



CDSS

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April 26, 2010

ERRATA

ALL COUNTY LETTER (ACL) NO. 09-60E

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CLARIFICATION TO THE DEFINITION OF A “SINGLE CUSTODIAL PARENT” AND FOR INSTRUCTIONS FOR DATA RELATED TO THE FAMILY’S PARTICIPATION IN WORK EXPERIENCE FOR THE TWO-PARENT RATE

REASON FOR THIS TRANSMITTAL

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

The purpose of this letter is to clarify the definition of a “single custodial parent” and the instructions for data related to the family’s participation in work experience for the two-parent rate.

The definition of a “single custodial parent” (Attachment 1, page 9) omitted the word “adult,” and erroneously included the phrase “work eligible” in its place. The definition of a single custodial parent is: “the parent of an aided child and the only adult and/or minor child head of household living in the home.”

The instructions for question #10: “Did this family participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience for the Two Parent rate?” (Attachment 3, page 5) erroneously included the term “head of household” instead of “family”.

Attached are the impacted pages from ACL 09-60 that now include these changes. If you have any questions, please contact your County Work Participation Rate Consultant.

Sincerely,

Original Document Signed By:

FRAN MUELLER
Deputy Director
Administration Division

Attachment
c: CWDA
CSAC

In addition, case management services are provided to minor parents in this activity. Case management involves directing and coordinating a recipient's educational, health, and social services and may include ESL, career training, alternative school, tutoring, dropout prevention, and teen pregnancy or parenting programs. The case management programs are essential to this work category in that they address the special social service needs of minor parents. Meeting these specific needs helps this group of recipients attain a GED certificate or attend secondary school, which helps minor parents achieve self-sufficiency.

In some instances, participation is completed as part of distance learning and counts toward satisfactory school attendance only when the distance learning program otherwise meets the definition of the activity and the time spent is monitored by the service provider and is reported to the county welfare department on a monthly basis. Homework time that can be documented and verified may also be counted.

Single Custodial Parent

A single custodial parent is the parent of an aided child and the only adult and/or minor child head of household living in the home.

Subsidized Private Sector Employment

Subsidized private sector employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a work-eligible individual. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting, (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work.

Hours of participation in various barrier removal activities, such as mental health, substance abuse, and/or rehabilitative services, can count under this activity if they are integrated parts of subsidized employment. In order to count, the individuals must be paid for all of the hours they participate in such activities that are counted as subsidized employment. If the individuals are not paid while participating in these activities, the participation will be reported as subsidized employment and another appropriate activity such as job search and job readiness assistance.

Subsidized Public Sector Employment

Subsidized public sector employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a work-eligible individual. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary

10. Did this family participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience for the Two Parent rate?

If the actual number of hours for the family in question #8 is equal to or greater than the maximum allowable hours under the FLSA rules, enter "yes". If not, enter "no".

If "yes", the remaining number of hours needed to meet the 30 or 35 hour core requirement for the family will be "deemed".

11. On-The-Job Training

On-the-job training is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. On-the-job training provides knowledge and skills essential to the full and adequate performance of the job. The employer is subsidized to offset training costs.

Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient's employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g. nursing) is a necessary and regular element of employment. Only the hours that are paid by the employer are counted as on-the-job training.

On-the-job training may include participation in these types of activities when the individual is reimbursed for the training costs. When the individual is not reimbursed for training costs, the participation counts as job skills training directly related to employment, education directly related to employment, vocational educational training, or job search/job readiness assistance, as appropriate.

Enter the weekly average of the actual number of hours participated in the month.

12. Job Search and Job Readiness Assistance

Job search is an activity in which the participant's principal activity is to seek employment. Job search includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs. Job readiness assistance is an activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency. Job readiness assistance also comprises the following activities:

- a. Preparing an individual to obtain or retain employment, such as preparing a resume or job application, interviewing skills, instruction in work place expectations, and life skills training.*