



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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REASON FOR THIS TRANSMITTAL

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

November 18, 2016

ALL COUNTY INFORMATION NOTICE NO. I-76-16

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WORK INCENTIVE NUTRITIONAL SUPPLEMENT COORDINATORS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2015 WORK INCENTIVE NUTRITIONAL SUPPLEMENT (WINS) VALIDATION REVIEWS

REFERENCE: ALL COUNTY LETTERS (ACLs): 13-71, 13-71E, 14-51E;
ALL COUNTY INFORMATION NOTICES (ACINs): I-14-14 AND I-14-14E, ALL COUNTY WELFARE DIRECTORS LETTER WINS BENEFIT ISSUANCE, DATED FEBRUARY 2, 2015

Beginning November 2016, the California Department of Social Services (CDSS) will be conducting WINS case validation reviews of work participation rate (WPR) data. The WINS WPR data validation reviews will be an annual joint process between the state and counties to assess WINS program activities' conformance to regulatory requirements. The Performance Monitoring and Research Bureau Performance Monitoring Unit (PMU) will review data from the previous closed FFY—not the current FFY and will review documentation to validate the work participation activity hours each county reported for calculating WPRs, will collect and document procedures and in an effort to reduce errors, will provide trainings to increase counties' knowledge.

The CDSS worked with the California Welfare Directors Association (CWDA) and counties to develop the process for WINS on-site and desk reviews. The process includes:

- Contacting each county to determine specific review dates and whether the review will be conducted on-site or a desk review.

- Thirty days prior to the review, sending contact letters confirming the review dates and describing the review process.
- Two weeks prior to the review, emailing a sub-sample to the county with instructions and procedure questions that need to be completed.
- Once the validation review is complete, issuing a written report of the accuracy of the reported WINS work participation activity data.

The WINS is a separate state maintenance-of-effort funded program that became effective in all counties on July 1, 2014, and beginning October 1, 2014, contributes toward the state's Temporary Assistance for Needy Families (TANF) WPR. In order to receive WINS benefits, families must meet TANF work participation requirements through subsidized or unsubsidized employment.

During the Supplemental Nutritional Assistance Program (SNAP) eligibility process, participants must provide evidence of subsidized or unsubsidized employment income. Documentation and verification of WINS Work Eligible Individuals' participation must be in accordance with requirements specified in the California's Work Verification Plan (WVP) effective October 1, 2014, and must be maintained in the case file.

Included in the WVP are procedures for verifying participation hours and descriptions of internal controls used to ensure compliance with these procedures. The controls include:

- Performing county-level reviews and analysis of data collection processes and procedures used to collect and report work participation activity hours.
- Conducting case validation reviews of work participation findings for individual cases. Sampled cases are reviewed to determine whether the data meets federal and state wage or activity participation reporting requirements.
- Providing technical assistance to counties to ensure accuracy of work participation data reported to the federal government.

Attachment 1 is a list of counties that will be reviewed for FFY 2015 along with the number of WINS cases that will be reviewed for that county. Due to the relatively small WINS sample sizes, whenever possible, WINS and TANF reviews will be combined. For example, Butte County will have their TANF cases reviewed and an additional three WINS cases (see attached).

When WINS and TANF reviews cannot be combined, either an onsite review or desk review will be conducted. Onsite reviews will be conducted at the county offices, desk reviews at CDSS headquarters. For example, an on-site review of five WINS cases will be conducted for Contra Costa County; a desk review of three WINS cases will be conducted for Del Norte County (see attached).

Attachment 2 includes answers to questions that were developed after meeting with CWDA and the counties. Answers to these questions are intended to be informational and are based only on the general circumstances provided in the questions.

If you have any questions regarding the WINS or TANF WPR case validation reviews, please contact Kim Murdock at (916) 657-2595 or kim.murdock@dss.ca.gov.

Sincerely,

Original Document Signed By:

M. AKHTAR KHAN
Chief, Research Services Branch

Attachments

2016/17 TANF AND WINS VALIDATION REVIEW COUNTIES

TANF Review Counties and Number of WINS Cases		Onsite Review Counties and Number of WINS Cases		Desk Review Counties and Number of WINS Cases	
Butte	3	Contra Costa	5	Del Norte	3
Fresno	26	Los Angeles	62	Mendocino	4
Humboldt	2	Marin	9	Modoc	2
Kings	3	Merced	4	Siskiyou	5
Lake	1	Monterey	4		
Madera	2	Napa	6		
Placer	3	Riverside	26		
San Benito	1	San Diego	31		
San Bernardino	33	San Joaquin	10		
San Francisco	4	San Mateo	4		
San Luis Obispo	3	Solano	3		
Santa Barbara	4	Stanislaus	8		
Santa Clara	11	Tehama	4		
Shasta	3	Ventura	7		
Sonoma	3	Yuba	4		
Sutter	1				

WINS Validation Reviews Questions and Answers

1. What Federal Fiscal Year (FFY) will be reviewed first?

CDSS will begin WINS reviews with FFY 2015.

2. How far in advance will counties be contacted to set up a review?

Counties will be contacted at least 30 days in advance to establish a review date.

3. How far in advance will counties receive their sub-sample and instructions?

Counties will receive their sub-sample approximately two weeks prior to scheduled review.

4. How will a county know if their review is on-site or desk?

Refer to attached schedule to see if your county is on this year's schedule to review and whether it is an on-site or desk review.

5. What is the subsample size?

Subsample sizes range from 1 to 86 cases.

6. Will numerator, denominator and excluded cases be included in the subsample?

Yes, the subsample will include numerator, denominator but not in numerator and excluded from the denominator cases.

7. How long will reviews take?

Depending on the subsample size, reviews may take a few hours or as long as two days.

8. Are the findings from the reviews shared with other counties?

No, findings are only given to the county that was reviewed.

9. How will the review findings data be compiled and used?

The review findings data will be compiled into a database and used to validate the accuracy of the reported WPR data.