

July 14, 2017

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD R. BLAND
Deputy Director
Family Engagement and Empowerment Division

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

The purpose of this letter is to provide County Welfare Departments (CWDs) with instructions for complying with new federal E&T reporting requirements established by the United States Department of Agriculture, Food and Nutrition Service (FNS).¹ In order to meet the new reporting requirements, CWDs are directed to submit E&T participant lists to the California Department of Social Services (CDSS) by **October 1, 2017**.

The instructions provided in this letter describe the data requested, including a definition for each data field, the method for transferring the data, and the timeline for completing submission.

I. Background

For the first time, FNS E&T reporting requirements include outcome data based on the employment and earnings of participants and former participants. The interim final rule, which establishes the reporting measures, requires state agencies to report outcome data to monitor the effectiveness of their E&T programs annually. The report is due January 1 of each year.

¹ The interim rule is available at: <https://www.fns.usda.gov/snap/fr-032416>.

To meet the reporting requirements, CDSS will match E&T participant and former participant data provided by CWDs against wage data provided by the California Employment Development Department (EDD). CDSS currently has a Memorandum of Understanding with EDD, which allows CDSS to access wage data for all CalFresh recipients. CWDs will securely send E&T participant lists to CDSS to run the data match directly. CDSS has determined that, at this time, this is the most efficient and secure way of complying with the new reporting requirements.

II. Data Requirements

The following data elements are now required for each individual who participated in E&T in the **first two quarters of FFY 16-17**:

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

III. Data Definitions

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

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

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

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

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

- Job Search
- Job Club
- Workfare (including an up-front job search period of 30 days)
- Self-Initiated Workfare
- Work Experience
- Vocational Training
- Education (including English-as-a-Second-Language and adult basic education)
- Job Retention

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

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

ABAWD Status: Choose either zero or one for each participant's ABAWD status. For this purpose, an ABAWD is a Non-Assistance CalFresh recipient who is 18 through 49 years of age and who does not qualify for one of the ABAWD exemptions listed in the Manual of Policies and Procedures Section 63-410.31 and .32.³

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

² For a complete description of qualifying component activities, see the California State Plan for FFY 16-17.

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

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

Mandatory or Voluntary: Indicate whether or not participation in E&T is mandatory or voluntary for the individual. For example, a program is considered mandatory if the individual is required to participate in E&T services in order to receive General Relief or General Assistance.

IV. Data Submission

Before uploading the data, CWDs must validate the SSNs provided by matching the list of SSNs with MEDS. If there are un-matched SSNs, CWDs should work to correct the SSN. CWDs may use Client Identification Numbers as a second identifier to validate the SSN.

CWDs must also ensure that the data is properly formatted by using the data submission template which will be shared via email with the CDSS E&T contacts.

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

To meet the reporting deadline of January 1, 2018, **CWDs will upload the data to the SFTP between September 1, 2017, and October 1, 2017.** To meet the data submission deadline, CDSS recommends that CWDs begin data collection prior to receiving the instructions for uploading the data to the SFTP.

V. Technical assistance

CDSS will hold an informational call with counties to address questions and concerns about this process. In the meantime, technical assistance requests may be directed to Haris Ahmed, E&T Unit Analyst, at 916-654-0598 or haris.ahmed@dss.ca.gov.

If you have any questions regarding this matter, please contact Sarah Turner, E&T Unit Manager, at 916-654-1405 or sarah.turner@dss.ca.gov.