

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



October 25, 1993

ALL-COUNTY INFORMATION NOTICE NO. I-39-93

TO: ALL COUNTY WELFARE DIRECTORS
ALL GAIN COORDINATORS

REASON FOR THIS TRANSMITTAL

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

SUBJECT: ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) MONITORING
REVIEW REPORT

In March 1993, Mr. Wil Weder from the Administration for Children and Families (ACF) Central Office conducted a monitoring review of the Job Opportunities and Basic Skills Training (JOBS) Program (GAIN 61/FSA 108) reporting system. Although Mr. Weder was pleased with the overall performance, he did list several concerns and recommendations which may be beneficial for use by counties to improve their GAIN/JOBS reporting process.

Based on these concerns and specific recommendations from ACF, the following are items that may need attention from the counties and/or State:

During the federal review, several participants were erroneously identified as participating in the sample month. In order to avoid this error, counties are reminded that the GAIN 61 universe list must be a continuous merged list of all unduplicated individuals who meet at least one of the following criteria during the sample month:

- attended orientation/appraisal during the month.
- actively engaged in assessment or employability planning during the month.
- scheduled for or actively engaged in one or more components during the sample month, or
- had a job entry in the sample month or in the month preceding the sample month.


There appeared to be confusion in determining the date of entry in GAIN/JOBS. This date should be the six digit code (in the format MDDYY) for the date on which the individual attended orientation/appraisal or began job search as an applicant. For individuals resuming GAIN participation after either being off AFDC or in a long term deferral status, enter the most recent date of re-entry into GAIN, i.e., attended orientation/appraisal or resumed activity in a component of GAIN. (For definitions of orientation/appraisal/assessment see enclosure).

All County Welfare Directors
All GAIN Coordinators
Page Two

The final concern was that counties were coding target groups "yes" or "no" rather than identifying the specific target group in which the participant is located. Refer to item 9 on the GAIN 61 form for the appropriate target group codes.

In response to a recommendation from Mr. Weder, Statistical Services Bureau (SSB) staff will identify specific counties to visit in order to review their criteria and procedures relating to the GAIN 61/FSA 108. During the visits, staff will attempt to identify instructions/procedures that have proven successful in order to transfer these procedures to counties that may need further assistance. Also, during the county visits, SSB staff will attempt to determine whether electronic transmittal of the data is feasible and, if so, work with those counties to set up procedures for electronic transmittal.

Any of these items or other questions may be discussed when staff visit your county or county staff may call DeAnna Setzer of the Statistical Services Bureau at (916) 653-4390.


JARVIO A. GREVIOUS
Deputy Director
Administration Division

Enclosures

Statistical Reports

Reports - Public Assistance

26-227.30 Line Item Instructions (Continued)

Section B - Appraisal/Assessment

B1 Orientation/

Appraisal:

Enter the number of registrants entering Orientation/Appraisal.

Orientation/Appraisal is a GAIN component. The term "GAIN Component" refers to GAIN assignments which provide GAIN Program information, and individual employability evaluation services or employment-related job search assistance, training, education or work experience designed to enhance employability. Orientation/Appraisal consists of five primary steps (not necessarily in this order):

Step 1 - GAIN orientation.

Step 2 - Recording of participant characteristics via the GAIN 26 form or substitute.

Step 3 - Determining deferrals.

Step 4 - Completion of CASAS testing.

Step 5 - Signing the GAIN Activity Agreement specifying the first activity.

A count is recorded on the GAIN 25 when the client is referred to and attends the first step, and not subsequent steps.

B2 Assessment:

Enter the number of GAIN registrants referred to and attending Assessment as defined in MPP 42-773.2.

NONLINKING FACTORS OF PUBLIC ASSISTANCE ELIGIBILITY
GREATER AVENUES FOR INDEPENDENCE
Regulation 42-773

Assessment:

42-773 - Development of an Employment Plan (Continued)

- .2 developing the employment plan, the CWD or agency contracting with the CWD, and the participant shall develop an assessment of the skills and needs of the participant.
 - .21 The assessment shall include at least the following:
 - .211 The participant's work history, including employment skills, knowledge and ability.
 - .212 The participant's educational history and present education competency level.
 - .213 The participant's need for supportive services in order to maximize benefits from the employment and training services.
 - .214 The participant's employment goals, and an evaluation of the chances to achieve the goal, and the resources available to attain the goal.
 - .215 Identification of a goal to be attained upon completion of the program, the time it will take to achieve the goal, and the resources available to attain the goal.