



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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January 10, 2013

ALL COUNTY INFORMATION NOTICE (ACIN)
NO. I-62-12

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FIELD OPERATIONS BUREAU (FOB) CONTACTS
ALL COUNTY ENTERPRISE II LITE (E2L) CONTACTS
ALL COUNTY RESEARCH AND DEVELOPMENT ENTERPRISE
PROJECT (RADEP) CONTACTS

SUBJECT: CALCULATING HOURS OF PARTICIPATION IN TEMPORARY
ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAM WORK
ACTIVITIES FOR FEDERAL DATA REPORTING PURPOSES

This notice provides instructions for calculating average weekly hours of participation to be reported in the E2L and RADEP systems. In response to requests from counties for additional information, the Department has prepared a set of instructions to clarify reporting protocols that will be used by those who report TANF sample data. The process for reviewing data that were previously submitted by the counties will be communicated through the E2L and RADEP software user groups.

Each month, the Research Services Branch makes available sample reviews so that reviewers can submit disaggregated data about the counties' TANF caseloads. In addition to describing family characteristics of each sampled TANF case, reviewers are required to give an account of the TANF work participation, if any, completed by adults in the case.

Required Number of Hours

There are rules concerning the required number of hours for a TANF family to be included in the numerators of the work participation rate calculations. Depending upon which rate is being considered, the work-eligible adult(s) in the family must participate for a minimum number of hours in one or more federally-allowable activities.

Overall Rate

For any case to be included in the numerator of the overall work participation rate, one work-eligible individual must participate in federally-allowable activities for a minimum average of 30 hours per week. At least 20 of the 30 hours must be in core activities.

Two-Parent Rate

For a two-parent case to be included in the numerator of the two-parent work participation rate, the work-eligible individuals must participate in federally-allowable work activities for a combined minimum average of 35 hours per week. At least 30 of the 35 hours must be in core activities.

Exceptions

To be included in the numerator of the overall work participation rate, a family with a single custodial parent or relative who is caring for a child under age six years must participate in federally-allowable work activities for a minimum average of 20 hours per week in core activities.

For a family with one or more teen parents to be included in the numerator of either work participation rate, each of the teen parents who is married or the single head-of-household and who does not have a high school diploma or a certificate of high school equivalency must maintain satisfactory attendance at a secondary school or in a course to get a high school equivalency credential, or participate for a minimum average of 20 hours per week in education directly related to employment.

If you have questions about this notice, please contact Michelle Boone in the Federal Data Reporting and Analysis Bureau at (916) 657-3659.

Sincerely,

Original Document Signed By

M. AKHTAR KHAN, PH.D., Chief
Research Services Branch

Attachment

CALCULATING AVERAGE WEEKLY HOURS OF PARTICIPATION IN TANF WORK ACTIVITIES

The following guidance can be used to calculate hours of participation in TANF work activities. Federal TANF data reporting rules require that States report the average weekly number of actual hours that a work-eligible individual participates in an activity. The reported hours are used to calculate statewide and county-specific TANF work participation rates. The calculation described in this guidance is consistent with federal TANF data reporting regulations and instructions.

Work-eligible individuals are the only family members who are required to participate in TANF activities. If the family has no work-eligible individual, then there are no participation requirements for the family.

Months of Full TANF Assistance and Participation

A family with a work-eligible individual must be engaged in work for the minimum required average number of hours in each full week for which the family receives assistance in that month to be counted as meeting the work participation requirement for the month. Federal data reporting regulations require reporting, documentation, and verification of actual hours of participation. **To calculate the average number of hours per week of actual participation in a work activity, add the total number of actual participation hours for the month and then divide the total monthly hours by 4.33, which is the average number of weeks per month in a calendar year. If necessary, round to the nearest whole number.**

The required number of average weekly hours does not change based upon partial assistance or partial participation. What does change is the method for calculating the average weekly hours of actual participation.

Months of Partial TANF Assistance

Required Number of Hours

During the first or last month of any spell of assistance, a family may happen to receive assistance for only part of the month. If a family receives assistance for only part of a month, a work-eligible individual in the family must be engaged in work for the minimum required average number of hours in each full week for which the family receives assistance in that month to be counted as meeting the work participation requirement for that month.

Actual Number of Hours

If a family receives assistance for only part of the month, the average weekly hours are computed by dividing the total number of actual participation hours for the month 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 of the days for which the family was aided should be reported.

Months of Partial TANF Participation

Required Number of Hours

Any time during a spell of assistance, a family may participate for only part of the month. If a family participates for only part of a month, a work-eligible individual in the family must be engaged in work for the minimum required average number of hours in each full week for which the family receives assistance in that month to be counted as meeting the work participation requirement for that month.

Actual Number of Hours

If a family is aided for the entire month, but the individual only participates for part of the month, the average weekly hours are computed by dividing the total number of actual participation hours for the month by 4.33, which is the average number of weeks per month in a calendar year. If necessary, round to the nearest whole number.

EXAMPLES OF DETERMINING THE AVERAGE WEEKLY HOURS OF ACTUAL PARTICIPATION

Example 1 – TANF Family Receives Less Than A Full Week of Assistance

A family applies for assistance in late October. After being approved, the family receives a grant for the final four days of the month. The single work-eligible parent worked for six hours on each of the four days. The number of hours of participation should be reported as 24 (six hours multiplied by four days, without averaging).

Example 2 – Work-Eligible Individual(s) Participated for Less Than A Full Month

A family receives aid for the entire month of October. The single work-eligible parent began participating on weekdays only for eight hours a day beginning October 12th and ending on the 24th. The number of hours of participation should be reported as 17 (eight hours multiplied by 9 days, divided by 4.33 weeks, rounded up).

Example 3 – TANF Recipient is Work-Eligible for Less Than a Full Month

A family receives aid for the entire month of October during which time the parent participates four hours per weekday. From October 1st through 15th, the parent is a work-eligible individual. From October 16th through 31st, the parent is not work eligible. The number of hours of participation should be reported as 22 (four hours participated per day multiplied by 11 days participated as a work eligible individual, divided by two weeks as a work-eligible individual).