourly requirement will not be deemed. If “yes,” the remaining number of hours needed to meet the core hourly requirement will automatically be deemed. Up to 20 core hours for one-adult families.



17. Are the hours entered for Questions #16, #47 or #76 equal to the community service programs FLSA calculated hours required for the Two-Parent rate? Refer to the [FLSA for Work Experience and Community Service Deeming definition](#). If not, enter "no." The remaining number of hours needed to meet the core hourly requirement will not be deemed. If "yes," the remaining number of hours needed to meet the core hourly requirement will automatically be deemed. Up to 30 core hours for Two-Parent families.
18. Vocational Education Training Hours. Refer to the [Vocational Education \(VocEd\) Training definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Vocation Education Training hours. Refer to the [Excused Absences definition](#).
19. Job Skills Training Directly Related to Employment. Refer to the [Job Skills Training Directly Related to Employment definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Job Skills Training Directly Related to Employment hours. Refer to the [Excused Absences definition](#).
20. Education Directly Related to Employment (for head-of-household without a high school diploma or certificate of high school equivalency) Refer to the [Education Directly Related to Employment definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Education Directly Related to Employment hours. Refer to the [Excused Absences definition](#).
21. Satisfactory School Attendance (for head-of-household without a high school diploma or certificate of high school equivalency). Refer to the [Satisfactory School Attendance definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Satisfactory School Attendance hours. Refer to the [Excused Absences definition](#).
22. Providing Childcare for an Individual Participating in a Community Service Program. Refer to the [Providing Childcare to an Individual who is Participating in a Community Service Program definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Providing Childcare for an Individual(s) Participating in a Community Service Program hours. Refer to the [Excused Absences definition](#).
23. Work Activities other than those specified above, including excess work experience and community service programs FLSA calculated hours. For federal data reporting purposes, other work activities are: (1) hours of participation in activities that do not meet the definitions provided above, or (2) actual hours of participation in allowable activities whose hours are not countable toward the participation rates (e.g., job search hours that exceed the four-week, six-week, or twelve-week [hourly] limit, community service program/work experience hours that exceed the allowed hours



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- per the FLSA calculation). Participation hours in vocational education or job search/job readiness will be reported in this activity when the individual is not meeting the core hourly requirement. Enter the weekly number of hours of participation in the month. These hours will not count in the work participation rate.
24. Was the head-of-household a single custodial parent with a child under six years old in the review month? Enter "yes," if the head-of-household was a single custodial parent with a child under six years old in the review month. If the head-of-household was not a single custodial parent or did not have a child under six years old, enter "no." The child must be under six years old as of the first of the review month.
25. If "yes" to question #24, was the head-of-household eligible for the federal work disregard for a single custodial parent with a child under 12 months old in the review month? If the head-of-household is a single custodial parent with a child under 12 months of age, the family may be eligible to be disregarded from the rate. The single custodial parent is eligible for a disregard for up to 12 months. This disregard is a cumulative, lifetime limit of 12 months, beginning December 1, 1996, for any single custodial parent, but not necessarily a one-time disregard. If the single custodial parent meets this definition and did not meet federal participation requirements by participating in the required number of hours in allowable work activities, enter "yes." A "yes" answer will disregard the adult from the work participation rate calculation. Enter "no," if any one of the following are true: 1) The head-of-household does not meet this definition. 2) The head-of-household has already been disregarded from the rate for 12 months. 3) Is meeting core work participation hours in an allowable activity. The age of any child on the first day of the month is the age of the child for the review month. If a child is born on the first day of the month, the family has a child under age one for that month. If a child is born after the first day of the month, the family is not considered to have a child under age one until the subsequent month. For example, a family with a child born on December 1, 2010, will be considered to have a child under age one for the months of December 2010 through November 2011. If the child was born on December 5, 2010, then the family would have a child under age one for the months of January through December 2011. In both situations, the family will be treated as having a child under age one for twelve months.
26. Was the head-of-household granted a good cause waiver for the Family Violence Option? Enter "yes," if the head-of-household was granted a good cause waiver for the Family Violence Option in the review month. If not, enter "no."
27. Is the head-of-household currently not aided due to a CalWORKs WTW sanction? If the head-of-household was sanctioned for noncompliance with the CalWORKs WTW program requirements during the review month, enter "yes." Otherwise, answer "no."
28. If "yes" to question #27, has the family been sanctioned more than three months in the preceding 12-month period? Enter "no," if the family has not been sanctioned for more than three months in the preceding 12-month period. The total number of months in which any work-eligible adult in the family was granted a work-related

sanction must not be greater than three for the preceding 12 months. A “no” response allows the family to be disregarded from one or both rate calculations for the review month. For a family to be disregarded, at least one (but not every) work-eligible adult in the family needs to be currently sanctioned. If the family was sanctioned more than three months or is meeting participation requirements by participating the required number of hours in allowable work activities, enter “yes.” A “yes” answer will include the adult in the WPR calculation. The answer entered here will also populate question #58 and question #87.

29. Was the head-of-household verifiably exempt from participation in CalWORKs WTW activities in the review month? If the head-of-household was provided a CalWORKs WTW exemption according to Manual of Policies and Procedures (MPP) section 42-712, enter “yes.” If no exemption has been provided, enter “no.”
30. Case Comments Identify the individual (A1, A2, A3), the work activity and the verifiable source of documentation for hours of participation that have been reported and documented, such as hours of participation from pay stubs, timesheets, attendance records, or similar documentation made available by the service provider and/or participant and maintained in the case file. If applicable, describe or comment on hours of participation entered in question #24. Information entered here will appear in question #60 and question #89. Once information is entered in question #60 or question #89 it will also be seen here.

### **ADULT TWO INFORMATION**

31. Was there another adult in the household who was a work-eligible member of the assistance unit in the review month? Please refer to the instruction for the head-of-household in question #2 and apply appropriately to this adult in the assistance unit.
32. If “yes” to question #32, enter the date of birth of the adult. Enter the eight-digit code for the date of birth for the adult (or minor child head-of-household) in the format MMDDYYYY. If the CWD is using E2LA and the Comma Separated Values (CSV) file, the format must be MM/DD/YYYY.
33. Does this case meet the definition of a Two-Parent family? A Two-Parent family, for federal data reporting purposes, is a family with two work-eligible, natural, adoptive parents or a stepparent of the same minor child living in the home, unless both are minors, and neither is a head-of-household. Enter “yes,” if this case should be included in the Two-Parent rate. Enter “no,” if this case should not be included in the Two-Parent rate. The answer to this question will also appear in question #63.
34. Did the adult participate in any work activities in the review month? If so, enter “yes” and provide the number of hours per week of participation during the review month in the appropriate work activity(is). If the adult did not participate during the review month, enter “no.” For each work activity in which a WEI participates, determine the hours of participation for each week in the report month. To do this, add the number of hours for the month, divide by 4.33 weeks, round to the nearest whole number, and enter the hours per week for each activity. **CWDs must document and verify**

**all participation, excused absences, and holidays in each activity, and identify the source of the documentation in comments (questions #31, #60 and #89).**

The documentation and verification must be maintained in the case file.

35. Unsubsidized Employment Hours Refer to the [Unsubsidized Employment definition](#). Participants who are not self-employed, but are paid via in-kind, commission only, per-unit, or paid via cash without a paystub, are required to report hours of employment. When hours of in-kind employment cannot be obtained from the employer, they can be obtained by the recipient and verified by the case manager. If the amount of pay as well as the hourly wage is known, the hours reported by the recipient can be verified by the case manager by comparing the information to determine if the hours appear to be reasonable. If the CWD has determined, after reviewing the duties associated with the in-kind activity, that participation in this type of activity will assist the individual in attaining self-sufficiency and has included the in-kind income activity in the individual's welfare-to-work plan, the hours of participation may be counted under the appropriate activity. These hours must be readily identifiable, on an ongoing basis, through the review of the duties, discussions with the recipient, and monitoring of the individual's participation to determine his or her compliance with CalWORKs welfare-to-work requirements. Only when these requirements are met, can the hours reported by the recipient be verified by the case manager by comparing the information to determine if the hours appear to be reasonable.
36. Subsidized Private Sector Employment Hours. Refer to the [Subsidized Private Sector Employment definition](#).
37. Subsidized Public Sector Refer to the [Subsidized Public Sector Employment definition](#).
38. Work Experience, not to exceed the FLSA calculated hours. Refer to the [Work Experience definition](#) and the [FLSA for Work Experience and Community Service Deeming definitions](#). Enter the weekly average, including excused absences and holidays that are counted as participation, not to exceed FLSA calculated hours. Excused absences and holiday hours must be calculated separately from Work Experience hours. Refer to the [Excused Absences definition](#).
39. Are the hours entered in Question #39 for the work eligible individual equal to the FLSA calculated hours? Refer to the [FLSA for Work Experience and Community Service Deeming definitions](#). If not, enter "no." The remaining number of hours needed to meet the core hourly requirement will not be deemed. If "yes," the remaining number of hours needed to meet the core hourly requirement will automatically be deemed. Up to 20 core hours for one-adult families.
40. Are the hours entered in Questions #8, #39, and #68 equal to the work experience FLSA calculated hours required for the Two-Parent rate? Refer to the [FLSA for Work Experience and Community Service Deeming definitions](#). If not, enter "no." The remaining number of hours needed to meet the core hourly requirement will not be deemed. If "yes," the remaining number of hours needed to meet the core hourly

requirement will automatically be deemed. Up to 30 core hours for Two-Parent families.

41. On-the-Job Training Hours. Refer to the [On-the-Job Training definition](#).
42. Job Search and Job Readiness Assistance Hours. Refer to the [Job Search and Job Readiness Assistance and Time Limits definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Job Search and Job Readiness Assistance hours. Refer to the [Excused Absences definition](#).
43. Of the hours reported in question #43, how many hours of participation were in mental health services? If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity, and the actual treatment hours will count in job search and job readiness assistance. Enter the weekly number of hours the individual participated in mental health services, even if the number of hours in question #43 was zero, which could occur due to exceeding the four-week or six-week (hourly) limit for participation in job search and job readiness assistance.
44. Of the hours reported in question #43, how many hours of participation were in substance abuse services? If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity, and the actual treatment hours will count in job search and job readiness assistance. Enter the weekly number of hours the individual participated in substance abuse services even if the number of hours in question #43 was zero.
45. Of the hours reported in question #43, how many hours of participation were in Domestic Violence services? If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity, and the actual treatment hours will count in job search and job readiness assistance. Enter the weekly number of hours the individual participated in domestic violence services, even if the number of hours in question #43 was zero.
46. Community Service Programs, not to exceed the FLSA calculated hours. Refer to the [Community Service definition](#). Refer to the [FLSA for Work Experience and Community Service Deeming definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation, not to exceed FLSA calculated hours. Excused absences and holiday hours must be calculated separately from Community Service hours. Refer to the [Excused Absences definition](#).
47. Are the hours entered in Question #47 for the work eligible individual equal to the FLSA calculated hours? Refer to the [FLSA for Work Experience and Community Service Deeming definition](#). If not, enter “no.” The remaining number of hours needed to meet the core hourly requirement will not be deemed. If “yes,” the

remaining number of hours needed to meet the core hourly requirement will automatically be deemed. Up to 20 core hours for one-adult families.

48. Are the hours entered for Questions #16, #47 or #76 equal to the community service programs FLSA calculated hours required for the Two-Parent rate? Refer to the [FLSA for Work Experience and Community Service Deeming definition](#). If not, enter "no." The remaining number of hours needed to meet the core hourly requirement will not be deemed. If "yes," the remaining number of hours needed to meet the core hourly requirement will automatically be deemed. Up to 30 core hours for Two-Parent families.
49. Vocational Education Training Hours. Refer to the [Vocational Education \(VocEd\) Training definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Vocation Education Training hours. Refer to the [Excused Absences definition](#).
50. Job Skills Training Directly Related to Employment. Refer to the [Job Skills Training Directly Related to Employment definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Job Skills Training Directly Related to Employment hours. Refer to the [Excused Absences definition](#).
51. Education Directly Related to Employment (for head-of-household without a high school diploma or certificate of high school equivalency). Refer to the [Education Directly Related to Employment definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Education Directly Related to Employment hours. Refer to the [Excused Absences definition](#).
52. Satisfactory School Attendance (for head-of-household without a high school diploma or certificate of high school equivalency). Refer to the [Satisfactory School Attendance definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Satisfactory School Attendance hours. Refer to the [Excused Absences definition](#).
53. Providing Childcare for an Individual Participating in a Community Service Program. Refer to the [Providing Childcare to an Individual who is Participating in a Community Service Program definition](#). Enter the weekly average, including excused absences and holidays that are counted as participation. Excused absences and holiday hours must be calculated separately from Providing Childcare for an Individual(s) Participating in a Community Service Program hours. Refer to the [Excused Absences definition](#).
54. Work Activities other than those specified above, including excess work experience and community service programs FLSA calculated hours. For federal data reporting purposes, other work activities are: (1) hours of participation in activities that do not meet the definitions provided above, or (2) hours of participation in allowable activities whose hours are not countable toward the participation rates (e.g., job

search hours that exceed the four-week, six-week, or 12-week [hourly] limit, community service program/work experience hours that exceed the allowed hours per the FLSA calculation, etc.). Participation hours in vocational education, job skills training, or education directly related to employment will be reported in this activity when the individual is not meeting the core hourly requirement. Enter the weekly number of hours of participation in the month. These hours will not count in the work participation rate.

55. Was the adult granted a good cause waiver for the Family Violence Option? Enter "yes," if the second adult was granted a good cause waiver for the Family Violence Option in the review month. If not, enter "no."
56. Is the adult currently not aided due to a CalWORKs WTW sanction? If the second adult was sanctioned for noncompliance with the CalWORKs WTW program requirements during the review month, enter "yes." If not, enter "no."
57. If "yes" to question #57, has the family been sanctioned more than three months in the preceding 12-month period? Enter "no" if all of the following are true:
- a. The second adult was sanctioned in the review month.
  - b. The family has not been sanctioned for more than three months in the preceding 12-month period.
  - c. The total number of months in which any work-eligible adult in the family was granted a work-related sanction must not be greater than three for the preceding 12 months. Otherwise, enter "yes". A "no" response allows the family to be disregarded from one or both rate calculations for the review month. For a family to be disregarded, at least one (but not every) work-eligible adult in the family needs to be currently sanctioned. In addition, the number of months of sanction for the entire family must be three or fewer months over the preceding 12 months. The answer entered here will also populate question #29 and question #87.
58. Was the adult verifiably exempt from participation in CalWORKs WTW activities in the review month? If the second adult has been provided a CalWORKs WTW exemption according to MPP Section 42-712, enter "yes." If no exemption has been provided and documented in the case file, enter "no."
59. Case Comments Identify the individual (A1, A2, A3), the work activity and the verifiable source of documentation for hours of participation that have been reported and documented, such as hours of participation from pay stubs, timesheets, attendance records, or similar documentation made available by the service provider and/or participant and maintained in the case file. If applicable, describe or comment on hours of participation entered in question #55. Information entered here will appear in question #31 and question #89. Once information is entered in question #31 or question #89 it will also be seen here.

### **ADULT THREE INFORMATION**

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60. Was there another adult in the household who was a work-eligible member of the assistance unit in the review month?
61. If "yes" to question #61, enter the date of birth for the adult.
62. Does this case meet the definition of a Two-Parent family?
63. Did the adult participate in any work activities in the review month?
64. Unsubsidized Employment Hours
65. Subsidized Private Sector Employment Hours
66. Subsidized Public Sector Employment Hours
67. Work Experience Hours
68. Did the WEI participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience for the All Families rate?
69. Did this family participate for at least the number of hours based on the FLSA calculation required for participation in work experience for the Two-Parent rate?
70. On-the-Job Training Hours
71. Job Search and Job Readiness Assistance Hours
72. Of the hours reported in question #72, how many hours of participation were in mental health services?
73. Of the hours reported in question #72, how many hours of participation were in Substance Abuse services?
74. Of the hours reported in question #72, how many hours of participation were in Domestic Violence services?
75. Community Service Programs Hours
76. Did the WEI participate for at least the number of hours based on the FLSA calculation required for participation in community service for the All Families rate?
77. Did this family participate for at least the number of hours based on the FLSA calculation required for participation in community service for the Two-Parent rate?
78. Vocational Education Training Hours
79. Job Skills Training Directly Related to Employment Hours
80. Education Directly Related to Employment (for heads-of-households without a high school diploma or certificate of high school equivalency)
81. Satisfactory School Attendance Hours (for heads-of-households with no High School diploma or certificate of High School Equivalency)
82. Providing Childcare for an Individual Participating in a Community Service Program Hours
83. Work Activities Other Than Those Specified Above
84. Was the adult granted a good cause waiver for the Family Violence Option?
85. Is the adult currently not aided due to a CalWORKs WTW sanction?
86. If "yes" to question #86, has the family been sanctioned more than three months in the preceding 12-month period?
87. Was the adult verifiably exempt from participation in CalWORKs WTW activities in the review month?
88. Case Comments

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Please refer to the instructions for the head-of-household and apply appropriately to this adult in the assistance unit.



### **ATTACHMENT 3**

#### **RADEP TANF ACTIVE DATA REPORTING INSTRUCTIONS**

The RADEP data is divided into five sections: Review Data, Family Data, All Members, Adult Data and Child Data. All members of an assistance unit must be added to the RADEP survey using the All Members tab. The Head of Household must be person number one. To complete a survey, use agency records, including but not limited to case records, computer files, WTW records, family support division records, case file notes verifying contact with agency workers by phone, fax, verbally, etc.

There are five data elements for which CWDs have the option to report based on either the budget month or the reporting month. These are: #16 Amount of Food Stamps Assistance; #19 Amount of Child Support; #20 Amount of the Family's Cash Resources; #65 Amount of Earned Income; and [#66 and #77] Amount of Unearned Income. Whichever choice the CWD selects must be used for all families reported each month and must be used for all months in the fiscal year.

Some RADEP items are pre-populated, and additional data entry is not required. Instructions are included for these items for your information only. Some pre-populated data is pulled from MEDS. If this data is incorrect or missing, it is recommended that the CWD update the MEDS information. If the data is corrected, it must be corrected via the "All Members" page in RADEP.

Case records are required to be retained for three years or longer, if any litigation, claim, negotiation, audit, or another action involving the records has been started before the expiration of the three-year period. The retention period extends until the completion of the action and resolution of all issues that arise from it, or the three-year period, whichever is later.

Resubmission of data is allowed any time prior to the federal fiscal year cutoff (which varies from year to year). Data may be resubmitted to update participation information. However, social security numbers that were not included in the original transmission must be resubmitted.

#### **REVIEW DATA PAGE**

FACE24 – Case Name  
Enter the name for the case.

FACE17 – Address  
This is a pre-populated field with the address at which the family resides during the review month.

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FACE19 – City

This is a pre-populated field with the city in which the family resides during the review month.

FACE21 – State

This is a pre-populated field with the state in which the family resides during the review month.

T7 – What is the zip code for the family's place of residence for the sample month?

This is a pre-populated field with the five-digit ZIP code for the TANF family's place of residence for the sample month.

Telephone – What is the phone number of the applicant?

Enter the telephone number of the applicant or recipient. This field will not accept any characters other than numbers with a maximum length of 10.

FACE25 – District Office

This may be pre-populated with the district office number.

FACE26 – Eligibility Worker Number

This is a pre-populated field with the eligibility worker number.

T6C – What is the deprivation for the TANF family?

Select the reason for deprivation for the TANF family.

- 1= Absent parent
- 2= Deceased parent
- 3= Incapacitated parent
- 4= Unemployed principal wage earner

T9 – What is the disposition?

A family that did not receive any TANF assistance for the sample month but is included in the sample is considered to be listed in error and is not subject to data collection.

Counties must collect and report complete data for all sampled cases that are not listed in error. If the family is listed in error, code this data element with a 2 and do not complete data elements T10 through T77B.

- 1= Data collection completed
- 2= Not subject to data collection/listing in error

ANALYST – ANALYST

The name of the case analyst will appear when the case is assigned.

T8 – What is the funding stream?

Enter the appropriate code for the funding stream used to provide assistance to this TANF family.

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1= Funded, in whole or in part, with Federal TANF block grant funds. This includes programs funded with commingled State and Federal funds.

2= Funded entirely from State-only funds (segregated State TANF expenditures) which are subject to most, but not all, TANF rules.

T9A – What is the most recent application date?

Enter the date of the most recent application for cash assistance for this case. This may be either the date that the family first applied for cash assistance or the date of application for a new spell of assistance. A new spell of assistance is defined as a case opening after at least one month of not receiving assistance that requires the filing of a new application to receive benefits.

T9B – What is the most recent issuance date?

Enter the date that the case was granted assistance based on the most recent application date identified in T9A.

T10 – Is this family a new applicant?

Enter the one-digit code that indicates whether or not the TANF family is a newly approved applicant. A newly approved applicant means the current reporting month is the first month in which the TANF family receives TANF assistance (and thus has had a chance to be selected into the TANF sample). This may be either the first month that the TANF family has ever received assistance or the first month of a new spell on assistance. A TANF family that is reinstated from a suspension is not a newly, approved applicant. In forming the monthly frame for data collection and reporting, a CWD must include all families that receive assistance for the month through the end of the month. We do this because California has only 45 days after the close of the quarter to report the data. For CWDs that provides assistance to newly approved applicants back to the date of application, the initial assistance issued may include assistance for one or more prior months. However, the month in which the CWD issued the initial assistance is the first month the CWD is required to include the family on the monthly frame. Thus, it is the month in which the family is a new applicant. A family could be included on a prior monthly frame for a month that assistance was issued retroactively. If the CWD included the family on a prior month frame, then the prior month would be the month in which the family is a new applicant. For example, a family applies for assistance on March 25 and is approved to receive assistance on May 10. The CWD provides cash assistance back to date of application and issues a check for March, April, and May on May 11. The CWD must include the family on the May frame but is not required to include the family on the March or April frames. If the family is not on the March or April frame, the family is a new applicant for May. However, if the CWD opts to include the family on the April frame, the family is a new applicant for April, not May.

1= Yes, a newly approved application

2= No

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T11 – What is the number of family members?

Enter the two digits that represent the number of members in the family (i.e., include all individuals with Family Affiliation codes 1, 2, 3, 4, and 5 for data elements T30 and T67) under the State's TANF Program during the report month.

T12 – For work participation, what type of TANF family is this?

First determine the number of WEIs. If there are two or more WEIs, determine if there are Two Parents that meet the definition of a Two-Parent family. A Two-Parent family includes, at a minimum all families with two natural or adoptive parents (of the same minor child) who are WEIs and living in the home, unless both are minors, and neither is a head-of-household. The correct coding for this data element is as follows:

- 1= Family included only in overall work participation rate.
- 2= Two-Parent family included in both the overall and Two-Parent work participation rates.
- 3= Family excluded from both the overall and Two-Parent work participation rates.

T13 – Does this family receive subsidized housing?

Subsidized housing is housing for which money was paid by the federal state or local government or through a private social service agency to the family or to the owner of the housing to assist the family in paying rent. Indicate whether this family has received subsidized housing for the sample month. NOTE: Two families sharing living expenses do not constitute either subsidized housing or public housing.

- 1= Public housing.
- 2= Rent subsidy
- 3= No housing subsidy.

T13A – What is the dollar amount of rent/mortgage for the TANF family?

Enter the amount (in whole dollars) of rent or mortgage the TANF family is obligated to pay from its own resources for the report month if non-TANF family members contribute, enter only that part paid by the TANF family. If unable to distinguish which part of the payment was made by the TANF family, prorate to arrive at the TANF family share. Do not include any subsidy amount. If no rent is paid (for example: rent as in-kind-income) enter "0".

T13B – What is the utility expense for the TANF family?

Enter the amount (in whole dollars) of utility expenses the TANF family is obligated to pay from its resources for the report month. Answer whether the household received SNAP or not.

- 1= No utility expense.
- 2= Standard Utility Allowance (SUA), Limited Utility Allowance (LUA) or Telephone Utility Allowance (TUA), utility expense allowed.
- 3= Actual utility expense allowed.

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T15 – Does the family receive SNAP/CFAP?

Enter the one-digit code that indicates whether the TANF family is receiving SNAP assistance during the review month.

- 1= Receives Federal and/or California Food Assistance Program (CFAP)
- 2= No member of the TANF family was authorized to receive Federal and/or CFAP

T16 – What is the dollar amount of SNAP/CFAP assistance the family received?

Enter the TANF family's authorized dollar amount of SNAP assistance for the reporting month or for the month used to budget for the report month. For situations in which the SNAP household differs from the TANF family, code this element in a manner that most accurately reflects the resources available to the TANF family. It is unacceptable to assign the total amount of SNAP assistance received by the household to the TANF family when there are members of the SNAP household that are not members of the TANF family. If the TANF family differs from the SNAP household, prorate the amount of SNAP received equally among each SNAP recipient and then add together the amount belonging to the TANF family members. If no SNAP was received, enter zero. Enter whole dollars only.

T17 – Does the family receive subsidized childcare?

Subsidized childcare means childcare funded by the federal, state, or local government to or on behalf of a parent (or caretaker relative) to support, in part or completely, the cost of childcare services provided by an eligible provider to an eligible child. The childcare funds may be paid directly to the parent (or caretaker relative) or to a childcare provider on behalf of the parent (or caretaker relative).

- 1= Yes, received federal childcare funds (entirely or in part) such as TANF, CCDF, SSBG, ETC.
- 2= Yes, received childcare funded entirely by the state.
- 3= No subsidized childcare received.

T18 – What is the dollar amount of subsidized childcare?

Enter the total dollar amount of stage 1, 2 or 3 subsidized childcare from all sources (e.g., CCDF, TANF, SSBG, state, local, etc.) that the TANF family has received for services in the sample month. Every effort must be made to identify the total dollar amount of subsidized childcare from all sources. When the actual amount of subsidized childcare is unknown because claims for payment are not received until after TANF reporting is due, the authorized amount should be entered. However, the actual data must be provided by the end of the quarter in which the data is due. If the TANF family did not receive any subsidized childcare for services in the sample month, enter zero.

T19 – What is the dollar amount of child support?

Enter the total dollar value of child support received on behalf of the TANF family in the report month or for the month used to budget for the report month. This includes current payments, arrearages, recoupment, and pass-through amount whether paid to the State

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or the family. This does not include amounts retained by the District Attorney Child Support Division or child support received for a non-aided child nor spousal support. If none, enter zero. Enter whole dollars only.

T20 – What is the dollar amount of the family's cash resources?

Enter the total amount of the TANF family's cash on hand and bank account(s) for the report month or for the month used to budget for the report month. Cash resources are defined by the State for purposes of determining eligibility for and amount of benefits. Such resources may include cash on hand, bank accounts, and certificates of deposit. Other assets (stocks, bonds, mutual funds, IRAs, IDAs, etc.) are not included. Motor vehicles are not included. Do not count the TANF report month grant. If none, enter zero. Enter whole dollars only.

T21A – What is the monthly grant dollar amount?

Enter the amount for the report month cash grant that was authorized for the TANF family. Do not add in any amounts being recorded in items 21C (pregnancy special need), 21D (homeless assistance payment), 21E (reduced income supplemental payment), or 21F (other special need payment). Include any amount deducted due to overpayment recoupment or adjustment. Also, include a grant less than \$10. Enter whole dollars only.

T21B – How many months did the family receive a cash grant?

Enter the number of months the family received a cash grant of the type recorded in item T21A. For federal cases, start with the sample month and count back to December 1, 1996 (the first date California made a TANF payment). Do not count time this family was in the Two-Parent SSP (October 1, 1999 through September 30, 2006). For a TANF timed-out case funded with state funds, start with the sample month, and count back to the month in which the case transitioned from federal to state funding. If, for a type of assistance, no assistance has been received (since the State began its TANF Program) by the TANF eligible family, enter 0 as the number of months of assistance.

T21C – What is the dollar amount of the pregnancy special need payment?

Enter the amount authorized for the TANF family for pregnancy special needs for the sample month. If none, enter zero. Enter whole dollars only.

T21D – What is the dollar amount of the homeless assistance payment?

Enter the amount authorized for the TANF family for homeless assistance for the report month. If none, enter zero. Enter whole dollars only.

T21F – What is the dollar amount of the other special need payment?

Enter the amount of any other special need payments authorized for the TANF family for the sample month. If none, enter zero. Enter whole dollars only.

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T22A – For this unemployed family, what is the dollar amount of the TANF subsidized childcare? Enter the total amount of TANF childcare assistance received by this non-employed family or paid to a provider for the report month. If none, enter zero. Enter whole dollars only. A TANF childcare benefit that is received by an employed family is not assistance and should not be reported in this data element. Unless excluded as a non-recurring, short-term benefit, a TANF childcare benefit that is received by a non-employed family is assistance and should be reported here. Supportive services for recently employed families to cover temporary periods of unemployment in order to enable continuity of their service arrangements are excluded from the definition of assistance as non-recurrent, short-term benefits (less than four months).

T22B – For this unemployed family, what is the number of children who received TANF subsidized childcare?

Enter the number of children in the unemployed TANF family covered by the amount entered in item T22A for the sample month. If none, enter zero.

T22C – For this unemployed family, how many months has the family received TANF subsidized childcare?

Enter the number of months this non-employed TANF family received childcare assistance for at least one child. Do not count months in which this family was employed. Count back to December 1, 1996, the start date for TANF funding in California. The months do not need to be consecutive. If none, enter zero.

T23A – For this unemployed family what is the dollar amount of the TANF subsidized transportation?

Enter the amount of TANF transportation expense that was received by this non-employed TANF family for the sample month. A transportation benefit that is received by an employed family is not assistance and should not be reported in this data element. Unless excluded as a non-recurring, short-term benefit, a transportation benefit that is received by a non-employed family is assistance and should be reported here. Supportive services for recently employed families to cover temporary periods of unemployment in order to enable continuity of their service arrangements are excluded from the definition of assistance as non-recurrent, short-term benefits. If none, enter zero. Enter whole dollars only.

T23B – For this unemployed family, how many months has the family received TANF subsidized transportation expenses?

Enter the number of months this non-employed TANF family has received the transportation expenses authorized for the sample month. Count back to the inception of TANF funding (December 1, 1996). Do not count months in which this family was employed. The months do not need to be consecutive. If none, enter zero.

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T24A – For this unemployed family what is the dollar amount of transitional services received?

Enter the amount received by this non- employed TANF family for the sample month. A transitional service benefit that is received by an employed family is not assistance and should not be reported in this data element. Unless excluded as a non-recurring short-term benefit, a transitional supportive service that is received by a non-employed family is assistance and should be reported here. Supportive services for recently employed families to cover temporary periods of unemployment in order to enable continuity of their service arrangements are excluded from the definition of assistance as non-recurrent, short-term benefits. If none, enter zero. Enter whole dollars only.

T24B – For this unemployed family, how many months has the family received TANF subsidized transitional?

Enter the number of months other TANF expenditures were authorized for the non-employed family regardless of whether any were received in the sample month. Count back to the beginning of TANF funding in California (December 01, 1996). Do not count months in which this family was employed. The months do not need to be consecutive. If none, enter zero.

T25A – For this unemployed family what is the dollar amount of the TANF subsidized other/ancillary?

Any "other" benefit that is received by an employed family is not assistance and should not be reported in this data element. Unless excluded as a non- recurring, short-term benefit, an "other" supportive service that is received by a non- employed family is assistance and should be reported here. Supportive services for recently employed families to cover temporary periods of unemployment in order to enable continuity of their service arrangements are excluded from the definition of assistance as non-recurrent, short-term benefits. Enter the total amount of other benefits received by this non-employed family for the sample month that has not been listed in items 21 through 24. Enter whole dollars only. If none, enter zero.

T25B – For this unemployed family, how many months has the TANF subsidized other/ancillary amount been received?

Enter the number of months other TANF expenditures were received by the non-employed family regardless of whether any were received in the sample month. Do not count months this family was employed. The months do not need to be consecutive. Count back to the beginning of TANF funding in California (December 1, 1996). If none, enter zero.

T26Aii – Is there a welfare-to-work sanction in the sample month?

Indicate whether a welfare-to-work sanction has been imposed for the sample month.

- 1= Yes
- 2= No



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T26Av – Is there a sanction for failure to assign child support rights?

Indicate whether a sanction for failure to assign child support rights was imposed for the sample month.

T26Avi – Is there a failure to comply with an individual responsibility plan?

Indicate whether a sanction for failure to comply with an individual responsibility plan has been imposed for the sample month.

T26Ai – What is the total dollar reduction due to sanctions (not due to penalties)?

Enter the total dollar amount of reductions due to sanctions for the sample month.

T26B – Has the family cap/ provision prevented the MAP from increasing for an additional eligible child (ren) entering the family in the sample month?

Enter the amount that has been recouped in the sample month to repay a prior overpayment. If none, enter zero. Enter whole dollars only.

T26Cii – What is the dollar reduction amount due to recoupment of a prior overpayment?

Enter the amount that has been recouped in the sample month to repay a prior overpayment. If none, enter zero. Enter whole dollars only.

1= Yes

2= No

T26Civ – Is there another non-sanction reduction for the sample month?

Indicate whether there was another non- sanction reduction for the sample month.

1= Yes

2= No

T26Cix – Is there a penalty for non-cooperation with child support?

Penalty for Non-Cooperation with Child Support. Indicate whether a penalty for non-cooperation with the child support division in establishing paternity/maternity or obtaining child support has been imposed for the sample month.

1= Yes

2= No

T26Cv – Is there a penalty for a teen parent not attending school?

Indicate whether a teen parent penalty for not attending school has been imposed for the sample month.

1= Yes

2= No

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T26Cvi – Is there a penalty for a teen at least 16 years of age (not a teen parent) not attending school?

Indicate whether a child age 16 or older - and not a teen parent - was penalized for the sample month for not attending school.

1= Yes

2= No

T26Cvii – Is there a penalty for the parent of a child less than 16 years old (not a teen parent) for not attending school?

Indicate whether the adult was penalized for the sample month because a child less than - and not a teen parent - did not attend school.

1= Yes

2= No

T26Cviii – Is there an immunization penalty?

Indicate whether an immunization penalty was imposed for the sample month.

1= Yes

2= No

T26Ci – What is the total dollar value of reduction in assistance due to reasons other than sanctions and recoupment?

Enter the amount of reduction in assistance due to reasons other than sanctions and recoupment.

T28 – Is the TANF family exempt from the federal time limit?

Indicate if the family is exempt from federal time limit provisions. Under TANF rules, an eligible family that does not include a recipient who is an adult head-of-household, a spouse of the head-of-household, or a minor head-of-household who has received federally funded assistance for 60 countable months may continue to receive assistance. A countable month is a month of assistance for which the head-of-household or the spouse of the head-of-household is not exempt from the federal time limit provisions. See All County Letter 99-90, dated October 21, 1999 for background and charts in determining when the federal time clock is ticking.

**FAMILY IS NOT EXEMPT FROM FEDERAL TIME LIMIT**

1= No, the family is not exempt from the federal time limit.

**FAMILY IS EXEMPT FROM ACCRUAL OF MONTHS AND TERMINATION OF ASSISTANCE**

- 2= Yes, the family is exempt from accrual of months and termination of assistance under the federal five-year time limit for the sample month because no head-of-household or spouse of the head-of-household in the eligible family is receiving federally funded assistance.

**FAMILY IS EXEMPT FROM ACCRUAL OF MONTHS**

- 3= Yes, the family is exempt from the accrual of months countable under the federal five-year limit for the sample month because assistance to the family is funded entirely from state-only funds (Funding Stream T8 = 2).
- 4= Yes, the family is exempt from the accrual of countable TANF months because the family is living in Indian country or an Alaska native village where at least 50 percent of the adults living in the Indian country or Alaska native village are not employed.

**FAMILY IS EXEMPT FROM TERMINATION OF ASSISTANCE**

- 6= Yes, the family is exempt from termination of assistance under the federal five-year time limit for the sample month because assistance to the family is funded entirely from state-only funds.
- 7= Yes, the family is exempt from termination of assistance under the federal five-year time limit for the sample month due to a hardship, battery, or extreme cruelty exemption.
- 8= The family is exempt from termination of assistance under state policy for the sample month based on a federally recognized good cause domestic violence waiver of time limits.
- 9= The family is exempt from termination of assistance under the federal five-year time limit because the head-of-household or the spouse of the head of house is living in Indian country or an Alaska native village where at least 50% of the adults are unemployed.

**T29 – Is the TANF family a new child-only family this month?**

Indicate whether the sample month is the first month in which this family is a child-only family. A child-only family is a TANF family that does not include a minor head-of-household or an adult who is receiving TANF assistance. For purposes of this data element, a new child-only family is a TANF family that (a) has received TANF assistance for at least two months (i.e., the sample month and the month prior to the sample month); (b) received benefits in the prior month, but not as a child-only case; and (c) is a child-only family for the sample month. Code all other families, including those that are not a child-only case during the sample month, as code 2.

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- 1= Yes  
2= No

**ALL MEMBERS**

Data is divided into two pages: (1) adult and minor child head-of-household characteristics and (2) child characteristics section. Detailed data elements must be reported on all individuals unless, for a specific data element, the instruction sexplicitly give States (Tribes) an option to not report for a specific group of individuals.

**ADULT SECTION**

This section allows for coding up to six adults (or a minor child who is either a head-of-household or married to the head- of- household and up to five adults) in the TANF family. A minor child who is either a head-of-household or married to the head-of-household should be coded as an adult and will hereafter be referred to as a "minor child head-of-household." For each adult (or minor child head-of-household) in the TANF family, complete the adult characteristics section.

T30 – What is the adult's family affiliation?

Select the code that shows the adult's (or minor head-of-household's) relation to the eligible family receiving assistance.

**MEMBER OF THE ELIGIBLE FAMILY**

- 1= The adult is an aided member of the assistance unit.

**ADULT NOT IN THE ELIGIBLE FAMILY, BUT IN THE HOUSEHOLD**

- 2= Unaided parent of minor child in the eligible family receiving assistance. The adult may be excluded from the AU due to any sanction, receipt of SSI, undocumented non-citizen status or implementation of the time limit provisions.
- 3= Unaided caretaker relative (not a parent) of minor child in the eligible family receiving assistance (including Kin-Gap).
- 5= Unaided person (not a parent) whose income or resources are considered in determining eligibility for or amount of assistance for the eligible family receiving assistance.

T30A – Why is the adult not in the TANF family?

T30A is answered only in circumstances when T30 is equal to 2 or 3. Indicate the reason the adult coded as 2, or 3 in T30 and is not an aided member of the TANF

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family.

- 1= SSI Parent.
- 2= 48 Month Timed-Out Adult.
- 3= Welfare to work Sanction.
- 4= Child Support Sanction.
- 5= Probation Violator/Parole Violator
- 6= Undocumented Non-Citizen.
- 7= Non-Needy Caretaker Relative.
- 8= Foster Care Household.
- 9= Kin Gap.
- 10= Intentional Program Violation.
- 11= Other
- 12= 24-Month Timed Out Adult.

T31 – Is this adult a non-custodial parent?

Indicate the adult's (or minor head-of-household's) noncustodial parent status. This data element is not applicable in California. This is a read-only field that is pre-populated with a default value of 2.

T32 – What is the date of birth?

Enter the eight-digit code for date of birth for the adult (or minor head-of-household) under the state TANF Program in the format YYYYMMDD. If the adult's (or minor head-of-household's) date of birth is unknown and the family affiliation is not 1 or 2, enter '99999999'.

T33 – What is the social security number?

Enter the nine-digit Social Security Number for the adult (or minor head-of-household) in the format nnnnnnnnn. If the SSN is unknown and the family affiliation is not 1 or 2, enter "999999999." If the family affiliation is 1 or 2, the CWD must make every effort to provide the SSN. For those few individuals that the CWD cannot obtain the SSN in time to meet the due date, use "000000000" with the understanding that the SSN must be reported when it is obtained.

T34A – Is this adult Hispanic or Latino?

Select the one-digit code for ethnicity of the TANF adult (or minor head-of-household). Each adult must have a code in T34A AND at least one item in T34B through T34F must be coded 1. Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

- 1= Yes
- 2= No

T34B – Is this adult American Indian or Alaska Native?

Select the one-digit code for each category of race of the TANF adult (or minor head-of-

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household). Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

- 1= Yes
- 2= No

T34C – Is this adult Asian?

Select the one-digit code for each category of race of the TANF adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

- 1= Yes
- 2= No

T34D – Is this adult Black or African American?

Select the one-digit code for each category of race of the TANF adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

- 1= Yes
- 2= No

T34E – Is this adult Native Hawaiian or Other Pacific Islander?

Select the one-digit code for each category of race of the TANF adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

- 1= Yes
- 2= No

T34F – Is this adult White?

Select the one-digit code for each category of race of the TANF adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

- 1= Yes
- 2= No

T35 – What is the adult's or minor head-of-household's gender? Indicate the adult's gender.

- 1= Male
- 2= Female

T36A – Did this adult receive federal disability insurance benefits under the Social Security OASDI Program (Title II of the Social Security Act) in the sample month?

Indicate whether the adult received federal Disability Insurance Benefits in the sample month. You must distinguish between retirement old age, and disability. OASDI is Old Age Survivors Disability Insurance. Old Age benefits are retirement benefits. Survivors'

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benefits are death benefits to decedent's beneficiaries. Disability Insurance can be paid to the insured and to the insured's dependents. It is sometimes referred to as RSDI.

Funded under Title II of the Social Security Act. Contact with the SSA may be required to determine if the source of the OASDI benefit is disability based.

- 1= Yes
- 2= No

T36B – Did this adult receive benefits based on federal disability status under non-Social Security Act programs in the sample month?

Indicate whether the adult received non-Social Security based disability benefits for the sample month. Examples of non-Social Security Act federal disability programs are Veterans Disability Benefits, Workers Disability Compensation, and Black Lung Disease disability benefits.

- 1= Yes
- 2= No

T36E – Did this adult receive Supplemental Security Income (SSI) under Title XVI of the Social Security Act in the sample month?

Indicate whether the adult received SSI for the sample month.

- 1= Yes
- 2= No

T37 – What is the marital status of this adult?

Select the marital status for the adult (or minor head-of-household) for the sample month. Reporting of this data element is optional for individuals whose family affiliation is 5. If two codes apply (e.g., if a person is widowed and has remarried), enter the most current.

- 1= Single, Never Married.
- 2= Married, Living with Spouse.
- 3= Married but Separated from Spouse.
- 4= Widowed/Widower.
- 5= Divorced.

T38 – What is the relationship to the head-of-household?

Indicate the adult's relationship (including by marriage) to the head-of-household (principal person), as defined by SNAP or as determined by the state. Please note that if the adult is not married to the head-of-household but has a child in common with the head-of-household, then the relationship is code 10, Unrelated Adult.

- 1= Head-of-household. Adult or minor child is the head of the household. If there is only one adult in the TANF family, that adult must be coded 01. If minor head-of-household, enter code 01. There cannot be two persons coded as head-of-household in the same family.

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- 2= Spouse of the Head of household.
- 3= Parent (Father or Mother of the Head-of-household).
- 4= Daughter or Son of the Head-of-household.
- 5= Stepdaughter or Stepson of the Head-of-household.
- 6= Grandchild or Great Grandchild of Head-of-household. N/A Does not apply to an adult.
- 7= Other Related Adult (Brother, Sister, Niece, Nephew or Cousin of the Head of Household).
- 8= Foster Child of the Head-of-household. N/A Does not apply to an adult.

T39 – Is this adult a parent with a minor child in the family?

Indicate the adult's (or minor head-of-household's) parental status. A parent with a minor child in the family may be a natural parent, adoptive parent, or stepparent of a minor child in the family. This data element is used in determining the Two-Parent work participation rate.

- 1= Yes, a parent with a minor child in the family and used in the Two-Parent participation rate. The family has two work-eligible adults.
- 2= Yes, a parent with a minor child in the family but not used in the Two-Parent participation rate.
- 3= No.

T40 – Is this adult a female adult authorized to receive special needs payment for pregnancy?

Some states consider the needs of a pregnant woman in determining the amount of assistance that the TANF family receives. If the adult (or minor head-of-household) is pregnant and the needs associated with this pregnancy are considered in determining the amount of assistance for the sample month, enter 1 for this data element. Otherwise, enter

2. This data element is applicable only for individuals whose family affiliation is 1. If family affiliation is not 1, leave blank.

- 1= Yes, the adult (or minor head-of-household) is pregnant and additional needs associated with this pregnancy are considered in determining the amount of assistance for the sample month.
- 2= No.

T40A – Is this adult authorized to receive other special need payments excluding pregnancy and homeless for the sample month?

Indicate whether the adult has been authorized to receive a special need payment (excluding Homeless Assistance Payment and Pregnancy Special Need) for the sample month.

- 1= Yes.
- 2= No



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T41 – What is adult's education level?

Indicate the highest level of education attained by the adult (or minor head-of-household). Unknown is not an acceptable code for individuals whose family affiliation is

1. Reporting of this data element is optional for individuals whose family affiliation is 5.

- 1= Completed first grade.
- 2= Completed second grade.
- 3= Completed third grade.
- 4= Completed fourth grade.
- 5= Completed fifth grade.
- 6= Completed sixth grade.
- 7= Completed seventh grade.
- 8= Completed eighth grade.
- 9= Completed ninth grade.
- 10= Completed tenth grade.
- 11= Completed eleventh grade.
- 12= High school diploma/GED/National External Diploma Program.
- 13= Awarded Associate's degree.
- 14= Awarded Bachelor's degree.
- 15= Awarded graduate degree (Master's or higher).
- 16= Other credentials (degree certificate, diploma, etc.).
- 98= No formal education.
- 99= Unknown.

T42 – What is the citizenship/alienage of this adult?

Indicate the adult's (or minor head-of-household's) citizenship/alienage. (Code what the agency records and IEVS will support.) Unknown is not an acceptable code for individuals whose family affiliation is 1. Reporting of this data element is optional for individuals whose family affiliation is 5.

- 1= US citizen (native or naturalized).
- 2= Qualified alien. A "qualified alien" is an alien who is lawfully admitted for permanent residence in the US.

T42A – If the adult is not a US citizen, what is the non-citizen status?

Indicate the adult's (or minor head-of-household's) non-citizenship. This data element is to be completed only when T42 is equal to 2 or 9.

- 1= Refugee.
- 2= Sponsored Non-Citizen.
- 3= Amnesty Non-Citizen.
- 4= Permanent Resident Under Color of Law (PRUCOL) Non-Citizen.
- 5= Other Non-Citizen.

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T42B – If the adult has a non-citizen status, what is the date of entry into the US? Enter the date of entry in the following format: MMDDYYYY; for example, if the date of entry was July 4, 1976, enter 07041976. If this person is either an undocumented non-citizen or not a non-citizen, leave this item blank. If 42A is answered with codes 1- 3, then 42B must be answered.

T43 – Is this adult cooperating with child support?

Indicate whether the adult has cooperated with the Child Support Division (CSD) of the District Attorney's (DA's) office. Cooperate with the CSD means cooperation in the establishment of paternity, cooperating with child support collection, and the assignment of support rights. If the adult is not required to cooperate with the child support division, enter code 9. Reporting of this data element is optional for individuals whose family affiliation is 5.

1= Yes.

2= No.

9= Not applicable.

T44 – What is the number of months countable toward the federal time limit?

Enter the number of months countable toward the adult's (or minor head-of-household's) federal five-year time limit based on the cumulative amount of time the individual has been either the head-of-household or the spouse of the head-of-household and has received federal TANF assistance from California and other states or tribes and has not been exempt. The federal time limit count began December 1, 1996. See All CWD Letter 99-90, dated October 21, 1999, for help determining when the federal time clock is ticking. Reporting of this data element is optional for individuals whose family affiliation is 2, 3, or 5.

T45 – What is the number of countable months remaining under the state's time limit?

Enter the number of months that remain countable toward the adult's (or minor head-of-household's) state's time limit. The state time count begins January 1, 1998 and extends for four years (48 months). Calculate the number of countable months of CalWORKs the adult has received since then. Then subtract that number from 48 and enter the result in this item. See All CWD Letter 11-33, dated April 29, 2011 for help determining when the state time clock is ticking. Reporting of this data element is optional for individuals whose family affiliation is 2, 3, or 5. If family affiliation (T30) is 1, then T45 must be greater than 0.

T46 – Is the adult exempt from the state time limit for the sample month?

Indicate the adult's (or minor head-of-household's) current exempt status from state's time limit. See ACL 11-33 for help determining exempt status. This question applies only to adults with family affiliation equal to 1. Reporting of this data element is optional for individuals whose family affiliation is 2, 3, or 5.

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T47 – What is the employment status for this adult?

Indicate the adult's (or minor head-of-household's) employment status for the sample month. An employed adult (or minor head-of-household) should have earned income. Reporting of this data element is optional for individuals whose family affiliation is 5.

- 1= Employed.
- 2= Unemployed, looking for work.
- 3= Not in labor force (i.e., unemployed, not looking for work, includes discouraged workers).

T48 – What is the work-eligible status of this adult?

Indicate whether the adult (or minor head-of-household) is a WEI. Definition: Work eligible individual means an adult (or minor head-of-household) receiving assistance under TANF or a separate state program or a non-recipient parent living with a child receiving such assistance unless the parent is: (1) A minor parent and not the head-of-household; (2) A non-citizen who is ineligible to receive assistance due to his or her immigration status; or (3) At state option on a case-by-case basis, a recipient of Supplemental Security Income (SSI) benefits or Aid to the Aged, Blind, or Disabled in the Territories. The term also excludes: (1) A parent providing care for a disabled family member living in the home provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member; and (2) At state option on a case-by-case basis, a parent who is a recipient of Social Security Disability Insurance (SSDI) benefits; and (3) An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program. Change in Circumstance: If an individual's status changes from work-eligible to non-work-eligible or vice versa during the sample month, the reviewer must code the individual as a WEI for the sample month and the family will be included in the denominator of the work participation rate.

- 1= Yes, an adult (or minor head-of-household) receiving assistance.
- 2= Yes, a non-recipient parent due to a sanction.
- 3= Yes, a non-recipient parent due to a time limit.
- 5= Yes, a non-recipient parent due to other reasons.
- 6= No, a non-recipient, but not a parent. (such as a non-needy caretaker relative)
- 7= No, an ineligible non-citizen due to his/her immigration status.
- 8= No, a non-recipient parent receiving SSI.
- 9= No, parent caring for a disabled family member in the home.
- 10= No, a parent receiving SSDI
- 12= No, a deceased individual who died in a month preceding the sample month, and due to state requirements to provide timely notification to the family before reducing the grant or other reasons (e.g., the family failed to report the death to the TANF agency) the family's grant for the sample month included the deceased individual's needs.

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T49 – What is the work participation status for this adult?

Indicate the work participation status for the sample month. This data element captures the status of the individual as relates to the overall rate. For a Two-Parent family complete the data element for the overall rate. For T30 codes 3, 4 or 5, use code 99.

- 1= Disregarded from the overall rate, Single Custodial Parent with a Child Under 12 Months Old. For additional information, see the Definitions section, page 5.
- 2= Disregarded from the overall rate, Sanctioned Less Than Three Months because both of the following apply:
- 6= Exempt from penalty, Single Custodial Parent with a Child Under 6 Years Old and Childcare Unavailable.
- 7= Exempt from penalty, Disabled.
- 8= Exempt from penalty, Caring for a Severely Disabled Child.
- 9= Exempt from penalty, under a Federally Recognized Good Cause Domestic.
- 11= Exempt from penalty, Other CalWORKs Welfare to Work Exemption.
- 12= Required to Participate, but Not Participating and Sanctioned More Than 3 Mos. in 12 Mos.
- 13= Required to Participate, but Not Participating and Sanctioned 3 Mos. or Less in 12 Mos.
- 14= Required to Participate, but Not Participating and Not Sanctioned.
- 15= Deemed Engaged in Work - Single Teen Head-of-household Or Married Teen Maintaining Satisfactory School Attendance.
- 16= Deemed Engaged in Work - Single Teen Head-of-household Or Married Teen Participating in Education Directly Related to Employment for an Average of at least 20 Hours per Week.
- 17= Deemed Engaged in Work – Single Custodial Parent or Relative with Child Under 6 Years Old and Participating in Core Activities for at least 20 Hours per Week.
- 18= Required to Participate & Participating but Not Meeting Minimum Participation Requirements.
- 19= Required to Participate, Participating & Meeting Minimum Participation Requirements. For a Two-Parent family, the other work-eligible adult must be coded to the activity he/she is completing.
- 99= No Work Participation Status

T49A – What type of documentation was used to support reported activity hours?

State Element - Enter the appropriate code indicated how the activity hours were documented in the case file.

- 1= Earnings Statement.
- 2= Attendance Sheet.
- 3= Timesheet.
- 4= Work Number.
- 5= Employer Verification.
- 6= Activity Sheet.
- 7= Other.

T49B – What other type of documentation was used to support reported activity hours?  
State Element - If you answered “7” to T49A, please specify the “other” documentation used to verify activity hours.

T50 – How many hours per week did the adult participate in unsubsidized employment?  
Enter the hours per week; if none, enter zero. Unsubsidized employment is full- or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journey person by day and attend classes are also considered unsubsidized employment. For an apprenticeship to be considered in this category, only the hours that are paid by the employer are counted as unsubsidized employment. The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.

T51 – How many hours per week did the adult participate in subsidized private sector employment?  
Enter the hours per week, if none, enter zero. Subsidized private sector employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing an individual. Subsidized employment is distinguished from unsubsidized employment because the employer receives an ongoing subsidy to offset some or all of the wages and costs of employing a recipient.

T52 – How many hours per week did the adult participate in subsidized public sector employment?  
Enter the hours per week, if none, enter zero. Subsidized public sector employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing an individual.

T53 – How many hours per week did the adult participate in work experience?  
Enter the hours per week, if none, enter zero. Work experience is training in the public or private sector that helps provide basic job skills, enhances existing job skills in a position related to the participant’s experience, or provides a needed community service that shall lead to unsubsidized employment. Hours shall be limited as follows: (1) When the assistance unit includes SNAP recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher; or (2) When the assistance unit does not include SNAP recipients, the individual shall participate for not more than the number of hours

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each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher. No more than that number of hours will be allowed. If the number is not sufficient to meet the core hourly requirement and the individual participated for the calculated number of hours, enter the number of weekly hours and the state will deem 20 core hours. This activity may also include hours of mental health, substance abuse, or domestic violence treatment. For example, if an individual is in a residential treatment program and is required to work in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as work experience. The remaining hours would be counted as job search.

T53B – For work experience, how many hours per week of excused absences were used by this adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 total hours may occur in a month, for each WEI**. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T53C – For work experience, how many hours per week of holiday hours were used by this adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of 10 holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 total hours may occur in a month, for each WEI**. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T54 – How many hours per week did the adult participate in on-the-job training?

Enter the average number of hours per week; if none enter zero. On-the-job training is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. On-the-job training provides knowledge and skills essential

to the full and adequate performance of the job. The employer is subsidized to offset training costs. Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient's employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g., nursing) is a necessary and regular element of employment. On-the-job training may include participation in these types of activities when the individual is reimbursed for the training costs. When the individual is not reimbursed for training costs, the participation counts as job skills training directly related to employment, education directly related to employment, vocational educational training, or job search/ job readiness assistance, as appropriate. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

T55A – How many hours per week did the adult participate in job search and readiness services?

Enter the average number of hours per week. If none, enter zero. Job search and job readiness activities are limited to no more than four consecutive weeks and up to six weeks total in the preceding 12-month period. An individual's participation in job search and job readiness assistance can count for a maximum of 12 weeks in a fiscal year (no more than four consecutive weeks) rather than six weeks in the months that California either (1) has an unemployment rate at least 50 percent greater than the unemployment rate of the United States or (2) meets the definition of a "needy state." For the six-/twelve-week limit, a week is seven consecutive days and is based on the average number of hours per week required for a family to count in the overall participation rate, 20 hours for a work-eligible single custodial parent of a child under six years old and 30 hours for all other WEIs, including those in Two-Parent families. Thus, the six-week limit equates to 120 hours and 180 hours, respectively. Similarly, the 12-week limit equates to 240 hours and 360 hours. For the limit of no more than four consecutive weeks, a week is seven consecutive days and is not converted to hours. Reporting any hours in a week uses a week of participation.

T55B – For job search and job readiness assistance, how many hours per week of excused absences were used by this adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of 10 holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI.** To count an additional excused absence

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as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T55C – For job search and job readiness assistance, how many hours per week of holiday hours were used by this adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI**. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T55D – Of the hours reported in T55(A)(B)(C), how many hours per week were for mental health services?

Enter the total number of Mental Health Treatment average hours that are included in T55A, B, and C per week. If none, enter zero. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number. Hours entered in this element are a part of Job Search and Job Readiness Assistance.

T55E – Of the hours reported in T55(A)(B)(C), how many hours per week were for substance abuse services?

Enter the total number of Substance Abuse Treatment average hours that are included in T55A, B, and C per week. If none, enter zero. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number. Hours entered in this element are a part of Job Search and Job Readiness Assistance.

T55F – Of the hours reported in T55(A)(B)(C), how many hours per week were for domestic violence

Enter the total number of Domestic Violence average hours that are included in T55A, B, and C per week. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number. Hours entered in this element are a part of Job Search and Job Readiness Assistance.

T56A – How many hours per week did the adult participate in community service programs?

Enter the average number of hours per week. If none, enter zero. Community service programs mean structured programs and embedded activities in which individuals perform work for the direct benefit of the community under the auspices of public or



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nonprofit organizations. Community service programs must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and childcare. Community service programs are designed to improve the employability of individuals not otherwise able to obtain unsubsidized, full-time employment, and must be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate. A state agency shall take into account, to the extent possible, the prior training, experience, and skills of a recipient in making appropriate community service program assignments. Hours shall be limited as follows: (1) When the assistance unit includes SNAP recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher; or (2) When the assistance unit does not include SNAP recipients, the individual shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher. No more than that number of hours will be allowed. If the number is not sufficient to meet the core hourly requirement and the individual participated for the calculated number of hours, enter the number of weekly hours and the state will deem 20 core hours. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

T56B – For community service programs, how many hours per week of excused absences were used by this adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each work-eligible individual**. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period reported as participation.

T56C – For community service programs, how many hours per week of holiday hours were used by this adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter

zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI**. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T57A – How many hours per week did the adult participate in vocational educational training?

Enter the average number of hours per week of participation in vocational educational training that are within the statutory limits. Vocational educational training (not to exceed 12 months with respect to any individual) means organized educational programs that are directly related to the preparation of individuals for employment in positions in current or emerging occupations. Vocational educational training must be supervised on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate. Each adult (or minor head-of-household) has a lifetime limit for vocational educational training. Vocational educational training may only count as a work activity for a total of 12 months. If participation in other federally allowable activities meets or exceeds the core hourly participation requirement, then the hours of participation in vocational education training would not count toward the 12-month limit. Before or after the 12-month limit, this activity may qualify as education directly related to employment (if the individual does not have a high school diploma or General Educational Development [GED] certificate) or job skills training directly related to employment only after the core hourly requirement has been met from participation in other core activities. Participation hours in vocational education that do not, alone or when combined with hours of another activity, meet the federal core and overall hourly participation requirements for the family must be reported in 'Other Work Activities.' For purposes of determining if hours should count in this category, Two-Parent families are considered to be meeting requirements by participating 35 average weekly hours, of which 30 are core hours; single parents with a child under six years old are considered to be meeting requirements by participating 20 average weekly core hours; all other families are considered to be meeting requirements by participating 30 average weekly hours, of which 20 are core hours. As noted above, the statute contains special rules limiting an adult's (or minor head-of-household's) participation in vocational educational training to twelve months. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

T57B – For vocational educational training, how many hours per week of excused absences were used by the adult in the review month?

Enter the average number of hours per week for the reporting month of excused

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absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each work-eligible individual**. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T57C – For vocational educational training, how many hours per week of holiday hours were used by the adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI**. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T58A – How many hours per week did the adult participate in job skills training directly related to employment?

Enter the average number of hours per week, if none, enter zero. Job skills training directly related to employment means training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training must be supervised on an ongoing basis no less frequently than daily. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

T58B – For job skills training directly related to employment, how many hours per week of excused absences were used by the adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a

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maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI.** To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T58C – For job skills training directly related to employment holiday hours, how many holiday hours per week of holiday hours were used by this adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI.**

T59A – How many hours per week did the adult (with no high school diploma or certificate of high school equivalency) participate in education directly related to employment?

Education directly related to employment, in the case of a recipient who has not received a high school diploma, or a certificate of high school equivalency means education related to a specific occupation, job, or job offer. Education directly related to employment must be supervised on an ongoing basis no less frequently than once each day in which the WEI is scheduled to participate. Enter the average number of hours per week, if none, enter zero. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

T59B – For education directly related to employment for individuals with no high school diploma or certificate of high school equivalency, how many hours per week of excused absences were used by this adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI.** To count an additional excused absence

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as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T59C – For education directly related to employment for individuals with no high school diploma or certificate of highschool equivalency, how many hours per week of holiday hours were used by this adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI**. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T60A – How many hours per week did the adult (with no high school diploma or certificate of high school equivalency) participate in satisfactory school attendance in the sample month?

Enter hours of participation in secondary school. Satisfactory school attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate, means regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a WEI who has not completed secondary school or received such a certificate. Hours of participation attending high school in a vocational education track may be counted under this activity. This activity must be supervised on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate.

T60B – For satisfactory school attendance, how many excused absence hours per week did the adult have?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI**. To count an additional excused absence

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as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T60C – For satisfactory school attendance, how many holiday hours per week did the adult have?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI**. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T61A – How many hours per week did the adult provide childcare to an individual participating in a community service program?

Enter the average number of hours per week, if none, enter zero. Hours providing childcare services to an individual who is participating in a community service program means providing childcare to enable another TANF recipient to participate in a community service program. It does not include providing childcare to enable a TANF or SSP-MOE recipient to participate in any of the other eleven allowable work activities. This activity must be supervised on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

T61B – For providing childcare to an individual participating in a community service program, how many excused absence hours per week did the adult have?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI**. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T61C – For providing childcare to an individual participating in a community service program, how many holiday hours per week did the adult have?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, **no more than 16 of which may occur in a month, for each WEI**. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

T62 – How many hours per week did the adult participate in other work activities?

Enter average number of hours per week, if none, enter zero. This data element collects information on work activities that are beyond the requirements of the statute. Reporting of this data element is optional. However, counties are encouraged to demonstrate their additional efforts at helping individuals become self-sufficient even though these activities are not considered in the calculation of the work participation rates. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

T63 – What is the number of deemed core hours for the overall rate?

If applicable, enter the adult's (or minor head-of-household's) average number of deemed core hours per week for the sample month. Otherwise, enter zero. This data element is not applicable for individuals whose family affiliation is 3, 4, or 5. Federal regulations permit states to deem and count hours of work experience and/or community service program activities under specified circumstances. If a WEI participates in these activities the maximum number of hours permitted under the minimum wage provision of the Fair Labor Standards Act (FLSA) and these hours do not meet the core hour participation requirement, we will deem the core hour requirement met. This policy is limited to states that combine their TANF and SNAP benefit amounts when calculating maximum hours. To determine the maximum allowable number of hours of participation in work experience or community service programs for a month permitted under the minimum wage laws, you must combine the monthly TANF grant (as adjusted by the amount of child support collections retained by the state to offset the amount of the grant) and the SNAP allotment for the family and divided by the appropriate minimum wage (the state's minimum wage or the federal minimum wage, whichever is higher). This result is compared to the total number of hours of participation in community services programs and/or work experience that is subject to the FLSA requirements to determine if you may deem core hours. If the total number of hours of participation in work experience and/or community service programs for the sample month is equal to or

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exceeds the maximum allowable under the minimum wage laws and if less than the number needed to meet the core hour requirement (i.e., for the overall rate, an average of 20 core hours per week for the sample month), then you may deem the remaining core hours as met. If you have met the above criteria to deem core hours, you should calculate the number of deemed core hours per week for the sample month by subtracting the average number of hours of participation in community service programs and/or work experience subject to the FLSA requirements from the core hour participation requirement. You should use the same method for determining the number of weeks in the month for this purpose as it uses to calculate the average number of hours of participation per week in the work activities.

T64 – What is the number of deemed core hours for the Two-Parent rate?

If applicable, enter the number of deemed core hours per week for the Two-Parent work participation rate. Otherwise, enter zero. This data element is not applicable for individuals whose family affiliation is 3, 4, or 5. When deeming core hours for a Two-Parent family, you may either (1) code the total number of deemed core hours per week in one of the Two Parents record and enter zero hours per week for the other parent; or (2) split the total number of deemed core hours per week for the Two Parents, so long as the sum of the deemed core hours per week for the Two Parents is the total number of deemed core hours for the Two-Parent rate for the sample month.

T65 – What is the total dollar amount of earned income?

Enter the dollar amount of the adult's (or minor head-of-household's) earned income for the sample month or for the month used to budget for the sample month. An adult (or minor head-of-household) with earned income should generally be coded as employed (See data element T47.) There may be exceptions in months where an individual stopped in a previous month but received a paycheck in the current month. This is a read-only, pre-populated, calculated field.

T65A – What is the amount of gross self-employment earned income received in the sample month?

Enter the amount of gross self-employed earnings for the sample month. If none, enter zero.

T65B – What is the amount of self-employment income after business deductions received in the sample month?

Enter the amount of self-employed earnings after the cost of doing business has been deducted from self-employed gross earnings. The adult has the option of either choosing the standard deduction of 40% or using the costs as a deduction. If there is an entry in T65A "Amount of Gross Self-Employed Earned Income" and the adult has chosen expenses that reduce the net to zero, then the reviewer must explain in the comments section that "Actual business costs have reduced the net to zero." If there has been no self-employment income, enter zero.



**T65C – What is the gross non-self-employment earned income?**

Enter the amount of earned income (non-self-employed) for the adult for the sample month. If none, enter zero.

**T65D – What is the hourly wage for these non-self-employed earnings?**

Please enter the hourly wage from the earnings in T65C. If there is more than one source of non-self-employed earning, use the highest hourly wage. Please use a decimal. For example, if the hourly wage is \$10.50, enter 10.50 in this five-character-length field.

**T66A – What is the amount of earned income credit received in the sample month?**

Enter in the total dollar amount of Earned Income Tax Credit (EITC) actually received, whether received as an advance payment or a single payment (e.g., tax refund), by the adult (or minor head-of-household) during the sample month or the month used to budget for the sample month. If the state counts the EITC as a resource, report it here as unearned income in the month received (i.e., sample month or budget month, whichever the state is using). If the state assumes an advance payment is applied for and obtained, only report what is actually received for this item. If none, enter zero. Earned Income Tax Credit is a refundable federal, state, or local tax credit for families and dependent children. EITC payments are received monthly (as advance payment through the employer), annually (as a refund from IRS), or both.

**T66B – What is the amount of social security received in the sample month?**

Enter the dollar amount of Social Security benefits (RSDI benefits) that the adult in the TANF family has received for the sample month or for the month used to budget for the sample month. Include the federal payment plus any state supplemental payment. If none, enter zero.

**T66C – What is the amount of SSI received in the sample month?**

Enter the dollar amount of SSI that the adult in the TANF family has received for the sample month or for the month used to budget for the sample month. If none, enter zero.

**T66D – What is the amount of workers compensation received in the sample?**

Enter the dollar amount of SSI that the adult in the TANF family has received for the sample month or for the month used to budget for the sample month. If none, enter zero.

**T66Ei – What is the amount of state disability income received in the sample month?**

Enter the amount of State Disability Income (SDI) received by the adult for the sample month. If none, enter zero.

**T66Eii – What is the amount of private disability income received in the sample month?**

Enter the amount of Private Disability Income (PDI) received by the adult for the sample

month. If none, enter zero.

T66Eiii – What is the amount of other unearned income received in the sample month?  
Enter the dollar amount of other unearned income that the adult in the TANF family has received for the sample month or for the month used to budget for the sample month. This includes but is not limited to: Veteran's benefits, Unemployment Compensation, other government benefits not previously listed, housing subsidy, contributions, income-in-kind, deemed income, General Assistance, educational grants/scholarships/loans, and other. Do not include the amount of TANF assistance, EIC, Social Security, SSI, and Workers Compensation, value of SNAP assistance, childcare subsidy, or Child Support. If none, enter zero.

T66E – What is sum of all unearned income received in the sample month?  
This calculated element is equal to the sum of T66Ei, T66Eii, and T66Eiii.

## **CHILD SECTION**

This section allows for coding the child characteristics for up to ten children in the TANF family. A minor child head-of- household should be coded as an adult, not as a child. The youngest child should be coded as the first child in the family, the second youngest child as the second child, and so on. If there are more than ten children in the TANF family, use the following order to identify the persons to be coded: (1) children in the eligible family receiving assistance in order from youngest to oldest; (2) minor siblings of child in the eligible family receiving assistance from youngest to oldest; and (3) any other children.

T-AGE-2 – What is the age of the adult?  
Enter the adult's age on the first day of the sample month.

T-AGE – What is the age of the child?  
This is a calculated, read-only field that is pre-populated with the child's age as derived from the date of birth.

T67 – What is the family affiliation for the child?  
A child means a person who is a member of an eligible family and is under the age of 18 or is age 18 and enrolled as a full-time student in high school or a vocational or technical program that he/she can reasonably be expected to complete before reaching age 19. A minor parent is considered a child only when included in a TANF family with a senior parent. Select the code that shows the child's relation to the eligible family receiving assistance.

**MEMBER OF THE ELIGIBLE FAMILY AND RECEIVING ASSISTANCE**

1= Aided child or SSI child who is a member of the eligible family.

**MEMBER OF THE ELIGIBLE FAMILY AND NOT RECEIVING ASSISTANCE**

- 2= Unaided parent of a minor child in the eligible family. This code applies only to an unaided minor.
- 3= Caretaker relative of minor child in the eligible family receiving assistance. Not applicable.
- 4= Unaided minor sibling of a minor child that is a member of the TANF family.
- 5= Unaided child whose income or resources are considered in determining eligibility for or amount of assistance for the eligible family receiving assistance.

**T68 – What is the date of birth for the child?**

Enter the eight-digit code for the date of birth of the child under the TANF program in the format YYYYMMDD. If the child's date of birth is unknown and the family affiliation is not 1, enter 99999999. This item is pre-populated from the MEDS file. If the date of birth is missing or invalid, it must be corrected via the Manage Persons screen in MEDS.

**T68A – What was the mother's marital status at birth?**

Indicate the marital status of the child's mother at the time the child was born.

- 1= At the time of the child's birth, the mother was married to someone. This includes separated.
- 2= At the time of the child's birth, the mother was not married to anyone. This includes divorced and not remarried.
- 3= Unknown.

**T68B – Was the child born on aid?**

Indicate whether the child was born while the family was receiving TANF. That is, on 12-01-96 or later and the family was receiving TANF funds.

- 1= Yes.
- 2= The child was born subsequent to 12-01-96 and the family was not receiving TANF funds.
- 3= The child was born prior to 12-01-96. Not applicable.

**T69 – What is this child's social security number?**

Enter the nine-digit social security number for the child in the format 'nnnnnnnnnn'. If the social security number is unknown and the family affiliation is not 1 enter '999999999'. If family affiliation is 1, every effort must be made to provide the SSN. For those few individuals that do not have an SSN in time to meet the reporting due date, use '000000000' with the understanding that this number will be replaced with the correct

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SSN once it is obtained. This read-only item is pre-populated from the MEDS file. If the social security number is missing or invalid, it must be corrected via the Manage Persons screen in MEDS.

T70A – Is this child Hispanic or Latino?

Select the one-digit code for the ethnicity of the TANF child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

T70B – Is the child American Indian or Alaska Native?

Select the one-digit code for the ethnicity of the TANF child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

T70C – Is the child Asian?

Select the one-digit code for the ethnicity of the TANF child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

T70D – Is the child Black or African American?

Select the one-digit code for the ethnicity of the TANF child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

T70E – Is this child Hawaiian or Other Pacific Islander?

Select the one-digit code for the ethnicity of the TANF child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

T70F – Is the child White?

Select the one-digit code for the ethnicity of the TANF child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

T70 – What is this child's gender?

Indicate this child's gender.

1= Male.

2= Female.

T72A – Does this child receive disability benefits under Non-Social Security Act programs?

Indicate whether the child received the benefit. These programs include Veteran's disability benefits, Worker's disability compensation, and Black Lung Disease disability benefits. For each type of disability benefit, indicate whether the child received the benefit. Select the amount in T76B.

- 1= Yes, received benefits based on federal disability status.
- 2= No.

T72B – Does this child receive supplemental security income under Title XVI-SSI of the Social Security Act?

Indicate whether the child received SSI.

- 1= Yes, child received social security income benefits under Title XVI-SSI.
- 2= No.

T73 – What is the child's relationship to the head-of-household?

Indicate the child's relationship, including by marriage, to the head of the household, as defined by SNAP or as determined by the state, (i.e., the relationship to the principal person of each person living in the household).

- 1= Head-of-household - Not applicable, does not apply to a child.
- 2= Spouse - Not applicable, does not apply to a child.
- 3= Parent - Not applicable, does not apply to a child.
- 4= Daughter or son of the head-of-household.
- 5= Stepdaughter or stepson of the head-of-household.
- 6= Grandchild or great grandchild of head-of-household.
- 7= Other related child (brother, sister, niece, nephew, or cousin).
- 8= Foster child of the head-of-household. If both code 07 & 08 apply to the child, use code 08.
- 9= Unrelated child.
- 10= Unrelated adult - Not applicable, does not apply to a child.

T74 – Is this child/teen a parent with minor child in the family?

This data element is used both for (1) the adult or minor head-of-household characteristics section and (2) the minor child characteristics section. The same coding schemes are used in both sections. Code 1 is not applicable for children. A parent with a minor child in the family may be a natural or adoptive parent, or stepparent of a minor child in the family. Reporting of this data element is optional for individuals whose family affiliation is 4 or 5.

- 1= Yes, child has own child in family and used in Two-Parent participation rate. N/A
- 2= Yes, child has own child in family, but not used in Two-Parent participation rate.
- 3= No, does not have a minor child in the family.

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T75 – What is the child's education level?

Enter the two-digit code indicating the highest education level attained by this child as of the reporting month. Unknown is not an acceptable code for individuals whose family affiliation code (T67) is "1". Reporting of this data element is optional for individuals whose family affiliation code is 4.

- 1= First grade.
- 2= Second grade.
- 3= Third grade.
- 4= Fourth grade.
- 5= Fifth grade.
- 6= Sixth grade.
- 7= Seventh grade.
- 8= Eight grade.
- 9= Ninth grade.
- 10= Tenth grade.
- 11= Eleventh grade.
- 12= High School Diploma/GED/National External Diploma.
- 98= No formal education. If this child is in kindergarten or nursery school, use this code.
- 99= Unknown.

T76 – What is the citizenship/alienage of this child?

Enter the one-digit code denoting this child's citizenship/alienage. Code what the agency records and IEVS will support. Unknown is not an acceptable code for individuals whose family affiliation code is 1 or 2. Reporting of this data element is optional for individuals whose family affiliation code is 4.

- 1= US citizen (native or naturalized).
- 2= Qualified alien. A "qualified alien" is an alien who is lawfully admitted for permanent residence in the US.
- 9= Unknown.

T76A – If non-citizen, what is non- citizen status?

To be completed only when T76 is Code 2.

- 1= Refugee.
- 2= Sponsored Non-Citizen.
- 3= Amnesty Non-Citizen
- 4= Permanent Resident Under Color of Law (PRUCOL) Non-Citizen.
- 5= Other Documented Non-Citizen.
- 6= Undocumented Non-Citizen State Data Element.

T76B – Is this child/teen a parent with minor child in the family?

If T76A is Code 1 through 3, then T76B must be answered. Enter the date of entry in the following format: MMDDYYYY; for example, if the date of entry was July fourth,

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1996, enter 07041996. If this child is either an undocumented alien or notan alien, leave this item blank.

T77A – What is the amount of unearned income (SSI) for this child?

Enter the dollar amount of SSI that the child in the State TANF family has received for the reporting month or for the month used to budget for the reporting month.

T77B – What is amount of other disability unearned income?

Enter the dollar amount of other unearned income that the child in the State TANF family has received for the reporting month or for the month used to budget for the reporting month. NOTE: Data on non-disability-based income for children (such as "Survivor's Benefits") is not being collected at this time.

## **ATTACHMENT 4**

### **RADEP WINS ACTIVE DATA REPORTING INSTRUCTIONS**

The data reported for WINS must conform to the requirements of the similar TANF data verification and calculation requirements. This includes but is not limited to having verified hours of participation, dividing by 4.33 for average weekly hours and using the best practices of reporting accurate, complete, and timely data.

Some RADEP data elements are pre-populated and must be changed if data in the case file are different from the prepopulated data.

Case records are required to be retained for three years or longer, if any litigation, claim, negotiation, audit, or another action involving the records has been started before the expiration of the three-year period. The retention period extends until the completion of the action and resolution of all issues that arise from it, or the three-year period, whichever is later.

Resubmission of data is allowed any time prior to the federal fiscal year cutoff (which varies from year to year). Data may be resubmitted to update participation information. However, social security numbers that were not included in the original transmission must be resubmitted.

### **DATA REPORTING INSTRUCTIONS**

FACE24 - Case Name  
Enter the name for the case.

FACE17 - Address  
This is a pre-populated field with the address at which the family resides.

FACE19 - City  
This is a pre-populated field with the city in which the family resides.

FACE21 - State  
This is a pre-populated field with the state in which the family resides.

FACE25 - District Office  
This is a pre-populated field with the district office number.

M6 - What is the zip code for the family's place of residence for the sample  
This is a pre-populated field with the five-digit ZIP code for the SSP-MOE family's place of residence for the sample month.



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M7 - What is the disposition?

A family that did not receive any SSP-MOE assistance for the sample month but is included in the sample is considered to be listed in error and is not subject to data collection. Counties must collect and report complete data for all sampled cases that are not listed in error. Select one of the following codes for each sampled case:

- 1= Data collection completed.
- 2= Not subject to data collection/listed in error. This code applies when the case was discontinued by the end of the month prior to the sample month and the family did not receive SSP-MOE assistance for the sample month.

Telephone - What is the phone number of the applicant?

Enter the telephone number of the applicant or recipient. This field will not accept any characters other than numbers with a maximum length of 10.

Analyst - Analyst

Select the name of the case analyst.

**FAMILY SECTION**

M7A - What is the date of the most recent CalFresh application, which qualifies the household for WINS?

Enter the date of the most recent application for CalFresh, which qualifies, for WINS assistance for this case. This may be either the date that the family first applied for CalFresh assistance or the date of reapplication for CalFresh assistance. Reapplication for CalFresh assistance is defined as a case opening after at least one month of not receiving CalFresh assistance that requires the filing of a new application to receive benefits.

M7B - What is the most recent WINS issuance date?

Enter the date that the case was granted the WINS assistance based on the most recent application date identified in M7A.

M7C - Is this family a new WINS recipient?

A new recipient means the sample month is the first month in which the SSP-MOE family receives WINS assistance and has had a chance to be selected into the SSP-MOE sample. This may be either the first month that the family has ever received WINS assistance or the first month of a new spell of assistance. A new spell of assistance is defined as a case opening after a month of non-receipt of WINS assistance that requires the filing of a new CalFresh application to receive benefits for the sample month. An SSP-MOE family that is reinstated from a suspension is not a newly approved case, as they do not file a new application. An inter-CWD transfer does not make a family a new applicant because federal SSP-MOE has not been interrupted; the family has merely changed residence. Indicate whether the SSP-MOE family is a

new applicant.

**M8 - What is the number of family members?**

Enter two digits that represent the number of members in the family during the sample month. Include all individuals with Family Affiliation of 1, 2, 3, 4 and 5 for data element T26 and T60.

**M9 - For work participation, what type of WINS family is this?**

This data element identifies whether the family will be used to calculate only the All Families/overall work participation rate, both the All Families/overall and Two-Parent work participation rates or will not be used to calculate either of the work participation rates. First, determine the number of WEIs in the case. If there are two or more WEIs, determine if there are Two Parents that meet the definition of a Two-Parent family. A Two-Parent family includes, at a minimum, all families with two natural or adoptive parents (of the same minor child) who are WEIs and living in the home, unless both are minors, and neither is a head-of-household. Use code 3 to identify families with no WEIs. Use code 2 to identify Two-Parent families with two WEIs. Use code 1 to identify all remaining families (i.e., families with one or more WEIs that are not Two-Parent families.)

- 1= Family included only in overall work participation rate. The family is included only in the overall work participation rate (i.e., the family includes one or more WEIs but does not meet the definition of a Two-Parent family).
- 2= Two-Parent Family included in both the overall and Two-Parent work participation rates. The family is included in both the overall and Two-Parent work participation rates (i.e., family includes two WEIs and meets the definition of a Two-Parent family). A Two-Parent family is defined as a family with two natural or adoptive parents (of the same minor child) who are WEIs and living in the home, unless both are minors, and neither is a head-of-household.
- 3= Family excluded from both the overall and Two-Parent work participation rates. This family is excluded from both the overall and Two-Parent work participation rates because there are no WEIs).

**M10 - Has the family received assistance under a State (Tribal) TANF program within the past 6 months?**

If the SSP-MOE family has received assistance under a State (Tribal) TANF Program within the past six months, enter code "1" or "2." Otherwise, enter "3."

- 1= Yes, family is receiving assistance under a State (Tribal) TANF program for the report month.
- 2= Yes, family has received assistance under a State (Tribal) TANF program within the past six months, but not for the report month.
- 3= No.

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M11 - Does this family receive subsidized housing?

Subsidized housing is housing for which money was paid by the federal, state, or local government or through a private social service agency to the family or to the owner of the housing to assist the family in paying rent. Indicate whether this family has received subsidized housing for the sample month. NOTE: Two families sharing living expenses do not constitute either subsidized housing or public housing.

- 1= Public housing.
- 2= Rent subsidy.
- 3= No housing subsidy.

M12 - Does the family receive medical assistance?

This will include children served by the Child Health Insurance Program (CHIP) when it is a part of the Title XIX program. This is a read-only field.

- 1= Yes, enrolled in Medicaid and/or CHIP.
- 2= No.

M13 - Does the family receive SNAP/CFAP?

Indicate whether the SSP-MOE family is receiving SNAP assistance during the review month.

- 1= Receives SNAP and/or California Food Assistance Program (CFAP) benefits in the sample month.
- 2= No.

M14 - What is the dollar amount of SNAP/CFAP assistance the family received?

Enter the SSP-MOE family's authorized dollar amount of SNAP assistance for the sample month or for the month used to budget for the sample month. For situations in which the SNAP household differs from the SSP-MOE family, code this element in a manner that most accurately reflects the resources available to the SSP-MOE family. It is unacceptable to assign the total amount of SNAP assistance received by the household to the SSP-MOE family when there are members of the SNAP household that are not members of the SSP-MOE family. If the SSP-MOE family differs from the SNAP household, prorate the amount of SNAP assistance received equally among each SNAP recipient, and then add together the amount belonging to the SSP-MOE family members. If no SNAP assistance was received, enter zero. Enter whole dollars only.

M15 - Does the family receive subsidized childcare?

If the SSP-MOE family receives subsidized childcare, whether employed or not, for the sample month, enter code 1 or 2, whichever is appropriate. Otherwise, enter code 3. Subsidized childcare means childcare funded by the federal, state, or local government to or on behalf of a parent (or caretaker relative) to support, in part or completely, the cost of childcare services provided by an eligible provider to an eligible child. The childcare funds may be paid directly to the parent (or caretaker relative) or to a childcare

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provider on behalf of the parent (or caretaker relative).

- 1= Yes, the SSP-MOE family received childcare that was subsidized either entirely or in part by federal funds such as TANF, CCDF, or SSBG or other federally funded childcare.
- 2= Yes, the SSP-MOE family received childcare funded entirely under a state, Tribal, and/or local program (i.e., no federal funds used).
- 3= No subsidized childcare was received.

**M16 - What is the dollar amount of subsidized childcare?**

Enter the total dollar amount of Stage 1, 2 or 3 subsidized childcare from all sources (e.g., CCDF, TANF, SSBG, state, local, etc.) that the SSP-MOE family has received for services in the sample month. Every effort must be made to identify the total dollar amount of subsidized childcare from all sources (e.g., CCDF, TANF, SSBG, state, local, etc.) When the actual amount of subsidized childcare is not known because claims for payment are not received until after SSP-MOE reporting is due, the authorized amount of childcare should be entered. However, the actual data must be provided by the end of the quarter in which the data is due. If the SSP-MOE family did not receive any subsidized childcare for services in the sample month, enter 0.

**M17 - What is the dollar amount of child support?**

Enter the total dollar value of child support received on behalf of the SSP-MOE family in the sample month or for the month used to budget for the sample month. This includes current payments, arrearages, recoupment, and pass-through amounts whether paid to the state or the family. This does not include amounts retained by the District Attorney Child Support Division or child support received for a non-aided child or spousal support. If none, enter zero. Enter whole dollars only.

**M18 - What is the dollar amount of the family's cash resources?**

Enter the total amount of the SSP-MOE family's cash on hand and bank account(s) for the sample month or for the month used to budget for the sample month. Cash resources are defined by the state for purposes of determining eligibility for and amount of benefits. Such resources may include cash on hand, bank accounts, and certificates of deposit. Other assets (stocks, bonds, mutual funds, IRAs, IDAs, etc.) are not included. Motor vehicles are not included. Do not count the SSP-MOE sample month grant. If none, enter zero. Enter whole dollars only.

**M19A - How much of cash and cash equivalent assistance was received?**

Enter the total amount of the SSP-MOE family's cash on hand and bank account(s) for the sample month or for the month used to budget for the sample month. Cash resources are defined by the state for purposes of determining eligibility for and amount of benefits. Such resources may include cash on hand, bank accounts, and certificates of deposit. Other assets (stocks, bonds, mutual funds, IRAs, IDAs, etc.) are not included. Motor vehicles are not included. Do not count the SSP-MOE sample month

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grant. If none, enter zero. Enter whole dollars only.

M19B - How many months of cash and cash equivalent assistance was provided?  
Include the number of months that cash (and cash equivalents) assistance was provided under the SSP-MOE program. Do not include WTW cash assistance.

M20A - For this unemployed family, what is the dollar amount of the SSP-MOE subsidized childcare?

By definition, an SSP-MOE childcare benefit that is received by an employed family is not assistance and should not be reported in this data element. Unless excluded as a non-recurring, short-term benefit, an SSP-MOE childcare benefit that is received by a non-employed family is assistance and should be reported in this data element. Include only the childcare funded directly by the separate State programs. Do not include childcare funded under the TANF Program or the Childcare and Development Fund. Enter whole dollars only.

M20B - For this unemployed family, what is the number of children who received SSP-MOE subsidized childcare?

Enter the number of children in the SSP-MOE family covered by the amount entered in item M20A for the sample month. If none, enter zero.

M20C - For this unemployed family, how many months has the family received SSP-MOE subsidized childcare?

Enter the number of months this non-employed SSP-MOE family received childcare assistance for at least one child. Do not count months in which this family was employed. Count back to October 1, 2014, the start date for SSP-MOE funding in California. The months do not need to be consecutive. If none, enter zero.

M21A - For this unemployed family what is the dollar amount of the SSP-MOE subsidized transportation?

By definition, a transportation benefit that is received by an employed family is not assistance and should not be reported in this data element. Unless excluded as a non-recurring, short-term benefit, a transportation benefit that is received by a non-employed family is assistance and should be reported in this data element. States may use estimates for transportation assistance that is provided through the Access to JOBS or Reverse commute projects. Use of an estimate is limited to the situation in which the individual does not receive a specific identifiable amount of assistance for his/her transportation needs. However, if a specific amount of transportation assistance is identifiable, the State must report the actual (identifiable) amount rather than an estimated amount. If none, enter zero. Enter whole dollars only.

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M21B - For this unemployed family how many months has the family received SSP-MOE subsidized transportation expenses?

Enter the number of months this non-employed SSP-MOE family has received the transportation expenses authorized for the sample month. Count back to October 1, 2014, the start date for SSP-MOE funding in California. The months do not need to be consecutive. If none, enter zero.

M22A - For this unemployed family what is the dollar amount of transitional services received?

Enter the amount received by this non-employed SSP-MOE family for the sample month. A transitional service benefit that is received by an employed family is not assistance and should not be reported in this data element. Unless excluded as a non-recurring short-term benefit, a transitional supportive service that is received by a non-employed family is assistance and should be reported here. Supportive services for recently employed families to cover temporary periods of unemployment in order to enable continuity of their service arrangements are excluded from the definition of assistance as non-recurrent, short-term benefits. If none, enter zero. Enter whole dollars only.

M22B - For this unemployed family, how many months has the family received SSP-MOE subsidized transitional services?

Enter the number of months other SSP-MOE expenditures were authorized for the non-employed family regardless of whether any were received in the sample month. Count back to October 1, 2014, the start date for SSP-MOE funding in California. Do not count months in which this family was employed. The months do not need to be consecutive. If none, enter zero.

M23A - For this unemployed family, what is the dollar amount of the SSP-MOE subsidized other/ancillary?

By definition, an "Other" benefit that is received by an employed family is not assistance and should not be reported in this data element. Unless excluded as a nonrecurring, short-term benefit, an "Other" supportive service that is received by a non-employed family is assistance and should be reported here.

M23B - For this unemployed family, how many months has the SSP-MOE subsidized other/ancillary amount been received?

Any "other" benefit that is received by an employed family is not assistance and should not be reported in this data element. Unless excluded as a non-recurring, short-term benefit, an "other" supportive service that is received by a non-employed family is assistance and should be reported here. Enter the total amount of other benefits received by this non-employed family for the sample month that have not been listed in items 20 through 22. Enter whole dollars only. If none, enter zero.

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M24Ai - What is the total dollar reduction due to sanctions (not due to penalties)? Enter the total dollar amount of reductions due to sanctions for the sample month.

M24Aii - Is there a work requirement sanction in the sample month?

Indicate whether a work requirement sanction has been imposed for the sample month.

1= Yes.

2= No.

M24Aiii - Is there a family sanction for an adult with no high school diploma or equivalent?

Indicate whether a family sanction requirement has been imposed for the sample month. This data element is not applicable in California. This read-only field is pre-populated with a default value of 2.

1= Yes.

2= No.

M24Aiv - Is there a sanction for teen parent not attending school?

This data element does not apply in California. This is a read-only field that is pre-populated with a default value of 2.

1= Yes.

2= No.

M24Av - Is there a sanction for failure to assign child support rights?

Indicate whether a sanction for failure to assign child support rights was imposed for the sample month.

1= Yes.

2= No.

M24Avi - Is there a failure to comply with an individual responsibility plan?

Indicate whether a sanction for failure to comply with an individual responsibility plan has been imposed for the sample month.

1= Yes.

2= No.

M24Avii - Are there other sanctions?

Indicate whether a sanction other than those listed in items 24Aii through 24Avi has been imposed for the sample month.

1= Yes.

2= No.

M24B - What is the dollar reduction amount due to recoupment of a prior overpayment?

Enter the amount that has been recouped in the sample month to repay a prior overpayment. If none, enter zero. Enter whole dollars only.

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M24Ci - What is the total dollar value of reduction in assistance due to reasons other than sanctions and recoupment?

Enter the amount of reduction in assistance due to reasons other than sanctions and recoupment.

M24Cii - Has the family cap provision prevented the MAP from increasing for an additional eligible child(ren) entering the family in the sample month?

Indicate whether family cap provision has prevented the MAP from increasing for an additional eligible child(ren) entering the family during the sample month.

1= Yes.

2= No.

M24Ciii - Is there a reduction based on length of receipt of assistance?

This data element does not apply in California. This is a read-only field that is pre-populated. Indicate whether there was another non-sanction reduction for the sample month.

1= Yes.

2= No.

M24Civ - Is there another non- sanction reduction for the sample month?

Indicate whether there was another non-sanction reduction for the sample month.

1= Yes.

2= No.

M25 - Is there a Waiver for Evaluation Experimental and Control Groups?

This data element is no longer applicable as all welfare reform 1115 waivers have expired. This is a read-only field that is prepopulated with a default value of 9.

9= Not applicable.

## **ADULT AND MINOR CHILD HEAD-OF-HOUSEHOLD CHARACTERISTICS**

This section allows for coding up to six adults (or a minor child who is either a head-of-household or married to the head-of- household and up to five adults) in the SSP-MOE family. (1) A minor child who is either a head-of-household or married to the head-of-household should be coded as an adult and will hereafter be referred to as a "minor child head-of-household." (2) For each adult (or minor child head-of-household) in the SSP-MOE family, complete the adult characteristics section. (3) As indicated below, reporting for certain specified data elements in this section is optional for certain individuals (whose family affiliation code is a 2, 3, or 5).

If there are more than six adults (or a minor child head-of-household and five adults) in the SSP-MOE family, use the following order to identify the persons to be coded: (1) the head-of-household; (2) parents in the eligible family receiving assistance; (3) other



adults in the eligible family receiving assistance; (4) parents not in the eligible family receiving assistance; (5) caretaker relatives not in the eligible family receiving assistance; and (6) other persons, whose income or resources count in determining eligibility for or amount of assistance of the eligible family receiving assistance, in descending order the person with the most income to the person with least income.

### **ADULT SECTION**

#### **M26 - What is the adult's family affiliation?**

Select the code that shows the adult's (or minor head-of- household's) relation to the eligible family receiving assistance.

### **MEMBER OF THE ELIGIBLE FAMILY**

1= The adult is an aided member of the assistance unit (AU).

### **ADULT NOT IN THE ELIGIBLE FAMILY, BUT IN THE HOUSEHOLD**

2= Unaided parent of minor child in the eligible family receiving assistance. The adult may be excluded from the AU due to any sanction, receipt of SSI, undocumented non-citizen status or implementation of the time limit provisions.

3= Unaided caretaker relative (not a parent) of minor child in the eligible family receiving assistance (including Kin- Gap).

5= Unaided person's (not a parent) income / resources used in determining eligibility assistance amount.

#### **M27 - Is this adult a non-custodial parent?**

Indicate the adult's (or minor head-of-household's) noncustodial parent status. This data element is not applicable in California. This is a read-only field that is pre-populated with a default value of 2.

1= Yes.

2= No.

#### **M28 - What is the date of birth?**

Enter the eight-digit code for date of birth for the adult (or minor head-of- household) under the SSP-MOE program in the format YYYYMMDD. If the adult's (or minor head-of-household's) date of birth is unknown and the family affiliation is not 1 or 2, enter '99999999'.

#### **M29 - What is the Social Security Number?**

Enter the nine-digit Social Security Number for the adult (or minor head-of-household) in the format nnnnnnnnn. If the SSN is unknown and the family affiliation is not 1 or 2, enter "999999999." If the family affiliation is 1 or 2, the CWD must make every effort to

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provide the SSN. For those few individuals that the CWD cannot obtain the SSN in time to meet the due date, use "000000000" with the understanding that the SSN must be reported when it is obtained.

M30A - Is this adult Hispanic or Latino?

Select the one-digit code for each category of race of the SSP-MOE adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item M26 (Family Affiliation).

1= Yes.

2= No.

M30B - Is this adult American Indian or Alaska Native?

Select the one-digit code for each category of race of the SSP-MOE adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item M26 (Family Affiliation).

1= Yes.

2= No.

M30C - Is this adult Asian?

Select the one-digit code for each category of race of the SSP-MOE adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item M26 (Family Affiliation).

1= Yes.

2= No.

M30D - Is this adult Black or African American?

Select the one-digit code for each category of race of the SSP-MOE adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item M26 (Family Affiliation).

1= Yes

2= No.

M30E - Is this adult Native Hawaiian or Other Pacific Islander?

Select the one-digit code for each category of race of the SSP-MOE adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item M26 (Family Affiliation).

1= Yes.

2= No.

M30F - Is this adult White?

Select the one-digit code for each category of race of the SSP-MOE adult (or minor head-of-household). Reporting of this data element is optional for persons coded 5 in item M26 (Family Affiliation).

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- 1= Yes.  
2= No.

M31 - What is the adult's or minor head-of-household's gender?  
Indicate the adult's gender.

- 1= Male.  
2= Female.

M32A - Did this adult receive federal disability insurance benefits under the Social Security OASDI Program (Title II of the Social Security Act) in the sample month?

Indicate whether the adult received federal Disability Insurance Benefits in the sample month. You must distinguish between retirement old age, and disability. OASDI is Old Age Survivors Disability Insurance. Old Age benefits are retirement benefits. Survivors' benefits are death benefits to decedent's beneficiaries. Disability Insurance can be paid to the insured and to the insured's dependents. It is sometimes referred to as RSDI. Funded under Title II of the Social Security Act. Contact with the SSA may be required to determine if the source of the OASDI benefit is disability based.

- 1= Yes.  
2= No.

M32B - Did this adult receive benefits based on federal disability status under non-Social Security Act programs in the sample month?

Indicate whether the adult received non-Social Security based disability benefits for the sample month. Examples of non- Social Security Act federal disability programs are Veterans Disability Benefits, Workers Disability Compensation, and Black Lung Disease disability benefits.

- 1= Yes.  
2= No.

M32C - Did this adult receive aid to the permanently and totally disabled based on federal disability status under Title XIV of the Social Security Act in the report month?

Title XIV-APDT is applicable only in the Territories. California counties must leave this data element blank or use code "2."

- 1= Yes, received aid under Title XIV-APDT.  
2= No.

M32D - Did this adult receive aid to the aged, blind, and disabled under Title XVI-AABD under the Social Security Act in the sample month?

Title XVI-AABD is applicable only in the Territories. States may leave this data element blank or use code "2." The Territories must complete this data element. California counties must leave this data element blank.

- 1= Yes, received aid under Title XVI-AABD.  
2= No.

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M32E - Did this adult receive Supplemental Security Income (SSI) under Title XVI of the Social Security Act in the sample month?

Indicate whether the adult received SSI for the sample month.

- 1= Yes, adult received aid under Title XVI-SSI.
- 2= No.

M33 - What is the marital status of this adult?

Select the marital status for the adult (or minor head-of-household) for the sample month. Reporting of this data element is optional for individuals whose family affiliation is 5. If two codes apply (e.g., if a person is widowed and has remarried), enter the most current.

- 1= Single, Never Married.
- 2= Married, Living with Spouse.
- 3= Married but Separated from Spouse.

M34 - What is the relationship to the head-of-household?

Indicate the adult's relationship (including by marriage) to the head-of-household (principal person), as defined by SNAP or as determined by the state. If a minor child head-of-household, enter code "01." Please note that if the adult is not married to the head-of-household but has a child in common with the head-of-household, then the relationship is code 10, Unrelated Adult.

- 1= Head-of-household. Adult or minor child is the head of the household. If there is only one adult in the SSP-MOE family, that adult must be coded 01. If minor head-of-household, enter code 01. There cannot be two persons coded as head-of-household in the same family.
- 2= Spouse of the Head-of-household.
- 3= Parent (Father or Mother of the Head-of-household).
- 4= Daughter or Son of the Head-of-household.
- 5= Stepdaughter or Stepson of the Head-of-household.
- 6= Grandchild or Great Grandchild of Head-of-household. N/A Does not apply to an adult.
- 7= Other Related Adult (Brother, Sister, Niece, Nephew or Cousin of the Head-of-Household).
- 8= Foster Child of the Head-of-household. N/A Does not apply to an adult.
- 9= Unrelated Child, N/A Does not apply to an adult.
- 10= Unrelated Adult. Includes an unmarried adult who has a child in common with the head-of-household.

M35 - Is this adult a parent with a minor child in the family?

Indicate the adult's (or minor head-of-household's) parental status. A parent with a minor child in the family may be a natural parent, adoptive parent, or stepparent of a minor child in the family. This data element is used in determining the Two-Parent work participation rate. If M9 is coded "2", there should be Two Parents coded "1" for this

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data element regardless of whether the family is disregarded. Reporting of this data element is optional for individuals whose family affiliation is 3 or 5.

- 1= Yes, a parent with a minor child in the family and used in the Two-Parent participation rate. The family has two work-eligible adults.
- 2= Yes, a parent with a minor child in the family but not used in the Two-Parent participation rate. The family has only one work eligible adult.
- 3= No.

M36 - Is this female adult authorized to receive special needs payment for pregnancy?

Some states consider the needs of a pregnant woman in determining the amount of assistance that the SSP-MOEF family receives. If the adult (or minor head-of-household) is pregnant and the needs associated with this pregnancy are considered in determining the amount of assistance for the sample month, enter 1 for this data element. Otherwise, enter 2. This data element is applicable only for individuals whose family affiliation is 1. If family affiliation is not 1, leave blank.

- 1= Yes, the adult (or minor head-of-household) is pregnant and additional needs associated with this pregnancy are considered in determining the amount of assistance for the sample month.
- 2= No.

M37 - What is adult's education level?

Indicate the highest level of education attained by the adult (or minor head-of-household). Unknown is not an acceptable code for individuals whose family affiliation is

1. Reporting of this data element is optional for individuals whose family affiliation is 5.

- 1= Completed first grade.
- 2= Completed second grade.
- 3= Completed third grade.
- 4= Completed fourth grade.
- 5= Completed fifth grade.
- 6= Completed sixth grade.
- 7= Completed seventh grade.
- 8= Completed eighth grade.
- 9= Completed ninth grade.
- 10= Completed tenth grade.
- 11= Completed eleventh grade.
- 12= High school diploma/GED/National External Diploma Program.
- 13= Awarded Associate's degree.
- 14= Awarded Bachelor's degree.
- 15= Awarded graduate degree (Master's or higher).
- 16= Other credentials (degree, certificate, diploma, etc.).
- 98= No formal education.
- 99= Unknown.

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M38 - What is the citizenship/alienage of this adult?

Indicate the adult's (or minor head-of-household's) citizenship/alienage. (Code what the agency records and IEVS will support.) Unknown is not an acceptable code for individuals whose family affiliation is 1. Reporting of this data element is optional for individuals whose family affiliation is 5.

- 1= US citizen (native or naturalized).
- 2= Qualified alien. Lawfully admitted to the U.S. for permanent residence. 3= Non-qualified alien.
- 9= Unknown/Other.

M39 - Is this adult cooperating with child support?

Indicate whether the adult has cooperated with the Child Support Division (CSD) of the District Attorney's (DA's) office. Cooperate with the CSD means cooperation in the establishment of paternity, cooperating with child support collection, and the assignment of support rights. If the adult is not required to cooperate with the child support division, enter code 9. Reporting of this data element is optional for individuals whose family affiliation is 5.

- 1= Yes.
- 2= No.
- 3= Not applicable.

M40 - What is the employment status for this adult?

Indicate the adult's (or minor head-of-household's) employment status for the sample month. An employed adult (or minor head-of-household) should have earned income. Reporting of this data element is optional for individuals whose family affiliation is 5.

- 1= Employed.
- 2= Unemployed, looking for work.
- 3= Not in labor force (i.e., unemployed, not looking for work, includes discouraged workers).

M41 - What is the work-eligible status of this adult?

Indicate whether the adult (or minor head-of-household) is a WEI. Definition: Work eligible individual means an adult (or minor head-of-household) receiving assistance under TANF or a separate state program or a non-recipient parent living with a child receiving such assistance unless the parent is: (1) A minor parent and not the head-of-household; (2) A non-citizen who is ineligible to receive assistance due to his or her immigration status; or (3) At state option on a case-by-case basis, a recipient of Supplemental Security Income (SSI) benefits or Aid to the Aged, Blind, or Disabled in the Territories. The term also excludes: (1) A parent providing care for a disabled family member living in the home provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member; and (2) At state option on a case-by-case basis, a parent who is a recipient of Social Security Disability Insurance (SSDI) benefits; and (3) An Individual in a family receiving

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MOE-funded assistance under an approved Tribal TANF program, unless the state includes the Tribal family in calculating work participation rates, as permitted under section 261.25.

Guidance: This data element is designed to identify all WEIs, i.e., anyone whose participation in work activities is required in the calculation of the work participation rate. A WEI is either: (1) an adult (or minor child head-of household) *receiving assistance* under TANF or a separate State program; or (2) a *non-recipient parent* living with a child receiving assistance. This means that the definition excludes non-recipient noncustodial parents and non-recipient caretaker relatives. Generally, unless specifically excluded, a parent living with a child receiving assistance is work-eligible. For example, a parent whose needs have been removed from the grant, such as due to a work or other sanction, is a WEI, whether that parent is a recipient or not.

Change in Circumstance: If an individual's status changes from work-eligible to non-work-eligible or vice versa during the sample month, the reviewer must code the individual as a WEI for the sample month and the family will be included in the denominator of the work participation rate. A family that has a WEI for even one day contributes to the total number of families with WEIs in that month.

- 1= Yes, an adult (or minor head-of-household) receiving assistance.
- 2= Yes, a non-recipient parent due to a sanction.
- 3= Yes, a non-recipient parent due to a time limit.
- 5= Yes, a non-recipient parent due to other reasons.
- 6= No, a non-recipient, but not a parent (such as a non-needy caretaker relative).
- 7= No, an ineligible non-citizen due to his/her immigration status.
- 8= No, a non-recipient parent receiving SSI.
- 9= No, parent caring for a disabled family member in the home.
- 10= No, a parent receiving SSDI.
- 12= No, a deceased individual who died in a month preceding the sample month, and due to state requirements to provide timely notification to the family before reducing the grant or other reasons (e.g., the family failed to report the death to the TANF agency) the family's grant for the sample month included the deceased individual's needs.

M42 - What is the work participation status for this adult?

Indicate the work participation status for the sample month. This data element captures the status of the individual as relates to the overall rate. For a Two-Parent family complete the data element for the overall rate. For family affiliation codes 3, 4 or 5, use code 99.

- 1= Disregarded from the overall rate, Single Custodial Parent with a Child Under 12 Months Old.
- 2= Disregarded from the overall rate, Sanctioned Less Than Three Months because both of the following apply: required to participate, but not participating; and the

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- family is subject to sanction for the sample month for refusing to participate in work activities, but not subject to sanction for more than 3 months within the preceding 12-month period.
- 6= Exempt from penalty, Single Custodial Parent with a Child Under 6 Years Old and Childcare is Unavailable.
  - 7= Exempt from penalty, Disabled.
  - 8= Exempt from penalty, Caring for a Severely Disabled Child.
  - 9= Exempt from penalty, under a Federally Recognized Good Cause Domestic Violence Waiver.
  - 11= Exempt from penalty, Other Exemption.
  - 12= Required to Participate, but Not Participating and Sanctioned More Than 3 Mos. in 12 Mos.
  - 13= Required to Participate, but Not Participating and Sanctioned 3 Mos. or Less in 12 Mos.
  - 14= Required to Participate, but Not Participating and Not Sanctioned.
  - 15= Deemed Engaged In Work - Single Teen Head-of-household Or Married Teen Maintaining Satisfactory School Attendance.
  - 16= Deemed Engaged In Work - Single Teen Head-of-household Or Married Teen Participating in Education Directly Related to Employment for an Average of at least 20 Hours per Week.
  - 17= Deemed Engaged In Work – Single Custodial Parent or Relative with Child Under 6 Years Old and Participating in Core Activities for at least 20 Hours per Week.
  - 18= Required to Participate & Participating but Not Meeting Minimum Participation Requirements.
  - 19= Required to Participate, Participating & Meeting Minimum Participation Requirements. For a Two-Parent family, the other work-eligible adult must be coded to the activity he/she is completing.
  - 99= No Work Participation Status (e.g., non-WEI, person living in household and whose income or resources are counted in determining eligibility for or the amount of assistance for the family receiving assistance but is not in the eligible family receiving assistance).

M42A - What type of documentation was used to support reported activity hours?

Enter the appropriate code indicated how the activity hours were documented in the case file.

- 1= Earnings Statement.
- 2= Attendance Sheet.
- 3= Timesheet.
- 4= Work number.
- 5= Employer Verification.
- 6= Activity Sheet.
- 7= Other.



**M42B - What other type of documentation was used to support reported activity hours?**  
If you answered "07" to T49A, please specify the "other" documentation used to verify activity hours.

**M43 - How many hours per week did the adult participate in unsubsidized employment?**  
Enter the average number of hours per week if none enter zero. Unsubsidized employment is full- or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journeyman by day and attend classes are also considered unsubsidized employment. For an apprenticeship to be considered in this category, only the hours that are paid by the employer are counted as unsubsidized employment. The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy. Net self-employment income is determined by offsetting monthly business expenses, evidenced by receipts submitted by the participant, against monthly gross income from self-employment. The recipient may choose either actual costs of producing self-employment income or a standard deduction of 40 percent of gross earned income, which will be reported as business expenses for federal data reporting purposes. The number of countable hours is determined by dividing the net self-employment income by the federal minimum wage, then dividing by 4.33 and rounding to the nearest whole number to determine the average weekly hours. This element only applies to family affiliation 1 or 2.

**M44 - How many hours per week did the adult participate in subsidized private sector employment?**  
Enter the average number of hours per week, if none, enter zero. Subsidized private sector employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing an individual. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number. Subsidized employment is different from unsubsidized employment because the employer receives an ongoing subsidy to offset some or all of the wages and costs of employing a recipient. It is distinguished from work experience, because the participant is paid wages and receives the same benefits as a non-subsidized employee who performs similar work. Subsidized private sector or public sector employment does not include employment subsidies provided through the tax code, including employment subsidized by federal tax credits, such as the Work Opportunity Tax Credit (WOTC). These tax credits subsidize employers who hire welfare recipients or other hard-to-employ groups. TANF agencies, however, may not know whether employers use such tax credits and, indeed, employers may not file for them until well after recipients have been hired. Participants in these programs shall be considered to be in "unsubsidized employment."

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However, state-created employer tax credits that are funded by TANF dollars would be considered subsidized employment. Subsidized private or public sector employment also does not include "on-the-job training" programs, where employers are subsidized to offset the costs of training.

M45 - How many hours per week did the adult participate in subsidized public sector employment?

Enter the average number of hours per week, if none, enter zero. Subsidized public sector employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing an individual. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses, and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting; (3) work study activities or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

M46A - How many hours per week did the adult participate in work experience?

Enter the average number of hours per week, if none, enter zero. Work experience is training in the public or private sector that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment. Hours shall be limited as follows: (1) When the assistance unit includes SNAP recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher; or (2) When the assistance unit does not include SNAP recipients, the individual shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher. No more than that number of hours will be allowed. If the actual number is not sufficient to meet the core hourly requirement and the individual participated for the calculated number of hours, enter the number of weekly hours and the state will deem 20 core hours. This activity may also include hours of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of work experience. For example, if an individual is in a residential treatment program and is required to work in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as work experience. The remaining

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hours would be counted as job search. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

M46B - For work experience, how many hours per week of excused absences were used by this adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M46C - For work experience, how many hours per week of holiday hours were used by this adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI.

M47 - How many hours per week did the adult participate in on-the-job training?

Enter the average number of hours per week; if none enter zero. On-the-job training is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. On-the-job training provides knowledge and skills essential to the full and adequate performance of the job. The employer is subsidized to offset training costs. Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient's employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g., nursing) is a necessary element of employment. On-the-job training may include participation in these types of activities when the individual is reimbursed for the training costs. When the individual is not reimbursed for training costs, the participation counts as job skills training directly related to employment, education directly related to employment, vocational educational

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training, or job search/ job readiness assistance, as appropriate. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

M48A - How many hours per week did the adult participate in job search and readiness services?

Enter the average number of hours per week. If none, enter zero. Job search and job readiness activities are limited to no more than four consecutive weeks and up to six weeks total in the preceding 12- month period. An individual's participation in job search and job readiness assistance can count for a maximum of 12 weeks in a fiscal year (no more than four consecutive weeks) rather than six weeks in the months that California either (1) has an unemployment rate at least 50 percent greater than the unemployment rate of the United States or (2) meets the definition of a "needy state." For the six-/12-week limit, a week is five consecutive days and is based on the average number of hours per week required for a family to count in the overall participation rate, 20 hours for a work-eligible single custodial parent of a child under six years old and 30 hours for all other WEIs, including those in Two-Parent families. Thus, the six-week limit equates to 120 hours and 180 hours, respectively. Similarly, the 12-week limit equates to 240 hours and 360 hours. For the limit of no more than four consecutive weeks, a week is seven consecutive days and is not converted to hours. Reporting any hours in a week uses a week of participation.

M48B - For job search and job readiness assistance, how many hours per week of excused absences were used by this adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M48C - For job search and job readiness assistance, how many hours per week of holiday hours were used by this adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick

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leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M49A - How many hours per week did the adult participate in community service programs?

Enter the average number of hours per week. If none, enter zero. Community service programs mean structured programs and embedded activities in which individuals perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service programs must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and childcare. Community service programs are designed to improve the employability of individuals not otherwise able to obtain unsubsidized, full-time employment, and must be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate. A state agency shall take into account, to the extent possible, the prior training, experience, and skills of a recipient in making appropriate community service program assignments. Hours shall be limited as follows: (1) When the assistance unit includes SNAP recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher; or (2) When the assistance unit does not include SNAP recipients, the individual shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher. No more than that number of hours will be allowed. If the number are not sufficient to meet the core hourly requirement and the individual participated for the calculated number of hours, enter the number of weekly hours and the state will deem 20 core hours.

M49B - For community service programs, how many hours per week of excused absences were used by this adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of

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which may occur in a month, for each WEI. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period reported as participation.

M49C - For community service programs, how many hours per week of holiday hours were used by this adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M50A - How many hours per week did the adult participate in vocational education training?

Enter the average number of hours per week of participation in vocational education training that are within the statutory limits. Vocational educational training (not to exceed 12 months with respect to any individual) means organized educational programs that are directly related to the preparation of individuals for employment in positions in current or emerging occupations. Vocational educational training must be supervised on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate. Each adult (or minor head-of- household) has a lifetime limit for vocational educational training. Vocational educational training may only count as a work activity for a total of 12 months. For any adult (or minor head-of-household) that has exceeded this limit, enter zero as the average number of hours per week of participation in vocational education training, even if (s)he is engaged in vocational education training. The additional participation in vocational education training may be coded under "Other Work Activities." As noted above, the statute contains special rules limiting an adult's (or minor head-of- household's) participation in vocational educational training to twelve months. To help preserve months countable toward the vocational education federal 12-month limit when clients choose to utilize their welfare-to-work 24-month time clock, counties are reminded that if participation in other federally allowable activities meets or exceeds the hourly participation requirement, then the hours of participation in vocational education training would not count toward the 12-month limit. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

M50B - For vocational educational training, how many hours per week of excused absences were used by the adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of 10 holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M50C - For vocational educational training, how many hours per week of holiday hours were used by the adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M51A - How many hours per week did the adult participate in job skills training directly related to employment?

Enter the average number of hours per week, if none, enter zero. Job skills training directly related to employment means training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training must be supervised on an ongoing basis no less frequently than daily. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

M51B - For job skills training directly related to employment, how many hours per week of excused absences were used by the adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for

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which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of 10 holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M51C - For job skills training directly related to employment, how many hours per week of holidays were used by the adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M52A - How many hours per week did the adult (without a high school diploma or certificate of high school equivalency) participate in education directly related to employment?

Education directly related to employment, in the case of a recipient who has not received a high school diploma, or a certificate of high school equivalency means education related to a specific occupation, job, or job offer. Education directly related to employment must be supervised on an ongoing basis no less frequently than once each day in which the WEI is scheduled to participate. Enter the average number of hours per week, if none, enter zero.

M52B - For education directly related to employment for individuals without a high school diploma or certificate of high school equivalency, how many hours per week of excused absences were used by this adult in the review month?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of



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which may occur in a month, for each WEI. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M52C - For education directly related to employment for individuals with no high school diploma or certificate of high school equivalency, how many hours per week of holiday hours were used by this adult in the review month?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M53A - How many hours per week did the adult (without a high school diploma or certificate of high school equivalency) participate in satisfactory school attendance in the sample month?

Enter hours of participation in secondary school. Satisfactory school attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate, means regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a WEI who has not completed secondary school or received such a certificate. This activity must be supervised on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate.

M53B - For satisfactory school attendance, how many excused absence hours per week did the adult have?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of 10 holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count an additional excused absence as

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hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M53C - For satisfactory school attendance, how many holiday hours per week did the adult have?

Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M54A - How many hours per week did the adult provide childcare to an individual participating in a community service program? Enter the average number of hours per week, if none, enter zero. Hours providing childcare services to an individual who is participating in a community service program means providing childcare to enable another TANF or SSP- MOE recipient to participate in a community service program. It does not include providing childcare to enable a TANF or SSP- MOE recipient to participate in any of the other eleven allowable work activities. This activity must be supervised on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

M54B - For providing childcare to an individual participating in a community service program, how many excused absence hours per week did the adult have?

Enter the average number of hours per week for the reporting month of excused absences. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count an additional excused absence as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M54C - For providing childcare to an individual participating in a community service program, how many holiday hours per week did the adult have?

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Enter the average number of hours per week of scheduled participation that was excused due to holidays in the reporting month. Average number of hours per week is the total hours divided by 4.33, rounded to the nearest whole number. If none, enter zero. For the purposes of calculating the work participation rates for a month, hours may include the hours for which an individual was paid, including paid holidays and sick leave. For participation in unpaid work activities, it may include excused absences for hours missed due to a maximum of ten holidays in the preceding 12-month period and up to 80 hours of additional excused absences in the preceding 12-month period, no more than 16 of which may occur in a month, for each WEI. To count a holiday as hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence reported as participation.

M55 - How many hours per week did the adult participate in other work activities?

Enter average number of hours per week, if none, enter zero. This data element collects information on work activities that are beyond the requirements of the statute. Reporting of this data element is optional. However, counties are encouraged to demonstrate their additional efforts at helping individuals become self-sufficient even though these activities are not considered in the calculation of the work participation rates. Average number of hours per week is the total sample month hours divided by 4.33, rounded to the nearest whole number.

M56 - What is the number of deemed core hours for the overall rate?

If applicable, enter the adult's (or minor head-of-household's) average number of deemed core hours per week for the sample month. Otherwise, enter zero. This data element is not applicable for individuals whose family affiliation is 3, 4, or 5. Federal regulations permit states to deem and count hours of work experience and/or community service program activities under specified circumstances. If a WEI participates in these activities the maximum number of hours permitted under the minimum wage provision of the Fair Labor Standards Act (FLSA) and these hours do not meet the core hour participation requirement, we will deem the core hour requirement met. This policy is limited to states that combine their TANF and SNAP benefit amounts when calculating maximum hours.

M57 - What is the number of deemed core hours for the Two-Parent rate?

If applicable, enter the number of deemed core hours per week for the Two-Parent work participation rate. Otherwise, enter zero. This data element is not applicable for individuals whose family affiliation is 3, 4, or 5. When deeming core hours for a Two-Parent family, you may either (1) code the total number of deemed core hours per week in one of the Two Parents record and enter zero hours per week for the other parent; or (2) split the total number of deemed core hours per week for the Two Parents, so long as the sum of the deemed core hours per week for the Two Parents is the total number of deemed core hours for the Two-Parent rate for the sample month.

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M58 - What is the total dollar amount of earned income?

Enter the dollar amount of the adult's (or minor head-of-household's) earned income for the sample month or for the month used to budget for the sample month. An adult (or minor head-of-household) with earned income should generally be coded as employed (See data element #47.) There may be exceptions in months where an individual stopped in a previous month but received a paycheck in the current month.

M59A - What is the amount of Earned Income Tax Credit received in the report month?

Enter the total dollar amount of the Earned Income Tax Credit actually received, whether received as an advance payment or a single payment (e.g., tax refund), by the adult (or minor child head-of-household) during the reporting month or the month used to budget for the reporting month. If the State counts the EITC as a resource, report it here as unearned income in the month received (i.e., the reporting month or budget month). If the State assumes an advance payment is applied for and obtained, only report what is actually received for this item.

M59B - What is the amount of Social Security received in the sample month?

Enter the dollar amount of Social Security benefits (RSDI benefits) that the adult in the SSP-MOE family has received for the sample month or for the month used to budget for the sample month. Include the federal payment plus any state supplemental payment. If none, enter zero.

M59C - What is the dollar amount of Supplemental Security Income that the adult in the SSP-MOE family has received for the sample month?

Enter the dollar amount of SSI that the adult in the SSP-MOE family has received for the sample month or for the month used to budget for the sample month. If none, enter zero.

M59D - What is the amount of workers compensation received in the sample month?

Enter the dollar amount of Worker's Compensation that the adult in the SSP-MOE family has received for the sample month or for the month used to budget for the sample month. If none, enter zero.

M59E - What is amount of other unearned income received in the sample month?

Enter the dollar amount of other unearned income that the adult in the SSP-MOE family has received for the sample month or for the month used to budget for the sample month. This includes but is not limited to: Veteran's benefits, Unemployment Compensation, other government benefits not previously listed, housing subsidy, contributions, income-in-kind, deemed income, General Assistance, educational grants/scholarships/loans, and other. Do not include the amount of TANF assistance, EIC, Social Security, SSI, Workers Compensation, value of SNAP assistance, childcare subsidy, or Child Support. If none, enter zero.

## **CHILD CHARACTERISTICS**

This section allows for coding the child characteristics for up to ten children in the SSP-MOE family. A minor child head-of-household should be coded as an adult, not as a child. The youngest child should be coded as the first child in the family, the second youngest child as the second child, and so on.

If there are more than ten children in the SSP-MOE family, use the following order to identify the persons to be coded:

- (1) children in the eligible family receiving assistance in order from youngest to oldest;
- (2) minor siblings of child in the eligible family receiving assistance from youngest to oldest; and
- (3) any other children.

## **CHILD SECTION**

M60 - What is the family affiliation for the child?

A child means a person who is a member of an eligible family and is under the age of 18, or is age 18 and enrolled as a full-time student in high school or a vocational or technical program that he/she can reasonably be expected to complete before reaching age 19. A minor parent is considered a child only when included in an SSP-MOE family with a senior parent. Select the code that shows the child's relation to the eligible family receiving assistance. Enter the one-digit code that shows the child's relation to the eligible family receiving assistance.

1= Member of the eligible family receiving assistance.

## **MEMBER OF THE ELIGIBLE FAMILY AND NOT RECEIVING ASSISTANCE**

2= Unaided parent of minor child in the eligible family receiving assistance.

3= Unaided caretaker relative of minor child in the eligible family receiving assistance.

4= Unaided minor sibling of child in the eligible family receiving assistance.

5= Unaided person's income used in determining eligibility assistance amount.

M61 - What is the date of birth for the child?

Enter the eight-digit code for the date of birth of the child under the SSP-MOE program in the format YYYYMMDD. If the child's date of birth is unknown and the family affiliation is not 1, enter 99999999. This item is pre-populated from the MEDS file. If the date of birth is missing or invalid, it must be corrected via the Manage Persons screen in MEDS.

M62 - What is this child's social security number?

Enter the nine-digit social security number for the child in the format 'nnnnnnnnnn'.

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Reporting of this data element is optional for individuals whose family affiliation is 4. If the social security number is unknown and the family affiliation is not 1 enter '999999999'. If family affiliation is 1, every effort must be made to provide the SSN. For those few individuals that do not have an SSN in time to meet the reporting due date, use '000000000' with the understanding that this number will be replaced with the correct SSN once it is obtained. This read-only item is pre-populated from the MEDS file. If the social security number is missing or invalid, it must be corrected via the Manage Persons screen in MEDS.

M63A - Is this child Hispanic or Latino?

Select the one-digit code for the ethnicity of the SSP-MOE child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

M63B - Is this child American Indian or Alaska Native?

Select the one-digit code for the ethnicity of the SSP-MOE child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

M63C - Is this child Asian?

Select the one-digit code for the ethnicity of the SSP-MOE child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

M63D - Is this child Black or African American?

Select the one-digit code for the ethnicity of the SSP-MOE child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

M63E - Is this child Hawaiian or Other Pacific Islander?

Select the one-digit code for the ethnicity of the SSP-MOE child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

M63F - Is this child White?

Select the one-digit code for the ethnicity of the SSP-MOE child. Reporting of this data element is optional for persons coded 5 in Family Affiliation.

1= Yes.

2= No.

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M64 - What is this child's gender?

Indicate this child's gender.

- 1= Male.
- 2= Female.

M65A - Does this child receive disability benefits under non-Social Security Act programs?

Indicate whether the child received the benefit. These programs include Veteran's disability benefits, Worker's disability compensation, and Black Lung Disease disability benefits. For each type of disability benefit, indicate whether the child received the benefit.

- 1= Yes, received benefits based on federal disability status.
- 2= No.

M65B - Does this child receive supplemental security income under Title XVI-SSI of the Social Security Act? Indicate whether the child received SSI.

- 1= Yes, child received social security income benefits under Title XVI-SSI.
- 2= No.

M66 - What is the child's relationship to the head-of- household?

Indicate the child's relationship, including by marriage, to the head of the household, as defined by SNAP or as determined by the state, (i.e., the relationship to the principal person of each person living in the household).

- 4= Daughter or son of the head-of-household.
- 5= Stepdaughter or stepson of the head-of-household.
- 6= Grandchild or great grandchild of head-of-household.
- 7= Other related child (brother, sister, niece, nephew, or cousin).
- 8= Foster child of the head-of-household; If both code 07 & 08 apply to the child, use code 08.
- 9= Unrelated child.

M67 - Is this child/teen a parent with minor child in the family?

Indicate the child's parental status. This data element is used both for (1) the adult or minor head-of-household characteristics section and (2) the minor child characteristics section. The same coding schemes are used in both sections. Code 1 is not applicable for children. A parent with a minor child in the family may be a natural or adoptive parent, or stepparent of a minor child in the family. Reporting of this data element is optional for individuals whose family affiliation is 4 or 5.

- 2= Yes, child has own child in family, but not used in Two-Parent participation rate
- 3= No, does not have a minor child in the family.

M68 - What is this child's education level?

Indicate the highest education level attained by this child as of the sample month.

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Unknown is not an acceptable code for individuals whose family affiliation is 1.  
Reporting of this data element is optional for individuals whose family affiliation is 4.

- 1= First grade.
- 2= Second grade.
- 3= Third grade.
- 4= Fourth grade.
- 5= Fifth grade.
- 6= Sixth grade.
- 7= Seventh grade.
- 8= Eighth grade.
- 9= Ninth grade.
- 10= Tenth grade.
- 11= Eleventh grade.
- 12= High School Diploma/GED/National External Diploma.
- 13= Associate's Degree.
- 14= Bachelor's Degree.
- 15= Graduate degree (Master's or higher).
- 98= No formal education; Use this code for kindergarten or nursery school.
- 99= Unknown.

M69 - What is the citizenship/alienage of this child?

Select the one-digit code denoting this child's citizenship/alienage. Code what the agency records and IEVS will support. Unknown is not an acceptable code for individuals whose family affiliation is 1. Reporting of this data element is optional for individuals whose family affiliation is 4.

- 1= US citizen (native or naturalized).
- 2= Qualified alien; A qualified alien is an alien who is lawfully admitted for permanent residence in the US.
- 9= Unknown.

M70A - What is the amount of unearned income (SSI) for this child?

Enter the dollar amount of SSI that the child in the SSP-MOE family has received for the sample month or for the month used to budget for the sample month.

M70B - What is the amount of other disability unearned income?

Enter the dollar amount of other unearned income that the child has received for the sample month or for the month used to budget for the sample month.



## ACRONYMS

ACF	Administration for Children and Families
AU	Assistance Unit
CalWORKs	California Work Opportunity and Responsibility to Kids
CAP	Corrective Action Plan
CDSS	California Department of Social Services
CFAP	California Food Assistance Program
CPPM	County Partnerships and Performance Monitoring
CSV	Comma Separated Values
ESL	English as a Second Language
E2LA	Enterprise II Lite Automated
E2LITE	Enterprise II Lite
FSSP	Family Self-Sufficiency Plan
FFY	Federal Fiscal Year
FLSA	Fair Labor Standards Act
HVP	Home Visiting Program
IEVS	Income and Eligibility Verification System
MAP	Maximum Aid Payment
MEDS	Medi-Cal Eligibility Data System
MOE	Maintenance of Effort
MPP	Manual of Policies and Procedures
NDNH	National Directory of New Hires
PMC	Performance Measurement Counties
QR/PB	Quarterly Reporting/Prospective Budgeting
RD/RC	Redetermination/Recertification
RSS	Refugee Support Services
RADEP	Research and Development Enterprise Project
SAR	Semi-annual Reporting
SDI	State Disability Insurance
SNAP	Supplemental Nutritional Assistance Program
SSI/SSP	Supplemental Security Income/State Supplementary Program
SSP/MOE	Separate State Program/Maintenance of Effort
TANF	Temporary Assistance for Needy Families
WEI	Work Eligible Individual
WINS	Work Incentive Nutritional Supplement
WPR	Work Participation Rate
WTW	Welfare-to-work