

CalWORKs and FOOD STAMPS DATA SYSTEMS DESIGN TASKFORCE

Systems Maintenance Unit (SMU)

TRANSMITTAL NUMBER: 05- 02 (CW)

April 11, 2005

TO: All Performance Measurement County and Field Operations
Bureau Staff

SUBJECT/PURPOSE: Instructions for the Completion of Federal Kin-Gap and
Emergency Assistance Foster Care Sample Cases.

RELATED REFERENCE: None.

SUPERSEDES: All Prior References.

EFFECTIVE DATE: On Receipt.

BACKGROUND:

This transmittal provides instructions for the completion of federally sampled Kin-Gap and Emergency Assistance Foster Care cases.

Complete case level data and child level data will need to be reported for both Kin-Gap and Foster Care cases.

The following specific instructions cover the most important of the case level data and ALL OF THE ADULT LEVEL DATA REQUIRED. If an adult level item is not listed below, it does not have to be completed for that type of case.

KIN-GAP

The Kin-Gap aid codes are:

4F 100% federal funded.

4G State funded cases but included in the MEDS TANF universe as they may be miscoded 4F (federally funded) cases. Review the funding in these cases and if they are state only funded, drop them and so note in the case comments. If they are federally funded, completed the review and note the funding source both in item T8 and the case comments.

Kin-Gap cases are to be coded the same as a Non-Needy Relative case.

T12 Type of Family/Work Particip = Code 3 (No work requirement)

T28 Exempt fr Time-Lim Prov Federal = Code 2 (Head of household not receiving assistance)

T29B Reasons All Child Only = Code 10 (Kin-Gap household)

T30 Family Affiliation = Code 3 (Non-needy caretaker relative)

T34 series Racial/Ethnic Data = (Code as appropriate)

T35 Gender = (Code as appropriate)

T36 series Disability Benefits = (If receipt not supported by data in case record, report as "No.")

T37 Marital Status = (Code per case record)

T38 Relationship to Head of Hshld= Code 01 (Head of household)

T41 Education Level = (Code per case record data, if none, use code 11 as default value)

T42 Citizenship/Alienage = (Code per case record, code 9 unknown is acceptable)

T43 Cooperation with Child Support = Code 9 (N/A)

T47 Employment Status = (Code per case record, if none, use code 2 as default value)

T64 series Income Data = (Code per case record)

T65 series Unearned Income Data = (Code per case record)

FOSTER CARE

The sole Foster Care aid code subject to Tanf Data Reporting is:

5K 100% federal funded.

T12 Type of Family Work/Particip = Code 3 (No work requirement)

T28 Exempt fr Time-Lim Prov Federal = Code 2 (Head of household not receiving assistance)

T29B Reasons All Child Only = Code 9 (Foster Care household)

T30 Family Affiliation = Code 5 (Adult not in the AU and not a NNR/parent)

T35 Gender = (Code as appropriate)

T36 series Disability Benefits = (If receipt not supported by data in care record, report as "No.")

T38 Relationship to Head of Hshld = Code 01 (Head of household)

T64 series Income Data = (Code per case record)

T65 series Unearned Income Data = (Code per case record)

INSTRUCTIONS:

Beginning with the receipt of this transmittal, use these instructions for the completion of federal Kin-Gap and Emergency Assistance Foster Care sample cases. These instructions should be photocopied and distributed to your staff.

INQUIRIES:

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Original Signed by Joeana Carpenter

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